

**ORDINARY MEETING**

**OF**

**CITY STRATEGY COMMITTEE**

**AGENDA**

**Time:** 9:30am  
**Date:** Thursday, 7 March 2019  
**Venue:** Committee Room 1  
Ground Floor, Council Offices  
101 Wakefield Street  
Wellington

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**MEMBERSHIP**

Mayor Lester  
Councillor Calvert  
Councillor Calvi-Freeman  
Councillor Dawson  
Councillor Day  
Councillor Fitzsimons  
Councillor Foster  
Councillor Free  
Councillor Gilberd  
Councillor Lee  
Councillor Marsh  
Councillor Pannett (Chair)  
Councillor Sparrow  
Councillor Woolf  
Councillor Young

**NON-VOTING MEMBERS**

Te Rūnanga o Toa Rangatira Incorporated  
Port Nicholson Block Settlement Trust

**Have your say!**

*You can make a short presentation to the Councillors at this meeting. Please let us know by noon the working day before the meeting. You can do this either by phoning 04-803-8334, emailing [public.participation@wcc.govt.nz](mailto:public.participation@wcc.govt.nz) or writing to Democracy Services, Wellington City Council, PO Box 2199, Wellington, giving your name, phone number, and the issue you would like to talk about.*

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## AREA OF FOCUS

The role of the City Strategy Committee is to set the broad vision and direction of the city, determine specific outcomes that need to be met to deliver on that vision, and set in place the strategies and policies, bylaws and regulations, and work programmes to achieve those goals.

In determining and shaping the strategies, policies, regulations, and work programme of the Council, the Committee takes a holistic approach to ensure there is strong alignment between the objectives and work programmes of the seven strategic areas of Council, including:

- **Environment and Infrastructure** – delivering quality infrastructure to support healthy and sustainable living, protecting biodiversity and transitioning to a low carbon city
- **Economic Development** – promoting the city, attracting talent, keeping the city lively and raising the city's overall prosperity
- **Cultural Wellbeing** – enabling the city's creative communities to thrive, and supporting the city's galleries and museums to entertain and educate residents and visitors
- **Social and Recreation** – providing facilities and recreation opportunities to all to support quality living and healthy lifestyles
- **Urban Development** – making the city an attractive place to live, work and play, protecting its heritage and accommodating for growth
- **Transport** – ensuring people and goods move efficiently to and through the city
- **Governance and Finance** – building trust and confidence in decision-making by keeping residents informed, involved in decision-making, and ensuring residents receive value for money services.

The City Strategy Committee also determines what role the Council should play to achieve its objectives including: Service delivery, Funder, Regulator, Facilitator, Advocate

The City Strategy Committee works closely with the Long-term and Annual Plan Committee to achieve its objectives.

**Quorum:** 8 members

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## 1. Meeting Conduct

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### 1.1 Mihi

The Chairperson invites a member of the City Strategy Committee to read the following mihi to open the meeting.

***Taiō Pōneke<sup>†</sup> – City Strategy Committee***

**Te wero**

Toitū te marae a Tāne

Toitū te marae a Tangaroa

Toitū te iwi

Taiō Pōneke – kia kakama, kia māia!

Ngāi Tātou o Pōneke, me noho ngātahi

Whāia te aratika

**Our challenge**

Protect and enhance the realms of the Land and the Waters, and they will sustain and strengthen the People.

City Strategy Committee, be nimble (quick, alert, active, capable) and have courage (be brave, bold, confident)!

People of Wellington, together we decide our way forward.

<sup>†</sup> The te reo name for the City Strategy Committee is a modern contraction from 'Tai o Pōneke' meaning 'the tides of Wellington' – uniting the many inland waterways from our lofty mountains to the shores of the great harbour of Tara and the sea of Raukawa: ki uta, ki tai (from mountain to sea). Like water, we promise to work together with relentless synergy and motion.

### 1.2 Apologies

The Chairperson invites notice from members of apologies, including apologies for lateness and early departure from the meeting, where leave of absence has not previously been granted.

### 1.3 Conflict of Interest Declarations

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member and any private or other external interest they might have.

### 1.4 Confirmation of Minutes

The minutes of the meeting held on 14 February 2019 will be put to the City Strategy Committee for confirmation.

### 1.5 Items not on the Agenda

The Chairperson will give notice of items not on the agenda as follows.

***Matters Requiring Urgent Attention as Determined by Resolution of the City Strategy Committee.***

The Chairperson shall state to the meeting:

1. The reason why the item is not on the agenda; and
2. The reason why discussion of the item cannot be delayed until a subsequent meeting.

The item may be allowed onto the agenda by resolution of the City Strategy Committee.

***Minor Matters relating to the General Business of the City Strategy Committee.***

The Chairperson shall state to the meeting that the item will be discussed, but no resolution, decision, or recommendation may be made in respect of the item except to refer it to a subsequent meeting of the City Strategy Committee for further discussion.

**1.6 Public Participation**

A maximum of 60 minutes is set aside for public participation at the commencement of any meeting of the Council or committee that is open to the public. Under Standing Order 3.23.3 a written, oral or electronic application to address the meeting setting forth the subject, is required to be lodged with the Chief Executive by 12.00 noon of the working day prior to the meeting concerned, and subsequently approved by the Chairperson.

Requests for public participation can be sent by email to [public.participation@wcc.govt.nz](mailto:public.participation@wcc.govt.nz), by post to Democracy Services, Wellington City Council, PO Box 2199, Wellington, or by phone at 04 803 8334, giving the requester's name, phone number and the issue to be raised.

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## **2. Policy**

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### **KILBIRNIE AND KELBURN ALCOHOL CONTROL BYLAW**

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#### **Purpose**

1. The Council voted in December 2018 for officers to consult with the public on the creation of an Alcohol Control Bylaw in the suburbs of Kilbirnie and Kelburn and to report back by 30 June 2019 as to whether a Bylaw be introduced in these areas.

#### **Summary**

2. The Bylaw prohibits the consumption and possession of alcohol in all public places within the areas defined as Alcohol Ban Areas in Wellington. The use of the bylaw is an established and favoured method of controlling liquor consumption and possession outside of licenced premises in public places, including in vehicles. Alcohol Control bylaws are used by Councils across New Zealand and the Council recently voted in 2018 to retain the existing Alcohol Control Bylaw with two amendments to the Alcohol Ban Area.
3. The proposed areas which the public are now to be consulted on are:
  - the Kilbirnie area, bordered by Mahora Street, Coutts Street, Childers Terrace, and Rongotai Road including the community centre and carpark – Attachment 1 Area A
  - Kilbirnie Crescent Evan’s Bay Road (from State Highway 1), Kilbirnie Park – Attachment 1 Area B
  - Kelburn Park including the Council playground – Attachment 2.

#### **Recommendations**

That the City Strategy Committee:

1. Receive the information.
2. Note that the 2018 Alcohol Control Bylaw review retained the existing boundaries of the Alcohol Ban Area with minor amendments and the Council voted to consult on adding new Alcohol Ban Areas in Kilbirnie and Kelburn.
3. Agree to consult on introducing an Alcohol Ban Area in the following areas
  - a. the Kilbirnie area, bordered by Mahora Street, Coutts Street, Childers Terrace, Evans Bay Parade (from Kemp Street) and Rongotai Road
  - b. Evan’s Bay Road (from State Highway 1), Kilbirnie Park, and Kilbirnie Crescent
  - c. Kelburn Park including the Council playground.
4. Agree to adopt, for public consultation, Attachment 3: Statement of Proposal Kilbirnie and Kelburn Alcohol Control Bylaw pursuant to sections 83 and 86 of the Local Government Act 2002.
5. Agree to delegate to the Chief Executive and Portfolio leader the authority to amend the proposed Statement of Proposal to include any amendments agreed by the Committee and any associated minor consequential edits.

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## Background

4. The 2018 review of the Alcohol Control Bylaw saw a number of submissions in favour of adding additional areas to the Bylaw. The Council voted in favour of consulting with the community on adding part of Kilbirnie and Kelburn Park to the Alcohol Ban area.
5. The Council wants to maintain a proactive stance against alcohol related harm. The Council's Alcohol Management Strategy supports the Council and community taking a wide range of actions and measures to address harm, whilst achieving the council's aspirations for a dynamic city as well as vibrant suburban centres.
6. A key part of the Alcohol Management Strategy is strengthening and maintaining the Alcohol Control Bylaw and ensuring that public safety is at the forefront of the Council's response to alcohol related harm.
7. Both the Council and the New Zealand Police have identified side loading as an issue that the Bylaw is able to assist in managing. The Police use the Bylaw to prevent side loading outside of bars and clubs as well as in carparks.
8. Changes to legislation have meant that in order to create additional Alcohol Ban areas, the Council must be satisfied that a high level of crime or disorder (being crime or disorder made worse by alcohol consumption) is likely to arise in the area to which the bylaw is intended to apply if the bylaw is not extended to that area.
9. The Council must also be satisfied that the amendment can be justified as a reasonable limitation on people's human rights and freedoms in accordance with the Bill of Rights Act 1990, and is appropriate and proportionate in light of the likely levels of crime or disorder.
10. As part of the 2018 review officers undertook analysis using data from the New Zealand Police, the DHB, and Regional Public Health, the Council's Local hosts and public submissions. At that point apart from boundary changes to the existing alcohol ban area no new areas were proposed in other parts of the city.
11. Kilbirnie and Kelburn were identified by submitters as areas of concern where they felt an alcohol ban was appropriate. However, the Council must undertake formal consultation using the Special Consultative Procedure under the Local Government Act 2002 for these areas to be considered. This paper sets out this process.

## Discussion

12. The Council is seeking to consult with the public on whether an Alcohol Ban area is appropriate for the suburbs of Kilbirnie and Kelburn. Submissions from the 2018 review have indicated that many members of the public support the Council implementing an alcohol ban in these suburbs.
13. Previously the Council received 28 submissions in favour of adding Kilbirnie and five submissions arguing for Kelburn Park to be added.
14. Officers have as part of the 2018 review undertaken pre-engagement with many stakeholders in these communities and have worked with them to understand the issues facing the suburbs.

15. Officers have also sought to re-engage with these same stakeholders in order to work with the communities to further understand the issue and which parts of the suburb would have an alcohol ban imposed on them should the Council approve the decision.
16. Since the last consultation officers have met or had contact with the following community stakeholders.

<b>Kilbirnie</b>	<b>Kelburn</b>
Kilbirnie BID	Vic Neighbours
The Hub Toitu Poneke Community and Sports Centre	Victoria University of Wellington
Kilbirnie, Rongotai, Lyall Bay Residents Association	Victoria University Students' Association
First Retail Group	Kelburn Croquet Club
	Wellington Cable Car Ltd
	Inner City Wellington

17. Officers have consulted and engaged with the following Council business units in order to understand the issues facing the relative suburbs

Community Services	Parks, Sport and Rec
Public Health Team	District Licencing Team

#### Kilbirnie

18. The City Strategy Committee voted to consult with the community to create an alcohol ban within the Kilbirnie Business Network area bordered by Mahora Street, Coutts Street, Childers Terrace, Evans Bay Parade (from Kemp Street) and Rongotai Road.
19. Pre-engagement with a number of stakeholders in the suburb has led to the following positions being offered in relation to the proposed ban in Kilbirnie
20. **New Zealand Police**
- Discussions with Police officers have indicated that a potential ban would be an effective tool working alongside community and council initiatives in Kilbirnie. They see value in an alcohol ban being put in place in Kilbirnie but have emphasised that it will not fix the social issues of homelessness and begging.
  - The Police data has shown the following level of offending in Kilbirnie over the last three years - note that this is alcohol related but no indication of it being in public or private places.

Offence Type	2016	2017	2018	2019	Total
1510 - Serious Assaults	3	5	11		19
1640 - Minor Assaults	6	7	14	4	31
1710 - Intimidation/Threats	15	14	16	4	49
1840 - Harassment	2		1	1	4
1H - Drunk Home				1	1
1K - Drunk Custody/Detox Centre	23	23	11	1	58
1R - Breach Of The Peace	1	31	72	17	121
3530 - Disorder	65	49	9	2	125
3910 - Liquor Offences			1		1

<b>Grand Total</b>	<b>115</b>	<b>129</b>	<b>135</b>	<b>30</b>	<b>409</b>
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21. **First Retail**

- The group have indicated that they are engaging closely with the community they have noted that there are a number of social issues in the community, such as homelessness and begging and support the work being undertaken by the Council's Community Support team. They support business in the area; however, they have indicated that an alcohol ban may not be the most viable way of assisting the community as it will not address the underlying social issues affecting the area.

22. **Kilbirnie BID**

- Discussions with members of the Kilbirnie Business Network have indicated that they are in favour of an alcohol ban as it would deal with the issue of public disruption and anti-social behaviour that in their opinion is exacerbated by public drinking in the area.
- Multiple members of the BID submitted in the recent review, that Kilbirnie should be added to the Alcohol Ban area and provided evidence of public drinking and disorderly behaviour as part of the submission process.
- The BID has also indicated that they support the position of The Hub Toitu Pōneke Community and Sports Centre outlined below.

23. **The Hub Toitu Pōneke Community and Sports Centre**

- Discussions with the staff at The Hub Toitu Pōneke Community and Sports Centre (the Hub) have indicated that they wish to see the potential boundary expanded to include Kilbirnie Crescent and Kilbirnie Park.
- The Hub's staff members have noted that there are a number of issues with drinkers drinking both in the park and surrounding streets and that they believe a ban would possibly put a stop to this. There is often evidence of broken bottles left in the surrounding gardens as well as on the sports fields. They also fear that a potential ban on the BID area alone would likely result in the problem shifting to the park, effectively making the problem worse.
- The Hub's staff members have noted that there is an issue with side loading, people leaving the bar at the Hub to drink on Kilbirnie Crescent as well as the carpark and the garden area outside the Hub, with people hiding bottles of alcohol in the gardens in order to side load.

24. **The Kilbirnie, Rongotai, Lyall Bay Residents' Association**

- The Residents' Association has indicated that they support an alcohol ban being implemented in Kilbirnie.

Kelburn

25. The 2018 review noted that there had been a number of instances recorded of public drinking and anti-social behaviour in Kelburn. This was predominantly focused around the area of Kelburn Park.
26. The City Strategy Committee voted to support Victoria University in managing student behaviour in Kelburn and to consult with the community to create an Alcohol Ban at Kelburn Park.
27. Pre-engagement with a number of stakeholders in the suburb has led to the following positions being offered in relation to the proposed ban in Kelburn.

**28. New Zealand Police**

- The Police have indicated that they do not support a potential alcohol ban in Kelburn Park. There is a limited amount of offending for “Disorder” and “Breach of the Peace” in this area (18 instances over a three year period).
- The Police data has shown the following level of offending in Kelburn over the last three years - note that this is alcohol related but no indication of it being in public or private places and that there are no serious violence offences.

Offence Type	2016	2017	2018	Total
1R - Breach Of The Peace	2	3	2	7
3530 - Disorder	7	3	1	11
<b>Grand Total</b>	<b>9</b>	<b>6</b>	<b>3</b>	<b>18</b>

- The Police work closely with the university and university security and do not consider that an alcohol ban is required.

**29. Vic Neighbours**

- Discussions with members of the Vic Neighbours residents group have indicated that they support an Alcohol Ban being placed on the park from 8pm to 8am as the majority of the issues for the neighbours occur during the evening and at night. Vic Neighbours has indicated that they generally do not have a problem with activities during the day, and would not wish to see a 24/7 ban implemented as with other parts of the city.
- Vic Neighbours wish to see the ban include Kelburn Park as well as the neighbouring Council playground. These two areas adjoin each other and any ban should apply to both areas.
- Vic Neighbours have indicated that they are concerned about noise issues and rubbish left behind by students.
- The group has provided evidence, both in their previous submissions and in the recent engagement of incidents in the park, including photos of litter and people drinking in the park.
- They have requested noise control data from the Council for the area and this has shown that 80% of the noise complaints have originated on the Terrace. There were 130 noise complaints over three years primarily in Salamanca Road (53) and Everton Terrace (64). There were 17 noise complaints and 7 anti-social behaviour complaints for Kelburn Park within the three year period.
- They felt that the University was responsive to the issue and had made positive improvements to address the issue but feel that a ban would be an extra step which might change behaviour of some groups on the Park.

**30. Victoria University**

- Discussions with groups at Victoria University have indicated that they do not support a ban being implemented on the park. Previous discussions with the University have indicated that they actively work with the students and the community in managing the issue of student drinking. These were outlined in the letter that sent to the Council on 4 December 2018 by Rainsforth Dix, Director Student and Campus Living.
- Discussions with the Students’ Association have indicated that they believe that the University is currently able to monitor the behaviour of students in Kelburn Park. It is supervised and accessed by the University’s security team. In their view, if the park was to be included in the Alcohol Ban Area, they felt that there was a risk that students could move to areas that were less visible such as the

Botanic Garden, surrounding bush areas or nearby streets or alleyways that were not able to be monitored.

- The University and the Students' Association consider that this is a public safety issue and should be considered when applying a potential ban to Kelburn Park.

31. **Wellington Cable Car Ltd**

- Discussions with the Cable Car Company have indicated that they have encountered a small number of people drinking, as well as preloading, however, they have indicated that the University is usually well equipped to deal with the situation. They have not had any problems with student behaviour. They have noted that the situation is improving and that there was no real problem last year.

32. **The Kelburn Croquet Club**

- The Kelburn Croquet Club is also located on the Park. They do hire their venue for functions and hold an alcohol licence. They considered that an after 8pm ban covering their area would be workable for them and they would notify any group using their facilities that an alcohol ban would be in place after that time.
- The club has asked if it would be possible for the Council to install a camera on the Croquet Club pavilion as well as on the cricket pavilion in order to monitor issues and help make the area safer.

33. **First Retail**

- First Retail has indicated that Student welfare should be a priority and it supports moves by the University to deal with student behaviour. It has indicated that it does not support an alcohol ban being implemented on the park as this will likely move any issues to other areas and this may impact on student welfare and safety.

34. **Inner City Wellington**

- Emails from Inner City Wellington have indicated that they support Vic Neighbours position with regards to the issues in Kelburn Park.

Risks

35. There is a risk that this may lead to additional communities seeking an alcohol ban on parks in their area.
36. Discussions with the Council's Parks, Sport and Recreation team have indicated that they are concerned an alcohol ban in Kelburn Park may shift the issue to other areas such as the Botanic Garden. They have noted that this may affect the experience of Botanic Garden users, including additional noise complaints, damage to plants and structures and higher volumes of litter. In late 2018 security guards were contracted for a three month period at a cost of \$10,200.
37. It is anticipated that further security will be needed if this displaces people from Kelburn Park into the Botanic Garden.
38. In addition officers do not advise extending the Alcohol Ban to the Wellington Botanic Garden, as this would impose on people drinking responsibly at picnics and events such as Gardens Magic, as currently occurs.

**Options**

39. The Committee may amend its decision to consult on a potential alcohol ban in Kilbirnie to include Kilbirne Park, based on discussions with the Hub. This is Area B in the Attachments.

40. The Committee approves the attached Statement of Proposal for consultation on the proposed Alcohol bans in both Kilbirnie and Kelburn.

### **Next Actions**

41. Undertake consultation in accordance with the Special Consultative Procedure of the Local Government Act 2002, with any oral hearings to be held in May 2019.

### **Attachments**

Attachment 1.	Proposed Alcohol Ban Area in Kilbirnie	Page 15
Attachment 2.	Proposed Alcohol Ban Area in Kelburn Park	Page 16
Attachment 3.	Statement of Proposal	Page 18

Authors	Jim Lewis, Policy Advisor Geoff Lawson, Principal Advisor
Authoriser	Baz Kaufman, Manager Strategy Kane Patena, Director, Strategy and Governance

## SUPPORTING INFORMATION

### Engagement and Consultation

Officers have been engaging with public and community stakeholders, including residents' associations, community organisations, and business groups, gathering opinions from the community as to their positions extending the Bylaw. The Council is required to use the Special Consultative Procedure under Section 83 of LGA 2002 to consult with the relevant stakeholders and the general public. Formal consultation will be undertaken in accordance with the LGA 2002 with the public under Section 83 and including the following groups.

Regional Public Health	NZ Police
Residents Associations	First Retail Group
Suburban Business groups	Local Iwi
Victoria University	CCDHB

### Treaty of Waitangi considerations

N/A

### Financial implications

New signs would be required in both Kilbirnie and Kelburn.

### Policy implications

Existing Council Policies	Implications
Liquor Control Bylaw	This bylaw will amend the existing Bylaw

### Legislative implications

Legislation	Implications
Local Government Act 2002	The Council has the power under Sections 147 and 147A of the Local Government Act to make a bylaw for Liquor Control purposes.

### Risks / legal

There is the potential for the issue to shift to areas outside of the new areas. Additional funding may be required for increased security patrols in the Botanic Garden due to the possibility of potential "spill-over" of the issue.

The potential that this may lead to additional communities wanting an alcohol bans to be implemented on suburban parks that don't meet the requirements under Section 147A of the LGA 2002 including high levels of alcohol related crime or disorder.

### Climate Change impact and considerations

N/A

### Communications Plan

Public submissions will be open from 1 April to 30 April 2019. We will communicate with key stakeholders to ensure that they have the opportunity to submit on the proposal.

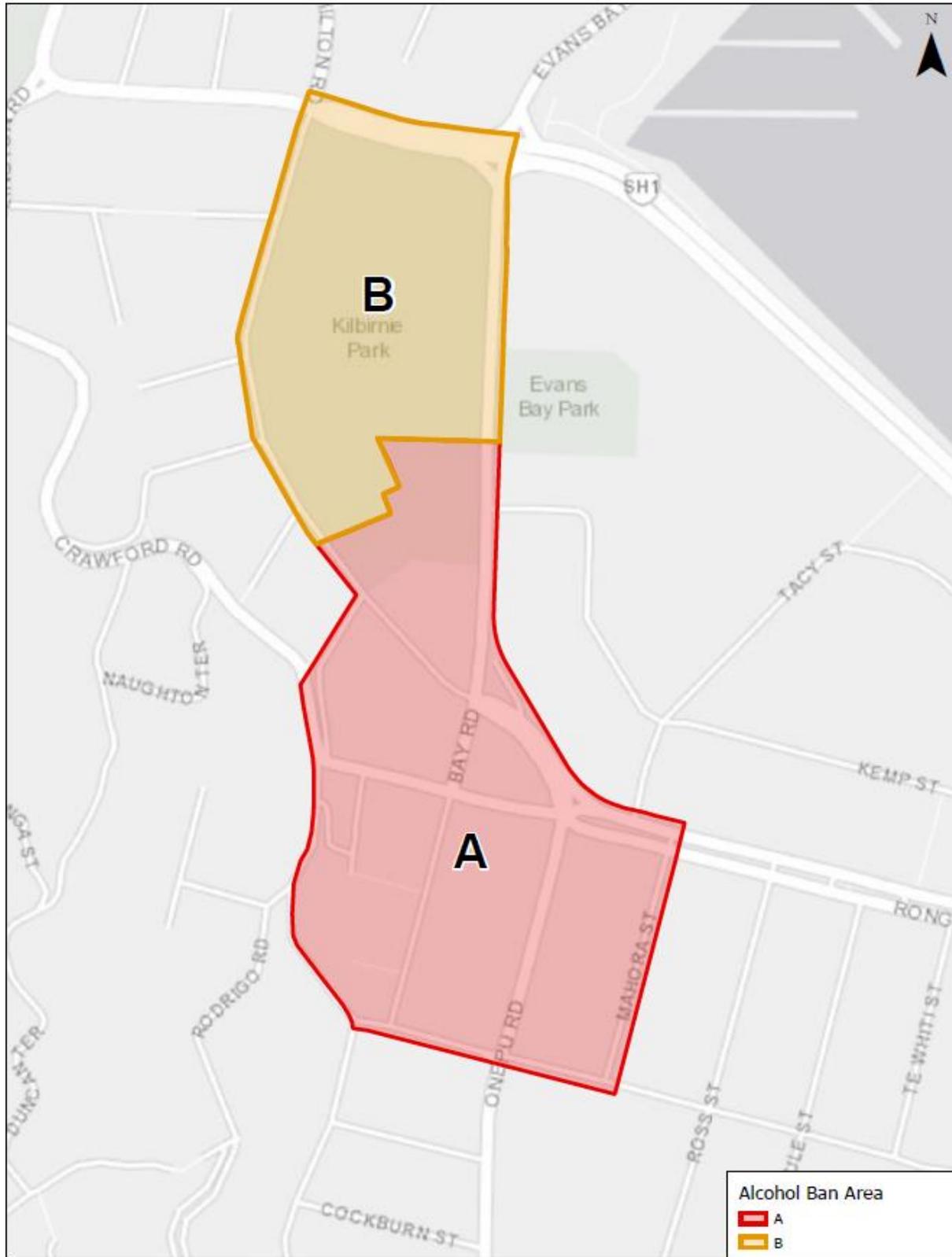
### Key messages for public consultation

The Council wants to consult with the public on the proposal of amending the Alcohol Control Bylaw to create an alcohol ban area in both Kilbirnie and Kelburn Park

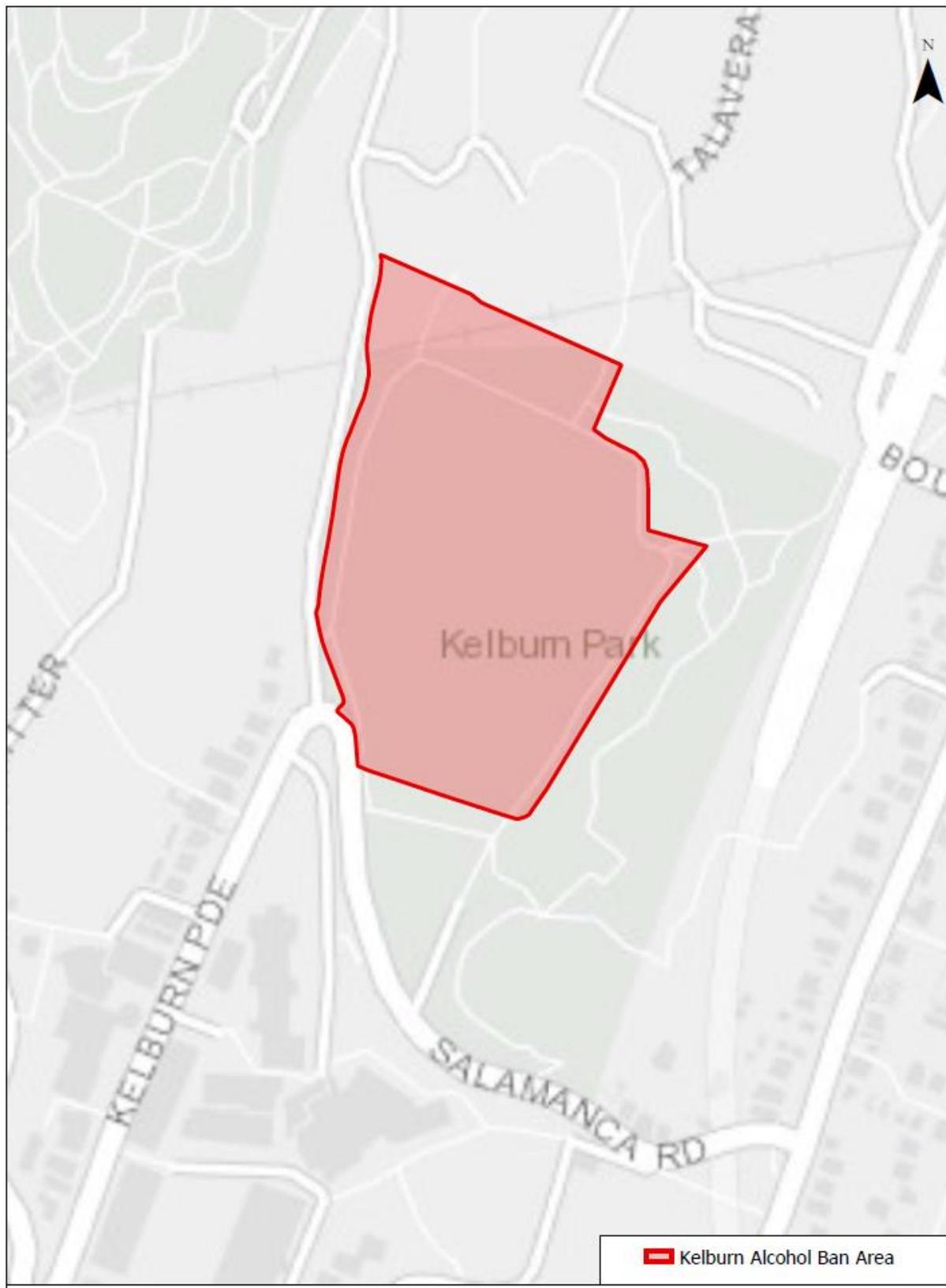
### Health and Safety Impact considered

N/A

### Attachment 1 Proposed Alcohol Ban area in Kilbirnie



Attachment 2 Proposed Alcohol Ban area in Kelburn Park





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## Attachment 3 Statement of Proposal

### Summary

A number of people and community groups have told us they would like to see alcohol ban areas established in Kilbirnie and Kelburn Park. These places were not proposed as alcohol ban areas in the recent review of the Council's Alcohol Control Bylaw.

However given the desire for these areas to be added to the bylaw, we are keen to hear the wider community's views on creating alcohol ban areas in Kilbirnie and Kelburn Park.

It's unlawful to consume or possess alcohol in alcohol ban areas, with exceptions for taking alcohol to or from places within the area.

The Council seeks your views on changing the Alcohol Control Bylaw to create alcohol ban areas in:

- the Kilbirnie area, bordered by Mahora Street, Coutts Street, Childers Terrace, Evans Bay Parade (from Kemp Street) and Rongotai Road – as shown as 'A' in Figure 1 applying 24 hours, seven days a week
- Kilbirnie Park and surrounding streets as shown as 'B' in Figure 1 applying 24 hours, seven days a week
- Kelburn Park – as shown in Figure 2 between the hours of 8pm and 8am, seven days a week.

### Have your say

Please tell us what you think about the proposed changes to the Alcohol Control Bylaw.

To have your say about the proposed changes to the Alcohol Control Bylaw you can:

- make a submission online at [wellington.govt.nz/haveyoursay](https://wellington.govt.nz/haveyoursay)
- download a submission form from the website and email it to [policy.submission@wcc.govt.nz](mailto:policy.submission@wcc.govt.nz)
- fill in the submission form and send it to Freepost 2199, Alcohol Ban Bylaw Review 2017, PO Box 2199, Wellington 6140
- drop a completed submission form to our service centre at 101 Wakefield St.

Printed copies of this statement of proposal are available from:

- the service centre
- libraries
- by emailing [policy.submission@wcc.govt.nz](mailto:policy.submission@wcc.govt.nz)
- phoning 04 499 4444

## Questions for Consultation:

These questions are intended to help guide your submission. We are interested in all submissions and thoughts on the proposed changes to the bylaw. You do not have to answer all the questions.

1. Do you support the proposal to create an alcohol ban area in the Kilbirnie area - shown as 'A' in Figure 1? Yes or No, please leave any comments in the space below.
2. Do you support the proposal to establish an alcohol ban area in Kilbirnie Park and the surrounding streets - shown as 'B' in Figure 1? Yes or No, please leave any comments in the space below.
3. If an alcohol ban was created in Kilbirnie, do you support it being in place 24 hours, seven days a week?
4. Do you support the proposed change to the Alcohol Ban Area in Kelburn Park shown in Figure 2? Yes or No, please leave any comments in the space below?
5. If an alcohol ban was established in Kelburn Park, do you support it only being in place between the hours of 8pm and 8am, seven days a week?
6. Have you experienced any alcohol related crime or disorder in any of the proposed areas? If yes, please give details (e.g. frequency, nature of the crime/disorder, etc.)

## Key dates:

1 April 2019	Submissions open
1 May 2019	Submissions close
15 May 2019	Oral hearings
June 2019	The City Strategy Committee considers submissions
June 2019	The Council decides whether to adopt the proposal
July 2019	If adopted, amendments to the Bylaw become effective.

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## Review

In 2018 the Council reviewed its existing Alcohol Control Bylaw and determined having a bylaw to regulate the possession and consumption of alcohol in public places is the most appropriate option to address the problem of alcohol related anti-social behaviour and harm in public places. Kilbirnie and Kelburn were identified by submitters as areas of concern where they felt an alcohol ban was appropriate.

The Council agreed to consult with the community and is proposing to amend the Alcohol Control Bylaw to include Kilbirnie and Kelburn Park and is consulting with the public on the proposal.

Before making a new area, under section 147A of the Local Government Act 2002, the Council has to be satisfied that (among other things):

- (i) there is evidence the area in which the bylaw is intended to apply has experienced a high level of crime or disorder that can be shown to have caused or made worse by alcohol consumption in the area; and
- (ii) the bylaw is appropriate and proportionate in light of that crime or disorder.

The relevant background information on the proposed areas is set out below.

### **Kilbirnie**

The Council received 28 submissions from business and community groups, and members of the public, asking it to consider implementing an alcohol ban in Kilbirnie, as there were a number of instances of public drinking and anti-social behaviour recorded in the area. It was noted by submitters that “there are a large number of people who are hanging around on the street from early in the morning to late at night and it is putting people off coming to the area... they are spending their time sleeping on the street in sleeping bags, openly drinking, smoking and congregating and being fairly intimidating to people that walk past.” The Council, upon reviewing those submissions, has determined the public be consulted on the proposal of a 24 hour, seven days a week alcohol ban for Kilbirnie.

The Council also agreed to work with the community to manage alcohol related issues. This will include an increased presence of Local Hosts, access to Meaningful Activities programmes, supporting a more intentional outreach service and tenancy services to address homelessness and those at risk of homelessness. The Council agreed to work collaboratively with other agencies, including the police, to ensure a robust outreach team are present in Kilbirnie, which does not appear to be restricted to certain times of the day. This is consistent with existing areas inside the Alcohol Control Areas in the city.

The Council voted to consult with the community to create an alcohol ban area within the Kilbirnie Business Network area bordered by Mahora Street, Coutts Street, Childers Terrace, Evans Bay Parade (from Kemp Street) and Rongotai Road. This area is shown as 'A' in Figure 1.

Feedback from the community has also suggested that the area should also include Kilbirnie Park as well as Kilbirnie Crescent and Evans Bay Road (from State Highway 1). This area is shown as 'B' in Figure 1. Discussions with staff at The Hub Toitu Pōneke Community and Sports Centre have indicated they support extending the ban area due to increased presence of broken bottles found in the park and people leaving the centre to drink pre-purchased alcohol in the street and surrounding carpark and park areas. They fear that a potential ban on the Kilbirnie town centre area alone would likely result in the problem shifting to the park, effectively making the problem worse. We are interested in receiving public feedback on whether this area should also be included in the Alcohol Ban Area.

### **Kelburn Park**

As part of the Alcohol Control Bylaw review, the Council received submissions outlining incidents of anti-social behaviour, litter and noise complaints relating to public behaviour involving alcohol in Kelburn Park. This area is outlined in Figure 2. The Council, upon receiving and considering the submissions, has decided to consult with the public about introducing an alcohol ban between the hours of 8pm and 8am, seven days a week. This is when the primary issues arise, and does not impact on the sporting and other day time activities in the park.

The Council has also agreed to support Victoria University in managing student behaviour in Kelburn. The University notes that it is able to monitor student behaviour in the park and intervene when appropriate. An alcohol ban may move the issue to areas that are not as well monitored and that are less well lit, including areas such as the surrounding bush, which is steep and hazardous and the Botanic Garden. In their view this could lead to concerns for public safety.

## **Frequently Asked Questions**

### **What is an alcohol ban?**

A ban on the consumption and possession of alcohol in public spaces, including in vehicles, parks, beaches, and communal areas within the ban area. There are exceptions which cover the transportation of alcohol.

### **Who can enforce an alcohol ban?**

The Police are the only ones who can enforce an alcohol ban.

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**Does a liquor ban impact my ability to drink in a bar/café/restaurant?**

An alcohol ban does not prevent you from drinking within a licenced establishment, providing that you adhere to the rules of the issued licence.

**Does a liquor ban impact my ability to drink on my own property?**

The Council cannot prevent you from drinking on your own private property; this includes Housing New Zealand and Council Housing properties.

## PROPOSED BYLAW AMENDMENTS

If the bylaw is changed as proposed, the alcohol ban area map will be amended to include the areas set out below and, in Section 2: Interpretation, the definition of Alcohol Ban Area will be amended to reflect these changes as follows:

**Alcohol Ban Area** means ~~that~~ the following area areas:

- ~~including~~ the Wellington Central Area, Oriental Bay, Mt Victoria Lookout, Mt Victoria, Aro Valley, Central Park, Mt Cook and Newtown as shown in the Alcohol Ban Area map attached ~~as Schedule A.~~
- Kilbirnie as shown in the Alcohol Ban Area map attached
- Kelburn Park as shown in the Alcohol Ban Area map attached.

Figure 1: Proposed Alcohol Ban Area in Kilbirnie map)

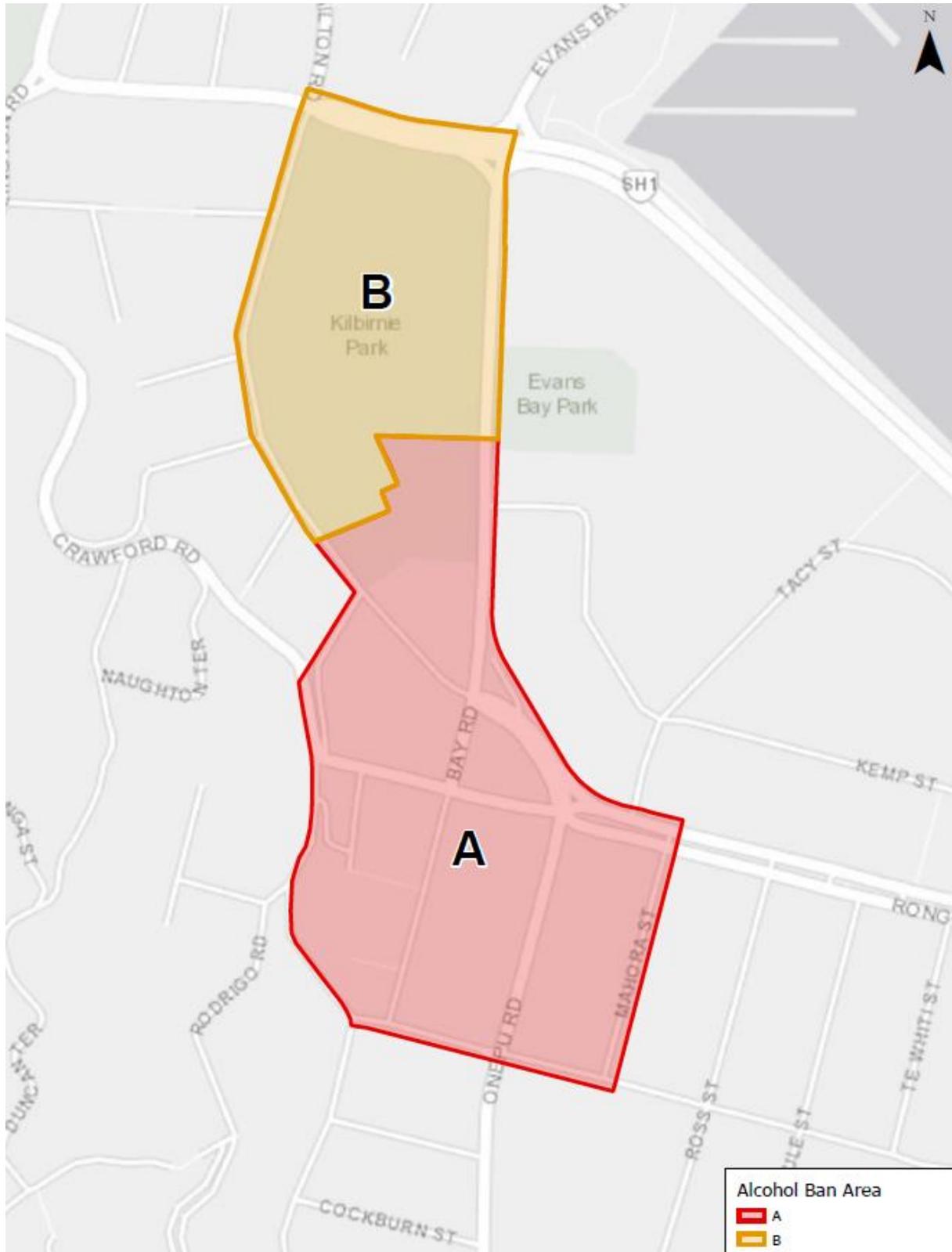
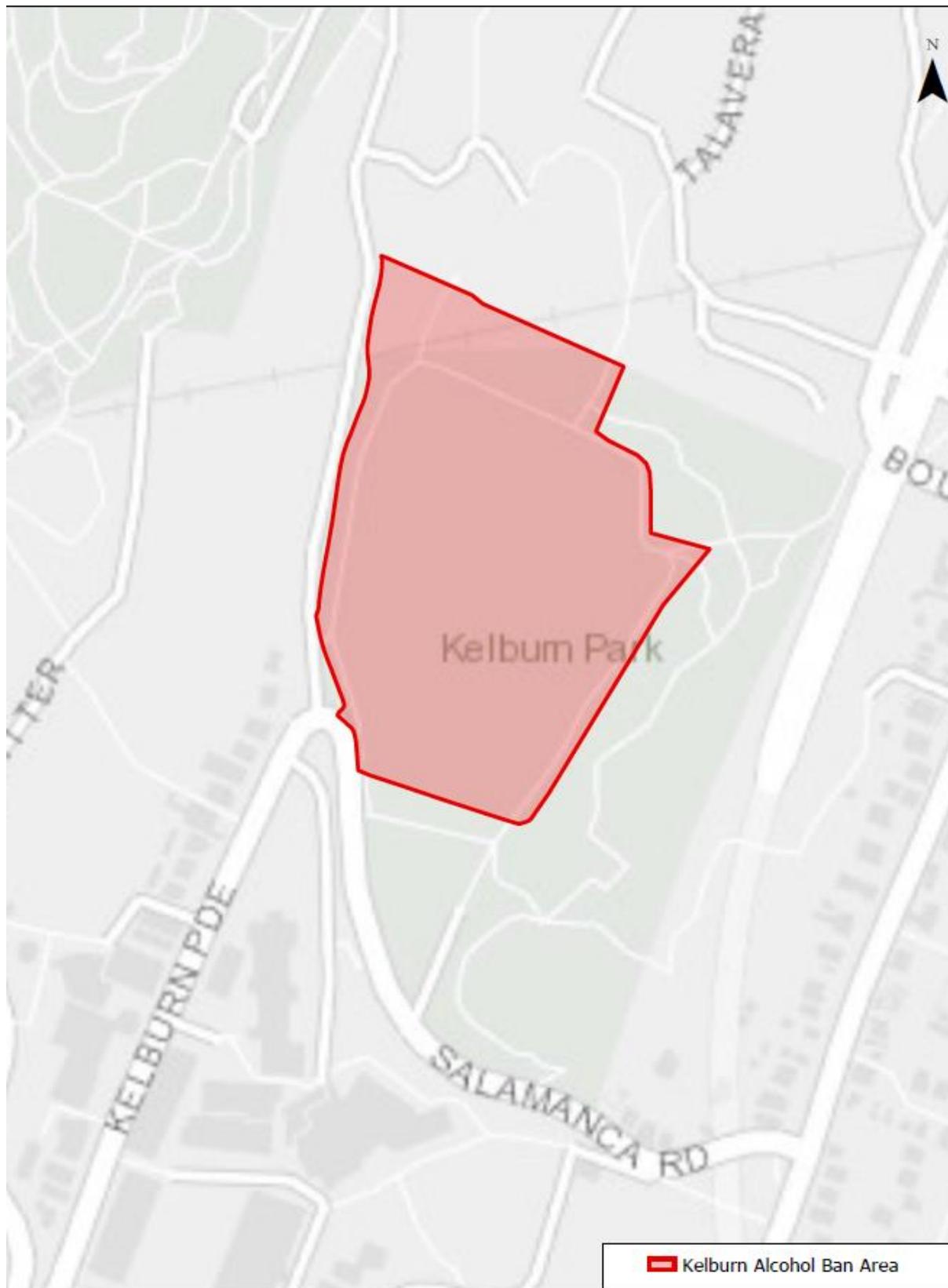


Figure 2: Proposed Alcohol Ban Area in Kelburn Park







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## SMOKEFREE WELLINGTON ACTION PLAN

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### Purpose

1. The Committee is asked to approve the proposed Smokefree Wellington Action Plan (the Action Plan) (Attachment 1). The plan replaces and updates the Smokefree Wellington Action Plan 2016/17 (the 2016/17 plan) and sets a programme of work to promote existing smokefree outdoor public spaces and initiatives, and make Wellington progressively smokefree.

### Summary

2. The proposed Action Plan reaffirms the Council's commitment to the Smokefree Aotearoa 2025 goal (Smokefree Aotearoa), a goal that less than five percent of the population smoke, our next generation do not take it up, and access to tobacco is limited. Through the Action Plan the Council continues to take the lead in creating smokefree outdoor spaces and events. These reduce the visibility of smoking which, in turn, reduces the likelihood of the next generation taking up smoking. It also helps smokers who are trying to quit.
3. The proposed Action Plan has three main focus areas; to:
  1. make Wellington progressively smokefree.
  2. improve awareness about smokefree outdoor public spaces and why we have them, through signage, education, promotion and community engagement.
  3. resolve problems in areas affected by cigarette butt litter, smoke entering buildings, or smoke affecting or putting off other users of a space.
4. The proposed Action Plan designates Wellington's beaches smokefree. This will support the first two focus areas – firstly by adding a significant space to make Wellington progressively smokefree, and secondly, it will provide a high profile starting point to improve awareness about the Action Plan, smokefree areas, and also the harm to the environment from cigarette butts.
5. Focus area three is to address areas with smoking related problems, typically: second-hand smoke putting off other users of a space, smoke entering buildings, and noticeable cigarette butt litter. The Grey Street pocket square (a pedestrian area between Grey Street and Lambton Quay) has all these problems, and it is proposed to designate it smokefree after a planned redevelopment. Other areas have also been identified for a case-by-case approach.
6. Cigarette butt litter will be addressed in the area specific case-by-case approach and also in information campaigns. Other features of the Action Plan are:
  - Promotion of the voluntary uptake of smokefree outdoor dining
  - Collaboration with agencies that provide health promotion and free stop smoking services, especially those that target Māori and Pacific communities, who are proportionally more affected by smoking.
7. It is proposed to continue to take an education and signage approach to implementation, and through business as usual budgets (e.g. for signs and communication). In Council studies, areas that are designated smokefree have smoking rates at around two percent, compared to rates of four to ten percent in areas that are not smokefree. Smoking is also a legal activity and the health sector considers it is more effective to support smokers to quit rather than penalise them.

8. Subject to City Strategy Committee approval, the plan will be publicised following the meeting on 7 March 2019, with follow-up announcements on World Smokefree Day 31 May 2019. The focus in the first year will be addressing problem areas, designating beaches smokefree, and increasing the voluntary uptake of smokefree outdoor dining.

## Recommendation/s

That the City Strategy Committee:

1. Receive the information.
2. Agree to adopt the Smokefree Wellington Action Plan to 2025 (Attachment 1).
3. Note that the plan designates Wellington beaches smokefree.
4. Note that the plan designates the Grey Street pocket square (a pedestrian area between Grey Street and Lambton Quay) smokefree.
5. Note that work in the first year of the plan will be addressing problem areas, designating beaches smokefree, and increasing the voluntary uptake of smokefree outdoor dining.
6. Note that officers will next report on the plan in the first quarter of 2020.
7. Note the research report “Attitudes to smoking in Wellington 2018” (Attachment 2) that has informed the Smokefree Wellington Action Plan to 2025.
8. Agree to delegate to the Chief Executive and the Portfolio Leader, the authority to amend the proposed Smokefree Wellington Action Plan, to include any amendments agreed by the Committee and any associated minor consequential edits.

## Background

9. Smokefree Aotearoa is a government goal that by 2025 almost no one will smoke (less than five percent of the population). The government approach is that this will be achieved by:
  - protecting children from exposure to tobacco marketing and promotion
  - reducing the supply of, and demand for tobacco
  - providing the best possible support for quitting.
10. Around 529,000 New Zealanders still smoke daily, with:
  - daily smoking rates decreasing from 18.3 percent in 2006/07 to 13.8 percent in 2016/17
  - Māori daily rates falling from 39.2 percent in 2006/07 to 32.5 percent in 2016/17
  - Pacific daily rates 21.8 percent in 2016/17, down three percent from 2006/07<sup>1</sup>.
11. The stop smoking rates are not high enough to meet the Smokefree Aotearoa goal by 2025 at this stage, but the goal remains in place and there are movements in the right direction. In Wellington smoking rates are relatively lower than in the rest of the country at nine percent overall. Due to delays in Census 2018 information releases, progress

<sup>1</sup> Ministry of Health, Health Promotion Agency Tobacco Control Seminar, Tauranga 2018, accessed from, <https://www.smokefree.org.nz/smokefree-resources/hpa-tobacco-control-seminar-tauranga-2018>.

since 2013 for Wellington is not yet known. For the Capital and Coast District Health Board area the smoking rate is 9.6 percent, and for Hutt Valley area 12.4 percent<sup>2</sup>.

12. The 2016/17 plan was adopted to support the Smokefree Aotearoa goal. The Council's contribution and focus is mainly through the provision of smokefree outdoor public spaces and events. These reduce the visibility of smoking, and help shift the perception of smoking as a normal activity. If young people do not see smoking, they are less likely to take it up. They also help smokers who are trying to quit<sup>3</sup>. The main smokefree areas in Wellington are playgrounds, skate parks, sports fields, bus stops and the entrances of public buildings, as well as Civic Square, the Botanic Gardens, and Midland Park. Council events are smokefree.
13. Many of the action points in the 2016/17 plan were discrete tasks that were completed, for example, communications campaigns. Other action points are ongoing, and have been integrated into business as usual:
  - new parks and gardens signs incorporate smoke-free messages
  - new housing tenancies are provided on smoke-free leases, some 519 are now smoke-free including 104 at apartments leased to Housing New Zealand Corporation, and several buildings are fully smoke-free
  - new bus hubs have smokefree signs, and Greater Wellington Regional Council is working develop a regional approach to signs, integrated into artwork where possible.
  - Council events are smokefree, this is usually well-received with very few people smoking at events, and very few issues when event staff approach smokers
  - stop smoking services are invited to Council events when possible; the local stop smoking service provider attended Pasifika 2018, and provided flags for display at Pasifika and at Te Rā o Waitangi 2019, and
  - the Council wellbeing network provides information about stop smoking services at Council staff events.
14. The 2016/17 approach to enforcement of smokefree outdoor public spaces was through signage and education. This approach is considered appropriate and supports a view that smokers should be supported and encouraged to quit, not penalised. Smoking is also a legal activity.
15. The final actions in the 2016/17 plan were to develop a longer term Action Plan out to 2025, complete a survey of public attitudes about smoking in the city, and observation studies (to identify the proportion of smokers using some parts of the city).

## **Discussion**

16. This Action Plan has been developed based on the Council research outlined below, and in consultation with health promoting agencies, businesses, regional council and residents associations (refer Supporting Information Consultation and Engagement).
17. The Action Plan has three main focus areas; to:
  1. make Wellington progressively smokefree

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<sup>2</sup> Ministry of Health, New Zealand Health Survey 2016/17, [https://minhealthnz.shinyapps.io/nz-health-survey-2014-17-regional-update/ w\\_9d24af10/#!/compare-regions](https://minhealthnz.shinyapps.io/nz-health-survey-2014-17-regional-update/ w_9d24af10/#!/compare-regions), Accessed on 16 January 2019).

<sup>3</sup> Work undertaken by Wyllie (2014) to evaluate the Auckland smokefree policy identified that survey respondents who had quit smoking in the past two years agreed that smokefree spaces and events helped them to quit and to stay quit (23 percent and 22 percent respectively).

2. improve awareness about smokefree outdoor public spaces and why we have them, through signage, education, promotion and community engagement
  3. resolve problems in areas affected by cigarette butt litter, smoke entering buildings, or smoke affecting or putting off other users of a space.
18. This discussion outlines the main research findings, why the focus areas have been selected and provides extra context on some of the key features of the Action Plan and topics of interest; including cigarette butts and vaping.

***Council attitudes survey***

19. The Council conducted a survey “Attitudes to smoking in Wellington, October 2018” (the attitudes survey). The survey received 2,269 responses. Results have been reported to health agencies and a copy of the full research report is attached (Attachment 2). Key findings were:
- nine out of ten non-smokers, and nearly half of current smokers support Wellington becoming increasingly smokefree
  - there is high support for several areas that are smokefree from smokers and non-smokers, for example for smokefree:
    - playgrounds: 96 percent of non-smokers, 90 percent of current smokers
    - entrances to public buildings: 92 percent of non-smokers, 82 percent of current smokers
    - bus stops: 90 percent of non-smokers, 65 percent of current smokers
  - there is good support for a range of other areas, but with bigger differences between the views of smokers and non-smokers, for example support for smokefree:
    - outdoor public seating: 67 percent of non-smokers, 22 percent of smokers
    - Cuba Street: 53 percent of non-smokers, 11 percent of smokers
    - Outdoor dining areas: 75 percent of non-smokers, 33 percent of smokers
  - there is low public knowledge about smokefree areas, for example around 60 percent of smokers and non-smokers know about smokefree playgrounds and entrances to public buildings, and around a third know about smokefree bus stops. Most other areas have much lower awareness, for example, the Civic Square only has around 20 percent awareness
20. The survey largely repeated questions from 2015, and the main comparison found a steady growth in support for smokefree areas, by up to five percent for all named areas that could be compared.
21. For the first time data on vaping was collected. Most people agree vaping should not be allowed in smokefree areas (around 70 percent), but this drops for smokers with only 46 percent agreement (and 36 percent of smokers disagreeing). The Action Plan proposes to repeat the survey again in 2018 and in 2021 to monitor further changes over time.

***Observation studies contracted by the Council***

22. Otago University and an independent researcher were contracted to conduct point prevalence observation studies of smoking and vaping in Midland Park, Civic Square, Chews Lane, Te Aro Park, and Grey Street. Point prevalence is the proportion of people smoking or vaping at a particular time. Results for the areas that are designated smokefree (Midland Park and Civic Square) are around one to two percent. In other areas smoking rates are from 4 percent to 10 percent (Chew’s Lane, Grey Street and Te Aro Park). This indicates smokefree areas don’t work perfectly, but do appear to significantly reduce smoking prevalence.

23. Vaping was also observed and prevalence was lowest in Civic Square at 0.56 percent and highest in Te Aro Park at 1.96 percent.

**Focus areas one and two – making Wellington progressively smokefree, improving awareness**

24. The focus on lifting awareness is to address the relatively poor knowledge of smokefree areas identified via the attitudes survey. The Action Plan notes many ways of doing this, including through web material, social media and announcements and signs.
25. The focus on increasing the number of areas is based on the contribution that smokefree areas make to reduce the visibility of smoking, and the public support identified in the Council attitudes surveys in 2015 and 2018.
26. The proposed Action Plan designates Wellington’s beaches smokefree, around the coast from Freyberg Beach to Owhiro Bay. This designation adds a significant smokefree area towards making Wellington progressively smokefree, and will provide a high profile step to launch the new plan, raise awareness of smokefree areas, and emphasise the harm to the environment from cigarette butts.
27. The Action Plan includes criteria to consider for designating additional areas smokefree. These criteria have been considered in view of beaches (Table 2). Beaches have also been designated smoke-free in Auckland, Hutt City and Gisborne.

*Table 2: Considerations for smokefree beaches*

<b>Considerations</b>	<b>Application to beaches</b>
public support and smoker support	Attitudes survey 2018 support for smokefree: <ul style="list-style-type: none"> <li>• Oriental Bay: 79 percent non-smokers, 47 percent smokers</li> <li>• Freyberg Beach, 77 percent non-smokers, 50 percent smokers</li> <li>• Scorching Bay Beach, 74 percent non-smokers, 47 percent smokers.</li> </ul> Attitudes survey 2015 <ul style="list-style-type: none"> <li>• 50 percent support for smokefree beaches and coastal areas (general question, specific beaches weren’t tested).</li> </ul>
support from adjacent businesses and residents	Discussions have been held with businesses and residents associations over the summer, most are supportive (refer Supporting Information Consultation and Engagement)
users and use of the space	Depending on the beach, crowds and children.
smoke and litter problems	Second-hand smoke on crowded beaches. Cigarette butts can go directly into the sea.
unintended and unwanted consequences	Smokers could congregate adjacent to beaches. The Council will need to monitor whether problem areas emerge.

28. Other areas for ongoing consideration include the Waterfront, Golden Mile and other specific city locations. Currently these have less than 70 percent support from non-smokers, and less than 50 percent support from smokers. Frank Kitts Park has relatively higher public support, but the playground part is already smokefree. Officers propose to consider Frank Kitts Park next year subject to checking if there are problems in the park, particularly if nearby city centre laneways and problem areas are designated smokefree, which may move smokers to the park.

***Focus area three – problem areas including cigarette butt litter and smokefree designation of Grey Street***

29. The third focus of the Action Plan is to resolve smoking-related problem areas on a case-by-case basis. Typical problems are; second-hand smoke putting off other users of a space, smoke entering buildings, and noticeable cigarette butt litter.
30. The Grey Street pocket square (a pedestrian area between Grey Street and Lambton Quay) has been noted as a problem area:
  - in Council observation studies, more 1 in 10 people using the area at any point in time were observed smoking
  - there are fewer children compared to other areas observed in the city, showing that caregivers may be avoiding the area
  - complaints from the hotel in the area about smoke entering their building, and
  - complaints from the public (via the Council attitudes survey), people said they saw the space as a ‘smoking area’ and were bothered by smoke when using the nearby Council bike rack.
31. The high rate of smoking in the area is likely to be putting off non-smokers from using the area. The area will be closed for redevelopment from March to May 2019 and officers propose it be designated smokefree when it reopens. The businesses adjacent to the area support the proposal (refer Supporting Information Consultation and Engagement).
32. Creating smokefree areas is only part of the solution as smokers may move elsewhere and create new problem areas. New responses are being tested and are using an integrated approach; signs and communications, working with businesses, residents, cleaning contractors, and local hosts. Chew’s Lane has received new signs following communication with residents and businesses. A list of problem areas has been developed for case-by-case response.
33. Cigarette butt litter also comes under problem areas and the case-by-case approach, work is already in progress including:
  - stricter enforcement of pavement lease conditions at smoking venues – venues must keep surrounding areas free from litter,
  - enhanced street cleaning focus on cigarette butt litter – behaviour studies show people are less likely to litter when there is no litter, and conversely, more likely to litter when there is already litter present, and
  - direct work with building owners in some places; for example, to provide ashtrays and signs if building users are littering.
34. The Council considered using a bylaw approach to address cigarette butt litter via the Public Places Bylaw review (City Strategy Committee, 3 May 2008). The conclusion was to refer cigarette butt litter to the Action Plan with the expectation of considering how to reduce cigarette butt litter harm through better public education and the enforcement of the Litter Act 1979. The Litter Act 1979 only has one level of fine \$400, and is challenging to enforce requiring somebody to be caught in the act and provide accurate contact details.

***Other Action Plan topics, outdoor dining and bar areas, targeting and vaping***

*Outdoor dining and bars*

35. In 2016 the Council introduced discounts on lease fees for bars and outdoor dining venues that use outdoor public space, particularly to encourage and support outdoor

dining. The discount is 100% if the space is smokefree and 50% if it isn't smokefree. At present 32 of 97 venues leasing public space have taken up the smokefree option, mainly cafes that focus on food.

36. The new Action Plan proposes to continue to encourage voluntary smokefree outdoor dining by making venues aware of the discount and of public support for smokefree outdoor dining. While the additional smokefree discount is in place, uptake will affect cost recovery revenue for the Public Health and Parks, Sports and Recreation Teams (refer Supporting Information Financial Implications).
37. In Auckland, if a restaurant, bar or cafe has a licence to use the footpath or public space outside for dining, that space needs to be smokefree. This initiative was introduced in 2018 and has been rolled as a requirement in outdoor dining leases as they come up for renewal. In Wellington, entertainment and business areas are very concentrated, a similar approach at this stage could push smokers into public areas and exacerbate litter and smoke problems there. Taking this approach and making all outdoor dining venues smokefree is noted in the Action Plan for future consideration and as smoking rates drop over time. Due to the discount, financial implications would need to be considered (refer Supporting Information Financial Implications).

#### *Targeting*

38. Māori and Pacific communities continue to be disproportionately affected by smoking. This Action Plan considers these groups via tailoring and targeting communications, and by seeking to collaborate with agencies who target stop smoking services (e.g. facilitating attendance at events). Smokefree tenancies are also an ongoing targeted initiative.

#### *Vaping*

39. Vaping products have the potential to contribute to the Smokefree Aotearoa goals depending on how well they can act as a route out of smoking for New Zealand's 529,000 smokers without providing a route into smoking for children and non-smokers<sup>4</sup>.
40. In 2018 the Government announced their intention to amend the Smoke-free Environments Act 1990 to improve smokers' access to quality vaping and smokeless tobacco products, while protecting children and young people from the risks associated with them. Health agencies are leading work to:
  - better align the supply of vaping products and their use with tobacco and smoking regulation, and
  - develop a public information campaign on vaping, which will have an emphasis on supporting Māori women who have New Zealand's highest smoking rates.
41. The Council's approach to vaping is guided by the Government approach – although planned Government work is unlikely to address outdoor vaping. There is an Action Plan point on advocacy, for example, the Council may wish to participate in consultation on amending the Smokefree Environments Act 1990.
42. The Action Plan asks that people not vape in smokefree areas or at smokefree events. The implementation for vaping is proposed to be through education (e.g. in campaigns and via social media vaping groups).

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<sup>4</sup> Ministry of Health, Health Promotion Agency Tobacco Control Seminar, Tauranga 2018, accessed from, <https://www.smokefree.org.nz/smokefree-resources/hpa-tobacco-control-seminar-tauranga-2018>.

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## Options

43. The Council could choose not to replace the Smokefree Wellington Action Plan. Officers do not recommend this as the smokefree outdoor public spaces and events are an effective part of a nationwide effort to reduce smoking.
44. The Council could choose to agree the Action Plan as recommended in this paper.
45. The Council could consider a faster or more comprehensive approach to making more outdoor public space smoke-free. The main considerations are:
  - Resources: As it stands, all actions fit within business as usual work for Council officers. Where there are more active plans, for example in Auckland and in Lower Hutt, there are dedicated teams and public health specialists working to engage with communities and create new smokefree areas. For example,
    - A smoke-free 'activator' from the Healthy Families Lower Hutt project has worked with the Wainuiomata Community to facilitate a local-led initiative to designate local shops smokefree,
    - Auckland City has a new initiative to target lower socioeconomic communities, with a budget of \$2 million.
  - Buy-in: There is good smoker buy-in for many of the current smokefree outdoor spaces, especially priority places that youth and children use. Adding more areas faster could erode this buy-in and reduce effectiveness overall.
  - Unintended consequences: Smoking could become even more concentrated in areas where outdoor space is scarce. Response to problem areas is a focus of the Action Plan, as new approaches are tested and prove effective, more change can be better considered.
  - Legal issues: Smoking is a legal activity and not allowing it in the city centre could be perceived as a form of ban and challenged.

## Next Actions

46. Subject to City Strategy Committee approval, the plan will be publicised following the meeting on 7 March 2019. Web pages will be updated with new information as soon as possible following decisions. Further publicity and promotion of the Action Plan will take place around World Smokefree Day 31 May 2019.
47. The first report on the Action Plan will be in the first quarter of 2020 with the key tasks for 2019/20 set out in Table 2. For the full Action Plan refer Attachment 1.

Table 2: Priority actions for 2019/20

<b>Summary of actions with priority in 2019/20 (refer Attachment 1 Table 1 Smokefree Wellington Outdoor Spaces Action Plan for a full list)</b>	<b>Work planned for 2019/20</b>
<b>Making Wellington Progressively Smokefree</b>	
1. Designate beaches smokefree	<ul style="list-style-type: none"> <li>Announcements and publicity (adverts, social media, summer publications – main rollout at daylight saving in October)</li> <li>Develop a smokefree beaches sign.</li> </ul>
2. Designate the Grey Street pocket park smokefree	<ul style="list-style-type: none"> <li>Develop a new smokefree urban space sign.</li> <li>Potential launch event at World Smokefree Day 31 May.</li> </ul>
3. Identify potential new smokefree places	<ul style="list-style-type: none"> <li>Prepare any recommendations for the February 2020 report.</li> </ul>
4. Outdoor dining and bar areas	<ul style="list-style-type: none"> <li>Provide hospitality organisations with information on public support for smokefree outdoor dining.</li> </ul>
5. Work with suburban centres to support local led smokefree initiatives.	<ul style="list-style-type: none"> <li>Monitor and respond to interest from suburban centres (e.g. recently redeveloped Tawa plaza).</li> </ul>
6. Work alongside, and in support of, health and community organisations and event managers,	<ul style="list-style-type: none"> <li>Develop relationship between City Housing and stop smoking services</li> <li>Invite Cancer Society and Takiri Mai te Ata Whānau Ora Collective to public events when appropriate.</li> <li>Work with youth, iwi mana whenua and Pacific organisations to see what the Council could do to help them be smokefree.</li> </ul>
<b>Improving Awareness</b>	
7. Promote awareness and understanding of the Council's designated smokefree outdoor public spaces and events	<ul style="list-style-type: none"> <li>Redevelop the Council smokefree web page.</li> <li>Develop an online map of smokefree outdoor public spaces and venues (if feasible)</li> <li>Incorporate smokefree information in more Council web pages (e.g. information about playgrounds).</li> </ul>
<b>Solving problems</b>	
8. Problem areas.	<ul style="list-style-type: none"> <li>Case-by-case response (e.g. cleaning, education, signs and local host, smokefree designation, work with specific venue and building owners).</li> </ul>
<b>Research and Advocacy</b>	
9. Conduct public attitude surveys.	<ul style="list-style-type: none"> <li>Publish the 2018 attitudes survey report.</li> </ul>
10. Advocate for supply side initiatives to reduce the availability of tobacco products, and controls on vaping products.	<ul style="list-style-type: none"> <li>Participate in central government consultation opportunities – noting the Smokefree Environments Act 1990 has been indicated for review.</li> </ul>

## Attachments

Attachment 1.	Smokefree Wellington Action Plan	Page 38
Attachment 2.	Attitudes towards smoking in Wellington report on the 2018 smokefree survey (WCC Research and Evaluation)	Page 46

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## SUPPORTING INFORMATION

### Engagement and Consultation

Officers have met with the following agencies in turn, and at a workshop on 12 December 2018. The agencies have also reviewed and provided feedback on drafts of the plan. They are acknowledged in the plan: the Cancer Society, Otago University, the Health Promotion Agency, Takiri Mai te Ata Whānau Ora Collective, the Ministry of Health, Greater Wellington Regional Council, Hutt City Council and Healthy Families Lower Hutt, the Hutt Valley and Midcentral District Health Boards, Regional Public Health, and Kaiwhakahaere Tupeka Kore Hāpai Te Hauora Māori Public Health (Auckland).

A working draft of the Action Plan was presented and discussed at the Environmental Reference Group (11 February 2019) and at the Pacific Advisory Group (13 February 2019).

#### *Beaches*

Officers have discussed smokefree beaches with residents associations, community organisations and beachside businesses and found they are generally supportive. Surf Lifesaving New Zealand is supportive, but obviously cannot have a role in educating smokers as it could detract from lifesaving.

#### *Grey Street*

The proposed designation of the Grey Street Pocket Square has been discussed with adjacent businesses, they all support the proposal.

#### *Public Places Bylaw consultation 2018*

The Council consulted on a proposal to make cigarette butt litter a bylaw offence when reviewing the Public Places Bylaw in 2018. Support was received through the consultation process for a specific bylaw providing that it is an offence to litter cigarette butts. 85% of responses were supportive with 14% opposing the introduction. A number of comments were submitted such as, questioning how the bylaw would be enforced, support for banning smoking in public places and support for the Smokefree Wellington Action Plan.

A bylaw approach that sought to ban smoking would conflict with the Bill of Rights Act, and a fine for cigarette butt litter could duplicate provisions of the Litter Act 1977. Instead, the Council approved referral of cigarette butt litter issues to the Smokefree Wellington Action Plan (City Strategy Committee, 3 May 2018).

### Treaty of Waitangi considerations

The impetus for the Smokefree Aotearoa was largely founded on the disproportionate effect of smoking on mana whenua. Local mana whenau organisations have been kept informed of the development of the Action Plan and opportunity to review drafts.

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### **Financial implications**

The Smokefree Wellington Action Plan is based on incorporating work into business as usual across multiple Council teams. If an accelerated response is preferred, Council may need to budget for any additional costs like new staff positions or temporary positions (e.g. to work with communities, to roll out any significant new proposals or areas).

Increased uptake by venues of smokefree outdoor dining and bar discounts will reduce payments from venues for the use of pavement and Waterfront space, currently attributed as cost recovery revenue for the Public Health and Parks, Sports and Recreation teams respectively. This revenue was previously halved when the 50% discount for all users was introduced in 2016. Revenue for 2018/19 is estimated at \$71,977 for the Waterfront (with two leases smokefree) and \$46,745 for pavement space (with 32 of 97 leases smokefree). This revenue will decline in future as more venues become smokefree. If all venues were smokefree there would still be some revenue from application fees (for the Public Health team), but most of the revenue comes from fees per square metre used.

### **Policy and legislative implications**

There are no policy and legislative implications.

### **Risks / legal**

Smoking is a legal activity, particularly smoking outdoors. Initiatives viewed as constraints going further than Government legislation could be subject to legal challenge. The signage and education approach of the Action Plan mitigates this risk.

### **Climate Change impact and considerations**

There are no climate change considerations. Reducing cigarette butt litter will have environmental benefits.

### **Communications Plan**

A communications plan has been developed for the launch of the plan and to raise awareness of the plan and smokefree outdoor public spaces.

### **Health and Safety Impact considered**

Some action points expect that staff will need to engage well with smokers and avoid conflict. Frontline staff already receive this kind of training for all topics. Promoting smokefree messages to staff may contribute to support smokers to quit.



# **Wellington's Smokefree Goal:**

Less than  
5 percent of  
Wellingtonians  
will smoke.

## **Acknowledgements**

The Council is grateful to numerous individuals and agencies for their participation in developing this plan; including the Cancer Society, Otago University, the Health Promotion Agency, Takiri Mai te Ata Whānau Ora Collective, the Ministry of Health, Greater Wellington Regional Council, Hutt City Council, Healthy Families Lower Hutt, the Hutt Valley and Midcentral District Health Boards, Regional Public Health, and Kaiwhakahaere Tupeka Kore Hāpai Te Hauora Māori Public Health (Auckland). Sustainable Coastlines Aotearoa, Surf Lifesaving New Zealand and Residents associations have also participated in the discussion about smokefree beaches.

## Introduction

The Smokefree Wellington Action Plan (the Action Plan) re-affirms Wellington City Council's commitment to the nationwide Smokefree Aotearoa 2025 goal (the Smokefree Aotearoa goal) set by the Government in 2011 and updates and replaces the Smokefree Wellington Action Plan 16/17.

The Smokefree Aotearoa goal is that fewer than 5 percent of New Zealanders will be smokers. The government approach is that this will be achieved by:

- protecting children from exposure to tobacco marketing and promotion
- reducing the supply of, and demand for tobacco, and
- providing the best possible support for quitting.

The Smokefree Aotearoa goal was set to tackle the significant harm caused by smoking<sup>1</sup>. Smoking kills more than 50 percent of long-term smokers - around 5,000 New Zealanders a year, nearly 13 every day<sup>2</sup>. Frontline medical staff report that smokers first present with complications due to smoking-related diseases in early middle age.

About 529,000 New Zealanders still smoke daily, some 13.8 percent<sup>3</sup> of the population. Wellington City has the lowest overall rate of smokers in New Zealand at 9.5 percent<sup>4</sup>.

### Context for Wellington City Council - smokefree outdoor public spaces

The Smokefree Aotearoa goal is about reducing smoking and preventing smoking related deaths and other smoking related harm. Many agencies are working together on tobacco control, stop smoking support, regulation, and building public support nationwide. New taxes for tobacco will continue to be rolled out until 2020, and standardised packaging of tobacco products has been introduced. There are ongoing mass media campaigns, and smokers who wish to quit can access free stop smoking support.

The Wellington City Council contribution is focussed on the creation and management of smokefree events and outdoor public spaces. These help smokers who are trying to quit and remain smokefree, and help prevent young people from taking up smoking, by reducing the visibility of smoking.

*The less smoking young people see around them, the less likely they are to become smokers themselves. Not seeing people smoking tells young people that being smokefree is a normal way of life, and smoking is the exception not the rule<sup>5</sup>.*

The smokefree spaces in Wellington are:

- All playgrounds
- All skate parks
- All sports fields
- All bus stops
- Te Ngākau Civic Square
- The entrances of all Council buildings out to 10 metres; eg libraries, community centres, recreation centres and swimming pools
- Parks including: Waitangi Park, the Botanic Gardens, Otari Wilton Bush, Truby King Park, Bolton Street Cemetery, and Midland Park
- Laneways including Cable Car Lane, Eva St, Leeds St, Egmont St and parts of Chew's Lane
- Zealandia and the Wellington Zoo

1 Māori Affairs Committee, 2010. Inquiry into the tobacco industry in Aotearoa and the consequences of tobacco use for Māori. New Zealand House of Representatives.

2 Health Effects of Smoking. Ministry of Health <https://www.health.govt.nz/your-health/healthy-living/addictions/smoking/health-effects-smoking>

3 Health Promotion Agency, Tobacco Data Repository, <https://www.tcddata.org.nz/>

4 Census 2013 count, Census 2018 results are due in 2019.

5 <https://www.smokefree.org.nz/smokefree-environments/why-do-we-have-smokefree-environments>

All Council events are smokefree. New and refurbished Council housing and the communal areas of Council housing complexes (smoking areas provided) are also smokefree.

Outdoor dining and bar venues receive a discount on the fees for using public space if they are smokefree. About a third of outdoor dining venues using pavements are now smokefree<sup>6</sup>. Beaches and parts of Grey Street are designated smokefree in this Action Plan.

The Smoke-Free Environments Act 1990 prohibits smoking in workplaces and certain public areas, but smoking is not illegal. While the Action Plan is designed to make Wellington progressively smokefree, it is implemented through signage, general communications and education. This approach seeks to reduce smoking in our city, and support smokers who would like to stop. It does not seek to punish smokers.

*Vaping products, also known as e-cigarettes, are devices that produce a vapour by heating a solution (e-liquid). The Council asks that people not vape in smokefree spaces or at smokefree events.*

### Smokefree Wellington - research and the next steps

In 2018 the Council conducted a survey of public attitudes, following on from a similar survey in 2015. Some key points from the 2018 survey are:

- nine out of 10 non-smokers, and nearly half of current smokers support Wellington City becoming increasingly smokefree
- support for smokefree spaces is highest from non-smokers, but many smokers also support some of our smokefree spaces; 90 percent of smokers support smokefree playgrounds, 82 percent of smokers support smokefree entrances to Council buildings, and 65 percent of smokers support smokefree bus stops

- there is relatively poor knowledge about smokefree outdoor public spaces in the city; the best known are the entrances to public buildings and playgrounds at around 60 percent, and train stations<sup>7</sup> at around 54 percent, but public knowledge of all the other areas was 33 percent or less.

A copy of the survey findings is published on the Council's smokefree webpage. The Council also receives complaints about cigarette butt litter and smoke, and comments made in survey responses also show problem areas where people are bothered by smoke.

In this context the Action Plan has three focus areas; to:

- make Wellington progressively smokefree
- improve awareness about smokefree outdoor public spaces and why we have them, through signage, education, promotion and community engagement
- resolve problems in areas affected by cigarette butt litter, smoke entering buildings, or smoke affecting or putting off other users of a space.

The ultimate goal is for Wellington City to be considered smokefree (when the smoking rate is less than five percent). Census results provide the best indicator for Wellington City and will be publicised whenever updates are available. Other measures of success are increased public support, improved public knowledge of smokefree areas and events, and reduced visibility of smoking.

A cross-Council Smokefree Working Group implements the Action Plan, key teams are; Communications, Strategy Policy and Research, Parks Sports and Recreation, Public Health, City Housing, Community Services, City Events and the Council Wellness Programmes. Elected members will lead on advocacy.

<sup>6</sup> A discount was introduced for licence fees in the Annual Plan 2017/18.

<sup>7</sup> Smoking on railway land is regulated under the NZ Railways Corporation (General) Regulations 1982 and under the Smoke-free Environments Act 1990. The Council collected information on train stations in 2018 for comparison with other smokefree areas and potentially to collaborate on education campaigns.

## Smokefree Wellington Action Plan

### Make Wellington Progressively Smokefree

1. Designate Wellington beaches smokefree
2. Designate the Grey Street pocket park (a pedestrian area between Grey Street and Lambton Quay) smokefree
3. Increase the number of smokefree places in the city, considering these criteria:
  - public support and smoker support
  - if nearby businesses or residents support smokefree status
  - if the area is commonly used by young people, children or is crowded
  - if there are smoke and litter problems
  - if an area is being redeveloped or upgraded, and
  - take account of unintended or unwanted consequences (eg smokers concentrate elsewhere).
4. Promote the opportunity to be smokefree to outdoor-dining and bar licence venues, to support their continued voluntary uptake of smokefree outdoor dining and bar areas. As smoking rates drop consider options to make all outdoor-dining and bar venues smokefree.
5. Encourage non-Council event organisers to consider smokefree events and initiatives.
6. Seek to collaborate with community organisations, particularly from groups and areas most affected by smoking, who wish to create and promote smokefree spaces and events. Related to this, promote and facilitate the inclusion of stop smoking service providers at public events.

### Improve Awareness of Smokefree Spaces and the Action Plan

7. Promote awareness and understanding of Wellington's smokefree outdoor public spaces and events, to residents and visitors:
  - Develop and publish print and online resources about our smokefree areas and why we have them, and include information and links to stop smoking support.
  - Tailor resources and communications for specific audiences particularly; youth, Pacific communities, mana whenua, and visitors to the city.
  - Provide signs in smokefree outdoor spaces where it is practical to do so, and in line with best practice for Council signs and effective smokefree signs.
  - Provide regular public communications about smokefree outdoor spaces and the Smokefree Aotearoa goal, at events, through Council social media and other Council communications.
  - Ensure appropriate frontline staff and contractors are aware of smokefree areas and events and are able to have respectful conversations with smokers.
  - Mark World Smokefree Day 31 May with activities and/or announcements about Smokefree 2025 and the Action Plan.
  - Ensure Council staff are informed of the Action Plan and the free stop smoking support that is publically available.
  - Work with Greater Wellington Regional Council to promote awareness of smokefree bus stops and train stations.

4 Wellington City Council

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**Problem Solving**

- 
8. Resolve problems on a case-by-case basis, in areas affected by cigarette butt litter, smoke entering buildings, or smoke affecting or putting off other users of a space.
- 

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**Research and Advocacy**

- 
9. Conduct public attitude surveys in 2021 and 2024 to see what people know and think about smoking, vaping and smokefree outdoor public spaces, and monitor changes in attitudes.
- 
10. Advocate for more controls on the supply of tobacco products, and controls on vaping and the supply of vaping products. In 2018 the Government announced the intention to review the Smokefree Environments Act 1990, which is likely to provide opportunities to participate in consultation.

## Advice from health agencies about quitting smoking

Visit the Ministry of Health website [health.govt.nz/your-health/healthy-living/addictions/smoking/stop-smoking](http://health.govt.nz/your-health/healthy-living/addictions/smoking/stop-smoking) for general information on quitting.

### Get help to quit

If you are ready to quit smoking you don't have to do it alone and you can find support in the way that best suits you, online, by phone, or face-to-face. Finding support can be the key to quitting, for example, you are five times more likely to quit with Quitline than quitting alone.

### Meet face-to-face with a Stop Smoking Service

Find a specialist service for a face-to-face meeting with someone through Stop Smoking Services [smokefree.org.nz/help-advice/stop-smoking-services](http://smokefree.org.nz/help-advice/stop-smoking-services).

The local provider for Wellington is the Tākiri Mai Te Ata Regional Stop Smoking Service [www.takirimai.org.nz/Home](http://www.takirimai.org.nz/Home), call on 0800 926 257.

### Call Quitline on 0800 778 778 or visit their website [www.quit.org.nz](http://www.quit.org.nz)

You can talk to a Quitline advisor who will help you: create a personalised quit smoking plan, understand your smoking addiction, and set a date to stop smoking - your Quit Date.

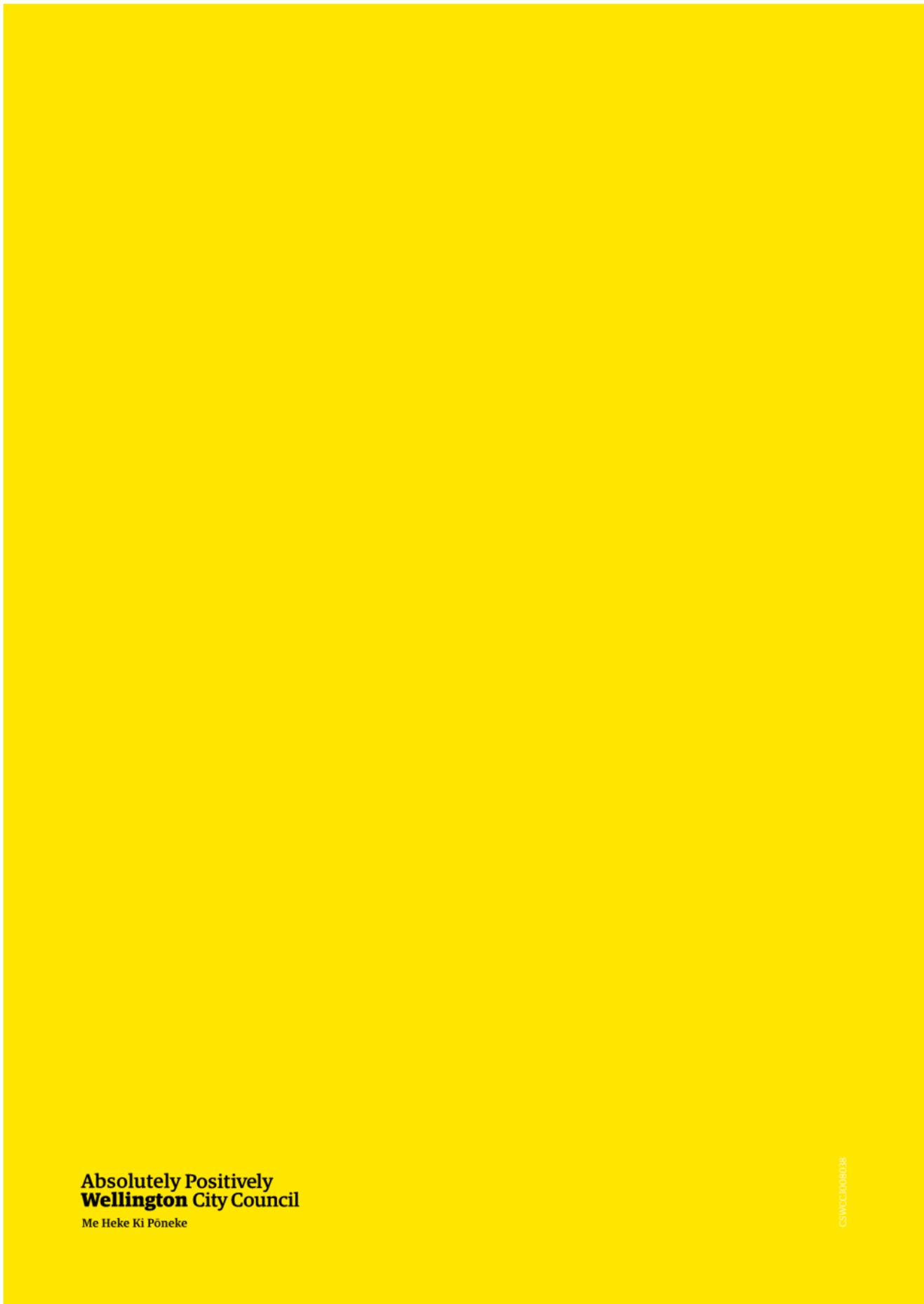
They'll also send you a Quit Pack - with supportive information and your Quitcard that you can use at your local pharmacy to get subsidised nicotine patches, gum and lozenges. Quitline also offers online tools like the Quitblog [quit.org.nz/en/blogs](http://quit.org.nz/en/blogs), where you can read about people's stories and success, and share your own.

### Talk to your doctor or pharmacist

Doctors and pharmacists can provide advice and discuss nicotine replacement therapy.

### Vaping as a way to stop smoking

The Ministry of Health provides general information and advice about the use of vaping [www.health.govt.nz/our-work/preventative-health-wellness/tobacco-control/vaping-smokeless-including-heated-tobacco](http://www.health.govt.nz/our-work/preventative-health-wellness/tobacco-control/vaping-smokeless-including-heated-tobacco). Vaping may help some people to stop smoking, and a stop smoking service provider will be able to discuss if vaping could help you.



Absolutely Positively  
**Wellington City Council**  
Me Heke Ki Pōneke

CSWCC008038

# Attitudes towards smoking in Wellington

Report on the 2018 smokefree survey

WCC Research and Evaluation team

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## Executive summary

### Background

An online survey was run to provide an evidence-base to inform the second iteration of the Smokefree Wellington Action Plan. The survey was largely a repeat of a similar survey run in 2015 and explored awareness of existing smokefree locations in the city amongst the public, support for various areas becoming smokefree and general attitudes towards smoking and vaping.

The sample of 2269 responses was weighted to match the wider population of Wellington region on age, gender and current smoking status. After this post-weighting, 10% of the sample were current smokers, 25% were ex-smokers and 66% non-smokers (never smoked). Just over half were females (52%).

Vaping status was also collected in the 2018 survey, with 5% of the sample being current vapers and 4% ex-vapers. Very few respondents (less than 1%) who had never smoked were vapers, with around one-third of current smokers reporting that they vaped currently. A small group of ex-smokers (7%) were current vapers. Over two-thirds of vapers reported using e-liquids containing nicotine at least some of the time<sup>1</sup>.

For context, areas in Wellington City that were smokefree when the initial survey was run in 2015 include (before the Action Plan 2016-2017 was adopted):

- Children's playgrounds (including skate parks),
- Sports fields,
- Midland Park, and
- Cable car lane

Additional areas that are now smokefree (as set out in the Smokefree Wellington Action Plan 2016-2017) include:

- Botanic Gardens,
- Otari-Wilton's reserve,
- Te Ngākau (Civic square),
- Waitangi Park,
- Bus stops,
- City laneways, and
- Entrances to Council buildings accessed by the public.

### Awareness of smokefree areas

While awareness of smokefree areas in the city did show slight improvement between 2015 and 2018, overall there was still not a high level of knowledge amongst the sample. Sixteen percent of the total sample believed that none of the areas listed in the survey were smokefree (down from more than a quarter in 2015) and just 1% correctly identified all of the smokefree areas listed (down from 7% in 2015). Areas with the highest level of awareness included:

<sup>1</sup> For an explanation of how vaping works see <https://www.healthnavigator.org.nz/healthy-living/smoking/e-cigarettes-and-vaping/>

- Entrances to Council buildings accessed by the public (62%)
- Children's playgrounds (61%), and
- Train stations<sup>2</sup> (54%)

Encouragingly, new areas that were designated as smokefree after 2015 all had a higher proportion who believed they were smokefree in 2018 compared to 2015. The largest changes were for entrances to Council buildings access by the public (23% increase in awareness) and bus stops (17% increase in awareness).

Current smokers had a greater level of awareness of smokefree areas in the city compared to non-smokers; however there is still room for improvement in relation to awareness for both smokers and non-smokers.

#### **Attitudes towards smoking and vaping in public places**

Of the total sample, the majority (86%; compared to 84% in 2015) supported Wellington becoming increasingly smokefree, and around 77% disagreed with the statement "Smoking is a personal choice and shouldn't have restrictions placed on it" (similar to 2015). Overall, smokers had less negative attitudes towards smoking in public places compared to non-smokers; however a higher proportion of current smokers supported Wellington becoming increasingly smokefree (46%; compared to 44% in 2015) than did not (31%; compared to 38% in 2015). This equates to a 15 percentage point difference between current smokers in support versus opposition in 2018, compared to a 6% difference in 2015.

Awareness of the negative impact of cigarette butt litter on the environment was very high among both non-smokers (94% agreement causes harm to the environment) and smokers (89% agreement). However smokers agreed that they noticed a lot of cigarette butt litter on the streets around Wellington at a lower rate (51%) compared to non-smokers (65%).

In relation to vaping, 70% of non-smokers agreed that vaping should not be allowed in smokefree areas, compared to 46% of smokers. Just twenty-two percent of vapers agreed, and 60% disagreed.

#### **Support for smokefree initiatives**

There was a general trend towards slightly higher support for the locations listed in the survey being smokefree in 2018 compared to 2015. Locations that are not already smokefree in Wellington City with high support amongst the sample for becoming smokefree include:

- Busy city beaches (Oriental Bay Beach 76%; Freyberg Beach 74%; Scorching Bay beach 71%),
- Frank Kitts Park (71%), and
- Outdoor restaurant dining areas (71%).

As was also the case in 2015, support for outdoor restaurant dining areas being smokefree was substantially higher (71%; compared to 68% in 2015) than for outdoor bar areas (50% in 2018 and in 2015). Non-smokers wanted all areas listed in the survey to be smokefree at significantly higher rates than smokers. The gaps between the two groups were particularly large for:

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<sup>2</sup> Smoking on railway land is regulated under the NZ Railways Corporation (General) Regulations 1982 and under the Smoke-free Environments Act 1990. The Council collected information on Train stations in 2018 for comparison with other smokefree areas, and potentially to collaborate with railways on education campaigns.

- Outdoor public seating (45 percentage point difference in support between non-smokers and current smokers)
- Cuba Street (42 percentage point difference)
- Outdoor bar areas (42 percentage point difference)
- Outdoor restaurant dining areas (42 percentage point difference)
- The waterfront (41 percentage point difference)

There was 50% or higher support amongst smokers for playgrounds, entrances to Council buildings accessed by the public, train stations, bus stops, sports fields, Otari-Wilton's reserve, Botanic Gardens and Freyberg beach being smokefree. In addition, there was close to 50% smoker support for Oriental Bay beach and Scorching Bay beach being smokefree.

#### **Outdoor restaurant and bar areas**

Both smokers and vapers were significantly more likely to visit outdoor restaurant and bar areas more frequently than non-smokers and non-vapers. The survey findings suggest that this could at least in part be due to the fact that most outdoor bar and restaurant areas are currently not designated as smokefree, with two thirds of the total sample reporting avoiding these areas if smoking is permitted. Around three-quarters of non-smokers avoided these areas if smoking was permitted, compared to around 1 in 10 smokers. For vapers, the proportion was around 1 in 5.

These findings are consistent with those found in 2015 where estimated net gains in visitor numbers were highest for outdoor restaurant and bar areas if they were to be made smokefree.

#### **Nuisance smoking and vaping**

Over two-thirds of the total sample reported being bothered by smoke in a public place in the month prior to surveying, with just over half having been bothered by vapour. Current smokers were significantly less likely to report being bothered by either (around a quarter had been bothered by either one) than non-smokers (three-quarters reported being bothered by smoke and over half by vapour).

Nearly forty percent of vapers had been bothered by smoke in a public place in the city over the previous month (compared to 72% of non-vapers) and 6% had been bothered by vape (compared to 55% of non-vapers).

By far the most common location where respondents reported being bothered by smoke or vapour was on the street, including while walking, waiting at an intersection or while resting or waiting in seating areas. Bus stops and train stations were the next most commonly mentioned problem areas.

More than half of the total sample (55%) felt that they would be unlikely to approach someone they didn't know smoking in a smokefree area to bring this to their attention (just over a third felt they would be likely to). Smokers were significantly less likely to report that they would. Ensuring there is clearly visible smokefree signage in designated smokefree areas around the city appears to be a practical option to increase public self-monitoring of smoking in smokefree areas, with two-thirds of the total sample feeling that the presence of signage would make them more likely to approach someone smoking in a smokefree area. The anticipated impact of signage was significantly higher for non-smokers compared to smokers however.

### Conclusions

The following conclusions can be drawn from the survey findings:

- 1. There is still a lack of awareness of current smokefree areas in Wellington City:** Further promotion of current smokefree outdoor areas is recommended, including a designated 'smokefree' page with accompanying map on the Wellington City Council website. A review of current smokefree signage is also recommended, particularly as the presence of smokefree signs appears to be a practical option to increase public self-monitoring of smokefree areas.
- 2. There is ongoing strong support for expanding smokefree areas in Wellington City:** Particularly so for busy city beaches, city parks such as Frank Kitts and outdoor restaurant dining areas. Support amongst the community has grown since 2015.
- 3. Smoking in public areas is having a large impact on Wellingtonians:** Large numbers of Wellingtonians are avoiding outdoor bar and restaurant areas due to the risk of exposure to second-hand smoke, and many are bothered by both smoke and vape when out and about in the city.
- 4. Attitudes and opinions towards vaping are mixed:** While many feel that vaping should be treated the same as smoking in Wellington through council policy, others emphasised the importance of supporting smokers to shift to vaping as a way of cutting down or quitting cigarettes. Council officers should seek out further advice from the Ministry of Health with regard to a recommended stance on vaping for the Council.

It is recommended that these findings are taken into account in conjunction with the findings of the observational work completed by the University of Otago in the development of the second iteration of the Smokefree Wellington Action Plan.

## Aim

The aim of the 2018 survey was to provide evidence-based advice to inform the second iteration of the Smokefree Wellington Action Plan. The survey was largely a repeat of a similar survey run in 2015 and explored awareness of existing smokefree locations in the city amongst the public, support for various areas becoming smokefree and general attitudes towards smoking and vaping. Repeating key measures in the 2018 survey allows exploration of how attitudes and preferences are changing over time.

For context, areas in Wellington City that were smokefree when the initial survey was run in 2015 include (before the Action Plan 2016-2017 was adopted):

- Children's playgrounds (including skate parks),
- Sports fields,
- Midland Park, and
- Cable car lane

Additional areas that are now smokefree (as set out in the Smokefree Wellington Action Plan 2016-2017) include:

- Botanic Gardens,
- Otari-Wilton's reserve,
- Te Ngākau (Civic square),
- Waitangi Park,
- Bus stops,
- City laneways, and
- Entrances to Council buildings accessed by the public<sup>3</sup>.

## Method

Using the 2015 survey as a basis, a short online survey was developed by the Wellington City Council Policy and Research & Evaluation teams. Feedback on the final draft was sought from key internal and external stakeholders. Appendix A provides a copy of the survey items.

The survey was sent via email invitation to members of a regional research panel managed by the Council Research & Evaluation team (N=7247) in October 2018. One reminder email was sent 10 days after the initial invitation and data collection was open for three weeks in total. The reminder email specifically asked current smokers, males and younger people to complete the survey, as these groups were underrepresented after the initial invitation.

A prize draw for three \$50 New World grocery vouchers was run to help incentivise a high response rate. In total, 2348 people responded to the survey, resulting in a response rate of 32%. Four

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<sup>3</sup> Note that in 2016 (after adoption of the Smokefree Wellington Action Plan 2016-2017) the Council agreed a discount 50% on lease fees for all bars and restaurant dining venues leasing pavement space, with an additional discount, to 100%, if they were smokefree. By late 2018 about a third (31 out of 94) of outdoor dining venues using pavement space were smokefree.

respondents were removed from the final sample as they had not visited Wellington City in the previous 12 months.

### **Analysis**

The data was post-weighted to match the Wellington population on smoking status, gender and age group (as was also conducted in 2015). As the 2018 census data was not available at the time of the project, age and gender were weighted using figures from the 2013 Census. For smoking status, the 2013 Census figures were adjusted using the more recent data available from the Ministry of Health's 2017/2018 New Zealand Health Survey for the Wellington region. The post-weighting was performed to reduce potential biases in the data, therefore making the results as representative of the wider population as possible. The maximum individual weight applied was 1.9. After the post-weighting exercise, the total sample size was 2269.

Where appropriate, statistical tests were performed to test whether differences between groups were statistically significant. Where data was categorical, Pearson's Chi-squared test of independence was used. Where mean scores were being compared, independent samples *t* tests were used. Statistics are presented in footnotes throughout the report, with the exception of long lists of statistics which are reported in Appendix B (these are noted). Where results are broken down by current smoking status; current regular and occasional smokers are combined into the 'current smokers' category, and ex-smokers and non-smokers are combined into the 'non-smokers' category. Other breakdowns by key demographics (such as vaping status and age) were performed and are reported where relevant throughout the report.

Qualitative comments received were coded into themes and summaries of these are provided in the relevant sections of the report below. Where a comment fitted into more than one theme (e.g. the respondent raised multiple points), the comment was counted under each relevant theme.

## Sample

Table 1 presents the weighted breakdown of smoking status, gender and age group for the sample. The post-weighting performed means that the sample matches the Wellington population in relation to the proportions falling into each category for these demographics. All further data presented in the report has this post-weighting variable applied.

Chi-squared analysis revealed that current smokers were significantly more likely to be younger (e.g. under 30 years of age)<sup>4</sup> and identify as of Pacific descent<sup>5</sup>. Current smokers were significantly less likely to be 50 years or older or regularly care for children under the age of 16 years<sup>6</sup>. There were no differences between current smokers and non-smokers on gender<sup>7</sup>. These findings are largely consistent with findings from the 2015 survey and the characteristics of the current smokers in the sample appear to generally match the wider population of smokers in New Zealand, based on the data available from Statistics New Zealand<sup>8</sup>.

Table 1. Smoking status, gender and age group breakdown (post-weighted)

	Frequency	Percent
<i>Smoking status</i>		
Non-smoker (never smoked)	1489	65.6%
Ex-smoker	563	24.8%
Current smoker <sup>9</sup>	218	9.6%
<i>Occasional smoker</i>	145	6.4%
<i>Regular smoker</i>	73	3.2%
Total	2269	100.0%
<i>Gender</i>		
Male	1067	47.0%
Female	1180	52.0%
Gender diverse	11	0.5%
Prefer not to say	11	0.5%
Total	2269	100.0%
<i>Age group</i>		
29 years or younger	644	28.4%
30 to 39 years	398	17.5%
40 to 49 years	417	18.4%
50 to 64 years	475	20.9%
65 years or older	335	14.8%
Total	2269	100.0%

<sup>4</sup>  $\chi^2(4, N = 2269) = 51.8, p < .001$

<sup>5</sup>  $\chi^2(1, N = 2268) = 10.7, p < .01$

<sup>6</sup>  $\chi^2(1, N = 2259) = 26.9, p < .001$

<sup>7</sup>  $p > .05$

<sup>8</sup> See: [http://www.stats.govt.nz/browse\\_for\\_stats/snapshots-of-nz/nz-social-indicators/Home/Health/tobacco-smoking.aspx](http://www.stats.govt.nz/browse_for_stats/snapshots-of-nz/nz-social-indicators/Home/Health/tobacco-smoking.aspx)

<sup>9</sup> In the survey participants were asked whether they were occasional or regular smokers, however this distinction is not available in the 2013 Census data or NZ Health Survey tables. The overall proportion of current smokers (e.g. regular smokers plus occasional smokers) was therefore weighted to match the proportion of current smokers in the wider population based on the data available.

In the 2018 survey, vaping<sup>10</sup> status was additionally collected alongside smoking status. As can be seen in Table 2, vaping was less prevalent amongst the sample compared to smoking, with 5.4% of the sample identifying themselves as current vapers. Of those who currently vaped, 42.3% (N=52) reported using e-liquids that contained nicotine only, with a further 29.3% (N=36) reporting using a mix of e-liquids (i.e. some containing nicotine and some not containing nicotine). Therefore, 71.5% of current vapers used e-liquids containing nicotine at least some of the time. The remaining 28.5% reported exclusively using e-liquids that did not contain nicotine.

Table 2. Vaping status

	Frequency	Percent
Non-vaper (never vaped)	2054	90.5%
Ex-vaper	92	4.1%
Current vaper	123	5.4%
<i>Occasional vaper</i>	92	4.1%
<i>Regular vaper</i>	31	1.4%
Total	2269	100.0%

Table 3 breaks vaping status down by current smoking status. This data reveals that very few respondents who had never smoked were regular or occasional vapers (just under 1%). In contrast, around one-third of current smokers reported vaping regularly or occasionally. In addition, a small group of ex-smokers (7.1%) were current vapers. No follow up questions were asked of these respondents therefore it is not possible to ascertain whether vaping was being, or had been, successfully used to cut back or quit smoking.

Table 3. Cross tabulation between smoking and vaping status

	Non-vaper		Current vaper		Total	
	Frequency	Percent	Frequency	Percent	Frequency	Percent
Never smoker	1477	99.2%	12	0.8%	1489	100.0%
Ex-smoker	523	92.9%	40	7.1%	563	100.0%
Current smoker	147	67.4%	71	32.6%	218	100.0%

Further analysis revealed that current vapers were significantly more likely to be younger (i.e. under 30 years of age)<sup>11</sup> and identify as of Māori descent<sup>12</sup>. They were significantly less likely to be aged 50 or over or regularly care for children aged 16 and under<sup>13</sup>. There were no differences between vapers and non-vapers on gender<sup>14</sup>.

<sup>10</sup> In the survey, 'vaping' was described as "using e-cigarettes (i.e. vaping)". For an explanation of how vaping works see <https://www.healthnavigator.org.nz/healthy-living/smoking/e-cigarettes-and-vaping/>

<sup>11</sup>  $\chi^2(4, N = 2269) = 50.2, p < .001$

<sup>12</sup>  $\chi^2(1, N = 2270) = 11.4, p < .01$

<sup>13</sup>  $\chi^2(1, N = 2259) = 7.4, p < .01$

<sup>14</sup>  $p > .05$

Other demographic measures collected in the survey are presented in Table 4. As can be seen, the majority (79.2%) of the sample identified as NZ European/Pakeha, with approximately 5% of the sample identifying as of Māori descent, 7% identifying as of Asian descent and 2% identifying as of Pacific descent. When comparing to 2013 Census data, it is evident that those of Māori, Asian and Pacific descent are underrepresented in the sample<sup>15</sup>.

The majority of the sample were from the Wellington region (97.4%), with Wellington City residents making up 86% of the total sample. Those who lived outside of Wellington City were asked how frequently they visited the city over the previous 12 months. Of the 317 people who resided outside of Wellington City, 45.4% visited daily, 17.4% visited several times a week, 8.8% visited weekly, 11.4% visited several times a month, 7.6% visited monthly and 9.1% visited less than monthly. As previously stated, only 4 participants had not visited Wellington City in the previous 12 months, and these cases were removed from the analysis.

Table 4. Ethnicity, dependent children and area of residence breakdown

	Frequency	Percent
<i>Ethnicity</i> <sup>16</sup>		
NZ European/Pakeha	1797	79.2%
Māori	123	5.4%
Pacific Islander	36	1.6%
Asian	147	6.5%
European (other)	203	8.9%
Other <sup>17</sup>	129	5.7%
Total	2269	-
<i>Dependent children</i>		
Regularly care for children under 16 years of age	848	37.5%
Do not regularly care for children under 16 years of age	1411	62.5%
Missing	10	-
Total	2269	100.0%
<i>Area of residence</i>		
Wellington City	1952	86.0%
Porirua	70	3.1%
Kapiti	30	1.3%
Lower Hutt	116	5.1%
Upper Hutt	30	1.3%
Wairarapa	12	0.5%
Other <sup>18</sup>	60	2.6%
Total	269	100.0%

<sup>15</sup> See: [http://www.stats.govt.nz/Census/2013-census/profile-and-summary-reports/quickstats-about-a-place.aspx?request\\_value=14322&tabname=Culturaldiversity](http://www.stats.govt.nz/Census/2013-census/profile-and-summary-reports/quickstats-about-a-place.aspx?request_value=14322&tabname=Culturaldiversity).

<sup>16</sup> Note that participants could select all that apply, meaning the percentages do not add to 100%.

<sup>17</sup> 'Other' ethnicities specified included: African, American, Indian, Australian, British, Brazilian, Canadian, Chinese, Dutch, English, Ethiopian, Greek, Hispanic, Indian, Iranian, Kiwi, New Zealander, Irish, Italian, Latin American, Lebanese, Middle Eastern, Jewish, Malenesian, Middle Eastern, Romanian, South American, Scottish, South African, South Asian, and Sri Lankan.

<sup>18</sup> 'Other' regions specified included: Auckland, Dunedin, Horowhenua, Gisborne, Manawatu, Picton, and Whanganui.

## **Findings**

### **Awareness amongst population of current smokefree locations**

Figure 1 presents the proportions of the total sample who thought the different locations listed in the survey around Wellington City were currently smokefree (ordered by highest proportion to lowest). For reference, areas of Wellington City that are currently designated as smokefree by the Council are textured. Areas marked with an asterisk are those which may or may not be smokefree, depending on the individual business owner's decision.

It is clear that there is a relatively low level of awareness of smokefree areas in Wellington City at present. Less than two-thirds of the sample correctly thought that children's playgrounds and entrances to Council buildings accessed by the public were smokefree. The majority of smokefree areas were correctly identified by a third of the sample or less. Areas currently designated as smokefree with particularly low levels of awareness amongst the sample include Te Ngākau (Civic Square) (21%), Midland park (17%), Waitangi Park (16%) and Eva Street (4%).

Sixteen percent of the total sample believed that none of the areas listed in the survey were smokefree and just 1% correctly identified all of the smokefree areas listed.

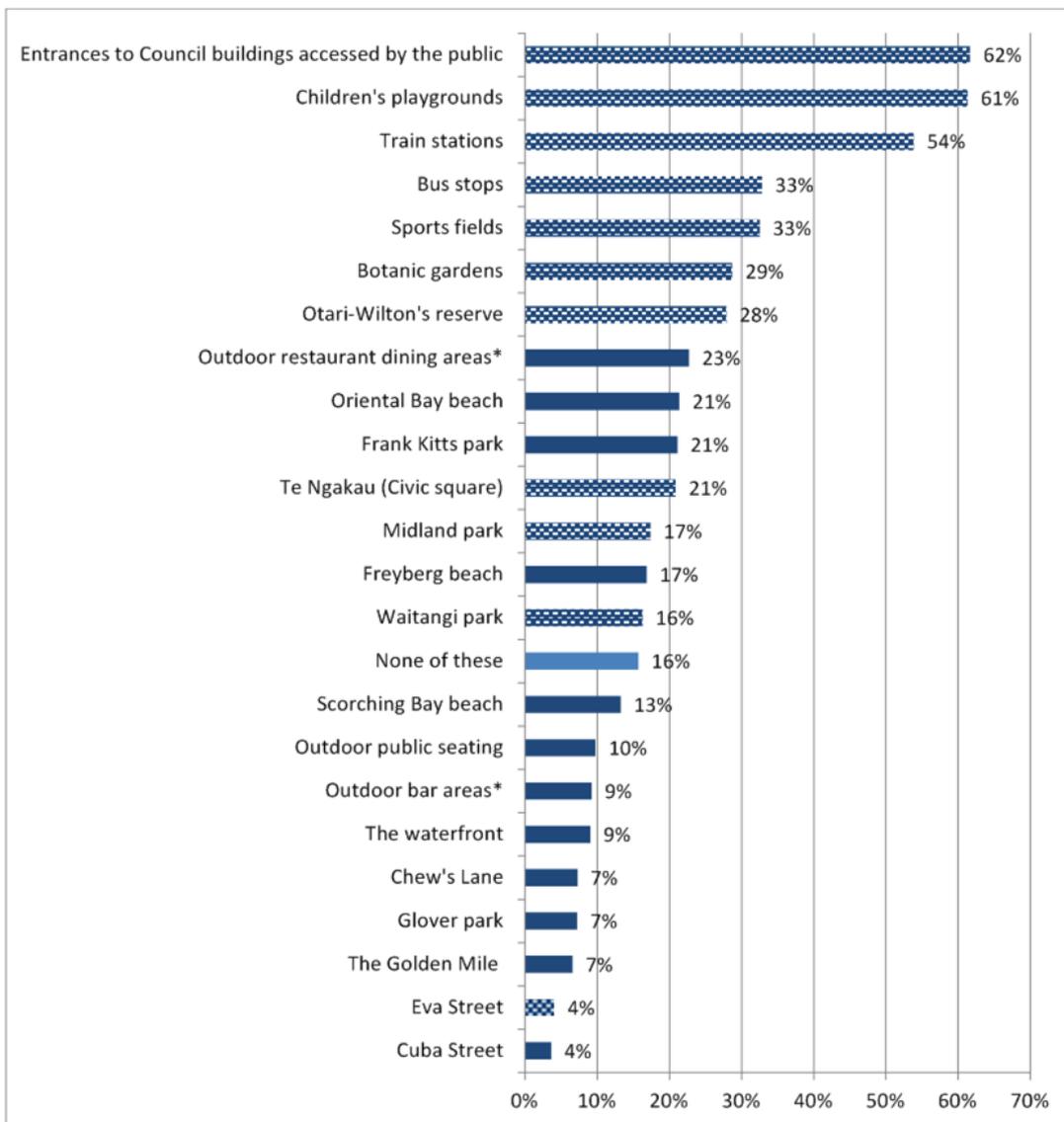


Figure 1. Percentage of sample who believe various areas in Wellington City are currently smokefree (total sample)<sup>19</sup>

Figure 2 presents this data broken down by current smoking status, with the total sample data presented for reference (those areas marked with a double asterisk are currently designated smokefree and those with a single asterisk may or may not be smokefree, as per the previous figure). Analysis revealed that current smokers were significantly more likely to correctly believe that the following areas we smokefree:

- Children's playgrounds<sup>20</sup>

<sup>19</sup> Textured areas are currently designated as smokefree. Those marked with an asterisk may or may not be smokefree

<sup>20</sup>  $\chi^2(1, N = 2270) = 8.0, p < .01$

- Train stations<sup>21</sup>
- Sports fields<sup>22</sup>
- The Botanic Gardens<sup>23</sup>
- Midland park<sup>24</sup>

Current smokers were additionally significantly less likely to (incorrectly) believe that none of the areas listed were currently smokefree<sup>25</sup> or that the following areas were currently smokefree:

- Outdoor public seating<sup>26</sup>
- The Golden Mile (Lambton Quay, Willis St, Manners St and Courtenay Place)<sup>27</sup>

These findings are largely in line with the results of the 2015 survey, where current smokers were significantly more likely to identify several areas as smokefree, as well as correctly identifying others as not being smokefree.

This comparison suggests that current smokers have a greater level of awareness of smokefree outdoor areas in Wellington City compared to non-smokers. While this is a positive finding, there is room for improvement in relation to awareness for both current smokers and non-smokers.

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<sup>21</sup>  $\chi^2(1, N = 2270) = 6.4, p < .01$

<sup>22</sup>  $\chi^2(1, N = 2270) = 10.3, p < .01$

<sup>23</sup>  $\chi^2(1, N = 2269) = 5.2, p < .05$

<sup>24</sup>  $\chi^2(1, N = 2270) = 7.0, p < .05$

<sup>25</sup>  $\chi^2(1, N = 2269) = 3.9, p < .05$

<sup>26</sup>  $\chi^2(1, N = 2269) = 4.8, p < .05$

<sup>27</sup>  $\chi^2(1, N = 2270) = 4.4, p < .05$

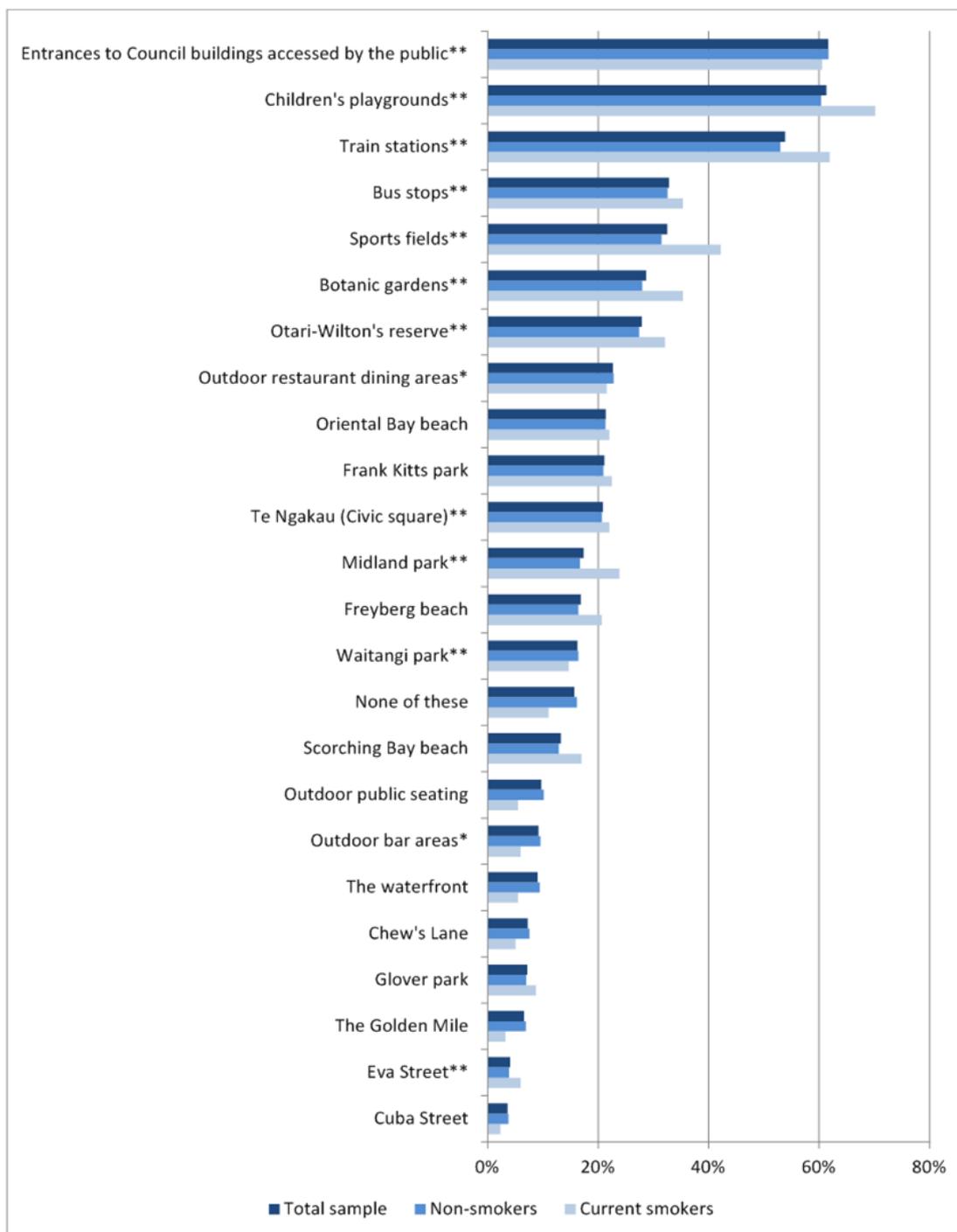


Figure 2. Percentage of sample who believe various areas in Wellington City are currently smokefree (split by current smoking status)<sup>28</sup>

<sup>28</sup> \*\* area is currently designated as smokefree. \* area may be designated as smokefree

Figure 3 presents a comparison of awareness of smokefree areas between the 2015 and 2018 surveys (for those areas listed in both surveys only). For context, areas in Wellington City that were smokefree when the initial survey was run in 2015 include:

- Children’s playgrounds (including skate parks),
- Sports fields,
- Midland Park, and
- Cable car lane

New areas that were designated as smokefree after 2015 include:

- Botanic Gardens,
- Otari-Wilton’s reserve,
- Te Ngākau (Civic square),
- Waitangi Park,
- Bus stops,
- City laneways, and
- Entrances to Council buildings accessed by the public.

As can be seen, there is a general trend between the two surveys of a greater proportion of respondents believing each area listed was smokefree in 2018 compared to 2015. In addition, a smaller proportion believed none of the areas listed in the surveys were smokefree in 2018 compared to in 2015 (10% decrease).

Encouragingly new areas that were designated as smokefree after 2015 all had a higher proportion who believed they were smokefree in 2018 compared to 2015. The largest changes were for entrances to Council buildings accessed by the public (23% increase) and bus stops (17% increase).

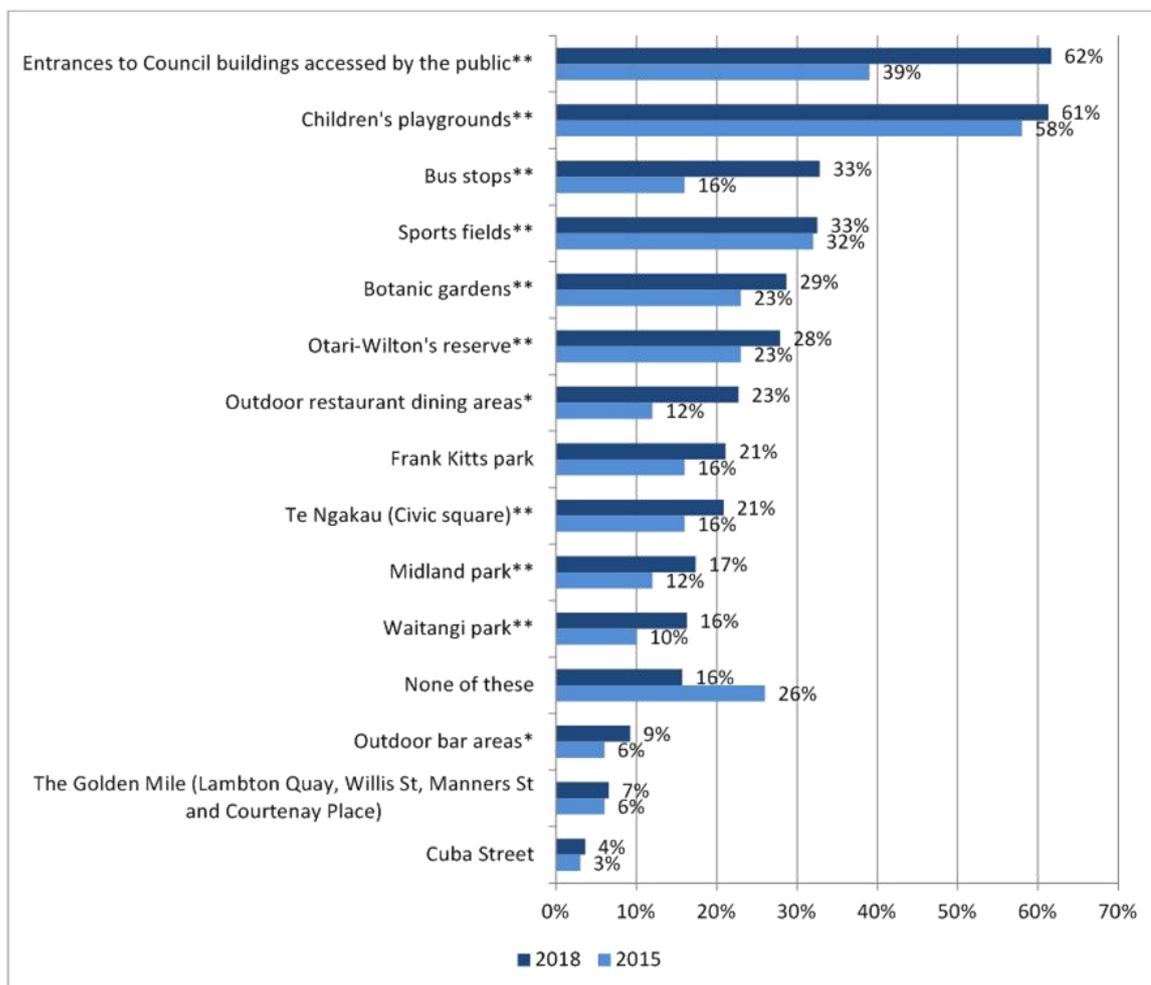


Figure 3. Percentage of each sample who believed various areas in Wellington City were currently smokefree (comparison between 2015 and 2018 surveys)<sup>29</sup>

### Attitudes towards smoking

A number of statement items were included in the survey to explore attitudes towards smoking and vaping. Figure 4 presents responses to these items for the total sample. This data reveals that respondents generally have negative attitudes towards smoking in public places and cigarette butt litter. The majority (86%) support Wellington becoming increasingly smokefree (this compares to 84% in the 2015 survey). Almost all agreed or strongly agreed (94%) that dropping cigarette butts on the ground causes harm to the environment. In 2018, 12% of the total sample agreed or strongly agreed that smoking is a personal choice and shouldn't have restrictions placed on it, compared to 15% in 2015.

<sup>29</sup> \*\* area is currently designated as smokefree. \* area may be designated as smokefree

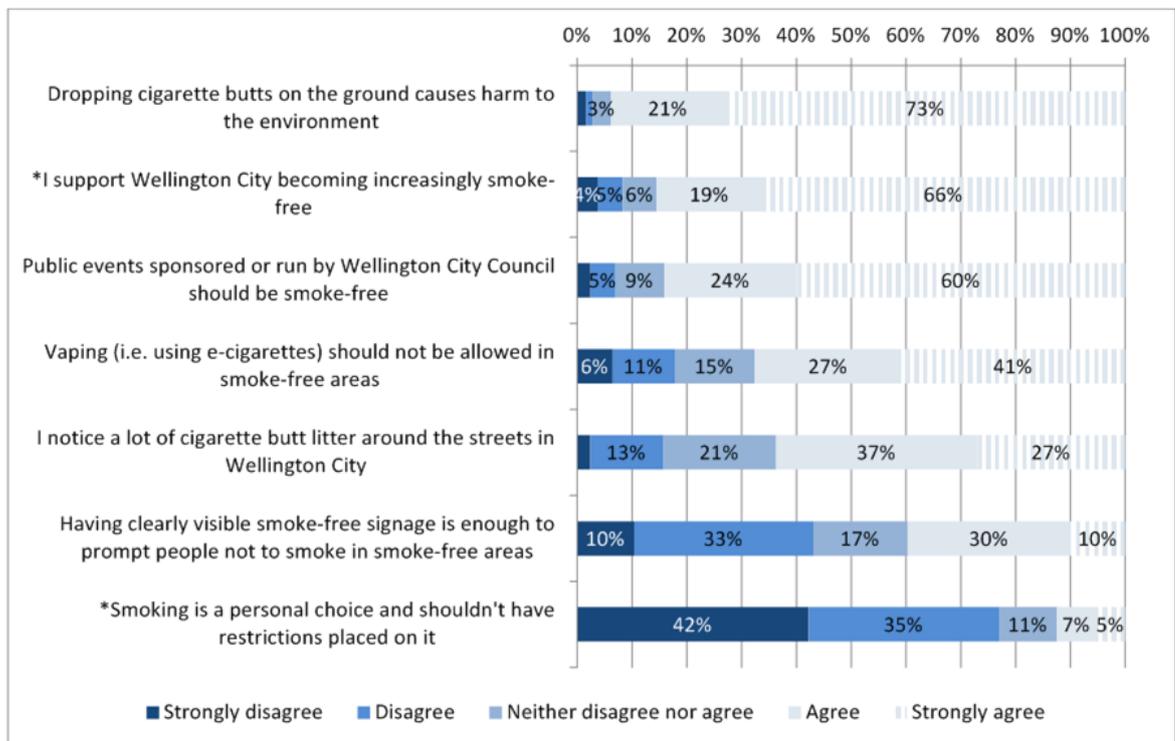


Figure 4. General attitudes towards smoking, cigarette butt litter and vaping (total sample)<sup>30</sup>

Table 5 presents the results of independent samples t tests comparing mean scores for current smokers and non-smokers on the attitudes statements included in the survey. As can be seen, current smokers’ mean scores were significantly lower than non-smokers on all items, with the exception of the final two items which were worded in the opposite way to the other items (e.g. gauged support for smoking as opposed to support for being smokefree). Overall, smokers had less negative attitudes towards smoking, vaping and cigarette butt litter compared to non-smokers.

Note that as these items are on a 5-point scale, a score of 3 is neutral, with a mean score below this mid-point representing disagreement with the item or statement on average, and a mean score above this mid-point representing agreement with the statement on average. Current smokers therefore scored close to neutral on the item gauging support for Wellington becoming increasingly smokefree (this is consistent with the findings of the 2015 survey).

<sup>30</sup> \* item originally in 2015 survey and repeated in 2018 survey

Table 5. Comparison of mean scores on attitude statements for current smoking status

		N	Mean score	SD	Sig.
Dropping cigarette butts on the ground causes harm to the environment	Non-smokers	2033	4.6	0.8	***
	Current smokers	212	4.4	0.8	
I support Wellington becoming increasingly smokefree	Non-smokers	2040	4.5	0.9	***
	Current smokers	216	3.2	1.3	
Public events sponsored or run by Wellington City Council should be smokefree	Non-smokers	2015	4.4	0.9	***
	Current smokers	211	3.5	1.2	
Vaping (i.e. using e-cigarettes) should not be allowed in smokefree areas	Non-smokers	1923	3.9	1.2	***
	Current smokers	208	3.2	1.3	
I notice a lot of cigarette butt litter around the streets in Wellington City	Non-smokers	1983	3.8	1.1	***
	Current smokers	212	3.4	1.1	
Having clearly visible smokefree signage is enough to prompt people not to smoke in smokefree areas	Non-smoker	1944	2.9	1.2	**
	Current smokers	211	3.2	1.2	
Smoking is a personal choice and shouldn't have restrictions placed on it	Non-smokers	2039	1.8	1.0	***
	Current smokers	216	3.3	1.3	

\*\*\* p<.001

\*\*p<.01

Figures 5-11 present a categorical breakdown for these attitude statements, comparing results for smokers and non-smokers.

Almost all non-smokers (94%) and current smokers (89%) agreed or strongly agreed that dropping cigarette butts on the ground causes harm to the environment. Just 3% of non-smokers disagreed or strongly disagreed (compared to 2% for current smokers).

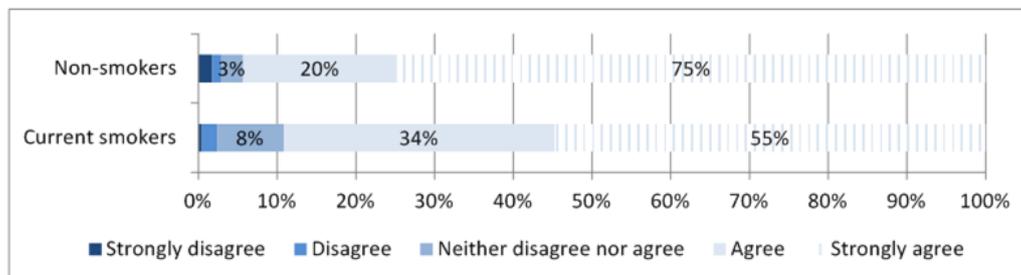


Figure 5. 'Dropping cigarette butts on the ground causes harm to the environment' by current smoking status

Nine out of ten non-smokers support Wellington becoming increasingly smokefree (compared to 89% in 2015). A higher proportion of current smokers (46%) supported Wellington becoming increasingly smokefree than did not (31%) (compared to 44% and 38% respectively in 2015).

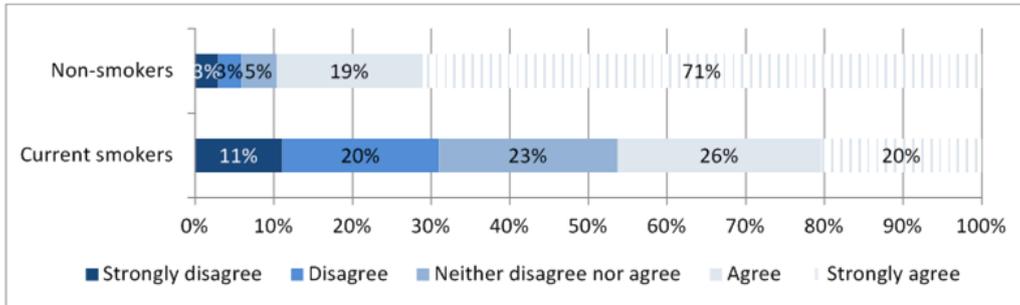


Figure 6. 'I support Wellington City becoming increasingly smokefree' by current smoking status

The vast majority (88%) of non-smokers agreed or strongly agreed that Council run or sponsored events should be smokefree, as well as 50% of current smokers.

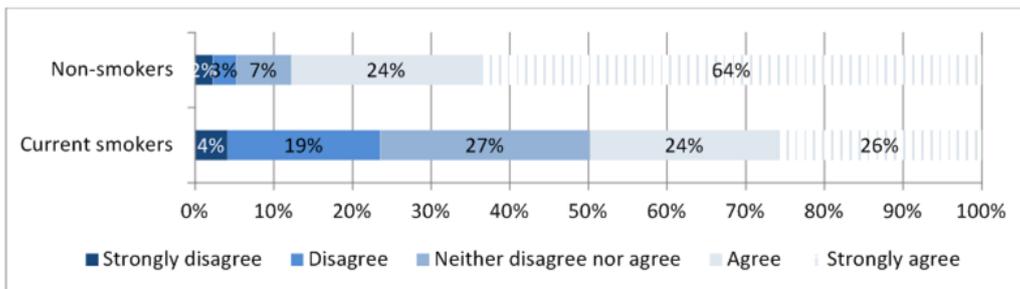


Figure 7. 'Public events sponsored or run by Wellington City Council should be smokefree' by current smoking status

Just over two-thirds of non-smokers (70%) agreed or strongly agreed that vaping should not be allowed in smokefree areas, with 16% disagreeing or strongly disagreeing. For smokers, 46% agreed or strongly agreed and 36% disagreed or strongly disagreed.

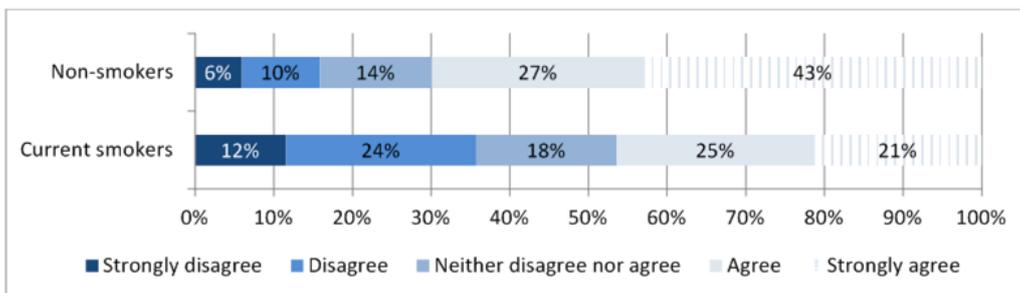


Figure 8. 'Vaping (i.e. using e-cigarettes) should not be allowed in smokefree areas' by current smoking status

Around two-thirds of non-smokers notice a lot of cigarette butt litter around the streets in Wellington City, compared to 51% of current smokers.

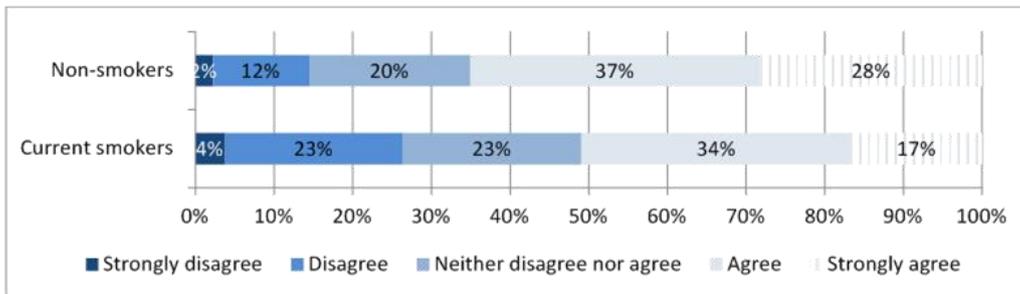


Figure 9. 'I notice a lot of cigarette butt litter around the streets in Wellington City' by current smoking status

Just over half of current smokers (52%) agreed or strongly agreed that having clearly visible smokefree signage is enough to prompt people not to smoke in smokefree areas, compared to 38% of non-smokers.

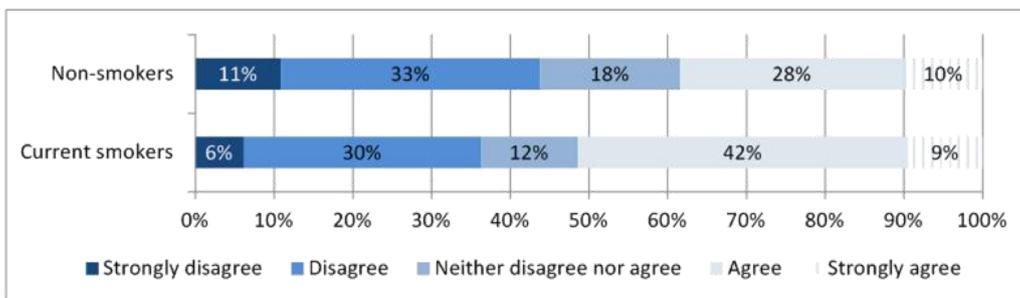


Figure 10. 'Having clearly visible smokefree signage is enough to prompt people not to smoke in smokefree areas' by current smoking status

Over 80% of non-smokers disagreed or strongly disagreed that smoking is a personal choice and shouldn't have restrictions placed on it (82% in 2018 compared to 80% in 2015). In contrast, 31% of current smokers disagreed or strongly disagreed (compared to 36% in 2015). Just under half of current smokers (46%) agreed or strongly agreed with the statement, compared to 53% in 2015.

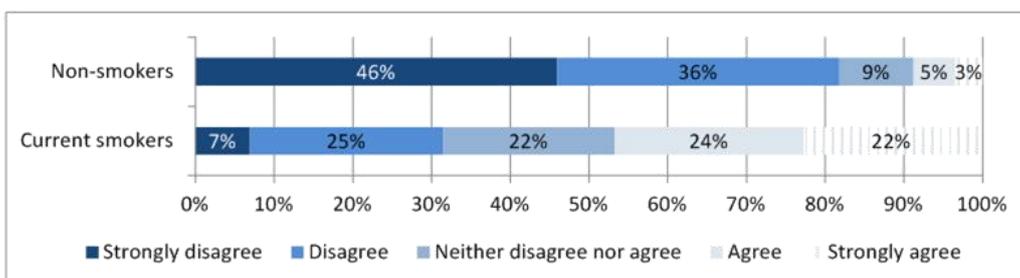


Figure 11. 'Smoking is a personal choice and shouldn't have restrictions placed on it' by current smoking status

### **Smoking status preferences for different locations**

Figure 12 presents the preferences of the total sample for the smoking status of the various locations around Wellington City listed in the survey (ordered by highest proportion preferring the status to be smokefree to least; those areas that are already designated as smokefree are again indicated by a double asterisk). Children's playgrounds have support by 95% of the total sample for being smokefree; a designation that has been in place for several years (this compares to 96% support in 2015). Entrances to Council buildings accessed by the public also had very high support at 91%.

Locations that are not already smokefree in Wellington City with high support amongst the sample for being smokefree include:

- Busy city beaches (Oriental Bay Beach 76%; Freyberg Beach 74%; Scorching Bay beach 71%),
- Frank Kitts Park (71%), and
- Outdoor restaurant dining areas (71%).

Only two locations had support from less than half of the sample for being smokefree: Cuba and Eva Streets (Cuba is currently not designated as smokefree however Eva Street is as it falls under the Laneway designation set out in the Smokefree Wellington Action Plan 2016-2017). Support for outdoor restaurant dining areas being smokefree was higher (71% compared to 68% in 2015) than for outdoor bar areas (50%; the level of support was also 50% in 2015).

Overall this data suggests that WCC would have support from the wider population for increasing the number of smokefree areas, particularly for busy city beaches, local parks such as Frank Kitts and outdoor restaurant dining areas. There is also majority smoker support for Freyberg beach, and close to 50% support amongst smokers for the other beaches included in the survey list (Oriental Bay beach and Scorching Bay beach; see below for further details).

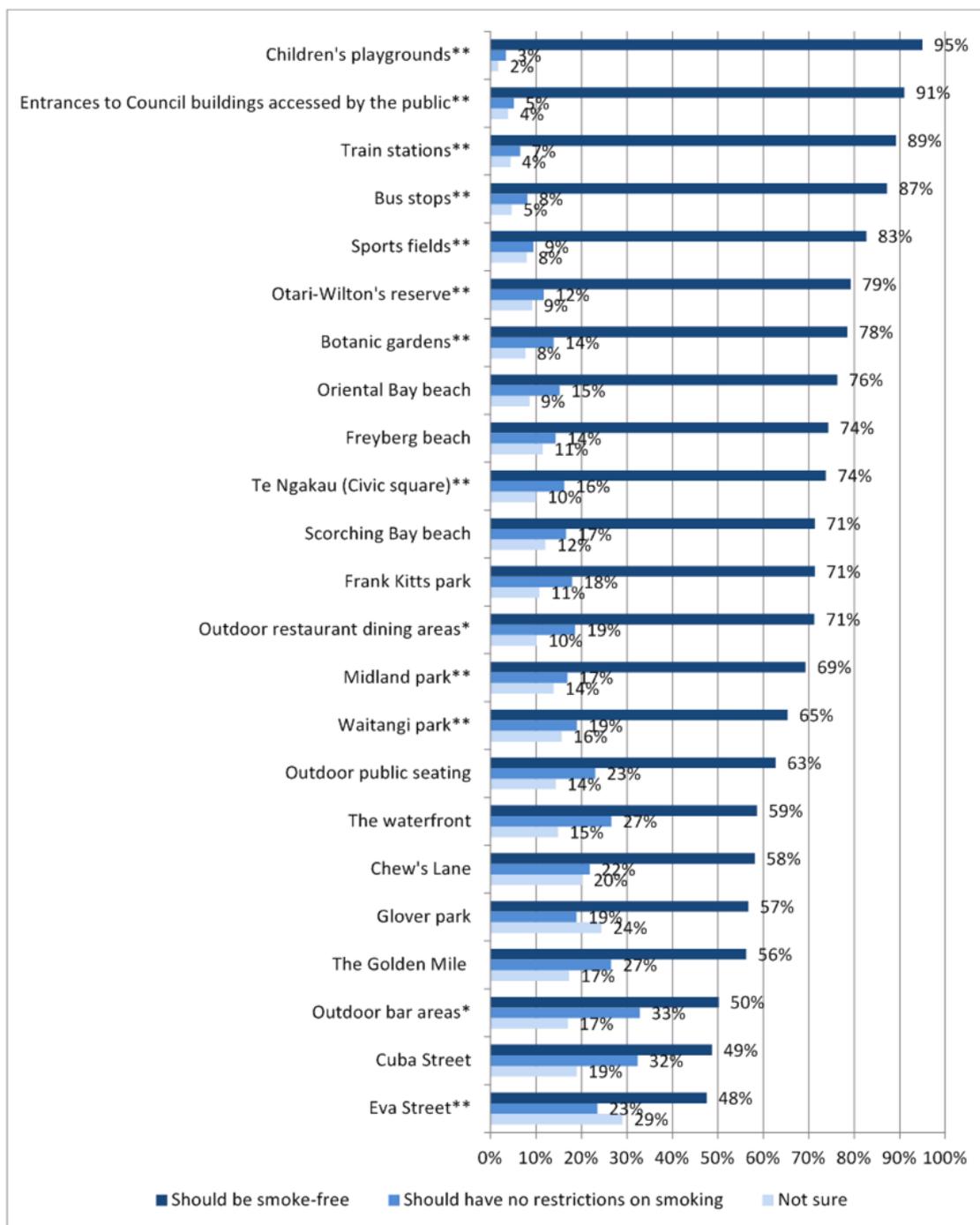


Figure 12. Preferences for the smoking status of various locations (total sample)<sup>31</sup>

<sup>31</sup> \*\* area is currently designated as smokefree. \* area may be designated as smokefree

In total, just 29 respondents (1%; also 1% in 2015) wanted none of the locations listed to be smokefree. In contrast, 675 (30%; 26% in 2015) respondents wanted all of the locations listed to be smokefree. Just 6 respondents were unsure about all of the locations (0.6%; 0.2% in 2015). The remaining 1560 respondents (69%; 73% in 2015) were mixed (i.e. wanted some locations to be smokefree but not others). Figure 13 presents a breakdown of these groupings by current smoking status<sup>32</sup>. As can be seen, around a third of non-smokers wanted all of the locations listed to be smokefree (in 2015 the proportion was 29%), compared to 7% of current smokers (in 2015 this was 2%). The vast majority of current smokers were mixed in their views (90%; in 2015 the proportion was 96%).

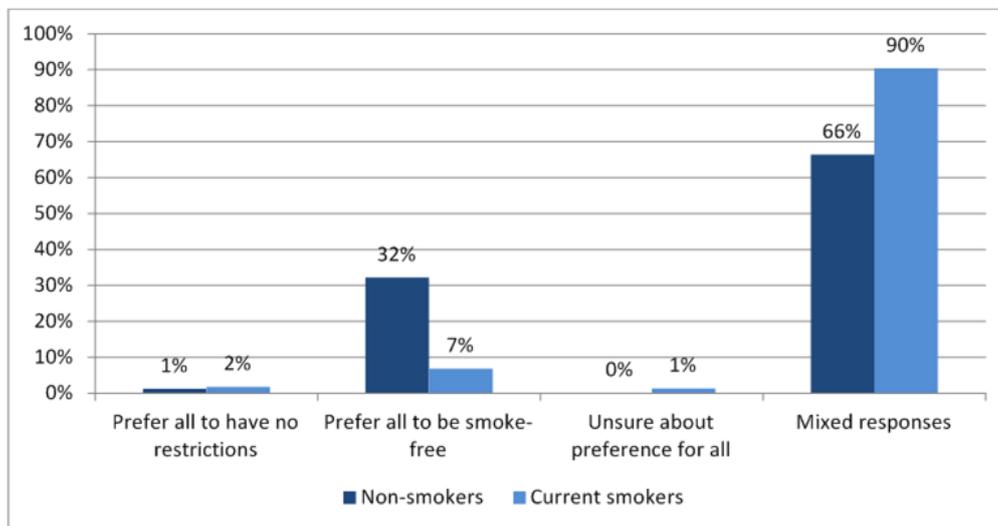


Figure 13. Overall preference for smokefree areas (broken down by current smoking status)

Figure 14 presents preferences for each location broken down by current smoking status (current smokefree areas indicated with a double asterisk). Analysis revealed that non-smokers were significantly more likely than current smokers to want each location to be smokefree<sup>33</sup>. The discrepancy in views between the two groups was particularly large for (see Figure 15 for a full breakdown of the areas sorted by highest discrepancy to smallest):

- Outdoor public seating (45% difference in support between non-smokers and current smokers)
- Outdoor bar areas (42% difference)
- Outdoor restaurant dining areas (42% difference)
- Cuba Street (42% difference)
- The waterfront (42% difference)

These differences in preferences between smokers and non-smokers is largely consistent with what was found in the 2015 survey.

<sup>32</sup> Note that Chi square analysis was not run on this data as the small sample sizes in some groups violated the assumption of cell counts being greater than 5.

<sup>33</sup> See Appendix B for these chi square statistics.

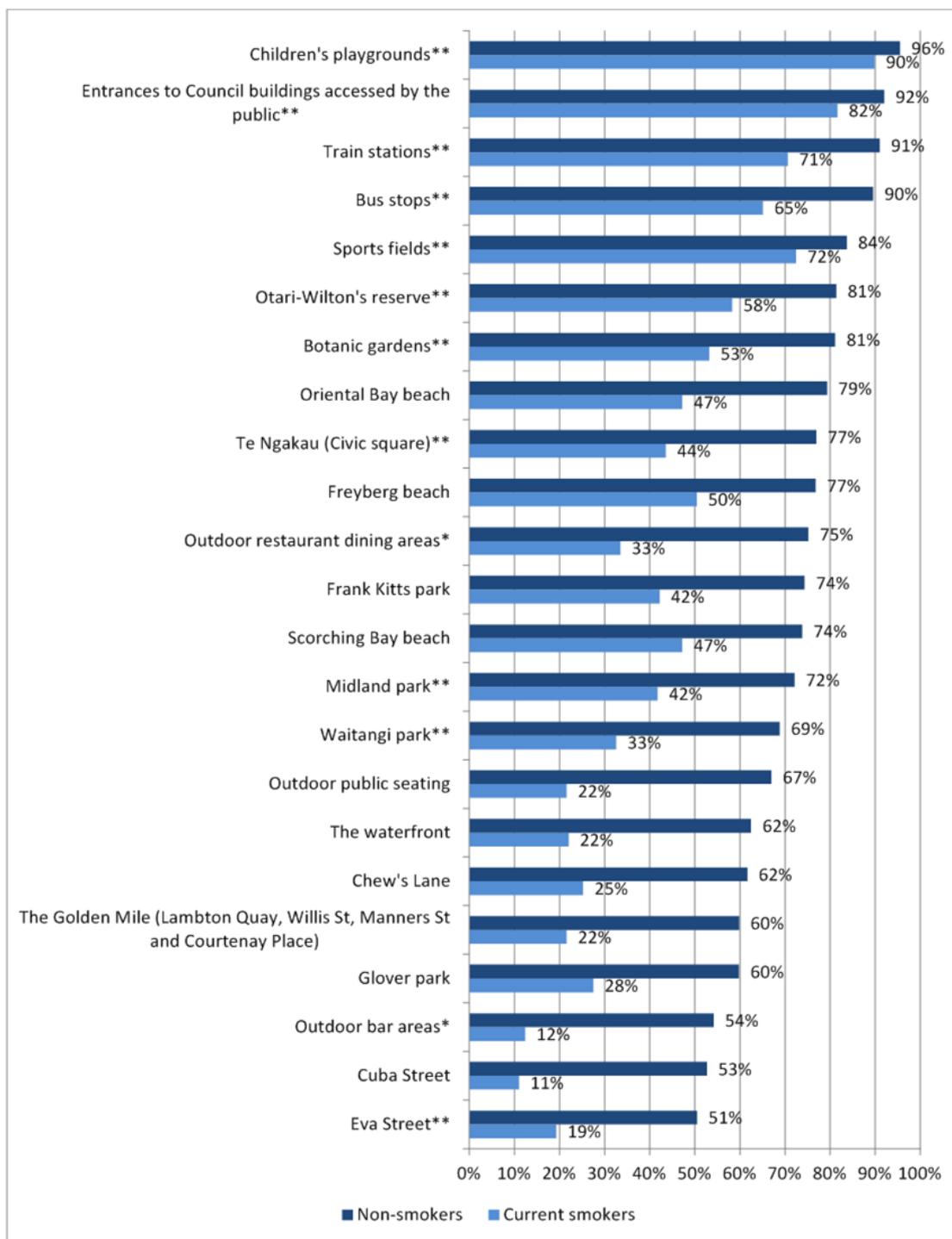


Figure 14. Proportion preferring each location to be smokefree (split by current smoking status)<sup>34</sup>

<sup>34</sup> \*\* area is currently designated as smokefree. \* area may be designated as either smokefree or not.

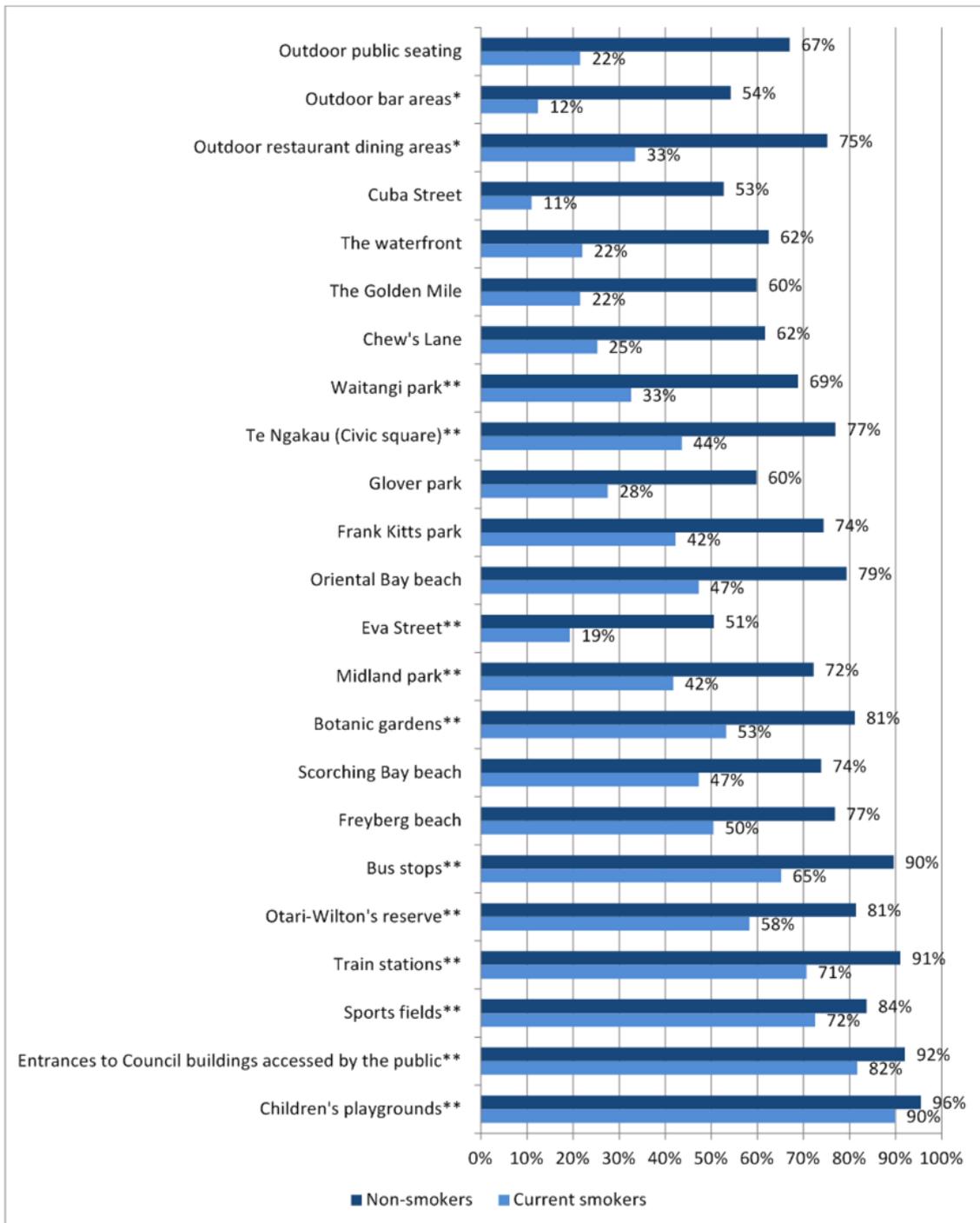


Figure 15. Proportion preferring each location to be smokefree (split by current smoking status and sorted by highest % difference in preference between two groups to lowest)<sup>35</sup>

<sup>35</sup> \*\* area is currently designated as smokefree. \* area may be designated as smokefree

Figure 16 presents the proportion of the total sample who reported a preference for each location to be smokefree in the 2015 and 2018 surveys. As can be seen, there is a general trend towards slightly higher support across the board.

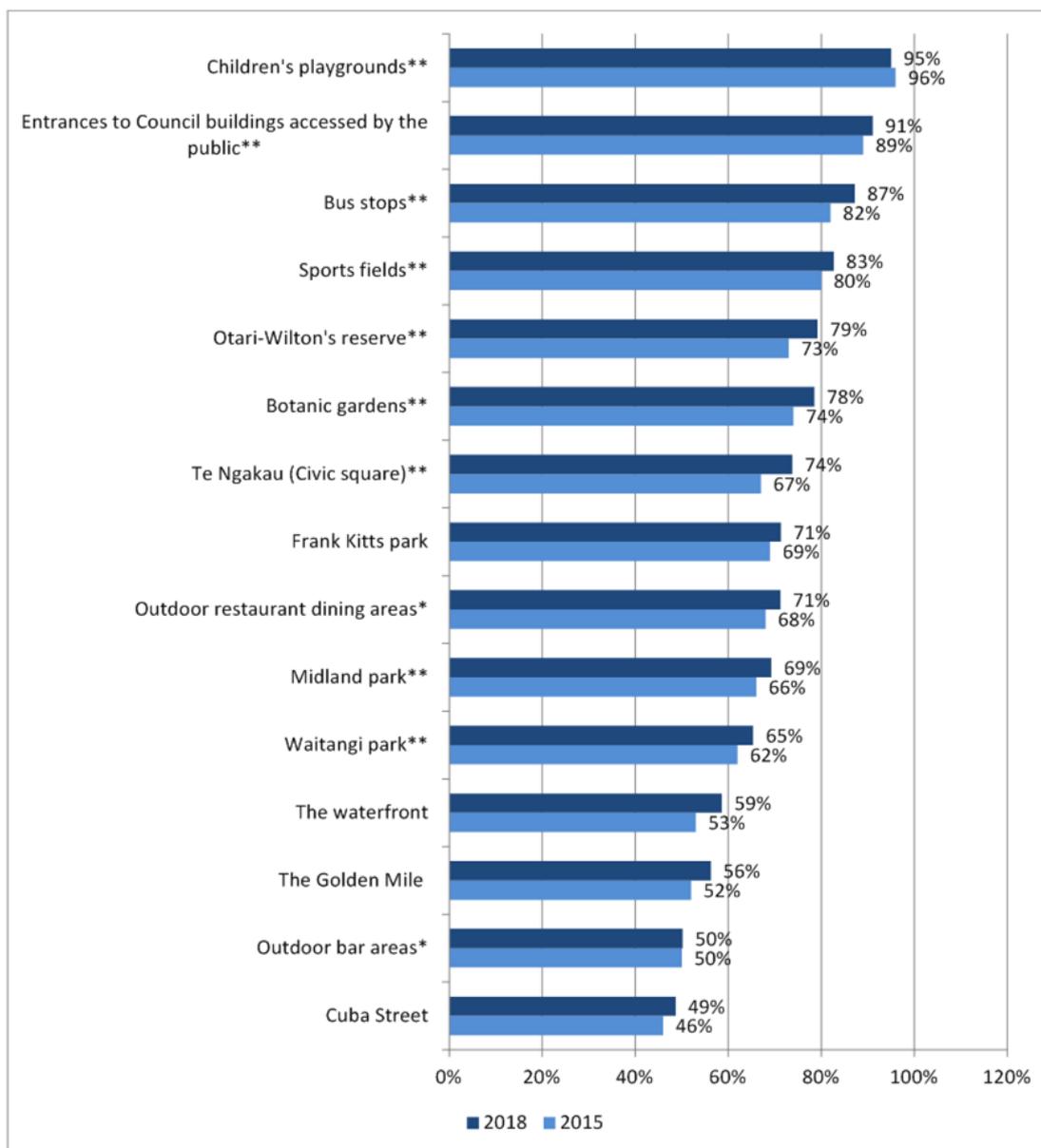


Figure 16. Proportion preferring each location be smokefree (comparison between 2015 and 2018 surveys)<sup>36</sup>

**Comments on additional areas preferred to be smokefree**

In total, 590 relevant comments were received with regard to additional areas that respondents would like to be smokefree. These comments were coded into themes for summary purposes and

<sup>36</sup> \*\* area is currently designated as smokefree. \* area may be designated as smokefree

Figure 17 below presents a breakdown of the number of comments received that fitted into each theme.

Most commonly those who commented wanted all public spaces in Wellington or all of New Zealand to be smokefree (N=236). Some suggested having limited designated rooms or areas for smokers however others were supportive of smoking being allowed on private property only or a total tobacco ban.

After this, building entrances and the surrounding areas were the next most commonly mentioned (N=189). A range of building types were mentioned, including places for children (such as early childhood centres and schools), medical facilities (such as the hospital and GP offices), Parliament and other government buildings, shops, recreation centres, restaurants and bars, and specific buildings such as Te Papa. Some who mentioned restaurants and bars specifically stated that they felt seating areas on the footpath should be smokefree.

Green spaces were also mentioned by a sizeable number of respondents (N=73). These comments suggested that parks, gardens, playgrounds, walkways, bush and forest areas, reserves, look outs, dog parks and/or the Town Belt should be designated as smokefree. The area surrounding the Cable Car was also specifically mentioned by several different participants.

Finally, beaches and waterfront areas were mentioned by 30 respondents, with most suggesting that all of these areas in the city should be smokefree.

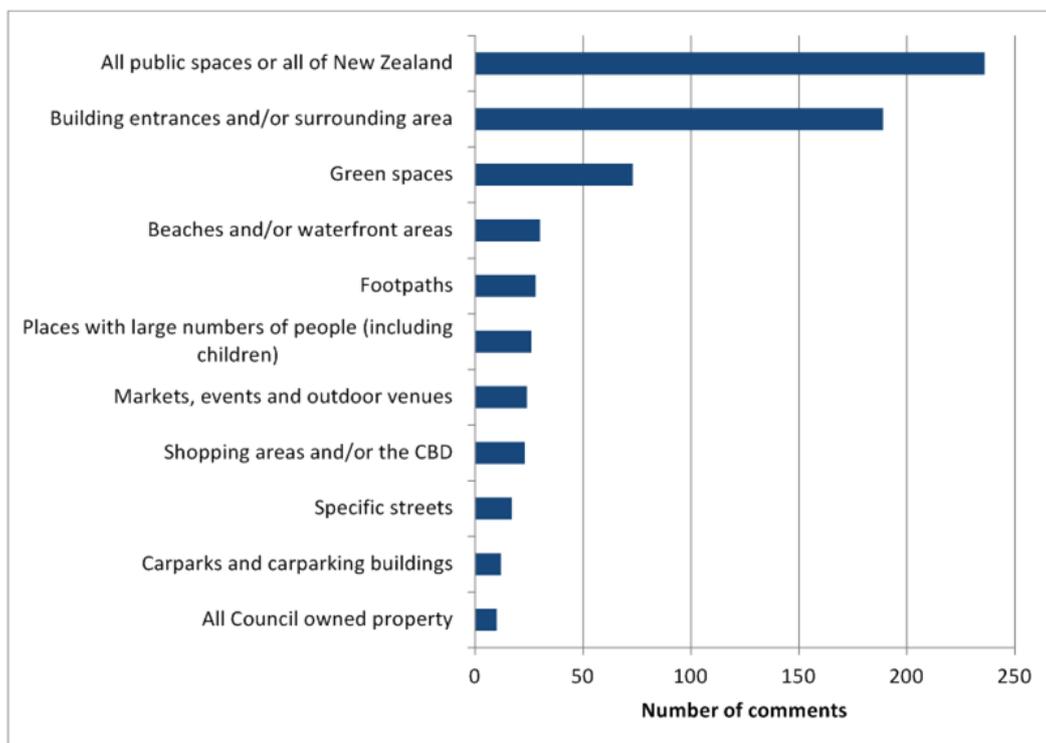


Figure 17. Comments received regarding additional areas respondents would like to be made smokefree (N=590)

**Outdoor restaurant and bar areas**

As shown in Figure 18, the majority of the sample visit both outdoor restaurant and bar areas at least occasionally (these proportions are almost identical to the 2015 sample).

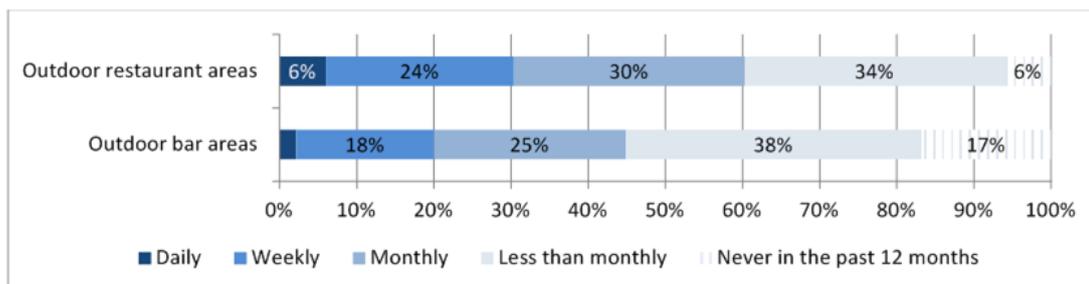


Figure 18. Frequency currently visit outdoor bar and restaurant areas (total sample)

This data is broken down by current smoking status in Figures 19 and 20 respectively. Analysis revealed that current smokers were significantly more likely to visit outdoor restaurant areas weekly, whereas non-smokers were more likely to visit less often (e.g. less than once a month or never in the last 12 months)<sup>37</sup>. In line with this finding, current smokers were also more likely to visit outdoor bar

<sup>37</sup>  $\chi^2(4, N = 2243) = 24.6, p < .001$

areas more frequently (e.g. daily, weekly or monthly), whereas non-smokers are more likely to visit less often (e.g. less than monthly or never in the past 12 months)<sup>38</sup>.

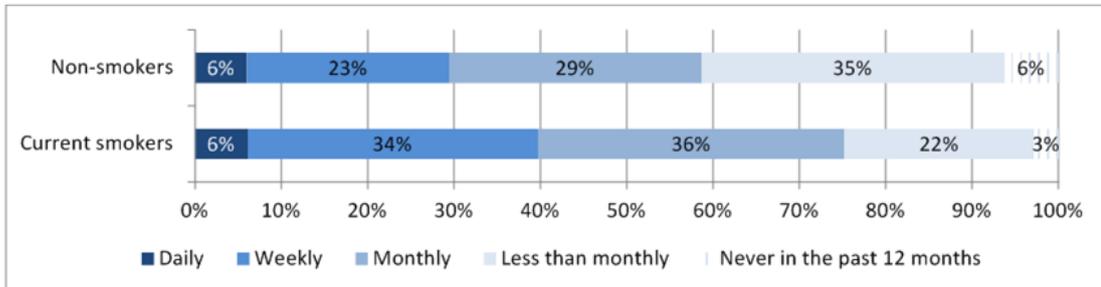


Figure 19. Frequency currently visit outdoor restaurant areas (split by current smoking status)

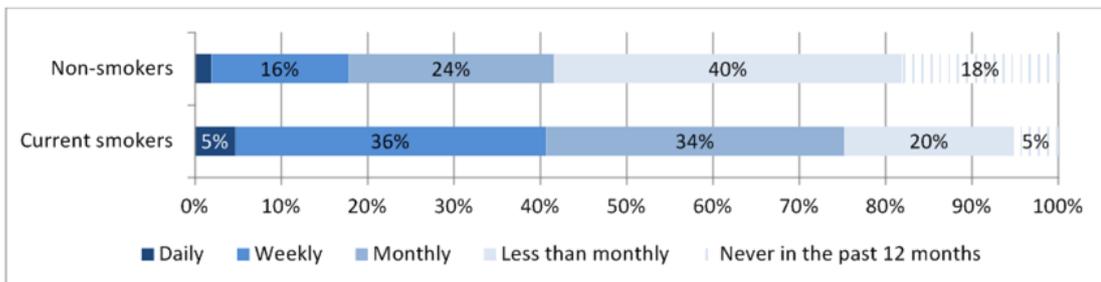


Figure 20. Frequency currently visit outdoor bar areas (split by current smoking status)

Figure 21 shows that two-thirds of the total sample avoid outdoor bar and restaurant areas if smoking is permitted, including 1 in 10 smokers. The majority of current smokers do not have a preference for the smoking status of these areas when they are visiting bars and restaurants (55%). Analysis revealed that smokers were significantly more likely to avoid these areas if they were smokefree or not have a preference either way; whereas non-smokers were significantly more likely to avoid these areas if smoking was permitted<sup>39</sup>.

These findings are consistent with the 2015 survey, where the overall predicted increase in likelihood of visiting outdoor restaurant and bar areas if they were made smokefree ranged from 48% for bars to 54% for restaurants.

<sup>38</sup>  $\chi^2(4, N = 2229) = 100.5, p < .001$

<sup>39</sup>  $\chi^2(2, N = 2266) = 483.2, p < .001$

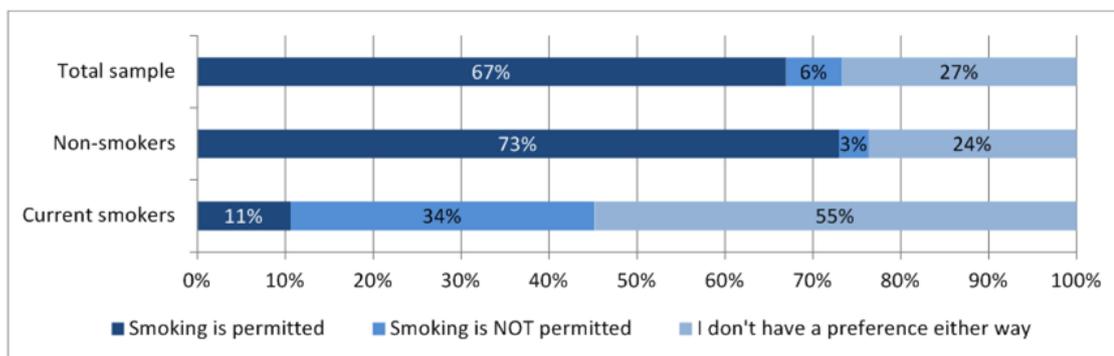


Figure 21. Avoid outdoor bar and restaurant areas if... (split by smoking status)

### Nuisance smoking and vaping

Respondents were asked whether they had been bothered by smoke or vapour from someone smoking or vaping near them in the public place in Wellington City over the month prior to surveying. Figure 22 presents this data for smoke in a public place and Figure 23 presents that data for vapour. As can be seen, over two-thirds of respondents across the total sample reported being bothered by smoke in a public place over the previous month, and just over half had been bothered by vapour.

Current smokers were significantly less likely to report being bothered by smoke<sup>40</sup> and vapour<sup>41</sup> compared to non-smokers, at around a quarter of smokers reporting being bothered by either compared to three-quarters of non-smokers for smoke and over half of non-smokers for vapour.

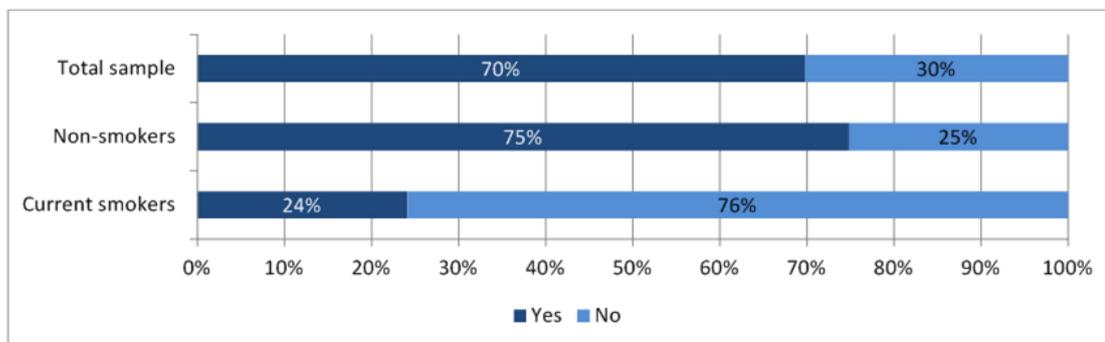


Figure 22. Proportion bothered by smoke in a public place over previous month (split by smoking status)

<sup>40</sup>  $\chi^2(1, N = 1981) = 218.5, p < .001$

<sup>41</sup>  $\chi^2(1, N = 2035) = 59.4, p < .001$

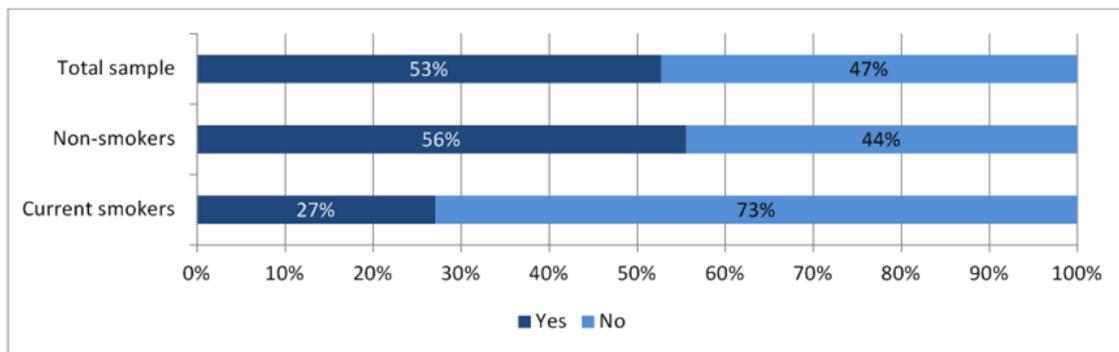


Figure 23. Proportion bothered by vapour in a public place over previous month (split by smoking status)

Those who reported being bothered by smoke and/or vapour in a public place were asked to describe where this had happened over the previous month. When describing where they had been bothered by smoke, by far the most common location was on the street; this included while walking, waiting at an intersection, and/or while resting or waiting at seating areas. Particular issues described included being forced to follow someone smoking due to the number of other pedestrians on the street and having to pass groups of smokers congregated in common smoking spots (including doorways). Lambton Quay was a particularly commonly mentioned street; however Cuba Street, Courtenay Place and the Golden Mile (in its entirety) were all mentioned frequently as well. The suburb of Newtown was also raised frequently by respondents as an issue area. Smaller numbers of people raised the following streets and areas as problem areas: Featherston Street, Grey Street, Molesworth Street, the Terrace, Kilbirnie, Strathmore, Karori and Chews Lane.

After city streets, bus stops and train stations were the next most commonly mentioned problem areas, with many reporting that they had been exposed to second-hand smoke while waiting for public transport. Many were particularly frustrated by this due to their inability to move away from the smoke. Following this, specific buildings, venues or amenities were the next most commonly mentioned. Issues described at these locations included having to walk through smokers to enter the location and/or smoke entering the building via doorways or windows. Specific locations mentioned included: Victoria University and its grounds; Council recreation centres; Parliament and its grounds; bars, restaurants and cafés; shopping malls; supermarkets; outdoor sports venues; events; Te Papa; the Hospital; Westpac Stadium; the Central Library; markets; the entrance to the Cable Car; public toilets, and ATMs.

Smaller numbers of people reported being bothered by smoke in a park or at playgrounds, sports fields or skate parks. Specific parks that were mentioned in the comments included the Botanic Gardens, Te Ngākau (Civic Square) and Midland Park. There were a similar number of comments received about being bothered by smoke at the beach or on the waterfront, and a very small number of reports of being bothered on scenic walkways or at look outs such as Mount Victoria.

Comments received regarding where respondents had been bothered by vapour revealed that they largely matched those described by those bothered by smoke. However further comments were received highlighting that some people were more bothered by vapour due to the size of the plume created, the sweet smell and a perceived lower regard for those around them by those vaping as opposed to those who smoked (some commented that they felt “vapers didn’t think the smokefree

rules applied to them”). Others felt that vapour was less invasive or off-putting than cigarette smoke. Many also commented that they felt vaping was becoming more pervasive every day and some questioned what the health implications of being exposed to second-hand vapour were. Some also expressed concern over the high visibility of vaping and the possible impact of this on children.

When asked how likely they would be to approach someone they didn’t know who was smoking in a designated smokefree area and point this out, more than half of the total sample (55%) reported that they would be unlikely to, with just over a third reporting that they would be likely to (see Figure 24). Analysis revealed that current smokers were significantly more likely to be ‘very unlikely’ to, whereas non-smokers were significantly more likely to be ‘somewhat likely’ to<sup>42</sup>.

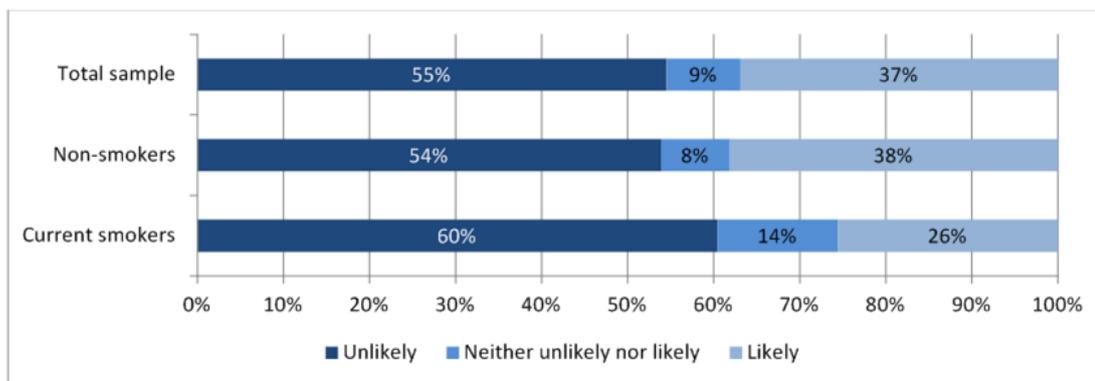


Figure 24. Likelihood approach stranger smoking in a designated smokefree area to point this out (split by smoking status; responses grouped)<sup>43</sup>

Ensuring there is clearly visible smokefree signage in designated smokefree areas around the city appears to be a practical option to increase public self-monitoring of smoking in smokefree areas, with two-thirds of the total sample feeling that they would be more likely to approach someone smoking in a smokefree place if such signage was in place (see Figure 25). The potential impact of signage was found to be significantly higher for non-smokers compared to smokers<sup>44</sup>; only 1 in 3 non-smokers felt signage would make no difference for them, whereas over half (54%) of current smokers reported the same.

<sup>42</sup>  $\chi^2(6, N = 2199) = 27.5, p < .001$

<sup>43</sup> Note: this data was originally collected on a seven-point scale from ‘very unlikely’ to ‘very likely’. Those who responded ‘not sure’ have been removed from the breakdown and responses to the bottom 3 categories (very unlikely, unlikely and somewhat unlikely) and the top 3 categories (somewhat likely, likely and very likely) have been combined into the ‘unlikely’ and ‘likely’ categories reported.

<sup>44</sup>  $\chi^2(1, N = 1966) = 33.5, p < .001$

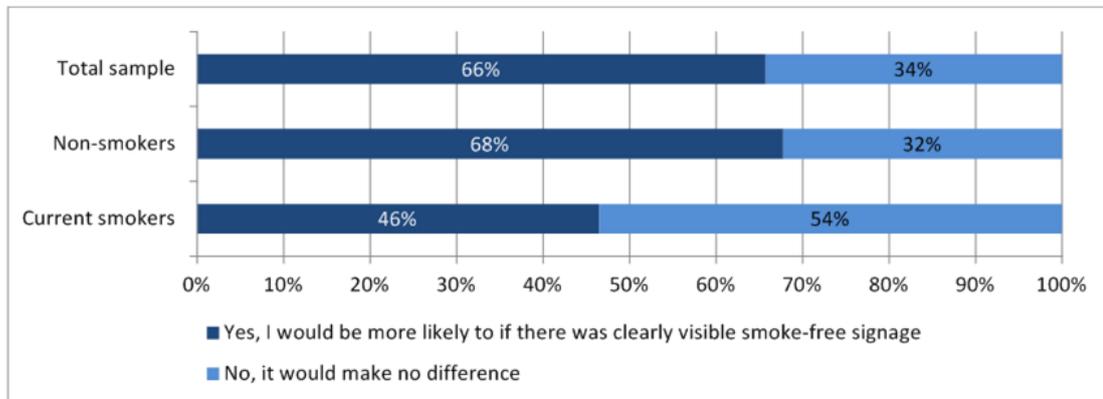


Figure 25. Impact of smokefree signage on likelihood of approaching a stranger smoking in a designated smokefree area (split by smoking status)

### Vaping sub-group

Key survey measures were broken down by vaping status to explore the perspectives of this group. For context, as detailed in the 'Sample' section of this report, 5% of the total sample (N=123) were current vapers (with 4% being occasional vapers and 1% being regular vapers). Four percent reported being ex-vapers (N=92) and the remaining 91% of the sample reported having never vaped (N=2054). For the purposes of analysis, both ex-vapers and never vapers were combined into a 'non-vaper' group (95% of the total sample, N=2147) and occasional and regular vapers were combined into a 'current vaper' group (5% of the total sample, N=123). Vaping was therefore less prevalent amongst the sample compared to smoking.

Of those who currently vaped, 42% reported using e-liquids that contained nicotine only, with a further 29% reporting using a mix of e-liquids (i.e. some containing nicotine and some not containing nicotine). Therefore, 72% of current vapers used e-liquids containing nicotine at least some of the time. The remaining 29% exclusively used e-liquids that did not contain nicotine.

Very few respondents who had never smoked were regular or occasional vapers (just under 1%). In contrast, around one-third of current smokers reported vaping regularly or occasionally. In addition, a small group of ex-smokers were current vapers (7%; a full breakdown of this data is available in Table 3). No follow up questions were asked of these respondents therefore it is not possible to ascertain whether vaping was being, or had been, successfully used to cut back or quit smoking.

Analysis revealed that current vapers were significantly more likely to be younger (e.g. under 30 years of age) and identify as of Māori descent. They were significantly less likely to be aged 50 or over or regularly care for children aged 16 and under. There were no differences between vapers and non-vapers on gender. The demographic profile of the vapers in the sample therefore broadly matches that of the current smokers surveyed.

There were a number of significant differences on mean scores between those who currently vaped and those who did not on the statements exploring attitudes towards smoking, vaping and cigarette butt litter included in the survey (see Table 6); most notably:

- Current vapers scored significantly lower on the statement 'Vaping (i.e. using e-cigarettes) should not be allowed in smokefree areas', with their mean score representing disagreement with the statement on average, where as non-vapers agreed on average
- Current vapers scored significantly lower on the statement 'Smoking is a personal choice and shouldn't have restrictions placed on it', with their mean score sitting in the middle of the scale, whereas non-vapers disagreed on average
- Current vapers scored significantly lower in their agreement with the statements 'I support Wellington becoming increasingly smokefree' and 'Public events sponsored or run by Wellington City Council should be smokefree'

Table 6. Comparison of mean scores on attitude statements by vaping status

		N	Mean score <sup>45</sup>	SD	Sig.
Dropping cigarette butts on the ground causes harm to the environment	Non-vapers	2127	4.6	0.8	NS
	Current vapers	118	4.6	0.7	
I support Wellington becoming increasingly smokefree	Non-vapers	2133	4.5	1.0	***
	Current vapers	123	3.5	1.4	
Public events sponsored or run by Wellington City Council should be smokefree	Non-vapers	2111	4.4	1.0	***
	Current vapers	118	3.6	0.7	
Vaping (i.e. using e-cigarettes) should not be allowed in smokefree areas	Non-vapers	2015	3.9	1.2	***
	Current vapers	116	2.4	1.2	
I notice a lot of cigarette butt litter around the streets in Wellington City	Non-vapers	2076	3.7	1.1	*
	Current vapers	119	3.5	1.1	
Having clearly visible smokefree signage is enough to prompt people not to smoke in smokefree areas	Non-vapers	2037	3.0	1.2	NS
	Current vapers	118	3.1	1.2	
Smoking is a personal choice and shouldn't have restrictions placed on it	Non-vapers	2137	1.0	1.1	***
	Current vapers	118	3.0	1.3	

\*\*\* p&lt;.001

\*p&lt;.05

As with smokers, vapers were significantly more likely to visit both outdoor restaurant dining areas<sup>46</sup> and outdoor bar areas<sup>47</sup> more frequently compared to non-vapers, who were more likely to visit less frequently (see Figures 26 and 27 for full breakdown).

<sup>45</sup> This mean score is on a scale where 1=strongly disagree and 5=strongly agree. A score of 3 is neutral. Therefore higher mean scores indicate a higher level of agreement with each statement and vice versa.

<sup>46</sup>  $\chi^2(4, N = 2242) = 25.5, p < .001$

<sup>47</sup>  $\chi^2(4, N = 2230) = 61.7, p < .001$

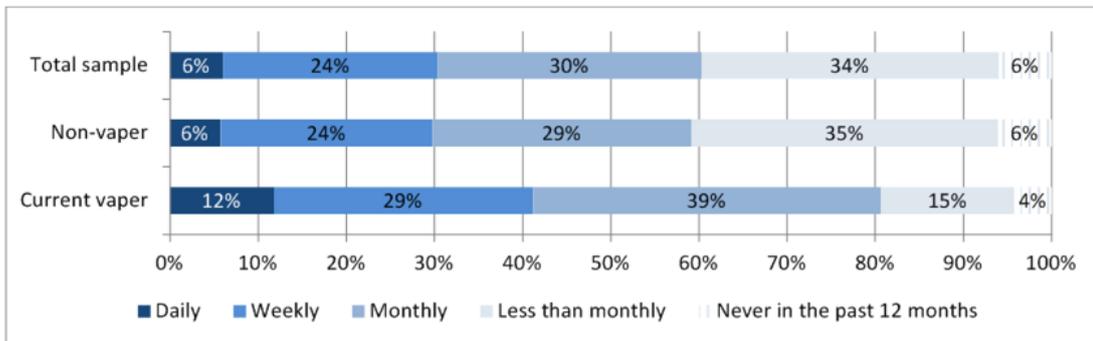


Figure 26. Frequency currently visit outdoor restaurant areas (split by current vaping status)

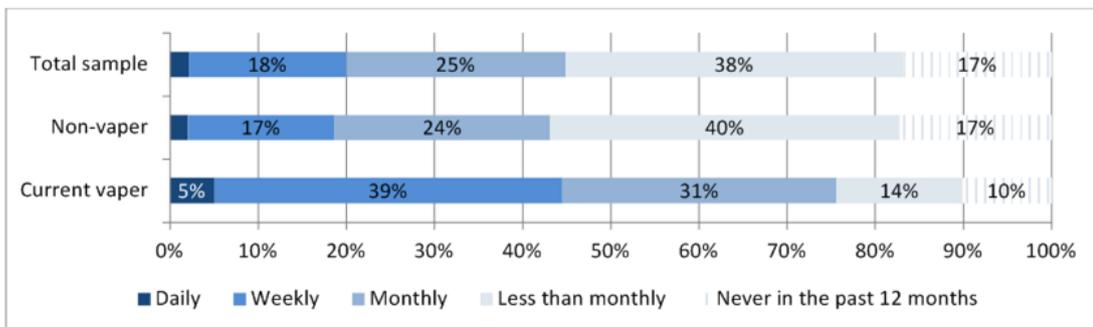


Figure 27. Frequency currently visit outdoor bar areas (split by current vaping status)

Current vapers were also significantly more likely to report that they avoided outdoor bar and restaurant areas if smoking was not permitted or not to have a preference either way, whereas non-vapers were more likely to report avoiding these areas if smoking was permitted<sup>48</sup> (see Figure 28).

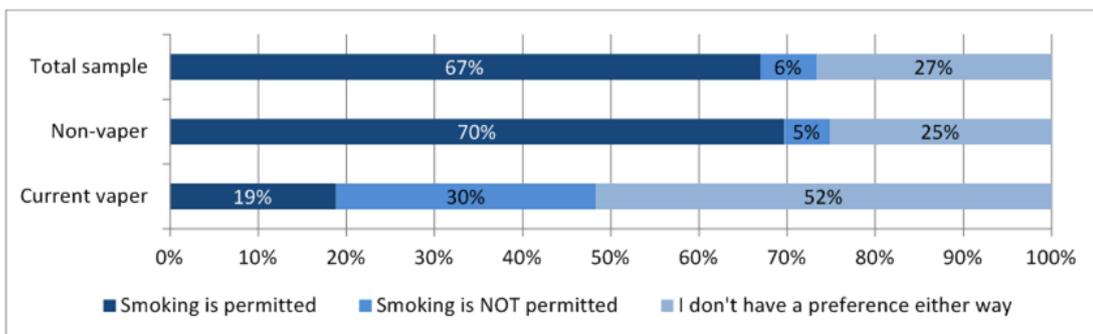


Figure 28. Avoid outdoor bar and restaurant areas if... (split by vaping status)

Current vapers were significantly less likely to report that they had been bothered by smoke from someone smoking near them in a public place in the city over the previous month compared to non-vapers<sup>49</sup> (see Figure 29).

<sup>48</sup>  $\chi^2(2, N = 2266) = 182.6, p < .001$

<sup>49</sup>  $\chi^2(1, N = 1980) = 59.1, p < .001$

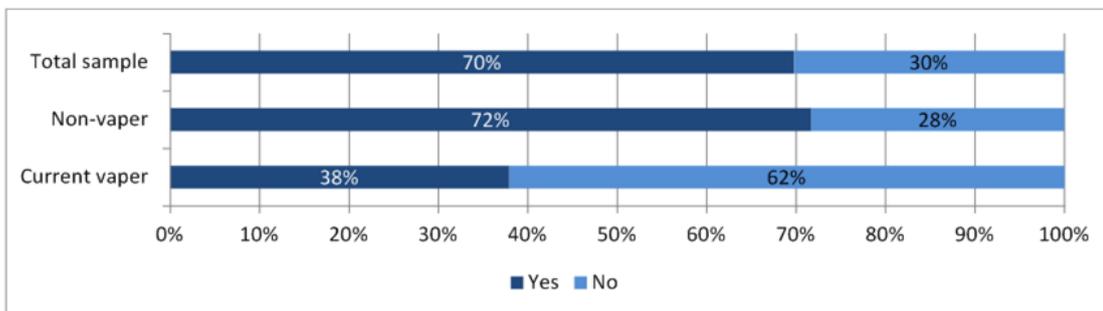


Figure 29. Proportion bothered by smoke in a public place over previous month (split by vaping status)

As may also be expected, current vapers were also significantly less likely to report that they had been bothered by vapour from someone vaping near them in a public place in the city over the previous month compared to non-vapers<sup>50</sup> (see Figure 30).

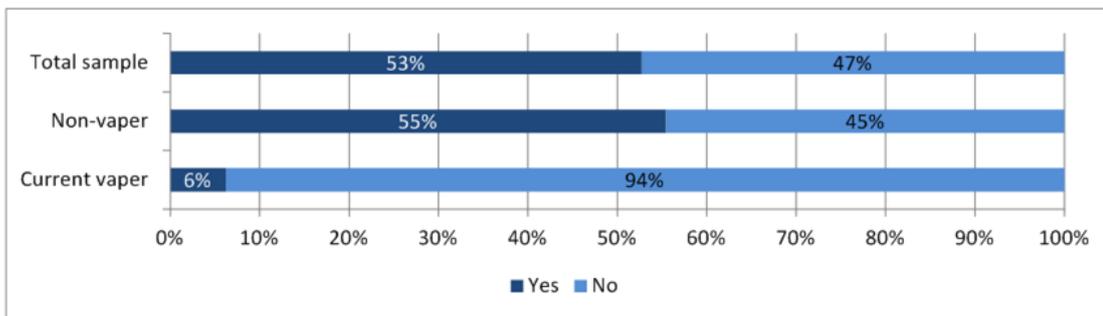


Figure 30. Proportion bothered by vapour in a public place over previous month (split by vaping status)

### Those with dependent children

A number of analyses were conducted to assess whether those who regularly cared for children under the age of 16 years differed from those who did not with regard to their attitudes towards smoking in public. Those who did regularly care for children were significantly less likely both to currently smoke<sup>51</sup> or vape<sup>52</sup> and were more likely than those who did not regularly care for children to know that both children’s playgrounds<sup>53</sup> and sports fields<sup>54</sup> are currently designated as smokefree in Wellington. Those who regularly cared for children were also significantly more likely to have a preference for sports fields to be smokefree<sup>55</sup> but were no more or less likely than those who didn’t care for children to have a preference for children’s playgrounds to be smokefree<sup>56</sup> (this is likely due to the high proportion of both groups with a preference for playgrounds to be smokefree, 96% and 94% respectively).

<sup>50</sup>  $\chi^2(1, N = 2033) = 104.0, p < .001$

<sup>51</sup>  $\chi^2(1, N = 2259) = 26.9, p < .001$

<sup>52</sup>  $\chi^2(1, N = 2259) = 7.4, p < .01$

<sup>53</sup>  $\chi^2(1, N = 2258) = 22.9, p < .001$

<sup>54</sup>  $\chi^2(1, N = 2259) = 13.0, p < .001$

<sup>55</sup>  $\chi^2(2, N = 2259) = 15.3, p < .001$

<sup>56</sup>  $p > .05$

Those who regularly cared for children were no more or less likely than those who did not to report that they avoided outdoor bar and restaurant areas if smoking was permitted<sup>57</sup>, or that they had been bothered by smoke or vapour<sup>58</sup> in a public place over the previous month. However they were significantly more likely to report that they would be 'somewhat likely' or 'very likely' to approach a stranger who was smoking in a smokefree area<sup>59</sup>. The presence of smokefree signage was anticipated to have about the same level of impact on the likelihood of approaching a stranger smoking in a smokefree area for both those who cared for children and those who did not<sup>60</sup> (at 68% and 65% respectively).

Finally, those who regularly cared for children were significantly less likely to agree with the statement *'Smoking is a personal choice and shouldn't have restrictions placed on it'*<sup>61</sup> and were significantly more likely to agree with the statement *'Vaping (i.e. using e-cigarettes) should not be allowed in smokefree areas'*<sup>62</sup>.

### General comments

Comments relating to a range of different topics were received at the end of the survey (see Figure 31 for a full thematic breakdown). Of the 895 comments received, 285 suggested support for Wellington and/or New Zealand becoming increasingly smokefree. Some example comments include:

*"It would be really cool if Wellington became the first smoke free capital city in the world."* (current smoker)

*"Wellington is such a beautiful, progressive city - it would be great to see it move towards being smokefree."* (non-smoker)

*"Please make Wellington smoke free as soon as possible."* (non-smoker)

The next most common theme amongst the comments was a dislike for, or concern about, cigarette butt litter (N=145). Many respondents expressed a desire for the Council to start fining those who dropped their cigarette butt on the ground, with many emphasising their concern for the environment and marine life. Some suggested increasing the number of bins and ashtrays provided as a way to circumvent the problem.

*"The litter caused by cigarettes is so bad in central Wellington. Butts are all over the street and around drains and I am really concerned about the look and the environmental impacts. I often see smokers walk past bins to flick butts into drains or on the pavement. Some are still alight and I worry about them being flicked onto other paper trash and being a fire hazard."* (non-smoker)

*"The problem in Wellington is the lack of ashtrays for smokers to put their butts in, if there were adequate places then they would get used."* (current smoker)

<sup>57</sup>  $p > .05$

<sup>58</sup>  $p > .05$

<sup>59</sup>  $\chi^2(6, N = 2188) = 20.2, p < .01$

<sup>60</sup>  $p > .05$

<sup>61</sup>  $p < .001$

<sup>62</sup>  $p < .001$

*"It is the littering that bothers me more than the smoking these days. I don't see too many people smoking (or I don't go where they smoke) but I notice butts just about everywhere!" (non-smoker)*

A large number of people also made comments that suggested the current approach (including the use of smokefree signage) was not working; some suggested the use of more or different signs, while others emphasised the need for increased education and/or enforcement. Some also suggested that not only are some smokefree signs being ignored, some smokers have become aggressive when their presence has been pointed out to them.

*"No smoking signs do not work; you will find people smoking in front of them all day every day." (non-smoker)*

*"If there was more signage and publicity of where it is ok to smoke/vape in the city, then there might be a decrease of people smoking/vaping in smoke free zones." (non-smoker)*

*"There should be harsh penalties for people who smoke in a clearly marked smoke free areas." (non-smoker)*

*"Signage alone is not enough. There needs to be enforcement." (non-smoker)*

Many respondents expressed a dislike for smoking in their comments (N=123), particularly having their right to fresh air impacted by people smoking in public places. A number expressed frustration at the inability to move away from smoke at times (for example, when walking down a busy street or waiting at a bus stop).

*"While I respect that smoking is a personal choice, it impinges on other people's choices of breathing fresh air when there is second-hand smoke, ergo, removing the right to smoke in public can be the only choice." (non-smoker)*

*"Smelling smoke while I'm eating is particularly bothersome. I also find it hard if I'm drinking to smell smoke as I'm more likely to relapse into smoking again while I'm drinking, but this never happens if the people around me aren't smoking. I don't like smelling smoke when I'm out of breath (running along Oriental bay) or when in enclosed areas (walking through Mt. Vic tunnel)" (non-smoker)*

*"I hate walking past or behind somebody who is smoking as I can smell the smoke on me for hours afterwards." (non-smoker)*

The next most common theme related to support for balance and tolerance (N=96). Generally these respondents supported having a mix of smokefree areas and areas with no restrictions around the city. Many suggested they felt that being heavy-handed or imposing fines on people was not desirable, and expressed a desire to support people through dealing with their addiction over such an approach<sup>63</sup>. Education and support was valued amongst these respondents, as was ensuring that

<sup>63</sup> It should be noted here that work undertaken by Wyllie (2014) revealed positive effects on quitting smoking from the changes to outdoor smokefree policy that Auckland Council made. Of those in their sample who had quit smoking in the previous two years, 23% agreed that outdoor smokefree places/events had helped them to stop smoking, and 22% agreed it had helped them to stay quit. Of those who had attempted to quit or cut

smokers don't feel excluded or shunned from society. Some of these respondents also suggested that they felt it would be too difficult to enforce wide-ranging smokefree policies.

*"I support some areas being smoke free because it's not a nice smell for non-smokers and some people are inconsiderate about it. However, I don't support smokers being shunned, I think it is a personal choice and they should have areas they can smoke if they want to." (current smoker)*

*"While I'm not a smoker and never have been, I can be empathetic with how addictive it is and how hard it must be to give up." (non-smoker)*

*"Smoking is an addiction. I have not smoked in over 15 years, and I still often have the urge to have a drag of someone's. I don't because I know my husband and kids would hate it. But for people who have smoked for 20, 30 years or more, it is not easy to quit. Some people are becoming reclusive because they cannot smoke anywhere they go. This is not healthy either. We need to find ways to support our smokers if they want to quit." (non-smoker)*

A sizeable number of comments were also received from people who dislike or are concerned about vaping. Commonly these respondents felt that vaping should be treated the same as smoking (N=72).

*"Vaping seems to be more annoying than smoking; it produces larger visible clouds and smells horrible." (non-smoker)*

*"I have noticed that, within the public, there are groups who do not count vaping as 'real' smoking. It would be great to see Wellington Council clearly categorise it as smoking in non-smoking areas." (current smoker)*

*"Vaping is a much bigger issue now. People vaping don't think smoke free applies to them, even in places like inside shops etc." (non-smoker)*

Many respondents also raised the issue of role-modelling for children, as well as protecting children from second-hand smoke (N=71):

*"The choices I have made have reflected what I would like to see for the future of my children. The environment I want them to grow up in and the deterrents I wish I had had - so that I wasn't encouraged to smoke." (non-smoker)*

*"My biggest concern re smoking is the damage it has on my young children - even just lingering smoke on my clothes when I see them at the end of the day." (non-smoker)*

*"Having people walking around using cigarettes and vaping increases the normality for children to see this and want to. The conversations with my children go like this: "Why is that person smoking? Is it because they are old and going to die soon anyway?" because they know smoking is bad for the health and is someone's choice." (non-smoker)*

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down, 28% agreed it had helped their attempts to quit or cut down, and 15% agreed that the policy was one of the reasons they decided to do so.

Sixty-four respondents had a preference for having designated smoking areas around the city. Some suggested installing enclosed spaces to protect others from second-hand smoke, such as those used in Japan and in airports internationally.

*"I think it is ok to make smokefree areas, but people will always smoke, I think there needs to be areas for these people, or they will just end up smoking in smokefree places."*  
(current smoker)

*"Having smoke free areas in the city is fine; it gives the smokers somewhere to go rather [than being] in the wind and rain. We are not lepers. Have a look at how Tokyo does it. The streets are clean and smoke free, yet they have designated smoking areas with proper cigarette disposals. This would reduce the amount of cigarettes over the street and in the waterways."* (current smoker)

*"There need to be more places for people to smoke that are away from everyone else, but accessible to those that do smoke."* (non-smoker)

Fewer comments were received on the following topics:

- Opposition to introducing additional smokefree policies or an ambivalence towards this (N=49)
- A concern over the health impacts of smoking, including second-hand smoke (N=42)
- Support for vaping or an assertion that they had nothing against vaping. Some did question the health impacts of vaping in their comments however, whilst others emphasised the importance of vaping as a way to reduce or quit smoking (N=37)
- An assertion that there are other issues that the Council should focus on (N=23)
- Support for a total tobacco and/or smoking ban (N=14)
- A concern about smoking outside buildings and/or businesses (N=8)

Figure 30 provides a breakdown of these comments. The comments received in 2018 were broadly similar to those received in the 2015 survey however issues such as vaping and cigarette butt litter gained prominence in 2018 compared to 2015.

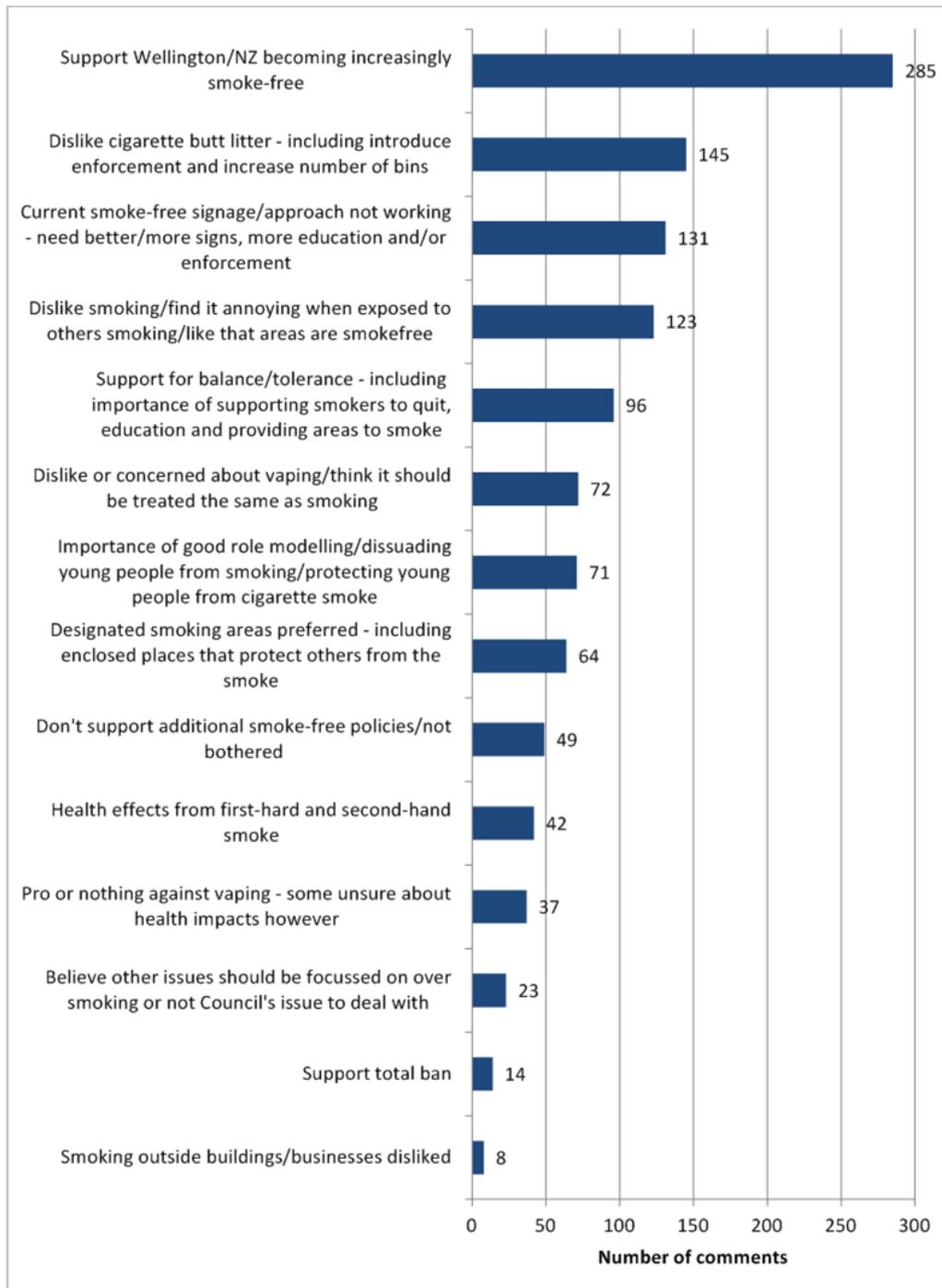


Figure 31. General comments breakdown (N=895)

## Conclusions

The following conclusions can be drawn from the survey findings:

- 1. There is still a lack of awareness of current smokefree areas in Wellington City:** Further promotion of current smokefree outdoor areas is recommended, including a designated 'smokefree' page with accompanying map on the Wellington City Council website. A review of current smokefree signage is also recommended, particularly as the presence of smokefree signs appears to be a practical option to increase public self-monitoring of smokefree areas.
- 2. There is ongoing strong support for expanding smokefree areas in Wellington City:** Particularly so for busy city beaches, city parks such as Frank Kitts and outdoor restaurant dining areas. Support amongst the community has grown since 2015.
- 3. Smoking in public areas is having a large impact on Wellingtonians:** Large numbers of Wellingtonians are avoiding outdoor bar and restaurant areas due to the risk of exposure to second-hand smoke and in addition many are bothered by both smoke and vape when out and about in the city.
- 4. Attitudes and opinions towards vaping are mixed:** While many feel that vaping should be treated the same as smoking in Wellington, others emphasised the importance of supporting smokers to shift to vaping as a way of cutting down or quitting cigarettes. Council officers should seek out further advice from the Ministry of Health with regard to a recommended stance on vaping for the Council.

It is recommended that these findings are taken into account in conjunction with the findings of the observational work completed by the University of Otago in the development of the second iteration of the Smokefree Wellington Action Plan.

## Appendix A: Survey items



Thank you for agreeing to complete this short survey. It should take you approximately 5-10 minutes to complete and we really appreciate your feedback. The survey will help inform Wellington City Council's ongoing smoke-free policy changes.

**Complete this survey to go in the draw to win 1 of 3 \$50 New World grocery vouchers!**

If you need to stop the survey part of the way through, simply click the 'save' button and then close your browser window. When you next click the survey link your answers will be automatically loaded.

Your answers to this survey are completely confidential. Your views will be grouped with others so that individual results cannot be identified. Prize draw winners will be drawn and contacted following completion of the data collection (the survey closes on Monday 22 October 2018). If you have any questions about this survey, please contact [research@wcc.govt.nz](mailto:research@wcc.govt.nz).

Page 1

To see a map of the specific locations listed below, please [click here](#)

1A Which of the following in Wellington City do you believe **are currently smoke-free?**\*

*Please select all that apply*

- The waterfront
- Children's playgrounds
- Botanic gardens
- Otari-Wilton's reserve
- Sports fields
- Bus stops
- Train stations
- Frank Kitts park
- Te Ngākau (Civic square)
- Waitangi park
- Midland park
- Glover park
- Freyberg beach
- Oriental Bay beach
- Scorching Bay beach
- Chew's Lane
- Eva Street
- Outdoor restaurant dining areas
- Outdoor bar areas
- The Golden Mile (Lambton Quay, Willis St, Manners St and Courtenay Place)
- Cuba Street
- Entrances to Council buildings accessed by the public
- Outdoor public seating
- None of the above

Page 2

2A What do you think *should* be the status of the following areas in Wellington City (regardless of whether or not they are currently smoke-free)? \*

Please select one option per line

	Should have no restrictions on smoking	Should be smoke-free	Not sure
The waterfront	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Children's playgrounds	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Botanic gardens	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Otari-Wilton's reserve	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Sports fields	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bus stops	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Train stations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Frank Kitts park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Te Ngākau (Civic square)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Waitangi park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Midland park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Glover park	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Freyberg beach	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Oriental Bay beach	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Scorching Bay beach	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Chew's Lane	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Eva Street	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Outdoor restaurant dining areas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Outdoor bar areas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
The Golden Mile (Lambton Quay, Willis St, Manners St and Courtenay Place)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Cuba Street	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Entrances to Council buildings accessed by the public	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Outdoor public seating	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2B Are there any additional areas not listed above that you believe should be smoke-free? Please list these below

Page 3

3A How often do you visit the following in Wellington City?

	Daily	Weekly	Monthly	Less than monthly	Never in the past 12 months
Outdoor restaurant dining areas	<input type="radio"/>				
Outdoor bar areas	<input type="radio"/>				

3B Do you avoid visiting outdoor areas at restaurants and/or bars if...?

- Smoking is permitted
- Smoking is NOT permitted
- I don't have a preference either way

Page 4

4A Please rate your level of agreement with the following statements: \*

	Strongly Disagree	Disagree	Neither disagree nor agree	Agree	Strongly Agree	Not sure
I support Wellington City becoming increasingly smoke-free	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Smoking is a personal choice and shouldn't have restrictions placed on it	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Vaping (i.e. using e-cigarettes) should not be allowed in smoke-free areas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Having clearly visible smoke-free signage is enough to prompt people not to smoke in smoke-free areas	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Public events sponsored or run by Wellington City Council should be smoke-free	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dropping cigarette butts on the ground causes harm to the environment	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I notice a lot of cigarette butt litter around the streets in Wellington City	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Page 5

5A Have you been bothered by smoke from someone smoking near you in a public place in Wellington City over the past month? \*

- Yes
- No
- Can't remember
- N/A - I haven't visited Wellington City in the past month

If your answer to question 5A.BotheredBySmoke is "Yes" then answer this question

5B Where has this happened?

5C Have you been bothered by vapour from someone vaping (i.e. using an e-cigarette) near you in a public place in Wellington City over the past month? \*

- Yes
- No
- Can't remember
- N/A - I haven't visited Wellington City in the past month

If your answer to question 5C.BotheredByVaping is "Yes" then answer this question

5D Where has this happened?

Page 6

6A If you saw someone you didn't know smoking in a smoke-free area, how likely would you be to point out to them that it was a smoke-free area? \*

- Very likely
- Likely
- Somewhat likely
- Neither likely nor unlikely
- Somewhat unlikely
- Unlikely
- Very unlikely
- Not sure

6B If there were clearly visible smoke-free signs in the area, would this increase the likelihood of you pointing out to someone that it was a smoke-free area? \*

- Yes, I would be more likely to if there was clearly visible smoke-free signage
- No, it would make no difference
- Not sure

Page 7

Thanks for answering those! Now we just have a few questions about you to ensure that we've spoken to a wide range of different people.

7A Are you...? \*

- Male
- Female
- Gender diverse
- Prefer not to say

7B Which of the following age groups do you fall into? \*

- Under 18
- 18 to 29
- 30 to 39
- 40 to 49
- 50 to 64
- 65 years or older

7C Which ethnic group or groups do you belong to?

*Please select all that apply*

- NZ European/Pakeha
- Māori
- Pacific Islander
- Asian
- European (other)
- Other (please specify)

Page 8

8A Which of the following best describes you? \*

- I have never smoked
- I used to smoke but don't anymore
- I smoke occasionally
- I smoke regularly

8B And which of the following best describes you? \*

- I have never used e-cigarettes (i.e. vaped)
- I used to use e-cigarettes (i.e. vape) but don't anymore
- I use e-cigarettes (i.e. vape) occasionally
- I use e-cigarettes (i.e. vape) regularly

If your answer to question 8B.VapingStatus is "I use e-cigarettes (i.e. vape) occasionally" or your answer to question 8B.VapingStatus is "I use e-cigarettes (i.e. vape) regularly" then answer this question

8C Does the e-liquid that you vape...?

- Contain nicotine
- Not contain nicotine
- I use a mix of e-liquids (i.e. some that contain nicotine and some that do not contain nicotine)

8D If which of the following areas do you currently reside? \*

- Wellington City
- Porirua
- Kapiti
- Lower Hutt
- Upper Hutt
- Wairarapa
- Other (please specify)

8E Approximately how frequently do you visit Wellington City? \*

- Daily
- Several times a week
- Weekly
- Several times a month
- Monthly
- Less than monthly
- Never in the past 12 months

8F Do you regularly care for children under 16 years of age?

- Yes
- No

Page 9

9A Are there any additional comments or suggestions you would like to add? If so, please enter these in the space provided below

Page 10

10A If you would like to go into the draw to win 1 of 3 \$50 New World grocery vouchers, please enter the email address you would like us to contact you on (should your name be drawn as a winner) below

Thanks for taking the time to complete this survey; we really appreciate your feedback. If you have any questions about the survey, please contact [research@wcc.govt.nz](mailto:research@wcc.govt.nz).

If you would like help to quit smoking, please contact Quitline on 0800 778 778 or visit their website [www.quit.org.nz](http://www.quit.org.nz). You can also text them on 4006.

## Appendix B: Statistics

### Comparison of smoking preferences by smoking status

	Chi square results
The waterfront	$\chi^2(2, N = 2270) = 180.2, p < .001$
Children's playgrounds	$\chi^2(2, N = 2270) = 13.0, p < .001$
Botanic gardens	$\chi^2(2, N = 2269) = 95.5, p < .001$
Otari-Wilton's reserve	$\chi^2(2, N = 2270) = 75.9, p < .001$
Sports fields	$\chi^2(2, N = 2270) = 25.7, p < .001$
Bus stops	$\chi^2(2, N = 2270) = 105.8, p < .001$
Train stations	$\chi^2(2, N = 2269) = 85.0, p < .001$
Frank Kitts park	$\chi^2(2, N = 2269) = 131.0, p < .001$
Te Ngakau (Civic square)	$\chi^2(2, N = 2269) = 140.0, p < .001$
Waitangi park	$\chi^2(2, N = 2269) = 147.0, p < .001$
Midland park	$\chi^2(2, N = 2269) = 136.0, p < .001$
Glover park	$\chi^2(2, N = 2269) = 152.5, p < .001$
Freyberg beach	$\chi^2(2, N = 2270) = 121.8, p < .001$
Oriental Bay beach	$\chi^2(2, N = 2269) = 144.1, p < .001$
Scorching Bay beach	$\chi^2(2, N = 2269) = 105.2, p < .001$
Chew's Lane	$\chi^2(2, N = 2270) = 131.1, p < .001$
Eva Street	$\chi^2(2, N = 2270) = 128.0, p < .001$
Outdoor restaurant dining areas	$\chi^2(2, N = 2270) = 238.4, p < .001$
Outdoor bar areas	$\chi^2(2, N = 2270) = 234.4, p < .001$
The Golden Mile (Lambton Quay, Willis St, Manners St and Courtenay Place)	$\chi^2(2, N = 2270) = 171.7, p < .001$
Cuba Street	$\chi^2(2, N = 2268) = 220.1, p < .001$
Entrances to Council buildings accessed by the public	$\chi^2(2, N = 2269) = 26.8, p < .001$
Outdoor public seating	$\chi^2(2, N = 2270) = 263.8, p < .001$



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### 3. Monitoring

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## QUARTER TWO REPORT 2018/19

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### Purpose

1. This report asks the City Strategy Committee to receive and note the Quarter Two (Q2) report (the report) for the 2018/19 financial year - enclosed as Attachment 1.
2. The Quarter two report is for the period 1 July to 31 December 2018.
3. Also included is an overview of Q2 performance as well as on-going presentation and content enhancements.

### Summary

4. Quarterly reports cover non-financial and financial operating performance as the year proceeds. They include highlights, achievements, key project progress, performance against key performance indicator (KPI) targets and budgets for the quarter and year to date (YTD). The Annual Report covers the full year (FY) performance.
5. Performance in each of the Council's activity areas is reported *by exception* including changes in exception items from the previous quarter.
6. Explanations for any material budget and KPI variances for each activity area are provided in sections 1 and 2 of the report. The appendices contain detailed actual performance for all KPIs (excluding those reported annually e.g. from the annual Residents Monitoring Survey) and budget items in each of the Council's activity areas.
7. For Q2, overall the Council:
  - has achieved (i.e. met, substantially achieved or exceeded - within 10% of target) 90% (or 100 of the 111.) of its KPIs with an available Q2 result. Continuing unfavourable and challenging variances to note are 20 day consenting performance (p36) and parking revenue and occupancy rates (p41). Proposals to address parking revenue are to be considered by Council for the 2019/20 Annual Plan.
  - is on track for a budget full year net operating surplus is \$13.5m . The forecast net operating surplus for the year is currently \$6.075m ahead of budget. This is a result of favourable variances in revenue from activities (\$2m) and other revenue (\$ 4.2m). This revenue is *forecast* to be partially offset by unfavourable variances in personnel expenses of \$4m. For details see consolidated financial performance - Section 2, page 43.

### Recommendation/s

That the City Strategy Committee:

1. Receives the information.
2. Notes the contents of the 2018/19 Quarter two report
3. Approves the 2018/19 Quarter two report.

## Background

8. This is the second quarterly report incorporating the new performance (KPI) framework introduced as the 2018-28 10-year plan. Many of the 259 KPIs are significantly different from the previous year.
9. The new framework has provided an opportunity to further develop the content and presentation of the quarterly report. This report incorporates those developments which includes:
  - exception reporting
  - expanded introduction, dashboard style performance snapshots (in the Executive summary),
  - significant key variances (by exception) and the expanded use of status indicators ('traffic lights') to signal variances that matter for KPI and budgets results.
10. The reports for the current year incorporates these improvements as well as on-going content and presentation enhancements e.g. risk focused project reporting.
11. The Appendices to the report contain detail of quarterly KPI and budget performance in each of the Council' seven activity areas and can be referred to as needed. Where possible this includes forecast results for the next quarter.
12. We continue to work with business units to develop the necessary data sets, calculation guidance, collection procedures, the validation and fine-tuning of targets for revised measures. This work and is ongoing over the balance of the year and includes KPIs that are measured annually and reported in the Annual Report (which doubles as the Q4 report).
13. A key focus for the above enhancements is to supporting the Council in its governance role.

## Discussion

14. This report continues the emphasis on exception reporting. The aim is to:
  - focus Council on material key KPI and budget changes (or variances) for the quarter; and
  - enable an informed discussion on what is important as opposed to the detail. (Explanations for material variances (e.g. more than +/-10% of target) are provided in Sections 1,2).
15. The previous quarterly report, contained the full list of key performance measures in the new KPI framework. This report (Q2) contains only those measures that have an actual result for Q2 as well as providing a "traffic light" comparison to the previous quarter. We include these KPIs only as the data becomes available.

## Quarter Two performance

### KPI performance Q2

As at end of the quarter (December 2018) the Council has achieved (i.e. met, exceeded or within 10% of target) 90% (100) of the 111 non-financial KPIs. Any significant variances, (greater than 10% favourable or unfavourable), are explained in Section One: Activity area performance

### Financial performance Q2

16. Section 3 details financial performance for the quarter.
17. Year-to-date total revenue is above budget by \$2.071m.
  - Other revenue is \$1.6m higher than budget mainly due to higher revenue from NZTA for operating and capital projects, including footpaths and street lights.
  - Development Contributions are \$0.9m higher than budget (possible timing difference at this stage of the year).
18. Year-to-date total expenses are under budget by \$1.274m:
  - Personnel expenses are over budget by \$2.3m due to additional positions (funded from additional revenue), contractors filling short-term vacancies, and additional remuneration increases to address market differences.
  - General expenses are \$3.5m over budget largely due to: higher road marking and traffic signal maintenance costs (offset by increased NZTA subsidies); the timing of some grant payments ahead of budget; unbudgeted litigations costs; and increased use of external consultants for more technical work.
  - Finance expense is \$1.3m under budget due to a more favourable borrowings position than budgeted (lower capital expenditure in the first six months).
  - Depreciation and amortisation is \$5.7m under budget due to delays in capitalising assets. This is expected to largely be a timing difference only at this stage of the year.
19. Full year forecast: The forecast Net Operating Surplus for the year is currently \$6.1m higher than budget. Due to:
  - The main favourable forecast variances are additional NZTA revenue for operating and capital projects (footpaths and street lights) \$3.9m, lower interest expense due to a more favourable borrowings position \$2.5m and higher revenue from operating activities \$2.3m (mainly contaminated and special waste disposal and consenting & compliance “request for more information” income, offset by lower parking revenue).
  - These favourable variances are offset by an unfavourable *forecast* variance in Personnel expenses (additional revenue related positions, recruiting for short-term vacancies, and market relativities to retain high demand roles).

### **Capital expenditure Q2**

20. Capital expenditure for the first six months of the financial year is \$86.275m. The latest full year forecast capital expenditure position includes the following reprogramming of capital expenditure in 2018/19:
  - Southern Landfill stage 4 extension work programme behind schedule (forecast underspend \$3.9m) and the overall 3 Waters work programme has a current forecast underspend of \$3.5m
  - Following the approval of the Wellington Exhibition and Convention Centre in December 2018, the revised work programme has a forecast overspend of \$2.4m
  - Newtown and Aro Valley community centre upgrade programmes delayed - \$4.0m forecast underspend

- Delays in the earthquake strengthening work programmes for Town Hall and St James (forecast underspend \$17.0m); and Frank Kitts Park playground delayed (\$2.1m underspend)
- Continuing delays in the cycleways programme (\$8.0m forecast underspend) and delays in the Ngaio Gorge work programme (\$3.3m underspend); and
- Delays in the workplace efficiency programme (\$2.5m forecast underspend).

### **Compliance with Treasury Policy**

21. As at 31 December 2018 all of the core policy requirements were achieved.

### **Next Actions**

22. In the coming quarter we continue to develop the exception reporting which will include:
- changes between quarters and emerging trends,
  - next quarter forecasts and risks for key project projects in the 10-year plan; and
  - further development of KPI targets.

### **Attachments**

Attachment 1. Quarter two report

Page 108

Authors	Bronwen Green, Senior Advisor, Planning and Reporting Lloyd Jowsey, Team Leader, Planning and Reporting
Authoriser	Baz Kaufman, Manager Strategy Kane Patena, Director, Strategy and Governance

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## **SUPPORTING INFORMATION**

### **Engagement and Consultation**

The draft report has been circulated to Business units and report contributors for review and feedback.

### **Treaty of Waitangi considerations**

NA

### **Financial implications**

The report provides financial performance information for the quarter.

### **Policy and legislative implications**

NA

### **Risks / legal**

Copy of the draft report has been sent to the media team for their consideration.

### **Climate Change impact and considerations**

NA

### **Communications Plan**

Report is part of regular CSC agendas.

### **Health and Safety Impact considered**

NA

Draft

Absolutely Positively  
**Wellington** City Council  
Me Heke Ki Pōneke

## DRAFT Quarterly Performance Report

Quarter Two 2018/19 year  
(1 October 2018 - 31 December 2018)

Draft

This report provides a summary of Wellington City Council's (the Council) operating performance for quarter two of the 2018/19 financial year, reporting against the Council's 10-year plan and annual plans. These documents are published on the Council's website ([www.wcc.govt.nz](http://www.wcc.govt.nz)). Volume 1 of Our 10-year Plan has full details on our outcome indicators, performance measures and strategic priorities and supporting key projects.

Our 10-year Plan 2018-28 updated the Council's 2015 performance framework and this document reports against that updated framework. The update resulted in changes to a majority of measures in each activity area. This means that most of the updated measures are not comparable with 2017/18 results.

We expect that during the 2018/19 financial year some measures, targets, data and data collection will be fine-tuned as part of their operational bedding-in. Throughout 2018/19 we will also continue to develop the content and presentation of this report.

Our 10-year Plan also included a selection of city wide information or trends (referred to as the 'snapshot of the city') and annual outcome information. This information is more medium to long-term in nature and less likely to change during the year and therefore will be reported in the Annual Report. A number of these are sourced from the 2018 census for which data timing is expected about April 2019.

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Draft

### Introduction: What we report

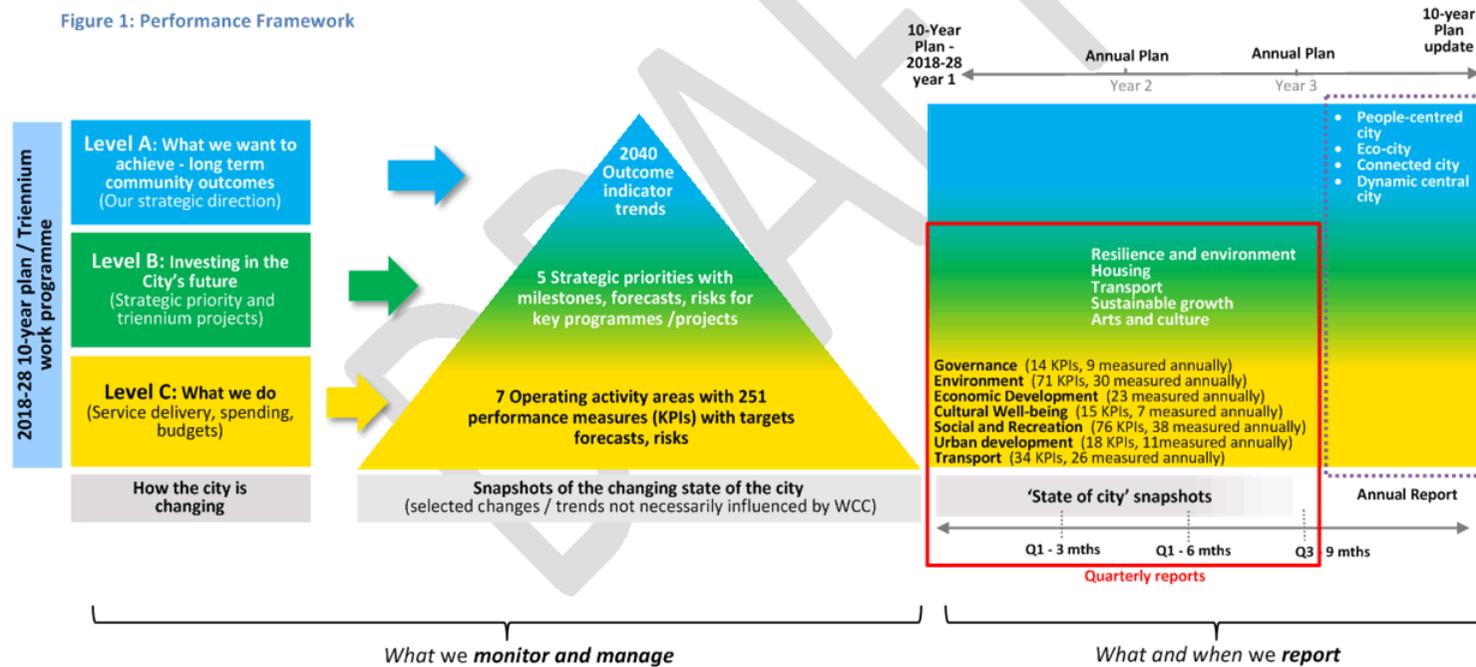
Quarterly reports focus on operating performance i.e. levels B and C in our Performance Framework (Figure 1 below). This includes commentary on what we did, key project progress, material changes in performance measures (KPIs) and budgets, forecasts and any risks / issues that may influence future performance.

Forecasts are the expected results for the next quarter. They are an informed view of conditions (e.g. seasonality) that may influence future performance (or results).

### Exception reporting

Quarterly results are reported by exception and include KPI, achievements and budget performance. As the year progresses we include prior quarter(s) performance for comparison.

Figure 1: Performance Framework



Draft

## How to read this report

### What's being reported?

This report explains:

- progress for our significant and key projects in Our 10-year plan
- performance KPI targets and budgets, key achievements, challenges /risks and where possible, next quarter forecasts in each of our seven activity areas
- consolidated financial performance; and

The aim is to inform three key questions:

- Are we tracking as expected?
- What are we expecting to achieve in the next quarter?
- Is our response to challenges sufficient to mitigate any undesirable impacts?

### What information do we include?

In general the information in the report covers relevant financial and non-financial information relating to operating performance. Activity area KPIs in general, cover quantity, quantity, timeliness and cost.

### Structure of this report

The introduction explains how this report fits with the Council's Performance Framework (Figure 1) as well as on-going monitoring and reporting. First-time readers of the report could start here.

Next, the Executive Summary provides an overview (or 'snapshots') of performance for the quarter - drawing on the information in the following sections and appendices

Sections one and two contain details on:

- financial and non-financial performance (by exception) for each of the Council's seven key strategy areas (Section 1)
- Consolidated financial performance and for the Council as a whole (Section 2).

Those more familiar with the report could start with these sections.

Appendices contain detailed information on KPI performance and budgets for the quarter.

### How we rate status

To decide what is significant and therefore what to focus on in this report we use the status definitions:

Indicator	Definitions		
	Key project progress	Budgets	Performance measures (KPIs)
● Blue	The project is ahead of its timeline		Target exceeded by greater than 10%
● Green	The project is and will remain on track	Year to date spend is within 10% of budget (on track)	Target met - within plus 10% of target
● Amber	The project progress is at risk of being delayed	Year to date is within 10-15% of budget	Target mainly met - less than 10% under target
● Red	The project is significantly off-track, intervention is underway	Year to date spend is less or greater than 15% of budget	Target not met - greater than 10% under target

### Reporting by exception

In general, items with a status of blue, amber or red are reported first (or by exception) in sections 1 and 2. In general, our approach in this report is to focus on over and/or under performance (or by 'exception'). The blue dot indicates over performance and the red or amber dot indicates under performance. Using a range allows for seasonal changes in performance.

### Performance data

All information is current as at the end of the quarter. A number of KPI results are gathered annually e.g. from an annual residents monitoring survey. All performance measure data for the full financial year is published in the Council's Annual Report.

**PERFORMANCE  
SUMMARY**SECTION 1: ACTIVITY  
AREA PERFORMANCESECTION 2: FINANCIAL  
PERFORMANCE

APPENDICES

### Executive Summary - Quarter Two Performance Snapshots

Snapshot (a) - Summary of key headlines for the quarter	6
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Snapshot (c) - Summary of KPI and budget results	8

PERFORMANCE SUMMARY

SECTION 1: ACTIVITY AREA PERFORMANCE

SECTION 2: FINANCIAL PERFORMANCE

APPENDICES

Snapshot (a) - Summary of key headlines

Page numbers refer to detailed information in Sections two and three or Appendices.

	Page
<p><b>Governance</b></p> <ul style="list-style-type: none"> <li>We continued to develop the Council's Māori and mana whenua partnerships - taking part in Te Wiki o te Reo Māori working group; completed the 2017/18 Annual Report and started work on the 2019 /20 Annual Plan, continued our policy development programme including Government submissions on infrastructure, building amendments, productivity commission and the Heathy Home Standard. The first general quarterly report of the retail picture in Wellington City was published for the September quarter.</li> <li>5 out of the 5 performance measures with an available result were exceeded, met or mainly met target at the end of the quarter</li> <li>The operating expenditure budget was on track and there was no capital expenditure during the quarter.</li> </ul>	10
<p><b>Environment</b></p> <ul style="list-style-type: none"> <li>Work included activity in parks, beaches and open spaces, conservation attractions, waste reduction and energy conservation. Three waters activity focused on strengthening existing assets and infrastructure including the completion of a number of potable water, wastewater and stormwater upgrade and renewal projects.</li> <li>38 out of the 41 performance measures with an available result were exceeded, met or mainly met target at the end of the quarter</li> <li>The operating expenditure budget was on track and the capital expenditure was overspent.</li> </ul>	14
<p><b>Economic development</b></p> <ul style="list-style-type: none"> <li>A busy quarter with one All Black test, record sales for Visa Wellington on a Plate and World of WearableArt, a quarterly record of 140 film permits issued, the start of the GovTech Lightning Lab accelerator, significant conference wins including the 2020 WorldCon and the Regional Trails Framework was advanced</li> <li>4 out of the 4 performance measures with an available result were met or mainly met target at the end of the quarter.</li> <li>The operating expenditure budget was on track and the capital expenditure was underspent.</li> </ul>	22
<p><b>Cultural wellbeing</b></p> <ul style="list-style-type: none"> <li>Work advanced in the quarter included activity in arts residencies, Artsplash, Toi Pōneke, Public Art Fund and city events e.g. Wellington Sky Show</li> <li>8 out of the 8 performance measures with an available result were exceeded, met or mainly met target at the end of the quarter.</li> <li>The operating expenditure budget was on track and the capital expenditure was overspent.</li> </ul>	25
<p><b>Social and recreation</b></p> <ul style="list-style-type: none"> <li>We increased funding for sexual violence prevention services, and completed the development of Arlington 2; completed renovation works at sportsfields (Rugby League Park, Seatoun Park and David Farrington Park) and completed Phase 1 of maintenance on Tawa pool</li> <li>35 out of the 38 performance measures with an available result were exceeded, met or mainly met target at the end of the quarter</li> <li>The operating expenditure budget was on track and the capital expenditure was underspent.</li> </ul>	29
<p><b>Urban development</b></p> <ul style="list-style-type: none"> <li>We upgraded laneways in the central city, and helped building owners secure facades and parapets that needed strengthening. We continued to process high numbers of building consent applications.</li> <li>4 out of the 7 performance measures with an available result were met or mainly met target at the end of the quarter. The timeliness targets not being met</li> <li>The operating expenditure budget was on track and the capital expenditure was significantly underspent.</li> </ul>	34
<p><b>Transport</b></p> <ul style="list-style-type: none"> <li>We installed over five thousands new LED lights, made tangible progress on expanding our range of electric vehicles and fast-charging stations, and carried out a range of strengthening works throughout the city, to improve roads, tunnels and bridges</li> <li>6 out of the 8 performance measures with an available result were met or mainly met target at the end of the quarter. The parking occupancy targets were not met. The operating expenditure budget was on track and the capital expenditure was underspent.</li> </ul>	38

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## Snapshot (b) - key projects

This snapshot summarises the current status of the key projects supporting our strategic priorities that are *underway* in the quarter. Status indicators are:

Indicator	Status definition
● Blue	Ahead of timeline / forecast to remain ahead of timeline
● Green	Is on track / forecast to remain on-track
● Amber	Progress is on track but is at risk of being delayed next quarter
● Red	Significantly delayed, intervention is underway / forecast to continue

## Key projects supporting strategic priorities

## Housing

## Arlington

- **Project status:** Negotiations are underway with Housing New Zealand (HNZC) to enter into a long term lease of site 1 for HNZC's ongoing management. A short term 7 year lease was agreed between City Housing and HNZC for the management of site 2

**Budget status:** Year to date budget: \$1.876m; Actual: \$0.381m over budget for Arlington site 2 (timing difference only). Full year forecast \$3.701m (underspend \$0.163m).

## Transport

## Let's Get Wellington Moving

**Project status:** The Lets Get Wellington Moving Governance Group has completed work on a recommended programme of investment and is currently engaging with central government. An announcement from central government is expected in May 2019.

**Budget status:** Year to date budget (OPEX): \$0.931m; Actual: \$0.864m.

## Sustainable growth

## Convention centre

**Project status:** The project was approved in December and we are now well advanced into the developed design phase. The first works on site are expected to commence in later in the year. Delivering the building as a 5 Star green rated building has been built into the process and designs.

**Budget status:** Year to date actual: \$1.056m. Full year forecast \$4.0m (overspend \$2.447m).

## Arts and culture

## Town Hall - Seismic strengthening

- **Project status:** A paper outlining revised costs and risks will be considered by Councillors in March 2019.
- **Budget status:** Year to date Budget: \$8.862m; Actual \$2.543m - underspend as a result of the project running behind plan. Full year forecast \$10.978m (underspend \$8.0m).

## St James Theatre - Seismic strengthening

- **Project status:** Review of project scope and risks completed, resulting in revised programme and costs, now operating under the revised project timeline. URM works completed. Enabling works underway.
- **Budget status:** Year to date budget: \$2.099m; Actual: \$0.948m - under budget due to revised project timeline. Full year forecast \$3.025m (underspend \$9.0m).

## Other key projects

## CAB, Civic Precinct

**Status:** The CAB insurance claim and structural assessments (MFC roof, Capital E, City to Sea Bridge, basement carpark) are underway as is the assessment of options for the use of MOB as a Music Hub.

**Budget status:** Year to date Budget: \$0.159m; Actual: \$0.170m.

## Johnsonville (Waitohi) Community Hub

- **Project status:** The project is on budget. Although significant progress has been made on the building in Q2, with the structural steel completed and concrete pours concluded, the build programme is running behind. Options are being explored to resequence the programme to keep to the original dates.
- **Budget status:** Year to date budget: \$5.697m; Actual \$5.003m - underspend reflecting expenditure timing difference. Full year forecast \$14.006m (on budget).

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Snapshot (c) - Summary of measures (KPIs), budget

Performance measures					
KPI performance against target is largely unchanged from the previous quarter i.e:					
		Of the ten KPIs that <i>declined</i> from the previous quarter, one KPI failed to meet its target (i.e. Environment, 2.5 Stormwater quality see page 18 for detail)			
Target:	Exceeded	Met	Mainly met (< 10%)	Not met	
<b>1. Governance</b>	2	3			
KPIs with favourable variances for the quarter related to providing information / point of contact (contact centre response), facilitating decision making (provision of meeting agendas). For details see page 10					
<b>2. Environment</b>	12	25	1	3	
KPIs with variances related to resolution of faults (response times majority very favourable and one unfavourable), dry weather wastewater overflows and stormwater water quality. For details see page 14					
<b>3. Economic development (BIDS, WREDA, Stadium Trust)</b>		4			
The majority of WREDA's internal KPIs are in support of annual goals, all measures were on track for the quarter.					
<b>4. Cultural wellbeing</b>	4	2	2		
KPIs with favourable variances related to funding success (grants outcomes) and Wellington Museums Trust visitor numbers (total visitors, Cable Car Museum and Capital E). For details see page 25					
<b>5. Social and recreation</b>	12	12	11	3	
KPIs with favourable variances related to library and recreation centre utilisation and Basin Reserve Trust. Unfavourable variances also related to utilisation (artificial sport-fields; Keith Spry, Khandallah pools). For Details see page 29					
<b>6. Urban development</b>		1	3	3	
KPIs with unfavourable variances related to timeliness (issuing of building consents, code of compliance certificates and LIMs) For details see page 34					
<b>7. Transport</b>		4	2	2	
KPIs with unfavourable variances for the quarter related to parking occupancy (weekends and weekdays). For details see page 38					

\* Is measured annually, the baseline is being determined in 2018/19 or, data is unavailable (timing). All KPIs **with available results** for the quarter are shown in Appendix 1 (page 36).

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Wellington City Council

Overall Council Budget (• indicates previous quarter status)	
The year-to-date net operating surplus of \$0.406m is \$3.345m better than the budgeted deficit of (\$2.940m). The forecast Net Operating Surplus for the year is currently \$6.1m higher than budget.	
<b>YTD revenue (\$000's)</b> Q2 Actual: \$248,809; Q2 Budget: \$246,738 Q2 Variance: \$2,071 or 0.8%	
	<b>Full year Forecast: \$528,334 Budget: \$521,776</b>
Year-to-date total revenue is above budget by \$2.071m. The full year forecast is for revenue to be within 2% of budget.	
<b>YTD Operating expenditure (\$000's)</b> Q2 Actual: \$248,404; Q2 Budget: \$249,678 Q2 Variance: \$1,274 or 0.5%	
	<b>Full year Forecast: \$508,764 Budget: \$508,281</b>
On track for year-to-date and full year forecast against budget.	
<b>YTD Surplus / (deficit) - \$000's</b> Q2 Actual: \$406; Q2 Budget: (\$2,940) Q2 Variance: \$3,346 or -114%	
	<b>Full year Forecast: \$19,570 Budget: \$13,495</b>
The year-to-date net operating surplus of (\$0.406m) is \$3.346m better than the budgeted deficit of (\$2.940m). The forecast Net Operating Surplus for the year is currently \$6.075 ahead of budget.	
<b>YTD Capital expenditure (\$000's)</b> Q2 Actual: \$86,275; Q2 Budget: \$110,691 Q2 Variance: \$24,416 or 22%	
	<b>Full year Forecast: \$216,608 Budget: \$246,557</b>
Year-to-date capital expenditure is under budget by \$24.416m due to underspend in five out of the eight strategy areas refer page 44 for details.	

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## Section One: Activity area performance

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This section provides the end of quarter results **by exception** for performance measure and financial budget in each of the Council’s activity areas. The results are reported using the following definitions:

Measure indicator	Definition
● Blue	Target exceeded (i.e. the actual result is <b>greater than</b> 10% over target)
● Green	Target met (i.e. actual result <b>is between</b> target and 10% over of target)
● Amber	Target substantially met (i.e. the actual result <b>is between</b> target and 10% under target).
● Red	Target not met (i.e. the actual result is <b>greater than</b> 10% under target)
#	Not measured this quarter (number of measures)

### Pārongo ā-tāone | Governance

**Aim:** Maintain confidence in decision-making and ensuring that the views of Māori and mana whenua are heard.

**Key activity groups:** Governance, information and engagement; Māori and mana whenua partnerships

#### Quarter overview

##### Headlines

- 5 out of the 5 performance measures with an available result were exceeded, met or mainly met target at the end of the quarter. There are no new (additional) KPI or budget exceptions for the quarter and one previous quarter exception (2) reporting an improved result
- The operating expenditure budget was on track and there was no capital expenditure during the quarter.
- Work advanced during the quarter included:
  - Introduced new format quarterly report with amended KPIs.
  - Prepared the draft Annual plan budgets in preparation for consultation in the new year.
  - Implemented the Elected Members Whare Kura (learning environment).

KPIs - performance against target					Financial - Performance against budget (● indicates previous quarter status)		
Target exceeded by >10%	Target met - within plus 10% of target	Target mainly met < 10% under target	Target not met > 10% under target	Not measured this quarter	Net operating expenditure		Capital expenditure
2	3			10			
<b>Total measures: 14</b> (3 are required by statute, 9 measured annually, 1 with baseline target). ‘Baseline target’ means: <ul style="list-style-type: none"> <li>• the measure is new this year will be used to establish a basis from which targets can be set; and therefore</li> <li>• the performance against target is not reported this quarter.</li> </ul>					There was no capital spending occurring in the first two quarters		

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## What we did - snapshot

### Consultations:

- During the quarter we conducted two oral hearings. One for the Alcohol Control Bylaw Review and the Earthquake-Prone Priority Buildings.
- Implementation of the Elected Members Whare Kura learning environment. The initial tranche of learning for Elected Members is the Te Rito modules and is an action response to support our Te Tauihu: Te Reo Māori Policy.

### Policy

- Reviewed the Alcohol Control Bylaw.
- Reviewed the Fire Prevention Bylaw and Adopted a new Fire and Smoke Nuisance Bylaw
- Oral Hearings for the Earthquake Prone – Priority Buildings Policy
- Contributed to the development of Te Tauihu Action Plan
- Project team in the CreativeHQ GovTech Lightning Lab developing accessibility solutions.
- Technical response for Building Consents and Compliance to MBIE consultation on proposed changes to CodeMark Scheme regulations

### Submissions

- Completed submissions on:
  - Treasury's new independent Infrastructure Body
  - Building Amendment Bill
- Commenced submissions on the:

- Productivity Commission Inquiry into local Government Funding & Financing
- Government's Healthy Home Standard

### Plans and Strategies

- Commenced development of the 2019-20 Annual Plan

### 2018 Quality of Life Survey

- The findings of the 2018 survey were reported. Quality of Life website and various media releases. Wellington City again performed very strongly on quality of life measures and positive perceptions of the city.

### Retail Sales Analysis & Reporting Tool

- The first general quarterly report of the retail picture in Wellington City was published for the September quarter.

### National Policy Statement on Urban Development Capacity

- Residential Housing Demand Models were developed for the metro councils. The models provide residential housing demand forecast outputs for the joint regional council submission requirements for the National Policy Statement on Urban Development Capacity.

### QuickTap survey work

- The Quick Tap online survey tool continued to be adopted by different service areas in the organisation, which were using it to get immediate feedback and actionable insights from customers.

## Detailed Quarter performance

The following **budget** item(s) and **performance measures(KPIs)** are those with a result that is greater than 10% (under or over) target or budget for the quarter. Variances greater than 10% can indicate (for example) underutilised resources, insufficient capacity etc. Changes in the status of exception items from the previous quarter items are also shown. For details on all KPIs with an available result in see Appendix 1, and Appendix 2 for details on capital and operating (OPEX) expenditure in each activity area.

### Financial performance by exception

#### (a) Previous quarter budget exceptions

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The following budget items were reported by exception in the previous quarterly report and includes the actual result and their updated status at the end of quarter two. Items with an improved status in this report will not be shown in the next quarterly report if their result continues to be 'on-budget'.

Operating expenditure by exception (> 10% of budget) \$000s						Capital expenditure by exception (> 10% of budget) \$000s					
Activity / budget result	Year to date			Full year		Activity	Year to date			Full year	
	Actual	Budget	Variance	Forecast	Budget		Actual	Budget	Variance	Forecast	Budget
1.2 Māori engagement (mana whenua)	190	202	12	306	306	1.1 Governance, Information, engagement	0	11	11	22	22
This report status:			Previous quarter status:			This report actual status:			Previous quarter actual status:		
● On budget - within 10%			● Underspend			● Underspend - no spend			● Underspend		

**(b) New budget exceptions for quarter two**

There are no new operating expenditure exception items for the quarter.

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### Performance measures (KPIs) by exception

Where available performance measures include an informed forecast of the next quarter expected result. Forecasts are provided only where there is sufficient information to support them.

#### (a) Previous quarter KPI exceptions

The following KPIs were reported by exception in the previous quarterly report and includes the actual result and their updated status at the end of the quarter. Items with an improved status in this report will not be shown in the next quarterly report if their result continues to meet target.

#### 1.1 Mana Whakahaere. Pārongo me ngā mahi whai wāhi | Governance, information and engagement

Measure	2018/19 Target	Q1 Status	Q2 YTD result	% variance	Q2 YTD Status	Variance explanation (where target is not met by >10%)
<b>Providing information and a point of contact</b>						
Contact Centre - Contacts responded to within target timeframes (emails)	80%	●	99.2%	24%	●	Excellent service performance continues to exceed target
<b>(b) New KPI exceptions for quarter two</b>						
Meeting and committee agendas (%) made available to the public at least 4 days prior to meetings	70%	●	78%	11%	●	This has been achieved through changes in the management of the forward programme and associated report timeline.

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## Taiao | Environment

**Aim:** *Protect, restore and enhance Wellington's natural environment*

**key activity groups:** *Gardens, beaches and green open spaces; Waste reduction and energy conservation; Water supply; Wastewater; Stormwater; Conservation attractions*

### Quarter overview

#### Headlines

- 38 out of the 41 performance measures with an available result were exceeded, met or mainly met target at the end of the quarter. There are no new budget exceptions for the quarter. Capital expenditure has two items with unfavourable changes from the previous quarter. There is one new KPI exception reported for the quarter.
- The overall operating budget result for the quarter was on track and the capital budget was overspent.
- During the quarter we:
  - purchased additional land for the Outer Green Belt.
  - distributed free clips to every household in the capital that currently has a recycling wheelie bin
  - commenced the upgrade of the stormwater network around Tawa School.
  - Kilbirnie Flooding (stage 1) pipelines were completed
  - Wellington Zoo named the winner of the Inaugural World Association of Zoos and Aquariums (WAZA) Environmental Sustainability Award; and
  - Weasel incursion detected at Zealandia and successfully trapped.

In December 2018 the new alternative technologies process (using a spray on mix of paper pulp & concrete additives) for covering of waste at the landfill was approved. We are the first landfill in New Zealand to be using this methodology under an approved consent.

KPIs - performance against target					Financial - Performance against budget (• indicates previous quarter status)	
Target exceeded by >10%	Target met: within plus 10% of target	Target mainly met: < 10% under target	Target not met: > 10% under target	Not measured this quarter	Net operating expenditure	Capital expenditure
12	25	1	3	30		
<p><b>Total measures:</b> 71 (26 are required by statute)</p> <p><b>Not measured:</b> 30 measured annually, 6 with baseline targets.</p> <p>'Baseline target' means:</p> <ul style="list-style-type: none"> <li>• the measure is new and this year will be used to establish a basis from which targets can be set; and therefore</li> <li>• performance against target is not reported this quarter.</li> </ul>					<p>Overspend is partly due to unbudgeted land purchases in Ohariu Valley; Kilbirnie upgrade project and unbudgeted Children's Hospital costs.</p>	

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### What we did - a snapshot

#### *Parks, beaches and open spaces*

- With our partners (Greater Wellington Regional Council and the NEXT Foundation) we established the Predator Free Wellington entity and signed a funding agreement with PF2050 to commence making Miramar Predator Free. We also continue to support predator control in reserves and backyards across the city, and this included trialling rat-proofing kits for residential compost bins..
- Delivery of the Predator Free Wellington Schools Miramar programme began, after the successful delivery of a pilot programme earlier in 2018.

#### *The Green belt*

- We purchased a 32 hectare block of land at Ohariu Valley Road for addition to the Outer Green Belt as per the Outer Green Belt Management Plan. Additional public reserve land associated with the subdivision development at Silverstream Road in Crofton Downs also added to the Outer Green Belt.
- The draft Outer Green Belt Management Plan was completed and approval was given from Council to begin public consultation in the third quarter.

#### *Waste reduction*

- As part of an initiative in Our 10-year Plan 2018-28 to protect and enhance Wellington's natural environment, we distributed over 40,000 free clips to every household in the capital that currently has a recycling wheelie bin.
- Capital Compost, which is WCC's own compost operations, turning Wellington's green waste into compost products available for sale, received BioGro organic certification. This means our customers can be guaranteed that our products are made without animal testing, genetic modification and the routine use of synthetic pesticides. It is the mark of a genuine organic product.
- In December 2018 the new alternative technologies process (using a spray on mix of paper pulp & concrete additives) for covering of waste at

the landfill was approved. We are the first landfill in New Zealand to be using this methodology under an approved consent.

#### *Energy conservation*

- Hosted successfully our fourth Climathon
- 2 New electric vehicles were delivered and entered the fleet.
- Supported the Youth Summit, successfully running students through a carbon storyboarding lifestyle exercise.
- Rolled out FutureFit, our personal carbon action tool to internal staff to test.

#### *Water*

- **Network renewals:** This work programme is to provide network reliability and reduce water supply disruption. It includes many BAU water main and pump station renewals. During the quarter:
  - work continued on the renewal of the Box Hill and Burma Road water mains, this road is the main arterial between Khandallah and Johnsonville; and
  - the tender for the renewal of Beauchamp Street and Duncan Street in Tawa closed in December, (expected to commence in February and be completed in June 2019).
- **Network Upgrades:** These projects are focused on increasing fire main capacity across the network, and enabling growth. Mechanical renewal and seismic strengthening of the Rhine street pumping station will occur between February and April.
- **Major upgrades:**
  - Omārōro Reservoir: Town Belt Act Licence Conditions have been agreed for the reservoir which is required as part of the Water Resilience Strategy. A Community Reference Group is being established as part of the Licence Conditions. Construction of the associated pipelines in Wallace Street will commence in February 2019 with an 18 month build period.
  - Moe-i-te-Ra Reservoir: An application has been made under the Town Belt Act to construct and operate the reservoir, required as part of the Water Resilience Strategy. Construction of the reservoir is planned for October 2021.

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- Community Infrastructure Resilience: Emergency Water Stations have been established and commissioned throughout the city. Operational plans are being established along with training for their use in an emergency. Alternatives to the current proposal to fly in desalination plants are being investigated.

**Wastewater**

- **Network renewals:** These projects are aimed improving water quality and maintaining a reliable network for customers. Design of the rising main replacements in Whitmore-Bowen and Featherston Street is continuing, geotechnical and investigations of services will occur in Q3. Replacement of these rising mains is currently scheduled for 19/20 and 20/21. Wastewater pipes in Wallace/Rolleston Street will be replaced as part of the Wallace Street Corridor project.
- **Network Upgrades:** We continued work on the design of wastewater network upgrades in Miramar peninsula aimed at enabling growth. Also progressed was preparatory work on renewing and upgrading critical pumping station assets (to occur in Q3 and Q4).

**Major Projects**

- **Karori Outfall pipeline:** Investigation work has commenced to meet the consent conditions for the outfall. Additional investigations are also taking place to gain a better understanding of the wastewater network and identify options for reducing infiltration.

**Stormwater**

- **Network renewals and upgrades:** These projects are aimed at public safety and flooding. During the quarter we:
  - continued the upgrade of the stormwater chamber in Aro Street is scheduled for completion February, with the road expected to be reopened before the Aro Street Fair in March.
  - Continued preparatory work on the replacement of Stormwater pipes in Wallace/Rolleston Street (as part of the Wallace Street Corridor project).

**Detailed quarter performance by exception**

The following **budget** item(s) and **performance measures(KPIs)** are those with a result that is greater than 10% (under or over) target or budget for the quarter. Variances greater than 10% can indicate (for example) underutilised resources, insufficient capacity etc. Changes in the status of exception items from the previous

- Continued the design of the replacement/renewal of the Kent Terrace culvert is progressing well, with work expected to commence in 19/20. Work commenced in December of the upgrade of the stormwater network around Tawa School with work expected to be completed in February.

**Major upgrades:**

- Kilbirnie Flooding: Stage 1 (Pipelines) were completed with Stage 2 (Pumping Station) being planned to commence at the end of the Rugby Season (when there is access to Kilbirnie Park to construct the underground structure).

**Conservation attractions**

**Wellington Zoo**

- Wellington Zoo was named as the winner of the Inaugural World Association of Zoos and Aquariums (WAZA) Environmental Sustainability Award at the WAZA Conference 2018 in Bangkok.
- Other highlights: the new Chimp Park was officially opened by Mayor Justin Lester on 17 December and the Zoo has attained carboNZero certification for the sixth year running.

**Zealandia**

- A Takahē chick hatched at ZEALANDIA on 14 November 2018. This is a unique event and an extremely exciting contribution to an important conservation programme.
- Launched two new electric passenger minibuses, a New Zealand first for the application of this technology.
- During the quarter Wellington hosted 38 cruise ship visits, up from 25 last year, contributing to a 30% increase to-date in tours sales this season.
- After detecting weasel prints in the sanctuary on 1 October 2018, staff successfully trapped the predator just two weeks later. The sanctuary was declared weasel free again in November.

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quarter items are also shown. For details on all KPIs with an available result in see Appendix 1, and Appendix 2 for details on capital and operating (OPEX) expenditure in each activity area.

**Financial performance by exception**

*(a) Previous quarter exceptions*

The following budget items were reported by exception in the previous quarterly report and includes the actual result and their updated status at the end of the quarter. Items with an improved status in this report will not be shown in the next quarterly report if their result continues to be 'on-budget'.

Operating expenditure by exception (> 10% of budget) \$000s					Capital expenditure by exception (> 10% of budget) \$000s						
Activity	Year to date			Full year		Activity	Year to date			Full year	
	Actual	Budget	Variance	Forecast	Budget		Actual	Budget	Variance	Forecast	Budget
2.2 Waste reduction, energy conservation	505	668	163	(912)	704	2.1 Gardens, beaches, open spaces	4,043	2,637	(1,405)	8,476	6,876
	<b>This report status:</b> ● Underspend			<b>Previous quarter actual status:</b> ● Underspend			<b>This report status:</b> ● Overspend			<b>Previous quarter status:</b> ● Overspend	
	Ahead of budget due to higher volumes of contaminated waste arising from the Wellington Children's Hospital and other projects. Contract costs are above budget owing to the average weight of curb side bags collected being higher than planned.						Year to date: Over budget due to the unbudgeted purchase of land in Ohariu Valley and the Walkways Renewals programme being ahead of schedule partially offset by the Coastal Upgrade programme being behind schedule. Full year: Overspend is due to unbudgeted land purchases in Ohariu Valley.				
2.2 Waste reduction, energy conservation	1,673	3,474	1,801	1,945	5,885	2.2 Waste reduction, energy conservation	1,673	3,474	1,801	1,945	5,885
	<b>This report status:</b> ● Underspend			<b>Previous quarter status:</b> ● Underspend			Under budget on the Landfill Stage 4 extension due to delays and a change of contractor. Consequently an underspend of \$3.9m is now forecast.				
2.3 Water	5,073	4,453	(620)	14,530	17,244	2.3 Water	5,073	4,453	(620)	14,530	17,244
	<b>This report status:</b> ● Overspend			<b>Previous quarter status:</b> ● Overspend			Over budget due to costs associated with the Community Infrastructure Resilience (CIR) programme which is now close to completion. Full year: Under budget due to delays to the Wallace Street and the Bell Road reservoir projects.				
2.4 Waste water	4,891	3,910	(981)	8,722	8,497	2.4 Waste water	4,891	3,910	(981)	8,722	8,497
	<b>This report status:</b> ● Overspend			<b>Previous quarter status:</b> ● Underspend			Over budget due to the Dixon Street project.				

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Operating expenditure by exception (> 10% of budget) \$000s	Capital expenditure by exception (> 10% of budget) \$000s				
	Full year: Forecasting over budget through the aggregation of a number of smaller variances.				
	5,831	3,928	(1,903)	9,403	10,412
	<b>This report status:</b> ● Overspend		<b>Previous quarter actual status:</b> ● Overspend		
2.5 Stormwater	Currently over budget due to the Kilbirnie upgrade project and unbudgeted Children's Hospital costs. Full year: overspend on the Children's Hospital and the Melrose and Molesworth Street projects will be partially offset by forecast under spend on the Kilbirnie upgrade project which will not be fully spent this year.				
	843	400	(443)	971	971
	<b>This report status:</b> ● Overspend		<b>Previous quarter status:</b> ● Underspend		
2.6 Conservation attractions	The Zoo renewals programme is now running ahead of budget timing.				

**(b) New exceptions for quarter two**

No new operating expenditure exception items to report for the quarter	No new capital expenditure exception items to report for the quarter
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**Performance measures (KPIs) by exception**

Where available performance measures include an informed forecast of the next quarter's expected result. Forecasts are provided only where there is sufficient information to support them.

**(a) Previous quarter KPI exceptions**

The following KPIs were reported by exception in the previous quarterly report and includes the actual result and their updated status at the end of the quarter. Items with an improved status in this report will not be shown in the next quarterly report if their result continues to meet target.

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## 2.3 Three waters

Measure	2018/19 Target	Q1 Status	Q2 YTD result	% variance	Q2 YTD Status	Variance explanation (where target is not met by >10%)
<i>Water – meeting customer expectations</i>						
Number of complaints about the drinking water's clarity, taste, odour, pressure or flow, continuity of supply, and supplier responsiveness, expressed per 1000 connections*	<20	●	5.47	45%	●	For the year to date we are doing better than the target due to the following; <ul style="list-style-type: none"> <li>water supply system is performing well and has good treatment processes and on-going quality control practice in place.</li> <li>maintenance contractors are following proper maintenance procedures and guidelines.</li> </ul>
Number of complaints about the wastewater odour, system faults, blockages, and supplier responsiveness, expressed per 1000 connections*	<30/1000	●	8.05	46%	●	According to YTD actual, we are doing better than the target due to the following; <ul style="list-style-type: none"> <li>wastewater system is performing well.</li> <li>Wellington Water and maintenance contractors are following proper maintenance procedures &amp; guidelines and meeting the customers' expectations.</li> </ul>
Number of complaints about stormwater system performance per 1000 connections*	<20/1000	●	3.96	60%	●	According to YTD actual, we are doing better than the target due to the following; <ul style="list-style-type: none"> <li>stormwater system is performing well; and</li> <li>Wellington Water and maintenance contractors complying with maintenance procedures &amp; guidelines and meeting the customers' expectations.</li> </ul>
<i>Water - Continuity of supply and resolution of faults</i>						
Median response time for <b>attendance for urgent</b> call outs*	60 min	●	48	20%	●	According to YTD actual, our maintenance contractor is meeting the target response time.
Median response time for the <b>resolution</b> for urgent call outs*	4 hours	●	3.72	7%	●	Slightly slower response means performance now within 10% of target.
Median response time for <b>attendance for non-urgent</b> call outs*	36 hours	●	65.68	-82%	●	An increased number of reported water leaks has meant that the initial response to non-urgent repairs has been slower. Increased awareness around health and safety requirements has meant that more planning is now being carried out prior to the works on site.
Median response time for <b>resolution</b> for non-urgent call outs*	5 days	●	3.81	24%	●	According to YTD actual, our maintenance contractor is meeting the target response time
<i>Waste water - Compliance and sustainability</i>						

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Measure	2018/19 Target	Q1 Status	Q2 YTD result	% variance	Q2 YTD Status	Variance explanation (where target is not met by >10%)
Dry weather wastewater overflows, expressed per 1000 connections*	0	●	0.82	-100%	●	There were 59 dry weather network overflows; 41 due to blockages, 15 due to root intrusions, 1 due to third party damage, 1 due to network leak and 1 due to a power outage. All of these have been investigated and fixed. Note that following a recommendation by Audit NZ, this measure now includes non-notifiable contained overflows which were not previously reported. With LTP targets having been set well prior to this change, we don't expect to achieve this target in future periods.
Number of wastewater reticulation incidents per km of reticulation pipeline (blockages)*	≤0.8	●	0.26	35%	●	Results for this KPI depend on pipe blockages in the wastewater network which cannot be easily predicted. YTD figure is less than the target due to the low number of pipeline (blockages) in the network. This result indicates that the network is performing better than the target.
Median response time for wastewater overflows (attendance time)*	≤1 hour	●	0.7	30%	●	According to YTD actual, WWL maintenance contractor is meeting the target response time.
Median response time for wastewater overflows (resolution time)*	≤6 hours	●	3.02	50%	●	According to YTD actual, WWL maintenance contractor is meeting the target response time.
Number of pipeline blockages per km of pipeline	≤0.5	●	0.008	97%	●	Result for this KPI is mainly dependent on pipe blockages which are difficult to predicted. YTD figure is less than the target mainly due to the low number of stormwater reticulation incidents per km of reticulation pipeline (blockages) in the network. This result indicates that the stormwater network is performing better than the target.
Median response time to attend a flooding event*	≤60 minutes	●	47	22%	●	According to YTD actual, WWL maintenance contractor is meeting the target response time.
*Mandatory measure						
<b>2.1 Environment</b>						
<b>Utilisation</b>						
Number of visitors to the Wellington Botanic Gardens	1,280,000	●	693,566	1%	●	150 <sup>th</sup> year celebration of the Botanic Garden so

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Measure	2018/19 Target	Q1 Status	Q2 YTD result	% variance	Q2 YTD Status	Variance explanation (where target is not met by >10%)
and Otari-Wilton's Bush						expecting to have more visitors to the garden, and we are also implementing new people counters which are helping us to capture more accurate visitor data. These were installed in August, and we are still working to get them working accurately. Q1 and YTD result has been adjusted down.
<b>2.6 Conservation attractions</b>						
<i>Wellington Zoo</i>						
Total number of visitors	244,420	●	115,003	2%	●	Issues with bus routes and timetabling continue to be problematic for Zoo visitors and staff. The GWRC is trialling a direct bus service from the Central railway station to the Zoo during March 2019.
Education visitors	10,500	●	7,844	1%	●	Q1 target realigned due to seasonality
<i>Zealandia</i>						
Total number of visitors	99,300	●	59,008	27%	●	During this quarter Wellington has hosted 38 cruise ships up from 25 last year. The greater number of cruise ships in port has helped to drive a 30% increase in tour sales this season.
*Mandatory measure						
<b>(b) New KPI exceptions for quarter two</b>						
<b>2.5 Waiāwhā   Stormwater Continuity of service and resolution of faults</b>						
Monitored sites (%) that have a rolling 12 month median value for E.coli (dry weather samples) that do not exceed 1000 cfu/100ml	90%	●	77%	-14%	●	This measure indicates that there may be faults and limitations in the wastewater network that are affecting water quality. Ten sites are above 1000 e-coli median levels. Investigation in one site was completed, finding a cross connection which was then fixed. Investigation in six sites are continuing and another three sites are to be carried out. Findings will inform the future works programme. Improvement of water quality outcomes will depend in part on the implementation of such works.

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## Whanaketanga ōhanga | Economic development

**Aim:** Support city promotions, events and attractions, to enhance Wellington’s reputation as a great place to live and visit.

**key groups of activities:** City promotions and business support

### Quarter overview

#### Headlines

- 4 out of the 4 performance measures with an available result were met or mainly met target at the end of the quarter. There are no new (additional) KPI or budget exceptions for the quarter and previous quarter exceptions remained unchanged.
- The operating expenditure budget was on track and the capital expenditure was underspent.
- Work advanced in a busy quarter included:
  - Finalising the business case for the development of a Convention and Exhibition Centre for Wellington which was unanimously approved by the Council
  - WREDA’s Digital marketing Wellington’s advent calendar 92,000 vouchers were downloaded.
  - 58 events with 80 performances 150,209 guests were delivered in our venues including 65 conferences and business events. Specific events during the quarter included The World of Wearable Art, opening of the Terracotta warriors exhibition (15th December)
  - Sports events included the Tall Blacks playing Syria (basketball) and the Black Caps playing Sri Lanka (cricket); and
  - The regional trails website launched.

KPIs - performance against target					Financial - Performance against budget (* indicates previous quarter status)		
Target exceeded by >10%	Target met - within plus 10% of target	Target mainly met < 10% under target	Target not met > 10% under target	Not measured this quarter	Net operating expenditure		Capital expenditure
	4			19			
<b>Total measures: 23</b> <b>Total baseline* measures: zero</b> *A measure with a ‘baseline target’ means that: <ul style="list-style-type: none"> <li>• the measure is new and this year will be used to establish a basis from which targets can be set; and</li> <li>• performance against target is therefore not reported this quarter.</li> </ul>					Exceeds 15% Underspend      On target -10% of Budget      Exceeds 15% overspend		Exceeds 15% Underspend      On target -10% of Budget      Exceeds 15% overspend  The main underspend relates to to minor delays in the Wellington venues renewals programme, particularly at the Michael Fowler Centre.

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### What we did - snapshot

At the half way point in the 2018/2019 financial year, WREDA is on track to deliver positive outcomes for the Wellington region across all of its Statement of Intent key areas of focus. Key activities/achievements for the quarter were:

#### **Regional business partner programme and business growth**

- Strong performance from the Regional Business Partnership programme (NZTE reappointed WREDA for a further 2 years)
- Signing a new partnership with Immigration NZ;
- The GovTech accelerator delivered by CreativeHQ.

#### **Education and workforce**

- The International Students Excellence Awards
- Young Enterprise and Summer of Tech programme
- Continued strong film/screen permitting activity

#### **International tourism**

- A successful programme of spring and summer destination marketing activity, international tourism trade engagements and digital marketing projects
- The plan to extend and redevelop the Wellington i-SITE has been approved by the WREDA Board. A larger and more appealing space will

provide a much enhanced story to Wellington visitors. Sales and foot traffic figures have been impacted by the post-quake move into the smaller footprint of MFC ticket office. The i-site team achieved two post-quake record sales days of over \$22,000 and \$25,000 during December 2018.

#### **Regional trails framework**

- The launch of the regional trails website

#### **Venues, conferences and events**

- Delivered 58 events with 80 performances 150,209 guests in our venues
- Delivered 65 conferences and business events - highlighted by WOW, Terracotta warriors exhibition (15th December).
- Completed the Wellington Convention and Exhibition Centre business case

#### **Marketing**

- Digital marketing Wellington's advent calendar 92,000 vouchers were downloaded.

### Detailed quarter performance by exception

The following **budget** item(s) and **performance measures(KPIs)** are those with a result that is greater than 10% (under or over) target or budget for the quarter. Variances greater than 10% can indicate (for example) underutilised resources, insufficient capacity etc. Changes in the status of exception items from the previous quarter items are also shown. For details on all KPIs with an available result in see Appendix 1, and Appendix 2 for details on capital and operating (OPEX) expenditure in each activity area.

#### **Financial performance by exception**

##### **(a) Previous quarter exceptions**

The following budget items were reported by exception in the previous quarterly report and includes the actual result and their updated status at the end of the quarter. Items with an improved status in this report will not be shown in the next quarterly report if their result continues to be 'on-budget'.

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Operating expenditure (> 10% of budget)						Capital expenditure (> 10% of budget)					
Activity	Year to date			Full year		Activity	Year to date			Full year	
	Actual	Budget	Variance	Forecast	Budget		Actual	Budget	Variance	Forecast	Budget
3.1 City promotions and business support	10,452	11,362	909	21,945	21,729	3.1 City promotions and business Support	345	1,604	1,259	2,388	3,650
	<b>This report status:</b> <span style="color: green;">●</span> On budget - within 10%			<b>Previous quarter status:</b> <span style="color: blue;">●</span> Underspend			<b>This report status:</b> <span style="color: blue;">●</span> Underspend			<b>Previous quarter status:</b> <span style="color: blue;">●</span> Underspend	
						Under budget due to delays in the Wellington Venues renewals work programme including the St James. Full year: Forecasting an underspend due to the delay in the St James earthquake strengthening project					

**(a) New exceptions for quarter two**

There are no operating expenditure exceptions to report for the quarter. There are no new capital expenditure exceptions to report for the quarter.

**Performance measures (KPIs) by exception**

Four of the economic development KPIs in the Council's framework are on track for the quarter with the balance of KPIs being measured annually. WREDA measures account for 16 out of a total of 23 economic development KPIs.

WREDA has 36 internal KPIs supporting their key goals and that are included in their quarterly report to Council. Of those 36 internal KPIs, 5 are annual measures. In quarter two 28 are reported as on track with 2 reported as having some risk and remain unchanged from the previous quarter.

**(a) Previous quarter KPI exceptions**

The following KPIs were reported by exception in the previous quarterly report and includes the actual result and their updated status at the end of the quarter. Items with an improved status in this report will not be shown in the next quarterly report if their result continues to meet target.

WREDA Internal Performance measures	2018/19 Target	Q1 Status	Q2 YTD result	% variance	Q2 YTD Status	Variance explanation (where target is not met by >10%)
Lifestyle and visitor attractions content in NZ and Australia media	1250 (YTD 625)	●	253	60%	●	With the decline of traditional media outlets its becoming increasingly challenging to attract media to Wellington to familiarise and generate travel and event related content. 1,250 is what we hope to achieve if we can access a significant broadcast media opportunity
Students supported in youth entrepreneurship programmes	505	●	471		●	Young enterprise student numbers are slightly down for the year versus expected growth. As the majority of activity occurs in quarter 1 the annual target is at risk

**(b) New KPI exceptions for quarter two**

There are no new KPI exceptions to report for the quarter.

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## Oranga ahurea | Cultural Wellbeing

**Aim:** Support arts activity that adds vibrancy to the city; promote inclusive, tolerant and strong communities.

**key groups of activities:** Arts and cultural activities

### Quarter overview

#### Headlines

- 8 out of the 8 performance measures with an available result were exceeded, met or mainly met target at the end of the quarter. There are no new (additional) KPI or budget exceptions for the quarter with three of the previous quarter exceptions improving in Q2.
- The operating expenditure budget was on track and the capital expenditure was largely overspent.
- Work advanced in the quarter included activity in:
  - City Events- delivered the Diwali Festival, A Very Welly Christmas and the New Year’s Eve Celebrations.
  - Launched a number of city murals e.g. Rongotai to Miramar Airport subway, Wakefield St, Arlington
  - Toi Pōneke Gallery delivered five exhibitions and six public programmes

KPIs - performance against target					Financial - Performance against budget (* indicates previous quarter status)	
Target exceeded by >10%	Target met - within plus 10% of target	Target mainly met < 10% under target	Target not met > 10% under target	Not measured this quarter	Net operating expenditure	Capital expenditure
4	2	2		7	<p>8%</p> <p>Exceeds 15% Underspend   On track within 10% of Budget   Exceeds 15% overspend</p>	<p>936%</p> <p>Exceeds 15% Underspend   On track within 10% of Budget   Exceeds 15% overspend</p>
<p><b>Total measures: 15</b> (7 measured annually). ‘Baseline target’ means:</p> <ul style="list-style-type: none"> <li>• the measure is new and this year will be used to establish a basis from which targets can be set; and</li> <li>• performance against target is not reported this quarter.</li> </ul>					<p>Over budget (\$965k) due to preliminary work on the recently approved Wellington Convention and Exhibition Centre the revised work programme has a forecast overspend of \$2.4m due to advancing the programme.</p>	

### What we did - snapshot

#### City events

- City Events delivered three events in the second quarter- Diwali Festival, A Very Welly Christmas and the New Year’s Eve Celebrations.
  - Diwali was held on October 19 at TSB and Shed 6, and attended by an estimated audience of 12,000.
  - A Very Welly Christmas took place on Lambton Quay and Midland Park on the weekend of November 24/25. Approximately 50,000 people attended the festival.
  - New Year’s Eve Celebrations were held at Whairepo Lagoon on the evening of December 31. Over 8,000 people attended, plus a larger audience along the waterfront who came to see the fireworks.

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- City Events supported community events during this period- these included the Maker Faire, Johnsonville Christmas parade, Spring into Tawa festival, Khandallah Village fair, Thorndon Fair and Wellington Polish Christmas market.

#### **Arts funding**

- 21 projects were supported via the Arts and Culture Fund and 3 projects by established performing arts organisations were supported via additional funding in the Arts and Culture fund for Professional Performing Arts as part of Council's Decade of Culture programme.
- Toi Pōneke Gallery delivered five exhibitions and held six public programmes.

#### **Wellington Museums Trust**

- The Wellington Museum Suffrage 125 project, A Cameo Affair by artist Genevieve Packer, opened on 28 November 2018. The project shows silhouettes of prominent women of Aotearoa New Zealand.
- An exhibition focused on the Nissan Mobil 500 (commonly known as the Wellington 500) opened at the Wellington Museum.
- Commenced presenting Mandarin screenings of planetarium shows at Space Place to a growing number of Chinese groups.

### Detailed quarter performance by exception

The following budget item(s) and performance measure(s) below are those with a result for the quarter that is greater than 10% of target or budget. Variances greater than 10% can indicate (for example) underutilised resources, insufficient capacity etc. Details on **all** KPIs are in Appendix 1 with capital and operating (OPEX) expenditure details Appendix 2.

### Financial performance by exception

#### **(a) Previous quarter exceptions**

The following budget items were reported by exception in the previous quarterly report and includes the actual result and their updated status at the end of the quarter. Items with an improved status in this report will not be shown in the next quarterly report if their result continues to be 'on-budget'.

#### **Capital E**

- Delivered the inaugural Maker Faire in Wellington, a family-friendly festival focused on invention, creativity and resourcefulness. It encompassed technology, education, science, arts, crafts, sustainability, and making of all kinds with more than 30 Makers sharing their stories. We had more than 2,500 people attend the one-day event.
- Capital E's National Theatre for Children show Story Studio Live in Parliament was showcased.
- 99% of the audience target for the 2019 Capital E National Arts Festival was achieved – a testament to the quality of the curation, marketing, and the considerable work to understand and foster schools relationships.

#### **The summer season of exhibitions at City Gallery Wellington:**

- From Scratch: 555 Moons; Cao Fei #18; and Yona Lee: In Transit were opened on 7 December 2018. The opening event included a lively performance by From Scratch and Orchestra of Spheres.
- City Gallery Wellington's retail performed strongly during the second quarter, doubling sales for the same period last year.

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Operating expenditure by exception (> 10% of budget) \$000s						Variance explanation (where target is not met by >10%) \$000s					
Activity	Year to date			Full year		Activity	Year to date			Full year	
	Actual	Budget	Variance	Forecast	Budget		Actual	Budget	Variance	Forecast	Budget
There were no material operating expenditure variances for the quarter	-	-	-	-	-		1,068	103	(965)	4,249	1,802
No operating variances to report						4.1 Galleries and Museums	<b>This report status:</b> <span style="color: red;">●</span> <b>Overspend</b>			<b>Previous quarter status:</b> <span style="color: red;">●</span> <b>Overspend</b>	
							Over budget due to preliminary work on the recently approved Wellington Convention and Exhibition Centre Full year: Forecasting an overspend due to revised work programme for the Wellington Convention and Exhibition Centre .				
<b>(b) New exceptions for quarter two</b>											
No new operating expenditure exception items to report for the quarter						No new capital expenditure exception items to report for the quarter					

**Performance measures (KPIs) by exception**

The following non-financial (performance measure) results include an informed forecast of the next quarter's expected result. Forecasts are provided only where there is sufficient information to support them. Targets for the previous year are shown for context only.

**(a) Previous quarter KPI exceptions**

The following KPIs were reported by exception in the previous quarterly report and includes the actual result and their updated status at the end of the quarter. Items with an improved status in this report will not be shown in the next quarterly report if their result continues to meet target.

Performance measure	2018/19 Target	Q1 Status	Q2 YTD result	% variance	Q2 YTD Status	Variance explanation (where target is not met by >10%)
<b>Utilisation</b>						
Wellington Museum visitors	132,000	●	60,568	-2%	●	Tracking improved against target.
Cable Car Museum	237,000	●	129,902	35%	●	Tracking well against target.
Capital E visitors	157,500	●	49,814	17%	●	A 38% increase in numbers in digital studios and a 55% increase in public programmes attendance, largely due to Maker Faire has contributed to the Q2 target being achieved.
Space place	55,000	●	26,258	9%	●	Tracking well against target.
City Gallery Wellington	170,000	●	77,590	-9%	●	Attendance continues to be below target. Analysis of existing data and further research will be undertaken to inform mitigation strategies. Reduced access to Civic Square continues to be considered a barrier to visitation.

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***(a) Previous quarter KPI exceptions***

The following KPIs were reported by exception in the previous quarterly report and includes the actual result and their updated status at the end of the quarter. Items with an improved status in this report will not be shown in the next quarterly report if their result continues to meet target.

Performance measure	2018/19 Target	Q1 Status	Q2 YTD result	% variance	Q2 YTD Status	Variance explanation (where target is not met by >10%)
Nairn Street Cottage	2,000	●	813	2%	●	The Cottage re-opened to the public in September 2018 after a refresh of the visitor experience and has seen a steady increase in visitation since. Extended summer opening hours will begin in January 2019.

***(b) New KPI exceptions for quarter two***

There are no new KPI exceptions to report for the quarter.

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### Kaupapa Pāpori me ngā Mahi a Rēhia | Social and Recreation

**Aim:** Provide a wide range of services throughout the city to encourage quality of life and healthy lifestyles.

**key groups of activities:** Recreation promotion and support; Community support; Public health and safety.

#### Quarter overview

**Headlines**

- 35 out of the 38 performance measures with an available result were exceeded, met or mainly met target at the end of the quarter. There are no new (budget reported exceptions for the quarter. Capital expenditure has an unfavourable change from the previous quarter. There are six new KPI exceptions reported for the quarter.
- The operating expenditure budget was on track and the capital expenditure was underspent.
- Work advanced during the quarter included:
  - Demolition of the old Lyall Bay Surf Club building on Lyall Bay beach.
  - Commenced repair work at the Hataitai Park Velodrome
  - Library - implemented automatic system via email reminding customers of due dates before items are overdue.

KPIs - performance against target					Financial - Performance against budget (• indicates previous quarter status)	
Target exceeded by >10%	Target met - within plus 10% of target	Target mainly met < 10% under target	Target not met > 10% under target	Not measured this quarter	Net operating expenditure	Capital expenditure
12	12	11	3	38		

**Total measures: 76** (38 measured annually, 3 with baseline targets). 'Baseline target' means:

- the measure is new and this year will be used to establish a basis from which targets can be set; and therefore
- performance against target is not reported this quarter

The main underspend relates to Newtown and Aro Valley community centre upgrade programmes delayed - \$4.0m forecast underspend

#### What we did - snapshot

##### Recreation promotion and community support

##### Community Support

- As part of the resilience programme to address food security, sustainability and effects of climate change we have developed a framework for Wellington's sustainable Food Network. Actions from this will be developed with community, business and hospitality partners.

- In December 2018, Council funded a 3 year contract with DCM to deliver assertive outreach services for people who are rough sleeping and tenancy-sustaining services for those most vulnerable to homelessness. This strongly aligns with and supports the central government's Housing First programme designed to house people quickly and provide intense wrap around support to maintain tenancies.

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- The Council also funded emergency and transitional housing services such as the Wellington Night shelter, the Wellington Homeless Women's Trust and the Wellington Women's House. Council is also working with projects that provide meaningful activities, building skills, motivation and resilience, with the most vulnerable Wellingtonians.
- In 2019, we continue to deliver on the Te Mahana strategy towards ending homelessness and are working with our partners on street management. We are collaborating across council, with City Housing, Parks, Sport and Recreation, and Libraries to make consistent, effective responses that support positive change.

#### **Community Safety and Civil Defence Emergency Management (CDEM)**

- In December 2018 the Council agreed to a new approach to how we manage street homelessness and begging. We are taking a one council approach supported NGO and agency collaboration, including the delivery of street outreach and tenancy support services.
- We are using technology to provide a spatial and single view of alcohol harm enabling evidence base decisions and informing the development of developing interventions and supports. Partners include the DHB, Police, ACC and Wellington Free Ambulance.
- As part of our ongoing CDEM Emergency Welfare response planning we have developed a virtual platform which will allow the EOC and our partners to understand and respond to the communities' needs during an emergency event. This platform provides spatial information allowing local responses to be tailored to local needs

#### **Pools**

- At Tawa Pool we began work upgrading and refreshing the Tawa Swim Clubrooms, upstairs in the pool. The community will be able to book and use this space. We also began construction of two new family changing cubicles. This work will be completed in the third quarter.

#### **Sportsfields**

- Completed our spring renovation work on the sportsfields ready for the summer season. This included new sand drainage at Rugby League Park, the home training ground for the Hurricane & Lion Rugby Programmes. We also installed hybrid synthetic turf in the goal mouths at Seatoun Park and David Farrington. This turf is a synthetic artificial grass, which allows natural grass to grow through it, stabilising the root structure of natural turf and improving wear & tear when used in high use areas. We had done a small trial of this new technology at Seatoun Park, which was successful.
- Progressing the development of a new community playground at Wakefield Park. The design, public engagement and engineering inputs are complete and construction work is out for tender. Construction is likely to begin late March / April.
- Demolished the old Lyall Bay Surf Club building on Lyall Bay beach. The area will be planted during the winter planting season with dune plants.

#### **Libraries**

- Held two very popular events for adults : exploring the world of dinosaurs via VR, and a panel of industry experts sharing How to Get Published 101.
- Waitohi Johnsonville hub building was enclosed with a roof, and two staff positions were recruited including a Makerspace Librarian to begin planning programmes.

#### **City Housing**

- The Arlington Site 2 build was completed, marking the end of an almost three year project. A formal opening was held in mid-September. The site was renamed by local iwi and is now called Te Māra.
- The completion of Te Māra also marks the end of the first 10 year phase of the Housing Upgrade Programme. During this time 10 of our larger sites were fully refurbished and/or built new. This required moving our existing tenants out so that work could be completed. As a result we now have almost 1000 fully upgraded properties that are modern, warm, dry and safe.

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- A short term lease of Te Māra to Housing New Zealand Corporation was completed. This will enable HNZC to refurbish a number of their own properties and therefore increasing supply and quality of social housing stock across the city.
- City Housing continues to work on the sustainability of the service and started early engagement with tenants to begin shaping a fit for purpose tenancy service and to explore opportunities to improve policy settings.

**Public health**

- Recruited 2 new Chairs and 1 new member for our District Licensing Committee

- Held the first session of our responsible dog owner training – this is the first time we have delivered training in house and the interest was huge. 34 people attended and we plan to hold more.

**Basin Reserve**

- The upgrade of the players pavilion was completed and opened in time to host the Black Caps and Sri Lanka test match.
- The renewal of the terrace seating in front of the Museum Stand was completed.

**Detailed quarter performance by exception**

The following **budget** item(s) and **performance measures(KPIs)** are those with a result that is greater than 10% (under or over) target or budget for the quarter. Variances greater than 10% can indicate (for example) underutilised resources, insufficient capacity etc. Changes in the status of exception items from the previous quarter items are also shown. For details on all KPIs with an available result in see Appendix 1, and Appendix 2 for details on capital and operating (OPEX) expenditure in each activity area.

**Financial performance by exception**

**(a) Previous quarter exceptions**

The following budget items were reported by exception in the previous quarterly report and includes the actual result and their updated status at the end of the quarter. Items with an improved status in this report will not be shown in the next quarterly report if their result continues to be 'on-budget'.

Operating expenditure by exception (> 10% of budget) \$000s						Capital expenditure by exception (> 10% of budget) \$000s					
Activity	Year to date			Full year		Activity	Year to date			Full year	
	Actual	Budget	Variance	Forecast	Budget		Actual	Budget	Variance	Forecast	Budget
5.2 Community Support	18,128	19,521	1,392	37,212	37,434	5.1 Recreation Promotion & Support	4,860	5,637	777	9,013	8,492
	<b>This report actual status:</b> <span style="color: green;">●</span> On budget - within 10%			<b>Previous quarter actual status:</b> <span style="color: blue;">●</span> Underspend			<b>This report actual status:</b> <span style="color: blue;">●</span> Underspend			<b>Previous quarter actual status:</b> <span style="color: blue;">●</span> Underspend	
5.3 Public Health and Safety	6,023	6,172	149	12,463	12,255	5.2 Community	Year to date: Under budget due to the Aquatic Facilities Upgrades and Renewals programmes being behind schedule partially offset by the Basin Reserve Programme being ahead of schedule. Full year: Forecast overspend is due to the Basin Reserve Programme being ahead of schedule.			25,587	30,354
	<b>This report actual status:</b> <span style="color: green;">●</span> On budget - within 10%			<b>Previous quarter actual status:</b> <span style="color: blue;">●</span> Underspend			<b>This report actual status:</b>		<b>Previous quarter actual status:</b>		

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Operating expenditure by exception (> 10% of budget) \$000s	Capital expenditure by exception (> 10% of budget) \$000s					
	Support	● Underspend		● Underspend		
		Year to date: Under budget mainly due to underspend in the Community Halls upgrades and renewals projects. Full year: Forecast includes underspends on the Newtown and Aro Valley community centre upgrades.				
		740	1,063	324	2,302	2,302
	5.3 Public Health and Safety	● Underspend		● Overspend		
		Year to date: Under budget mainly due to the planned programme for Public Conveniences and Pavilions reactive maintenance now being slightly behind schedule.				

<b>(c) New exceptions for quarter two</b>	
No new operating expenditure exception items to report for the quarter	No new capital expenditure exception items to report for the quarter

#### Performance measures (KPIs) by exception

The following non-financial (performance measure) results include an informed forecast of the next quarter's expected result. Forecasts are provided only where there is sufficient information to support them. Targets for the previous year are shown for context only.

#### a) Previous quarter KPI exceptions

The following KPIs were reported by exception in the previous quarterly report and includes the actual result and their updated status at the end of the quarter. Items with an improved status in this report will not be shown in the next quarterly report if their result continues to meet target.

Performance measure	2018/19 Target	Q1 Status	Q2 YTD result	% variance	Q2 YTD Status	Variance explanation (where target is not met by >10%)
<b>5.1 Utilisation-pools, sport recreation centres</b>						
Swimming pool visits (by facility) - Tawa		●	32,230	-4%	●	Variance improved from first quarter.
Swimming pool visits (by facility) - Keith Spry		●	91,840	-14%	●	Variance improved from first quarter. Continue to have pressure from building of Waitohi, in particular around access & parking.
Recreation centre visits (including ASB Sports Centre)	1,155,000	●	637,343	10%	●	Strong performance continues, forecasting a positive variance for the next quarter
ASB Sports Centre		●	444,954	14%	●	Strong performance from the previous quarter continues
<b>5.2 Utilisation - libraries</b>						
Library items issued (e-library)	320,000	●	218,382	36%	●	With the increase in website visits, e-library volumes are also well ahead of target.
Library website visits	3,200,000	●	2,522,292	102%	●	Increased customer use of our heritage database Recollect, access via library apps and, downloads of resources.

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Performance measure	2018/19 Target	Q1 Status	Q2 YTD result	% variance	Q2 YTD Status	Variance explanation (where target is not met by >10%)
<b>5.3 Timeliness</b>						
Graffiti removal – response time frames (%) met	80%	●	94%	18%	●	The change is really about our effectiveness of processes – this includes graffiti dashboard to give us an overview if the city where we can identify hot spots and trends over time
<b>(b) New KPI exceptions for quarter two</b>						
Artificial sports-field (%) utilisation - off-peak winter	25%	NA	18%	-28%	●	6 month result from April – Sept/Oct 2018 . A very wet winter saw increased cancellations in 2018
Swimming pool visits (by facility) – Thorndon	NA	NA	15,597	13%	●	better than expected attendance over the 3 month period.
Swimming pool visits (by facility) – Khandallah	NA	NA	2,321	-13%	●	Pool opened in December and not great weather pre-Christmas.
Estimates of attendees of library programmes	74,000	●	38,871	11%	●	We held two very popular events for adults : exploring the world of dinosaurs via VR, and a panel of industry experts sharing How to Get Published 101.
Recreation centre visits - Kilbirnie	NA	●	47,207	13%	●	We have had good attendance across a range of programmes and events at the centre.
Grants outcomes (%) achieved (through funded outcomes – four out of five – being met) - Social and Recreation Fund	80%	NA	91%	14%	●	Our teams work closely with community organisations to agree on outcomes that are achievable and are funded to a level that is appropriate to make sure projects and initiatives are successful.

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## Tāone tupu ora | Urban development

**Aim:** Embrace Wellington as a compact, vibrant, attractive and safe city that is built on a human scale and is easy to navigate

**key groups of activities:** Urban planning, heritage and public spaces development; Building and development control

### Quarter overview

#### Headlines

- 4 out of the 7 performance measures with an available result were met or mainly met target at the end of the quarter. There are no new (additional) KPI or budget reported exceptions for the quarter. Previous quarter exceptions that have a and unchanged and unfavourable timeliness status (red) from the previous quarter are the issuing of building consents, Code of compliance certificates and Land Information Memorandums (LIMs).
- The operating expenditure budget was on track and the capital expenditure was significantly underspent.
- Work advanced during the quarter included:
  - the residential demand and capacity assessments for Wellington City were reported to committee
  - consultation and engagement started on the Swan and Garrett St Laneway project: and
  - ongoing activity in urban planning, heritage and public spaces development; building and development control.

KPIs - performance against target					Financial - Performance against budget (• indicates previous quarter status)		
Target exceeded by >10%	Target met - within plus 10% of target	Target mainly met < 10% under target	Target not met > 10% under target	Not measured this quarter	Net operating expenditure		Capital expenditure
	1	3	3	11			
<b>Total measures: 18</b> (11 measured annually)					The main underspend relates to delays in the earthquake strengthening work programmes for Town Hall and St James (forecast underspend \$17.0m); and Frank Kitts Park playground delay (\$2.1m underspend)		

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**What we did - snapshot**

**Urban planning, heritage and public spaces development**

**Place Planning**

- The residential demand and capacity assessments for Wellington City were reported to committee at a December 2018 work. This is a statutory requirement part of our implementation of the National Policy Statement for Urban Development Capacity (NPS-UDC).

**Urban Design**

- Consultation and engagement started on the Swan and Garrett St Laneway project. Investigation and analysis phases are taking place on the Stout St project which forms part of the North Lambton Quay project. Grey St works are out for tender.

**Building and development control**

- Consents.** New procedures have been implemented to improve the timeliness of issuing building consents within the statutory requirement of 20 working days. While some of the changes will result in an immediate improvement in issuing consents within the statutory timeframe, there are still a number of existing applications that, when issued will exceed 20 working days.

**Priority buildings**

- Consultation was carried out on high traffic routes and emergency transport routes to identify priority earthquake prone buildings. The owners of these buildings have half the time (7.5 years) to remediate their buildings.

**Heritage: Built Heritage Incentive Fund (BHIF)**

- Planning is underway for a second 2018/19 funding round for BHIF funds that have been allocated but un-expended in previous years.

**Detailed quarter performance by exception**

The following **budget** item(s) and **performance measures(KPIs)** are those with a result that is greater than 10% (under or over) target or budget for the quarter. Variances greater than 10% can indicate (for example) underutilised resources, insufficient capacity etc. Changes in the status of exception items from the previous quarter items are also shown. For details on all KPIs with an available result in see Appendix 1, and Appendix 2 for details on capital and operating (OPEX) expenditure in each activity area.

**Financial performance by exception**

**(a) Previous quarter exceptions**

The following budget items were reported by exception in the previous quarterly report and includes the actual result and their updated status at the end of the quarter. Items with an improved status in this report will not be shown in the next quarterly report if their result continues to be 'on-budget'.

Operating expenditure by exception (> 10% of budget) \$000s						Capital expenditure by exception (> 10% of budget) \$000s					
Activity	Year to date			Full year		Activity	Year to date			Full year	
	Actual	Budget	Variance	Forecast	Budget		Actual	Budget	Variance	Forecast	Budget
6.2 Building & Development Control	4,272	3,981	(291)	7,213	7,455	6.1 Urban Planning and Policy	4,109	7,126	3,017	10,313	15,014
<b>This report status:</b> <span style="color: green;">●</span> On budget - within 10%						<b>This report status:</b> <span style="color: blue;">●</span> Underspend					
<b>Previous quarter status:</b> <span style="color: blue;">●</span> Underspend						<b>Previous quarter status:</b> <span style="color: blue;">●</span> Underspend					
						Under budget due to delays in several Laneways upgrades, phasing of the Housing Upgrade Programme and the Frank Kitts Park playground. The forecast underspend reflects the delays in the Laneways projects					

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	and the Frank Kitts Park development.				
6.2 Building & Development Control	3,521	11,809	8,288	14,812	33,470
	This report status: ● Underspend			Previous quarter status: ● Underspend	
	Under budget on the St James Theatre and Town Hall projects. Both are expected to be under spent at year end by \$9.0m and \$8.0m respectively.				

**(b) New exceptions for quarter two**

No new operational expenditure exception items to report for the quarter

**Performance measures (KPIs) by exception**

The following **budget** item(s) and **performance measures(KPIs)** are those with a result that is greater than 10% (under or over) target or budget for the quarter. Variances greater than 10% can indicate (for example) underutilised resources, insufficient capacity etc. Changes in the status of exception items from the previous quarter items are also shown. For details on all KPIs with an available result in see Appendix 1, and Appendix 2 for details on capital and operating (OPEX) expenditure in each activity area.

**6.1 Whakamahere tāone / Whakawhanake wāhi tuku iho tūmatanui | Urban planning, heritage and public spaces development (including waterfront development)**

**a) Previous quarter KPI exceptions**

The following KPIs were reported by exception in the previous quarterly report and includes the actual result and their updated status at the end of the quarter. Items with an improved status in this report will not be shown in the next quarterly report if their result continues to meet target.

Performance measure	2018/19 Target	Q1 Status	Q2 YTD result	% variance	Q2 YTD Status	Variance explanation (where target is not met by >10%)
<b>Building &amp; development - timeliness</b>						
Building consents (%) issued within 20 workings days	100%	●	80%	-20%	●	Continued high demand and an increased complexity of applications have impacted the timeliness of issuing building consents within the statutory requirement of 20 working days. New procedures have been implemented to improve the situation including a salary uplift to improve retention of staff, improved workflow monitoring and reporting, prioritising workloads, and greater document vetting to ensure an appropriate level of supporting information has been provided prior to the building consent being lodged. We will be monitoring the collective impact of these changes in the coming months but believe they will have a positive impact on timeliness of issuing building consents.

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Performance measure	2018/19 Target	Q1 Status	Q2 YTD result	% variance	Q2 YTD Status	Variance explanation (where target is not met by >10%)
Code of compliance certificates (%) issued within 20 working days	100%	●	83%	-17%	●	High demand continues with unplanned leave putting additional pressure on staff resources. To mitigate, the following measures were implemented to ensure existing positions are fully staffed and new staff have time to adjust. <ul style="list-style-type: none"> <li>• Balance work allocation between new and experienced officers.</li> <li>• Forecast workloads and adequately resource the review team ahead of time.</li> <li>• Carefully manage staff leave so the team is under less pressure and can still meet the high demand.</li> </ul>
Land Information Memorandums (LIMs) (%) issued within 10 working days	100%	●	82%	-18%	●	The LIM team covered their busiest month ever in November despite dealing with several unplanned leave issues during October and November. Even though this had a significant impact on performance, the Lim team pulled together and issued 345 in November alone. During December LIMs were issued on time 100% of the time.

***(b) New KPI exceptions for quarter two***

There are no new KPI exceptions to report for the quarter.

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## Waka | Transport

**Aim:** Manage the transport network so it's sustainable, safe and efficient

**key groups of activities:** Transport, Parking

### Quarter overview

#### Headlines

- 6 out of the 8 performance measures with an available result were met or mainly met target at the end of the quarter. The parking occupancy targets not being met. There are no new (additional) KPI or budget exceptions for the quarter. One budget (OPEX) indicator has improved (now on budget) and two KPIs (Parking) having red (an unchanged) status for the quarter.
- The operating expenditure budget was on track and the capital expenditure was underspent.
- Work advanced during the quarter included:
  - Completion of 3.8 kms of footpath renewals and 1.7 kms of kerb and channel renewals.
  - Conduct of public engagement for the upgrade of the Hataitai/Moxham/Waitoa intersection; and
  - Installed 1694 LED streetlights in the quarter.

KPIs - performance against target					Financial - Performance against budget		
Target exceeded by >10%	Target met - within plus 10% of target	Target mainly met < 10% under target	Target not met > 10% under target	Not measured this quarter	Net operating expenditure		Capital expenditure
	4	2	2	26	<p>5%</p> <p>Exceeds 15% Underspend   On target – within 10% of Budget   Exceeds 15% overspend</p>		<p>33%</p> <p>Exceeds 15% Underspend   On target – within 10% of Budget   Exceeds 15% overspend</p>
<p><b>Total measures: 34</b> (3 are required by statute, 26 annual)</p> <p><b>Total baseline* measures: 1</b></p> <p>*A measure with a 'baseline target' means that:</p> <ul style="list-style-type: none"> <li>• the measure is new and this year will be used to establish a basis from which targets can be set; and</li> <li>• performance against target is therefore not reported this quarter.</li> </ul>					<p>The main underspend relates to continuing delays in the cycleways programme (\$8.0m forecast underspend) and delays in the Ngaio Gorge work programme (\$3.3m underspend)</p>		

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**What we did - snapshot****Transport****Resilience / structures**

- Completed all design works and tender documents to waterproof the Karori Tunnel, to strengthen the Ruahine Street pedestrian bridge and for the road bridge on Happy Valley Road near Robertson Street.
- Continued monitoring the two major landslides on Ngaio Gorge road that happened in July 2017 and completed the scope of works and tender documents to issue the Request for Tender for professional services planned for mid-January 2019.
- Calling for tenders in late March to earthquake strengthen Seatoun Tunnel, the last of the Council's four road tunnels to be earthquake strengthened after Karori, Northland and Hataitai bus tunnel.
- The above projects are all planned for completion in year 2019 /2020.
- Network Operations. We approved 806 temporary traffic management plans and 1518 applications to carry out activities on Wellington roads. We also assessed 327 new building/resource consent items.

**Network Maintenance/Renewal.**

- Completed 3.8kms of footpath renewals and 1.7kms of kerb and channel renewals. We replaced/repared around 4000 signs and 483 poles/sockets. We installed/replaced 15 Advance Direction signs. We repaired or replaced 1.4km of handrails, and installed/repared 53 seats, 112 litter bins, 46 bollards and 17 cycle racks. We continued to maintain the Lambton Bus Interchange.
- LED Street Lighting. We installed 1694 lights in the quarter. Total lights installed by 31 December 2018 was 13,250. The NZ Transport Agency is funding 85 percent of the LED lighting programme, which is scheduled for completion March 2019.

**Network Improvements.**

- We continued with options development and public engagement for the upgrade of the Hataitai/Moxham/Waitoa intersection. Design work continues on safety improvements at the signalised intersection of Ohiro road, Todman and Cleveland in consultation with the Residents Association.

- Have a number of schemes ready to be built and nearing the completion of detailed design following traffic resolution approvals and consultation including Tinakori Road layby parking, Bing-Lucas Takapu road intersection widening and several major footpath schemes. We are implementing parking improvements on Main Road in Tawa, through the shopping centre.

**Public Transport.**

- Officers continue to work closely with Greater Wellington Regional Council to finalise a major programme of roading and traffic works to facilitate the extensive bus route network changes implemented mid-July 2018. Further assistance has been given to GWRC in regard to clearing potential obstructions along the new double decker bus routes.

**Network improvements**

- Cycling improvements: completed extensive work to upgrade the Airport Subway connecting Coutts Street with Broadway including a formal blessing and Mayoral opening ceremony. Oriental Parade cycleway works opening ceremony completed

**Transport Strategy: Let's Get Wellington Moving**

- The Governance Group has completed work on a recommended programme of investment and is currently engaging with central government ahead of releasing the programme.

**Kiwi Point Quarry**

- Availability of quality source rock in the northern face of the quarry is reaching an end. Resource consent was obtained from Greater Wellington Regional Council to dewater the current northern quarry pit so that it could be deepened for extracting more quality source rock. This initiative is expected to keep up with the aggregate supply for the next 10 to 12 months.

**Parking**

- Actions to improve occupancy performance and achieve budget targets were investigated during the quarter and will be considered by Council in as part of the 2019/20 Annual plan process.

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### Detailed quarter performance by exception

The following **budget** item(s) and **performance measures(KPIs)** are those with a result that is greater than 10% (under or over) target or budget for the quarter. Variances greater than 10% can indicate (for example) underutilised resources, insufficient capacity etc. Changes in the status of exception items from the previous quarter items are also shown. For details on all KPIs with an available result in see Appendix 1, and Appendix 2 for details on capital and operating (OPEX) expenditure in each activity area.

### Financial performance by exception

#### (a) Previous quarter exceptions

The following budget items were reported by exception in the previous quarterly report and includes the actual result and their updated status at the end of the quarter. Items with an improved status in this report will not be shown in the next quarterly report if their result continues to be 'on-budget'.

Operating expenditure by exception (> 10% of budget) \$000s						Capital expenditure (where target is not met by >10%) \$000s					
Activity	Year to date			Full year		Activity	Year to date			Full year	
	Actual	Budget	Variance	Forecast	Budget		Actual	Budget	Variance	Forecast	Budget
7.2 Parking	(6,659)	(7,762)	(1,104)	(14,065)	(15,465)	7.1 Transport	25,333	38,696	13,363	63,115	74,430
	<b>This report status:</b> ● (unfavourable revenue)			<b>Previous quarter status:</b> ● (unfavourable revenue)			<b>This report status:</b> ● Underspend			<b>Previous quarter status:</b> ● Underspend	
	<b>Year to date:</b> Unfavourable due to lower than budgeted metering and enforcement revenue. Partially offset by lower than expected administration and other general expenses <b>Full year:</b> Unfavourable due to lower metering and enforcement revenue and higher personnel costs						Under budget due to delays in a number of projects (including Seatoun Tunnel and Ngaio Gorge) with Let's Get Wellington Moving work unlikely to start until 2019/20. The cycling programme is also currently behind plan and forecast to be under spent by year end. The LED streetlight project is expected to be over budget at year end with actual costs being higher than planned (offset by an increase in NZTA funding)				
						7.2 Parking	756	517	(238)	1,024	1,024
							<b>This report actual status:</b> ● Overspend			<b>Previous quarter actual status:</b> ● Overspend	
							<b>Year to date:</b> Over budget due to the work programme to replace damaged parking meter assets <b>Full year:</b> No movement timing difference only				
<b>(b) New exceptions for quarter two</b> No new operating expenditure exception items for the quarter						No new capital expenditure exception items for the quarter					

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**Performance measures (KPIs) by exception**

The following non-financial (performance measure) results include an informed forecast of the next quarter’s expected result. Forecasts are provided only where there is sufficient information to support them.

**a) Previous quarter KPI exceptions**

The following KPIs were reported by exception in the previous quarterly report and includes the actual result and their updated status at the end of the quarter. Items with an improved status in this report will not be shown in the next quarterly report if their result continues to meet target.

Performance measure	2018/19 Target	Q1 Status	Q2 YTD result	% variance	YTD Status	Variance explanation (where target is not met by >10%)
<b>7.2 parking</b>						
Parking areas with 85% or less car park occupancy during weekdays (weekdays 08:00-18:00)	65-85%	●	57%	-12%	●	<ul style="list-style-type: none"> <li>Proposals to addressing parking revenue (for which occupancy is a driver) will be considered by Council in as part of the 2019/20 Annual plan.</li> <li>Recent operating changes such as the installation of parking sensors, coupon and permit price increases, hourly rate fee increases from \$4.00 to \$4.50, the implementation of weekend parking and an increase in the number of parking officers on the streets are expected to reduce the gap between budget and actual performance.</li> <li>Occupancy targets will need to be reviewed for future years to reflect improvements to how data is collected.</li> </ul>
Parking areas with 85% or less car park occupancy during weekends (weekends 08:00-18:00)	65-85%	●	54%	-17%	●	<ul style="list-style-type: none"> <li>Paid weekend parking was introduced on 8 September 2018 and average occupancy between then and 30 November 2018 decreased from 70% to 55.7% when compared to the same period in the previous year. Traditionally the month of December has lower levels of occupancy which is contributing to the current YTD result. This data from the first full year of operation will be used to formulate an appropriate targets for future years.</li> </ul>

**(b) New KPI exceptions for quarter two**

There are no new KPI exceptions to report for the quarter.



## Section Two: Financial performance

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## Consolidated financial performance 1 July -31 December 2018

This section details the Councils consolidated financial performance for the period 1 July to 31 December 2018. Numbers in brackets indicated an unfavourable variance from budget.

	Year to date (YTD)			Full Year				YTD Status
	YTD Actual 2019 (\$'000)	YTD Budget 2019 (\$'000)	YTD Variance 2019 (\$'000)	Full Year Forecast 2019 (\$'000)	Budget 2019 * (\$'000)	Variance (\$'000)	Annual Plan (\$'000)	
Rates revenue	155,269	155,352	(84)	310,704	310,704	-	310,704	●
Revenue from Activities	63,630	63,596	34	145,397	143,055	2,342	143,055	●
Investments revenue	5,446	5,802	(355)	24,196	24,196	-	24,196	●
Finance revenue	-	7	(7)	13	13	13	13	●
Other revenue	22,556	20,982	1,574	46,024	41,808	4,216	41,808	●
Development Contributions	1,909	1,000	909	2,000	2,000	-	2,000	●
<b>Total Revenue</b>	<b>248,809</b>	<b>246,738</b>	<b>2,071</b>	<b>528,334</b>	<b>521,776</b>	<b>6,558</b>	<b>521,776</b>	●
Personnel expenses	58,345	56,031	(2,314)	115,917	111,966	(3,951)	111,815	●
General expenses	125,147	121,673	(3,474)	255,479	254,239	(1,240)	254,390	●
Finance expense	11,136	12,459	1,323	22,418	24,918	2,500	24,918	●
Depreciation and Amortisation	53,777	59,516	5,739	114,949	117,158	2,208	117,158	●
<b>Total expense</b>	<b>248,404</b>	<b>249,678</b>	<b>1,274</b>	<b>508,764</b>	<b>508,281</b>	<b>(483)</b>	<b>508,281</b>	●
<b>Net operating surplus / (deficit)</b>	<b>406</b>	<b>(2,940)</b>	<b>3,346</b>	<b>19,570</b>	<b>13,495</b>	<b>6,075</b>	<b>13,495</b>	●

\* Includes minor adjustments made after the publication of the Long-term Plan 2018-28

The year-to-date net operating surplus of \$0.406m is \$3.345m better than the budgeted deficit of (\$2.940m). This favourable variance is due to a combination of the following:

**(a) Revenue:** Year-to-date total revenue is above budget by \$2.071m:

- Other revenue is \$1.6m higher than budget mainly due to higher revenue from NZTA for operating and capital projects, including footpaths and street lights.

- Development Contributions are \$0.9m higher than budget (possible timing difference at this stage of the year).

**(b) Expenses:** Year-to-date total expenses are under budget by \$1.274m:

- Personnel expenses are over budget by \$2.3m due to additional positions (funded from additional revenue), filling short-term vacancies, and maintaining market relativities for the retention of high demand key roles high demand key roles.
- General expenses are \$3.5m over budget largely due to: higher road marking and traffic signal maintenance costs (offset by increased NZTA subsidies);

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the timing of some grant payments ahead of budget; unbudgeted litigations costs; and increased use of external consultants for more technical work.

- Finance expense is \$1.3m under budget due to a more favourable borrowings position than budgeted (lower capital expenditure in the first six months).
- Depreciation and amortisation is \$5.7m under budget due to delays in capitalising assets. This is expected to largely be a timing difference only at this stage of the year.

#### Full year forecast

The forecast Net Operating Surplus for the year is currently \$6.1m higher than budget. The main favourable forecast variances are additional NZTA revenue for operating and capital projects (footpaths and street lights) \$3.9m, lower interest expense due to a more favourable borrowings position \$2.5m and higher revenue from operating activities \$2.3m (mainly contaminated and special waste disposal and consenting & compliance “request for more information” income, offset by lower parking revenue). These favourable variances are offset by an unfavourable variance in the forecast Personnel expenses (\$4.0m) due to additional positions (funded from additional revenue), contractors filling short-term vacancies, additional remuneration increases to address market differences and the impact of the increase to the budgeted vacancy loading.

#### Net operating expenditure

Net Operating Expenditure by Strategy Area	YTD			Full Year		Q2 Status
	Actual	Budget	Variance	Forecast	Budget	
	\$000's	\$000's	\$000's		\$000's	
Governance	8,677	8,815	139	17,567	17,567	●
Environment	76,249	77,767	1,518	152,474	155,019	●
Economic Development	10,452	11,362	909	21,945	21,729	●
Cultural Wellbeing	12,853	11,889	(963)	21,974	21,742	●
Social and Recreation	40,407	41,301	894	80,462	80,444	●
Urban Development	9,990	9,435	(554)	18,433	18,510	●
Transport	19,060	20,126	1,065	40,338	40,225	●
<b>Total strategy area</b>	<b>177,688</b>	<b>180,695</b>	<b>3,007</b>	<b>353,193</b>	<b>355,234</b>	●
Organisational Projects	(178,094)	(177,755)	338	(372,763)	(368,729)	●

<b>Total</b>	<b>(406)</b>	<b>2,940</b>	<b>3,346</b>	<b>(19,570)</b>	<b>(13,495)</b>
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#### Capital expenditure and borrowing

Capital Expenditure by Strategy Area	YTD			Full Year		Q2 Status
	Actual	Budget	Variance	Forecast	Budget	
	\$000's	\$000's	\$000's	\$000's	\$000's	
Governance	0	11	11	22	22	●
Environment <sup>(1)</sup>	22,353	18,803	(3,550)	44,047	49,885	●
Economic Development	345	1,604	1,259	2,388	3,650	●
Cultural Wellbeing <sup>(2)</sup>	1,068	103	(965)	4,249	1,802	●
Social and Recreation <sup>(3)</sup>	15,038	19,700	4,662	36,902	41,149	●
Urban Development <sup>(4)</sup>	7,631	18,935	11,305	25,126	48,483	●
Transport <sup>(5)</sup>	26,089	39,213	13,124	64,139	75,454	●
<b>Total strategy area</b>	<b>72,524</b>	<b>98,370</b>	<b>25,847</b>	<b>176,872</b>	<b>220,444</b>	●
Organisational projects <sup>(6)</sup>	13,752	12,321	(1,431)	26,157	31,160	●
<b>Total</b>	<b>86,275</b>	<b>110,691</b>	<b>24,416</b>	<b>203,028</b>	<b>251,604</b>	●

#### Notes - capital expenditure:

For commentary on Year-to-date capital expenditure variances refer to Activity area performance sections- Environment (1) page 14 and Cultural wellbeing (2) page 26.

The latest **full year forecast capital expenditure position** includes the following reprogramming of capital expenditure in 2018/19:

<sup>(1)</sup> Southern Landfill stage 4 extension work programme behind schedule (forecast underspend \$3.9m) and the overall 3 Waters work programme has a current forecast underspend of \$3.5m

<sup>(2)</sup> Following the approval of the Wellington Exhibition and Convention Centre in December 2018, the revised work programme has a forecast overspend of \$2.4m

<sup>(3)</sup> Newtown and Aro Valley community centre upgrade programmes delayed - \$4.0m forecast underspend

<sup>(4)</sup> Delays in the earthquake strengthening work programmes for Town Hall and St James (forecast underspend \$17.0m); and Frank Kitts Park playground delayed (\$2.1m underspend)

<sup>(5)</sup> Continuing delays in the cycleways programme (\$8.0m forecast underspend) and delays in the Ngaio Gorge work programme (\$3.3m underspend); and

<sup>(6)</sup> Delays in the workplace efficiency programme (\$2.5m forecast underspend).

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### Treasury policy compliance

At 31 December 2018 all of the core policy compliance was as follows with all policy requirements being achieved.

Interest rate risk control limits (interest rate exposure)	Policy limit (%)	Actual (%)	Compliance
Year 1	50-80	67	Yes
Year 2	45-80	53	Yes
Year 3	40-80	46	Yes
Year 4	35-75	42	Yes
Year 5	30-70	37	Yes
Year 6	20-65	31	Yes
Year 7	10-60	24	Yes
Year 8	0-55	23	Yes
Year 9	0-50	19	Yes
Year 10	0-45	16	Yes
Year 11	0-40	14	Yes
Year 12	0-35	12	Yes
Year 13	0-30	8	Yes
Year 14	0-30	3	Yes
Year 15	0-30	0	Yes
Year 16	0-30	0	Yes

Liquidity/funding risk (access to funds)	Policy limit (%)	Actual (%)	Compliance
Liquidity/funding risk (access to funds)	>115	128	Yes
Broken down: 0-3 year bucket	15-60	41	Yes
Broken down: 3-5 year bucket	15-60	25	Yes
Broken down: 5+ year bucket	15-60	35	Yes

**Notes:** Liquidity is defined as: Current borrowings *plus* committed loan facilities *divided by* current net external debt (for the purpose of measuring liquidity, short dated Commercial Paper is excluded)

### Borrowings

Total committed borrowing facilities as at the end of December are \$651.5m (*June 2018: \$612.5m*) providing headroom of \$142.5m (*\$139.0m*). Our liquidity ratio is at 128% compared to the policy minimum of 115%.

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## Appendix One: Detailed performance against target (all measures)

Appendix one contains detailed results for the quarter against target for measures with an **available result** in each activity area. Not shown are those measures that are:

- measured annually (the majority)
- have no available data for the quarter (data timing); or
- has yet to establish a baseline - as many measures are new for 2017-18, next quarter forecasts/ targets are supplied where there is sufficient performance information to reliably support valid forward view.

The quarter result for each measure shown in Appendix One includes an end of quarter status indicator that reflects the following definitions. For more information on measures that have a variance greater than 10% of target or budget see the relevant activity area in Section Two.

Status	Definition
● <b>Blue</b>	Target <b>exceeded</b> (i.e. the actual result is <b>greater than</b> 10% over target)
● <b>Green</b>	Target <b>met</b> (i.e. actual result <b>is between</b> target and 10% over of target)
● <b>Amber</b>	Target <b>mainly met</b> (i.e. the actual result <b>is between</b> target and 10% under target).
● <b>Red</b>	Target <b>not met</b> (i.e. the actual result is <b>greater than</b> 10% under target)
<b>N or Annual</b>	Not measured this quarter (data timing) or measured once annually
Trend	Target is a trend in a desired direction
Baseline	New measure with no current target. The first year's data will be used to set subsequent years targets
*	The measure is mandatory

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## 1. Mana Whakahaere | Governance

Performance measure	2018/19 target	Q1 Status	Q2 YTD Actual	Q2 YTD Variance	Q2 YTD Status
<b>1.1 Mana Whakahaere, Pārongo me ngā mahi whai wāhi   Governance, information and engagement</b>					
<b>Facilitating democratic decision-making</b>					
Meeting and committee agendas (%) made available to the public within statutory timeframes	100%	●	100%	0%	●
Meeting and committee agendas (%) made available to the public at least 4 days prior to meetings	70%	●	78%	11%	●
<b>Providing information and a point of contact</b>					
Contact Centre - Contacts responded to within target timeframes (calls)	80%	●	80%	0%	●
Contact Centre - Contacts responded to within target timeframes (emails)	80%	●	99.2%	24%	●
Official information requests (%) handled within Local Government Official Information and Meetings Act legislative timeframe	Baseline	●	97%	0%	●
<b>1.2 Rangapū Māori/Mana Whenua   Māori and mana whenua partnerships</b>					
<b>Relationship with mana whenua</b>					

## 2. Taiao | Environment

Performance measure	2018/19 target	Q1 Status	Q2 YTD Actual	Q2 YTD Variance	Q2 YTD Status
<b>2.1 Parks, beaches and open spaces</b>					
<b>Utilisation</b>					
Number of visitors to the Wellington Botanic Gardens and Otari-Wilton's Bush	1,280,000	●	764,888	11%	●
Number of formal education attendees at Council programmes (School & Community)	Baseline	●	873	0%	●

Performance measure	2018/19 target	Q1 Status	Q2 YTD Actual	Q2 YTD Variance	Q2 YTD Status
<b>Protecting and enhancing our biodiversity</b>					
<b>2.2 Waste reduction and energy conservation</b>					
<b>Waste minimisation activities</b>					
Volume of waste diverted from landfill	17,500	●	9,448	8%	●
<b>Energy conservation</b>					
Energy cost (\$)	Baseline	●	\$ 2,563,297	8%	●
Amount of energy used (kWh)	Baseline	●	23,372,266	0%	●
Estimated energy savings (kWh)	Baseline	●	1,680,321	0%	●
<b>2.3 Waimāori   Water supply</b>					
<b>Meeting customer expectations</b>					
Number of complaints about the drinking water's clarity, taste, odour, pressure or flow, continuity of supply, and supplier responsiveness, expressed per 1000 connections*	<20	●	5.47	45%	●
<b>Continuity of supply and resolution of faults</b>					
Median response time for attendance for urgent call outs*	60 min	●	48	20%	●
Median response time for resolution for urgent call outs*	4 hours	●	3.72	7%	●
Median response time for attendance for non-urgent call outs*	36 hours	●	65.68	-82%	●
Median response time for resolution for non-urgent call outs*	5 days	●	3.81	24%	●
Water supply interruptions (measured as customer hours)	Baseline	●	0.44	0%	●
<b>Efficiency and sustainability</b>					
Average drinking water consumption resident/day*	365ltr	●	348.6	5%	●

Performance measure	2018/19 target	Q1 Status	Q2 YTD Actual	Q2 YTD Variance	Q2 YTD Status
<b>2.4 Waipara   Wastewater</b>					
<b>Utilisation</b>					
Dry weather wastewater overflows, expressed per 1000 connections*	0	●	0.82	-100%	●
Compliance with the resource consents for discharge from the sewerage system, measured by the number of:	0	●	0	0	●
Abatement notices	0	●	0	0	●
Infringement notices	0	●	0	0	●
Enforcement orders	0	●	0	0	●
Convictions*	0	●	0	0	●
<b>Meeting customer expectations</b>					
Number of complaints about the wastewater odour, system faults, blockages, and supplier responsiveness, expressed per 1000 connections*	<30/1000	●	8.05	46%	●
<b>Continuity of service and resolution of faults</b>					
Number of wastewater reticulation incidents per km of reticulation pipeline (blockages)	≤0.8	●	0.26	35%	●
Median response time for wastewater overflows* (attendance time)	≤1 hour	●	0.7	30%	●
Median response time for wastewater overflows* (resolution time)	≤6 hours	●	3.02	50%	●
<b>2.5 Waiāwhā   Stormwater</b>					
<b>Continuity of service and resolution of faults</b>					
Number of flooding events*	Baseline	●	1	0%	●
Number of pipeline blockages per km of pipeline	≤0.5	●	0.008	97%	●
Number of habitable floors per 1000 connected homes per flooding event*	Baseline	●	0.013	0%	●
Median response time to attend a flooding event*	≤60 minutes	●	47	22%	●

Performance measure	2018/19 target	Q1 Status	Q2 YTD Actual	Q2 YTD Variance	Q2 YTD Status
Days (%) during the bathing season (1 November to 31 March) that the monitored beaches are suitable for recreational use	90%	●	99.8%	10%	●
Monitored sites (%) that have a rolling 12 month median value for E.coli (dry weather samples) that do not exceed 1000 cfu/100ml	90%	●	77%	-14%	●
Compliance with the resource consents for discharge from the stormwater system, measured by the number of:	0	●	0	0	●
Abatement notices	0	●	0	0	●
Infringement notices	0	●	0	0	●
Enforcement orders	0	●	0	0	●
Convictions*	0	●	0	0	●
<b>Meeting customer expectations</b>					
Number of complaints about stormwater system performance per 1000 connections*	<20/1000	●	3.96	60%	●
<b>2.6 Ngā painga kukume Papa Atawha   Conservation attractions</b>					
<b>Wellington Zoo</b>					
Total number of visitors	244,420	●	115,003	2%	●
Education visitors	10,500	●	7,844	1%	●
<b>Zealandia</b>					
Number of Visitors	99,300	●	59,008	27%	●
Number of Education visits	8,800	●	5,272	-1%	●
Number of Individual memberships	10,800	●	10,832	0%	●
* = Mandatory measures Trend = indicates that we will monitor over time but have yet to set a target Baseline = New measure with no current target. The first year's data will be used to set subsequent years targets					

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### 3. Whanaketanga ōhanga | Economic development

(Including Statement of Intent measures)

Performance measure	2018/19 target	Q1 Status	Q2 YTD Actual	Q2 YTD Variance	Q2 YTD Status
<b>3.1 City promotions and business support</b>					
<b>WREDA</b>					
Value of business events (\$m)	\$25m	●	11	0%	●
Total number of events held in Wellington	440	●	344	0%	●
Total event attendance	700,000	●	194,886	0%	●
Number of actively supported businesses through regional business partner programme	445	●	231	4%	●

### 4. Oranga ahurea | Cultural wellbeing

Performance measure	2018/19 target	Q1 Status	Q2 YTD Actual	Q2 YTD Variance	Q2 YTD Status
<b>4.1 Arts and cultural activities</b>					
<b>Funding Success</b>					
Grant outcomes (%) achieved (through funded outcomes – four out of five - being met) - Arts and Culture Fund	80%	●	96%	20%	●
<b>Wellington Museums Trust – utilisation</b>					
Total visitors:	753,500	●	344,945	11%	●
City Gallery Wellington	170,000	●	77,590	-9%	●
Wellington Museum	132,000	●	60,568	-2%	●
Cable Car Museum	237,000	●	129,902	35%	●
Nairn Street Cottage	2,000	●	813	2%	●
Capital E	157,500	●	49,814	17%	●
Space Place	55,000	●	26,258	9%	●

### 5. Kaupapa Pāpori me ngā Mahi a Rēhia | Social and recreation

Performance measure	2018/19 target	Q1 Status	Q2 YTD Actual	Q2 YTD Variance	Q2 YTD Status
<b>5.1 Recreation promotion and support</b>					
<b>Utilisation</b>					
Artificial sports-field (%) utilisation - peak winter	80%	●	82%	2%	●
Artificial sports-field (%) utilisation - off-peak winter	25%	●	18%	-28%	●
<b>Swimming pool visits (by facility)</b>	<b>1,318,000</b>	●	<b>616,050</b>	-3%	●
WRAC		●	279,688	-3%	●
Tawa		●	32,230	-4%	●
Freyberg		●	107,183	5%	●
Keith Spry		●	91,840	-14%	●
Karori		●	87,191	1%	●
Thorndon		●	15,597	13%	●
Khandallah		●	2,321	-13%	●
Marinas occupancy (%)	96%	●	98%	2%	●
<b>Recreation centres total visits (including ASB Sports Centre)</b>	<b>1,155,000</b>	●	<b>637,343</b>	10%	●
Karori Rec Centre		●	55,799	-1%	●
Kilbirnie Rec Centre		●	47,207	13%	●
Nairnville Rec Centre		●	74,011	-2%	●
Tawa Rec Centre		●	15,372	7%	●
ASB Sports Centre		●	444,954	14%	●
Number of uses of Leisure Card	142,000	●	76,400	7.6%	●
<b>Basin Reserve Trust</b>					
Basin Reserve - Total event days (excluding practice days)	96	●	46	5%	●
Attendance at all events	41,000	●	27,000	2%	●
Practice facility usage days	100	●	64	16%	●
Number of function days	25	●	19	138%	●

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Performance measure	2018/19 target	Q1 Status	Q2 YTD Actual	Q2 YTD Variance	Q2 YTD Status
Total revenue earned (\$000)	\$1,005	●	564	12%	●
Number of uses of Leisure Card	142,000	●	76,400	8%	●
<b>5.2 Community Support</b>					
<i>Libraries utilisation</i>					
Library items issued (physical)	Baseline	●	1,422,246	-5%	●
Library items issued (e-library)	320,000	●	218,382	36%	●
Estimates of attendees of library programmes	74,000	●	38,871	11%	●
Library physical visits	2,500,000	●	1,206,290	1%	●
Library website visits	3,200,000	●	2,522,292	102%	●
<i>Community centres utilisation</i>					
Occupancy (%) of Council community centres and halls	45%	●	44%	-3%	●
<i>Funding success</i>					
Grants outcomes (%) achieved (through funded outcomes – four out of five – being met) - Social and Recreation Fund	80%		91%	14%	●
<i>Housing quality and usage</i>					
Occupancy rate of available housing facilities	90%	●	96%	7%	●
All tenants (existing and new) housed within policy	98%	●	98%	0%	●
<b>5.3 Public health and safety</b>					
<i>Timeliness</i>					
Graffiti removal – response time frames (%) met	80%	●	94%	18%	●
Dog control - urgent requests (%) responded to within 1 hour	100%	●	95%	-5%	●
Dog control - non-urgent requests (%) responded to within 24 hours	99%	●	98.3%	-1%	●
Public toilets - urgent requests (%) responded to within 4 hours	100%	●	94%	-6%	●
Public toilets - non-urgent requests (%) responded to within 3 days	95%	●	96%	0.5%	●

Performance measure	2018/19 target	Q1 Status	Q2 YTD Actual	Q2 YTD Variance	Q2 YTD Status
<i>Hygiene standard</i>					
Toilets (%) that meet required cleanliness and maintenance performance standards	95%	●	96%	0.5%	●
<b>Trend</b> = indicates that we will monitor over time but have yet to set a target <b>Baseline</b> = New measure with no current target. The first year's data will be used to set subsequent years targets					

## 6. Tāone tupu ora | Urban development

Performance measure	2018/19 target	Q1 Status	Q2 YTD Actual	Q2 YTD Variance	Q2 YTD Status
<b>6.2 Building and development</b>					
<i>Timeliness</i>					
Building consents (%) issued within 20 working days	100%	●	80%	-20%	●
Code of compliance certificates (%) issued within 20 working days	100%	●	83%	-17%	●
Land Information Memorandums (LIMs) (%) issued within 10 working days	100%	●	82%	-18%	●
Resource consents (non-notified) (%) issued within statutory time frames	100%	●	97%	-3%	●
Resource consents (%) that are monitored within 3 months of project commencement	100%	●	98%	-2%	●
Subdivision certificates – Section 223 certificates (%) issued within statutory timeframes	100%	●	97%	-3%	●
Noise control (excessive noise) complaints (%) investigated within 1 hour	90%	●	94.5%	5%	●
<b>Trend</b> = indicates that we will monitor over time but have yet to set a target <b>Baseline</b> = New measure with no current target. The first year's data will be used to set subsequent years targets					

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## 7. Waka | Transport

Performance measure	2018/19 target	Q1 Status	Q2 YTD Actual	Q2 YTD Variance	Q2 YTD Status
<b>7.1 Transport network</b>					
<i>Network condition and maintenance</i>					
Requests for service (%) response rate - urgent within 2 hours*	98%	●	95%	-3%	●
Requests for service (%) response rate - non-urgent within 15 days*	98%	●	94%	-4%	●
<i>Wellington Cable Car Limited</i>					
Total passenger trips	1,135,246	●	558,331	8%	●
Total income (\$000)	\$6,282	●	\$3,164	8%	●
Fare revenue (\$000)	\$3,521	●	\$1,660	6%	●
Cable Car reliability (%)	99%	●	99%	0%	●

Performance measure	2018/19 target	Q1 Status	Q2 YTD Actual	Q2 YTD Variance	Q2 YTD Status
<b>7.2 Parking</b>					
<i>Availability</i>					
Parking areas with 85% or less car park occupancy during weekdays	65-85%	●	57%	-12%	●
Parking areas with 85% or less car park occupancy during weekends	65-85%	●	54%	-17%	●
<p><b>Trend</b> = indicates that we will monitor over time but have yet to set a target  <b>Baseline</b> = New measure with no current target. The first year's data will be used to set subsequent years targets</p>					

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## Appendix Two: Detailed financial performance information

### Detailed operating and capital expenditure for the quarter

#### (a) Operational expenditure

##### Governance

Group	Activity	Activity Description	Q2 YTD			Full Year Budget \$000's	Quarter Status	
			Actual \$000's	Budget \$000's	Variance \$000's		Q1	Q2
1.1	1000	Annual Planning	648	580	(68)	1,165	●	●
1.1	1001	Policy	634	659	25	1,325	●	●
1.1	1002	Committee & Council Process	3,420	3,640	220	7,275	●	●
1.1	1003	Strategic Planning	291	343	51	687	●	●
1.1	1004	Tawa Community Board- Discretionary	2	6	4	11	●	●
1.1	1005	Smart Capital - Marketing	(2)	0	2	0.2	●	●
1.1	1007	WCC City Service Centre	1,657	1,398	(259)	2,815	●	●
1.1	1008	Call Centre SLA	1	113	112	224	●	●
1.1	1009	Valuation Services Contract	188	262	74	527	●	●
1.1	1010	Lands Information	608	656	48	1,315	●	●
1.1	1011	Archives	1,038	957	(81)	1,917	●	●
1.2	1012	Funding agreements – Maori	147	150	3	200	●	●
1.2	1013	Maori Engagement	44	53	9	105	●	●
Activity area total			8,677	8,815	139	17,567	●	●

##### Environment

Group	Activity	Activity Description	Q2 YTD			Full Year Budget \$000's	Quarter Status	
			Actual \$000's	Budget \$000's	Variance \$000's		Q1	Q2
2.1	1014	Parks and Reserves Planning	439	405	(35)	815	●	●
2.1	1015	Reserves Unplanned Maintenance	136	95	(41)	191	●	●
2.1	1016	Turf Management	684	703	19	1,396	●	●
2.1	1017	Park Furniture and Infrastructure Maintenance	933	842	(91)	1,717	●	●
2.1	1018	Parks and Buildings Maintenance	598	477	(122)	963	●	●
2.1	1019	Horticultural Operations	1,144	1,006	(138)	2,026	●	●
2.1	1020	Arboriculture Operations	742	671	(71)	1,395	●	●
2.1	1021	Botanic Gardens Services	2,630	2,522	(108)	4,963	●	●
2.1	1022	Coastal Operations	561	572	11	1,147	●	●
2.1	1024	Road Corridor Growth Control	565	398	(168)	802	●	●
2.1	1025	Street Cleaning	4,020	3,864	(156)	7,769	●	●
2.1	1026	Hazardous Trees Removal	150	233	83	469	●	●
2.1	1027	Town Belts Planting	479	500	22	1,005	●	●
2.1	1028	Townbelt-Reserves Management	1,696	1,655	(42)	3,408	●	●

Group	Activity	Activity Description	Q2 YTD			Full Year Budget \$000's	Quarter Status	
			Actual \$000's	Budget \$000's	Variance \$000's		Q1	Q2
2.1	1030	Community greening initiatives	240	327	87	659	●	●
2.1	1031	Environmental Grants Pool	86	60	(25)	100	●	●
2.1	1032	Walkway Maintenance	436	372	(64)	751	●	●
2.1	1033	Weeds & Hazardous Trees Monitoring	497	440	(58)	863	●	●
2.1	1034	Animal Pest Management	425	698	273	1,518	●	●
2.1	1035	Waterfront Public Space Management	2,688	2,946	258	5,870	●	●
2.2	1036	Landfill Operations & Maintenance	(1,332)	(887)	446	(1,810)	●	●
2.2	1037	Suburban Refuse Collection	(84)	(183)	(99)	(354)	●	●
2.2	1038	Domestic Recycling	1,190	909	(282)	1,188	●	●
2.2	1039	Waste Minimisation Info	298	497	198	986	●	●
2.2	1040	Litter Enforcement	4	4	(0)	9	●	●
2.2	1041	Closed Landfill Gas Monitoring	235	236	1	471	●	●
2.2	1042	Smart Energy	193	92	(101)	214	●	●
2.3	1043	Water - Meter Reading	64	48	(15)	98	●	●
2.3	1044	Water - Network Maintenance	2,259	2,470	211	4,963	●	●
2.3	1045	Water - Water Connections	(18)	(18)	(0)	(37)	●	●
2.3	1046	Water - Pump Stations Maintenance-Ops	582	531	(52)	1,065	●	●
2.3	1047	Water - Asset Stewardship	9,805	10,413	608	20,702	●	●

Group	Activity	Activity Description	Q2 YTD			Full Year Budget \$000's	Quarter Status	
			Actual \$000's	Budget \$000's	Variance \$000's		Q1	Q2
2.3	1048	Water - Reservoir-Dam Maintenance	22	23	1	48	●	●
2.3	1049	Water - Monitoring & Investigation	429	366	(63)	735	●	●
2.3	1050	Water - Asset Management	142	145	3	297	●	●
2.3	1051	Water - Bulk Water Purchase	8,603	8,727	124	17,455	●	●
2.4	1052	Wastewater - Asset Stewardship	8,677	9,058	381	18,027	●	●
2.4	1053	Wastewater - Trade Waste Monitoring & Investigation	3	40	37	84	●	●
2.4	1055	Wastewater - Network Maintenance	1,338	1,481	142	2,980	●	●
2.4	1057	Wastewater - Asset Management	233	200	(32)	407	●	●
2.4	1058	Wastewater - Monitoring & Investigation	512	602	90	1,221	●	●
2.4	1059	Wastewater - Pump Station Maintenance-Ops	586	679	94	1,365	●	●
2.4	1060	Wastewater - Treatment Plants	10,237	9,918	(319)	19,871	●	●
2.4	1062	Sewerage Disposal	611	641	31	1,281	●	●
2.5	1063	Stormwater - Asset Stewardship	6,892	7,243	352	14,422	●	●
2.5	1064	Stormwater - Network Maintenance	1,267	1,218	(49)	2,451	●	●
2.5	1065	Stormwater - Monitoring & Investigation	248	355	107	717	●	●
2.5	1066	Stormwater - Asset	301	276	(24)	562	●	●

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SECTION 1: ACTIVITY AREA PERFORMANCE

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Group	Activity	Activity Description	Q2 YTD			Full Year Budget \$000's	Quarter Status	
			Actual \$000's	Budget \$000's	Variance \$000's		Q1	Q2
		Management						
2.5	1067	Drainage Maintenance	386	440	54	883	●	●
2.5	1068	Stormwater - Pump Station Maintenance-Ops	32	29	(3)	59	●	●
2.6	1069	Karori Sanctuary	752	749	(3)	1,497	●	●
2.6	1070	Wellington Zoo Trust	2,633	2,679	46	5,332	●	●
Activity area total			76,249	77,767	1,518	155,019	●	●

**Economic Development**

Group	Activity	Activity Description	Q2 YTD			Full Year Budget \$000's	Quarter Status	
			Actual \$000's	Budget \$000's	Variance \$000's		Q1	Q2
3.1	1073	Positively Wellington Tourism	2,813	2,815	2	5,630	●	●
3.1	1074	Events Fund	2,802	2,802	0	4,773	●	●
3.1	1075	Wellington Venues	1,803	2,129	326	4,115	●	●
3.1	1076	Destination Wellington	798	888	89	1,775	●	●
3.1	1077	City Innovation	211	519	309	1,048	●	●
3.1	1078	Wellington Convention Centre	0	212	212	424	●	●
3.1	1080	Economic Development Grant Pool	(2)	0	2	0	●	●
3.1	1081	Economic Growth Strategy	358	159	(199)	340	●	●
3.1	1082	City Growth Fund	1,100	901	(199)	1,750	●	●

Group	Activity	Activity Description	Q2 YTD			Full Year Budget \$000's	Quarter Status	
			Actual \$000's	Budget \$000's	Variance \$000's		Q1	Q2
3.1	1084	Indoor Arena	8	0	(8)	0	●	●
3.1	1085	Film Museum	0	377	377	754	●	●
3.1	1087	International Relations	416	414	(2)	830	●	●
3.1	1088	Marsden Village	7	7	0	14	●	●
3.1	1089	Business Improvement Districts	138	138	0	275	●	●
Activity area total			10,452	11,362	909	21,729	●	●

**Cultural Wellbeing**

Group	Activity	Activity Description	Q2 YTD			Full Year Budget \$000's	Quarter Status	
			Actual \$000's	Budget \$000's	Variance \$000's		Q1	Q2
4.1	1090	Wellington Museums Trust	4,609	4,605	(4)	9,207	●	●
4.1	1091	Museum of Conflict	500	0	(500)	500	●	●
4.1	1092	Te Papa Funding	1,125	1,125	0	2,250	●	●
4.1	1093	Carter Observatory	360	364	4	725	●	●
4.1	1095	City Events Programme	1,321	1,892	571	2,727	●	●
4.1	1097	Citizen's Day - Mayoral Day	23	0	(22)	23	●	●
4.1	1098	Cultural Grants Pool	1,431	1,123	(308)	1,470	●	●
4.1	1099	Wgtn Convention Centre Community Subsidy	178	130	(48)	200	●	●
4.1	1100	City Arts Programme	173	191	18	387	●	●

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SECTION 1: ACTIVITY AREA PERFORMANCE

SECTION 2: FINANCIAL PERFORMANCE

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Group	Activity	Activity Description	Q2 YTD			Full Year Budget	Quarter Status	
			Actual	Budget	Variance		Q1	Q2
			\$000's	\$000's	\$000's	\$000's		
4.1	1101	NZSO Subsidy	160	104	(56)	216	●	●
4.1	1102	Toi Pōneke Arts Centre	624	498	(126)	1,000	●	●
4.1	1103	Public Art Fund	220	248	28	498	●	●
4.1	1104	New Zealand Ballet	149	173	24	246	●	●
4.1	1105	Orchestra Wellington	80	85	5	85	●	●
4.1	1106	Regional Amenities Fund	643	317	(327)	633	●	●
4.1	1207	Capital of Culture	1,257	1,035	(222)	1,574	●	●
Activity area total			12,853	11,889	(963)	21,742	●	●

Social and Recreation

Group	Activity	Activity Description	Q2 YTD			Full Year Budget	Quarter Status	
			Actual	Budget	Variance		Q1	Q2
			\$000's	\$000's	\$000's	\$000's		
5.1	1107	Swimming Pools Operations	8,554	8,318	(236)	16,386	●	●
5.1	1108	Sportsfields Operations	2,018	1,818	(200)	3,322	●	●
5.1	1109	Synthetic Turf Sport Operations	562	604	41	1,115	●	●
5.1	1110	Recreation Centres	1,172	1,052	(120)	2,171	●	●
5.1	1111	ASB Sports Centre	2,416	2,335	(81)	4,726	●	●
5.1	1112	Basin Reserve Trust	630	644	13	1,283	●	●
5.1	1113	Recreational NZ Academy Sport	0	0	0	47	●	●
5.1	1114	Play round & Skate facility	530	465	(65)	925	●	●

Group	Activity	Activity Description	Q2 YTD			Full Year Budget	Quarter Status	
			Actual	Budget	Variance		Q1	Q2
			\$000's	\$000's	\$000's	\$000's		
		Maintenance						
5.1	1115	Marina Operations	14	8	(6)	46	●	●
5.1	1116	Municipal Golf Course	110	94	(16)	189	●	●
5.1	1117	Recreation Programmes	248	271	22	545	●	●
5.2	1118	Library Network - Wide Operation	7,228	7,228	(0)	14,463	●	●
5.2	1119	Branch Libraries	3,173	3,594	421	7,200	●	●
5.2	1120	Passport to Leisure Programme	63	58	(6)	117	●	●
5.2	1121	Community Advice & Information	1,114	964	(150)	1,877	●	●
5.2	1122	Community Grants	94	122	27	244	●	●
5.2	1123	Support for Wgtn Homeless	0	203	203	205	●	●
5.2	1124	Social & Recreational Grant Pool	2,992	2,569	(423)	3,791	●	●
5.2	1125	Housing Operations and Maintenance	1,635	2,634	999	5,218	●	●
5.2	1126	Housing Upgrade Project	224	592	368	1,185	●	●
5.2	1127	Community properties programmed maintenance	312	306	(6)	612	●	●
5.2	1128	Community Halls Ops and Maintenance	241	238	(3)	479	●	●
5.2	1129	Community	891	898	7	1,809	●	●

Group	Activity	Activity Description	Q2 YTD			Full Year Budget	Quarter Status	
			Actual	Budget	Variance		Q1	Q2
			\$000's	\$000's	\$000's	\$000's		
		Properties & Facility Operations						
5.2	1130	Accommodation Assistance Fund	160	116	(44)	232	●	●
5.3	1131	Burial & Cremation Operations	476	512	36	1,031	●	●
5.3	1132	Contracts - Public Conveniences	1,844	1,774	(71)	3,561	●	●
5.3	1133	Public Health	1,358	1,175	(183)	2,210	●	●
5.2	1127	Community Properties Programmed Maintenance	312	306	(6)	612	●	●
5.2	1128	Community Halls Ops and Maintenance	241	238	(3)	479	●	●
5.3	1134	Noise Monitoring	324	402	78	807	●	●
5.3	1135	Anti-Graffiti Flying Squad	356	424	68	851	●	●
5.3	1136	Safe City Project Operations	1,204	1,018	(187)	2,043	●	●
5.3	1137	Civil Defence	436	850	414	1,716	●	●
5.3	1138	Rural Fire	16	17	2	35	●	●
5.3	1997	Business Recovery	9	0	(8)	1	●	●
<b>Activity area total</b>			<b>40,407</b>	<b>41,301</b>	<b>894</b>	<b>80,444</b>	●	●

Urban Development

Group	Activity	Activity Description	Q2 YTD			Full Year Budget	Quarter Status	
			Actual	Budget	Variance		Q1	Q2
			\$000's	\$000's	\$000's	\$000's		

Group	Activity	Activity Description	Q2 YTD			Full Year Budget	Quarter Status	
			Actual	Budget	Variance		Q1	Q2
			\$000's	\$000's	\$000's	\$000's		
6.1	1139	District Plan	2,278	2,002	(276)	4,012	●	●
6.1	1141	Build Wellington Developments	1,206	1,151	(55)	2,321	●	●
6.1	1142	Public Art and Sculpture Maintenance	205	185	(20)	380	●	●
6.1	1143	Public Space-Centre Development Plan	1,020	1,197	177	2,403	●	●
6.1	1145	City Heritage Development	432	392	(40)	888	●	●
6.1	1206	Housing Investment Programme	576	526	(50)	1,051	●	●
6.2	1146	Building Control-Facilitation	1,792	1,813	21	3,226	●	●
6.2	1147	Weatheright Homes	0	19	18	37	●	●
6.2	1148	Development Control Facilitation	1,914	1,678	(236)	3,256	●	●
6.2	1149	Earthquake Assessment Study	52	50	(3)	101	●	●
6.2	1150	Building Consents EQPB Subsidy Fund	36	0	(36)	0	●	●
6.2	1151	Earthquake Risk Building Project	477	423	(55)	835	●	●
<b>Activity area total</b>			<b>9,990</b>	<b>9,435</b>	<b>(554)</b>	<b>18,510</b>	●	●

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Transport

Group	Activity	Activity Description	Q2 YTD			Full Year	Quarter Status	
			Actual	Budget	Variance	Budget	Q1	Q2
			\$000's	\$000's	\$000's	\$000's		
7.1	1152	Ngauranga to Airport Corridor	864	931	67	1,877	●	●
7.1	1153	Transport Planning and Policy	261	712	450	1,457	●	●
7.1	1154	Road Maintenance and Storm Clean Up	613	553	(60)	1,185	●	●
7.1	1155	Tawa Shared Driveways Maintenance	12	22	10	43	●	●
7.1	1156	Wall, Bridge and Tunnel Maintenance	(31)	79	110	159	●	●
7.1	1157	Drains & Walls Asset Stewardship	2,938	3,111	173	6,186	●	●
7.1	1158	Kerb & Channel Maintenance	222	190	(32)	475	●	●
7.1	1159	Vehicle Network Asset Stewardship	10,473	11,071	598	22,023	●	●
7.1	1160	Port and Ferry Access	0	28	28	69	●	●
7.1	1161	Cycleways Maintenance	25	57	32	83	●	●
7.1	1162	Cycleway Asset Stewardship	(1)	186	188	373	●	●
7.1	1163	Cycleways Planning	442	106	(336)	247	●	●
7.1	1164	Passenger Transport Facilities	226	209	(17)	379	●	●
7.1	1165	Bus Shelter Contract Income	(373)	(195)	178	(779)	●	●

Group	Activity	Activity Description	Q2 YTD			Full Year	Quarter Status	
			Actual	Budget	Variance	Budget	Q1	Q2
			\$000's	\$000's	\$000's	\$000's		
7.1	1166	Passenger Transport Asset Stewardship	351	433	82	863	●	●
7.1	1167	Bus Priority Plan	0	24	24	61	●	●
7.1	1168	Cable Car	24	6	(17)	12	●	●
7.1	1170	Street Furniture Maintenance	189	127	(62)	382	●	●
7.1	1171	Footpaths Asset Stewardship	2,905	3,030	125	6,020	●	●
7.1	1172	Pedestrian Network Maintenance	263	416	153	878	●	●
7.1	1173	Pedestrian Network Structures Maintenance	31	87	56	174	●	●
7.1	1174	Traffic Signals Maintenance	1,150	443	(707)	899	●	●
7.1	1175	Traffic Control Asset Stewardship	1,479	1,482	4	2,847	●	●
7.1	1176	Road Marking Maintenance	427	157	(270)	783	●	●
7.1	1177	Traffic Signs Maintenance	110	61	(49)	272	●	●
7.1	1178	Network Activity Management	529	347	(182)	720	●	●
7.1	1179	Street Lighting Maintenance	687	852	165	1,708	●	●
7.1	1180	Transport Education & Promotion	77	124	47	304	●	●
7.1	1181	Fences & Guardrails Maintenance	96	72	(24)	279	●	●
7.1	1182	Safety Asset	1,734	3,168	1,434	5,711	●	●

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Group	Activity	Activity Description	Q2 YTD			Full Year	Quarter Status	
			Actual	Budget	Variance	Budget	Q1	Q2
			\$000's	\$000's	\$000's	\$000's		
		Stewardship						
7.2	1184	Parking Services & Enforcement	(6,322)	(7,515)	(1,193)	(14,971)	●	●
7.2	1185	Waterfront Parking Services	(337)	(247)	90	(494)	●	●
<b>Activity area total</b>			<b>19,060</b>	<b>20,126</b>	<b>1,065</b>	<b>40,225</b>	●	●

Council

Group	Activity	Activity Description	YTD			Full Year	Status	
			Actual	Budget	Variance	Budget	Q1	Q2
			\$000's	\$000's	\$000's	\$000's		
10.1	1186	Waterfront Commercial Property Services	420	689	268	1,375	●	●
10.1	1187	Commercial Property Man & Servicing	1,187	1,172	(16)	2,429	●	●
10.1	1190	Information Services SLA	0	199	199	(0)	●	●
10.1	1191	NZTA Income on Capex Work	(17,535)	(16,599)	937	(33,198)	●	●
10.1	1192	Quarry operations	673	56	(617)	113	●	●
10.1	1193	Self-Insurance	406	(998)	(1,404)	(1,990)	●	●

Group	Activity	Activity Description	YTD			Full Year	Status	
			Actual	Budget	Variance	Budget	Q1	Q2
			\$000's	\$000's	\$000's	\$000's		
		Reserve						
10.1	1196	External Capital Funding	(94)	0	94	0	●	●
10.1	1197	Plimmer Bequest Project Expend	0	(21)	(21)	(50)	●	●
10.1	1198	Waterfront Utilities Management	77	76	(1)	152	●	●
10.1	1200	ORG	0	244	244	0	●	●
10.1	1201	ORGNA	(158,827)	(157,870)	957	(328,519)	●	●
10.1	1203	PPORG Ground Lease	(4,763)	(4,681)	82	(9,173)	●	●
10.1	1204	Sustainable Parking Infrastructure	75	77	2	153	●	●
10.1	1205	Shared Services Procurement	(86)	(98)	(12)	(22)	●	●
10.1	1999	Earthquake	373	0	(373)	0	●	●
<b>Activity area total</b>			<b>(178,094)</b>	<b>(177,755)</b>	<b>338</b>	<b>(368,729)</b>	●	●
<b>Total</b>			<b>(406)</b>	<b>2,940</b>	<b>3,346</b>	<b>(13,495)</b>		

PERFORMANCE SUMMARY

SECTION 1: ACTIVITY AREA PERFORMANCE

SECTION 2: FINANCIAL PERFORMANCE

APPENDICES

(b) Capital Expenditure

Governance

Group	Activity	Activity Description	YTD			Full Year	YTD Status	
			Actual	Budget	Variance	Budget	Q1	Q2
			\$000's	\$000's	\$000's	\$000's		
1.1	2000	Committee & Council Processes	0	11	11	22	●	●
Activity area total			0	11	11	22	●	●

Environment

Group	Activity	Activity Description	YTD			Full Year	YTD Status	
			Actual	Budget	Variance	Budget	Q1	Q2
			\$000's	\$000's	\$000's	\$000's		
2.1	2001	Property Purchases - Reserves	1,475	0	(1,475)	0	●	●
2.1	2003	Parks Infrastructure	302	306	5	835	●	●
2.1	2004	Parks Buildings	219	195	(24)	395	●	●
2.1	2005	Plimmer Bequest Project	0	0	0	90	●	●
2.1	2006	Botanic Garden	235	332	97	918	●	●
2.1	2007	Coastal - upgrades	872	825	(47)	1,642	●	●
2.1	2008	Coastal	425	735	310	1,590	●	●
2.1	2009	Town Belt & Reserves	152	109	(44)	742	●	●
2.1	2010	Walkways renewals	363	135	(227)	664	●	●
2.2	2011	Southern Landfill	1,673	3,474	1,801	5,862	●	●

Group	Activity	Activity Description	YTD			Full Year	YTD Status	
			Actual	Budget	Variance	Budget	Q1	Q2
			\$000's	\$000's	\$000's	\$000's		
		Improvement						
2.2	2012	Energy Management Plan	0	0	0	23	●	●
2.3	2013	Water - Network renewals	1,396	1,698	301	6,592	●	●
2.3	2014	Water - Pump Station renewals	246	36	(210)	141	●	●
2.3	2015	Water - Water Meter upgrades	2	6	4	25	●	●
2.3	2016	Water - Network upgrades	927	1,536	609	5,964	●	●
2.3	2018	Water - Network renewals	420	352	(68)	1,366	●	●
2.3	2019	Water - Reservoir renewals	878	82	(796)	319	●	●
2.3	2020	Water - Reservoir upgrades	1,203	743	(460)	2,836	●	●
2.4	2023	Wastewater - Network renewals	2,617	1,820	(797)	3,954	●	●
2.4	2024	Wastewater - Network upgrades	2,230	1,456	(774)	3,165	●	●
2.4	2026	Wastewater - Pump Station	44	634	590	1,378	●	●

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Group	Activity	Activity Description	YTD			Full Year Budget	YTD Status	
			Actual	Budget	Variance		Q1	Q2
			\$000's	\$000's	\$000's	\$000's		
		renewals						
2.5	2028	Stormwater - Network upgrades	2,386	2,720	333	7,217	●	●
2.5	2029	Stormwater - Network renewals	3,444	1,208	(2,236)	3,195	●	●
2.6	2033	Zoo renewals	843	400	(443)	971	●	●
Activity area total			22,353	18,803	(3,550)	49,885	●	●

Economic Development

Group	Activity	Activity Description	YTD			Full Year Budget	YTD Status	
			Actual	Budget	Variance		Q1	Q2
			\$000's	\$000's	\$000's	\$000's		
3.1	2035	Wellington Venues renewals	345	1,604	1,259	3,650	●	●
Activity area total			345	1,604	1,259	3,650	●	●

Cultural Wellbeing

Group	Activity	Activity Description	YTD			Full Year Budget	YTD Status	
			Actual	Budget	Variance		Q1	Q2
			\$000's	\$000's	\$000's	\$000's		
4.1	2040	Cable Car Precinct	0	0	0	43	●	●
4.1	2041	Te ara o nga tupuna - Maori heritage trails	15	74	59	147	●	●
4.1	2042	Arts Installation	(3)	29	32	59	●	●

Group	Activity	Activity Description	YTD			Full Year Budget	YTD Status	
			Actual	Budget	Variance		Q1	Q2
			\$000's	\$000's	\$000's	\$000's		
4.1	2129	Wellington Convention Centre and Movie Museum	1,056	0	(1,056)	1,553	●	●
Activity area total			1,068	103	(965)	1,802	●	●

Social and Recreation

Group	Activity	Activity Description	YTD			Full Year Budget	YTD Status	
			Actual	Budget	Variance		Q1	Q2
			\$000's	\$000's	\$000's	\$000's		
5.1	2043	Aquatic Facility upgrades	2	300	298	300	●	●
5.1	2044	Aquatic Facility renewals	807	1,764	957	1,861	●	●
5.1	2045	Sportsfields upgrades	213	327	114	431	●	●
5.1	2046	Synthetic Turf Sportsfields renewals	0	46	46	61	●	●
5.1	2047	Synthetic Turf Sportsfields upgrades	8	3	(5)	5	●	●
5.1	2048	Recreation Centre Renewal	33	28	(5)	425	●	●
5.1	2049	ASB Sports Centre	5	18	13	37	●	●
5.1	2050	Basin Reserve	3,135	2,701	(434)	3,443	●	●
5.1	2051	Playgrounds renewals &	414	253	(161)	1,617	●	●

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SECTION 2: FINANCIAL PERFORMANCE

APPENDICES

Group	Activity	Activity Description	YTD			Full Year Budget	YTD Status	
			Actual	Budget	Variance		Q1	Q2
			\$000's	\$000's	\$000's	\$000's		
		upgrades						
5.1	2052	Evans Bay Marina - Renewals	211	145	(66)	173	•	•
5.1	2053	Clyde Quay Marina - Upgrade	33	54	20	140	•	•
5.2	2054	Upgrade Library Materials	824	1,002	178	2,139	•	•
5.2	2055	Upgrade Computer Replacement	22	39	17	81	•	•
5.2	2056	Central Library upgrades	0	154	154	308	•	•
5.2	2057	Branch Library upgrades	5,003	5,697	694	14,006	•	•
5.2	2058	Branch Libraries renewals	43	106	63	166	•	•
5.2	2059	Housing upgrades	2,257	1,876	(381)	3,864	•	•
5.2	2060	Housing renewals	1,296	2,377	1,081	4,840	•	•
5.2	2061	Community Halls - upgrades & renewals	(6)	1,749	1,755	4,949	•	•
5.3	2062	Burial & Cremations	38	97	59	389	•	•
5.3	2063	Public Convenience and pavilions	701	846	144	1,646	•	•
5.3	2064	Safety Initiatives	0	72	72	134	•	•

Group	Activity	Activity Description	YTD			Full Year Budget	YTD Status	
			Actual	Budget	Variance		Q1	Q2
			\$000's	\$000's	\$000's	\$000's		
5.3	2065	Emergency Management renewals	0	49	49	134	•	•
Activity area total			15,038	19,700	4,662	41,149	•	•

Urban Development

Group	Activity	Activity Description	YTD			Full Year Budget	YTD Status	
			Actual	Budget	Variance		Q1	Q2
			\$000's	\$000's	\$000's	\$000's		
6.1	2067	Wgtn Waterfront Development	1,704	2,226	521	4,968	•	•
6.1	2068	Waterfront Renewals	566	816	250	1,806	•	•
6.1	2070	Central City Framework	645	2,053	1,408	4,177	•	•
6.1	2073	Suburban Centres upgrades	1,173	933	(240)	1,867	•	•
6.1	2074	Minor CBD Enhancements	21	98	77	196	•	•
6.1	2136	Housing Investment Programme	0	1,000	1,000	2,000	•	•
6.2	2076	Earthquake Risk Mitigation	3,521	11,809	8,288	33,470	•	•
Activity area total			7,631	18,935	11,305	48,483	•	•

Transport

Group	Activity	Activity Description	YTD			Full Year Budget	YTD Status	
			Actual	Budget	Variance		Q1	Q2

PERFORMANCE SUMMARY	SECTION 1: ACTIVITY AREA PERFORMANCE	SECTION 2: FINANCIAL PERFORMANCE	APPENDICES
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			\$000's	\$000's	\$000's	\$000's		
7.1	2075	Urban Regeneration Projects	0	125	125	250	•	•
7.1	2077	Wall, Bridge & Tunnel Renewals	1,154	2,843	1,689	5,689	•	•
7.1	2078	Road Surface Renewals	611	963	352	1,925	•	•
7.1	2079	Reseals	1,301	1,406	105	2,811	•	•
7.1	2080	Preseal Preparations	2,445	1,758	(687)	3,515	•	•
7.1	2081	Shape & Camber Correction	2,094	2,220	127	4,441	•	•
7.1	2082	Sumps Flood Mitigation	62	80	18	160	•	•
7.1	2083	Road Corridor New Walls	1,525	1,114	(411)	2,267	•	•
7.1	2084	Service Lane Improvements	3	50	47	100	•	•
7.1	2085	Tunnel & Bridge Improvements	238	1,098	860	2,464	•	•
7.1	2086	Kerb & Channel Renewals	998	1,098	100	2,196	•	•
7.1	2087	Vehicle Network New Roads	0	30	30	59	•	•
7.1	2088	Road Risk Mitigation	453	2,605	2,152	5,209	•	•
7.1	2089	Road Capacity Projects	0	425	425	850	•	•
7.1	2090	Area Wide Road Maintenance	144	448	304	896	•	•
7.1	2094	Cycling Improvements	4,854	12,126	7,271	24,381	•	•

Group	Activity	Activity Description	YTD			Full Year Budget	YTD Status	
			Actual	Budget	Variance		Q1	Q2
			\$000's	\$000's	\$000's	\$000's		
7.1	2095	Bus Priority Planning	353	1,730	1,378	2,480	•	•
7.1	2096	Pedestrian Network Structures	131	149	18	304	•	•
7.1	2097	Pedestrian Network Renewals	1,442	1,828	386	3,695	•	•
7.1	2098	Walking Improvements	186	257	71	468	•	•
7.1	2099	Street Furniture	64	86	22	172	•	•
7.1	2100	Pedestrian Network Access ways	52	125	73	252	•	•
7.1	2101	Traffic & Street Signs	782	626	(156)	1,432	•	•
7.1	2102	Traffic Signals	394	380	(13)	761	•	•
7.1	2103	Street Lights	4,901	3,057	(1,844)	3,693	•	•
7.1	2104	Rural Road Improvements	38	91	53	182	•	•
7.1	2105	Minor Works Projects	640	713	73	1,394	•	•
7.1	2106	Fences & Guardrails	247	319	72	638	•	•
7.1	2107	Safer Roads Projects	224	848	624	1,546	•	•
7.1	2134	Lambton Quay Bus Interchange	0	100	100	200	•	•
7.2	2108	Parking Asset renewals	751	426	(325)	853	•	•
7.2	2109	Roadside Parking Improvements	4	91	87	171	•	•

Group	Activity	Activity Description	YTD			Full Year	YTD Status	
			Actual	Budget	Variance	Budget	Q1	Q2
			\$000's	\$000's	\$000's	\$000's		
<b>Activity area total</b>			<b>26,089</b>	<b>39,213</b>	<b>13,124</b>	<b>75,454</b>	●	●

Council

Group	Activity	Activity Description	YTD			Full Year	YTD Status	
			Actual	Budget	Variance	Budget	Q1	Q2
			\$000's	\$000's	\$000's	\$000's		
10.1	2111	Capital Replacement Fund	2,477	1,521	(957)	4,063	●	●
10.1	2112	Information Management	739	329	(410)	659	●	●
10.1	2114	ICT Infrastructure	2,596	930	(1,666)	2,161	●	●
10.1	2116	Strategic Initiatives	(17)	123	140	246	●	●
10.1	2117	Unscheduled infrastructure renewals	0	0	0	2,000	●	●
10.1	2118	Health & Safety - Legislation Compliance	5	175	170	524	●	●
10.1	2119	Civic Property renewals	317	466	149	3,112	●	●
10.1	2120	Commercial Properties renewals	1,596	2,082	486	4,165	●	●
10.1	2121	Community &	108	332	224	663	●	●

Group	Activity	Activity Description	YTD			Full Year	YTD Status	
			Actual	Budget	Variance	Budget	Q1	Q2
			\$000's	\$000's	\$000's	\$000's		
		Childcare Facility renewals						
10.1	2125	IT Response to Legislative Changes	(5)	159	164	319	●	●
10.1	2126	Business Unit Support	290	300	10	601	●	●
10.1	2127	Workplace	4,981	4,026	(955)	8,053	●	●
10.1	2128	Civic Campus Resilience and Improvements	170	159	(11)	318	●	●
10.1	2131	Smart Council	180	1,530	1,350	3,060	●	●
10.1	2132	Digital - Internet Intranet	79	148	69	350	●	●
10.1	2133	Quarry Renewals and Upgrades	93	40	(53)	80	●	●
10.1	2138	Permanent Forest Sink Fund Initiative - Credits	26	0	(26)	787	●	●
<b>Activity area total</b>			<b>13,752</b>	<b>12,321</b>	<b>(1,431)</b>	<b>31,160</b>	●	●
<b>Total</b>			<b>86,275</b>	<b>110,691</b>	<b>24,416</b>	<b>251,604</b>	●	●



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## 4. Operational

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# NEW LEASE FOR WORKINGMEN'S BOWLING CLUB UNDER THE TOWN BELT ACT 2016

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### Purpose

1. This report asks the City Strategy Committee approval for Officers to publicly consult on granting a new ground lease for the Workingmen's Bowling Club.

### Summary

2. The *Leases Policy for Community and Recreation Groups* (available at <https://wellington.govt.nz/your-council/plans-policies-and-bylaws/policies/leases-policy-for-community-and-recreational-groups>) sets out the Council's role in granting leases on Council-owned land and/or buildings.
3. Section 17 of the *Wellington Town Belt Act (WTBA) 2016* (available at <http://www.legislation.govt.nz/act/local/2016/0001/25.0/whole.html>) permits the Council to grant leases in respect of the Wellington Town Belt.
4. The Workingmen's Bowling Club (**WBC/the Club**) lease expired on 29 June 2017. The previous lease was for a term of five years commencing on 1 July 2007 with one renewal term of five years.
5. The Club submitted an application for a new lease in June 2017. This application was assessed by officers and was deemed to be inconsistent with a number of criteria in the *Leases Policy for Community and Recreation Groups (Leases Policy)*. Accordingly, officers informed the Club that a new lease would not be recommended to Committee.
6. In October 2017, it was agreed that Council Officers would work with the Club and support them to develop an Action Plan detailing their strategic direction and how they would address the areas of concern in the original application to ensure the proposal was consistent with Council's Leases Policy.
7. The Club's Action Plan was received in April 2018 and forms part of the Club's application for a new lease. The Club has instituted several changes over the last year, including encouraging casual use through events such as 'Barefoot Bowls'. This has resulted in better utilisation of the greens and an increase in casual membership numbers.
8. Based on officers' assessment of the Club's application, it is recommended the Committee approve a 3 year lease with one 2-year right of renewal subject to the Club achieving the conditions detailed in **Appendix One** of this report.
9. The short tenure is recommended so the Club can continue to address the key areas identified in this report and ensure their activities are consistent with Council's Leases Policy.

10. This report seeks Committee approval to carry out public consultation on granting the proposed lease.

### Recommendation/s

That the City Strategy Committee:

1. Receives the information.
2. Approves Officers to publicly consult on granting a new ground lease for a 3-year term, with one 2-year right of renewal under the Wellington Town Belt Act 2016 to the Workingmen's Bowling Club for an area of 4,200m<sup>2</sup> contained within Pt Lot 1 DP 8914 CFR WN46D/912.
3. Notes that there will be the following Special Provisions in the lease:
  - a. the lessee is required to meet the conditions outlined in Appendix One of this report.
  - b. the lessee is required to submit a report at the end of each bowling season (30 April) detailing progress against the conditions outlined in Appendix One of this report.
4. Notes that approval to grant the lease on Wellington Town Belt is conditional on:
  - a. appropriate iwi consultation
  - b. public consultation as required under section 16 of the Wellington Town Belt Act 2016
  - c. taking into account any objections resulting from the above consultation
  - d. legal and advertising costs being met by the lessee (where applicable).

### Background

11. The Workingmen's Bowling Club (**WBC/the Club**) has owned and occupied the buildings, which are situated on Wellington Town Belt land located at 177-183 Owen Street Newtown, since 1947.
12. The land is part of the Wellington Town Belt, held under the WTBA, and is legally described as Pt Lot 1 DP 8914 CFR WN46D/912.
13. The leased area measures approximately 4200m<sup>2</sup>, including two bowling greens, clubrooms, an ancillary building and a driveway (**Attachment 1** refers).
14. The previous lease expired on 29 June 2017 and was for a term of five years with one renewal of five years. It was noted in the Committee report at that time that the shorter term was recommended to reflect declining bowls membership.
15. In June 2017, WBC submitted an application for a new lease. Council officers assessed the application using the criteria in section 7 of the *Leases Policy for Recreation and Community Groups* and the provisions of the WTBA and the Wellington Town Belt Management Plan 2017 (**Management Plan**).
16. The application was deemed inconsistent with a number of criteria and on this basis officers advised the Club that a new lease would not be recommended to Committee. The areas of concern included a reduction in the number of playing members to

unsustainable levels, high bar income, noise complaints, and a history of hosting functions without the required special liquor licence.

17. In October 2017, it was agreed that officers would work with the Club and support them to submit an Action Plan (**Attachments 2, 3 and 4 refer**) by April 2018. The purpose of the Action Plan (**the Plan**) was to detail how the Club is working towards a sustainable membership model; how it is using the land and buildings optimally and in line with the Leases Policy; and how the land and buildings are being used to the fullest extent possible for the purposes of public recreation.
18. Officers met with the Club regularly over the six-month period from October 2017 until the Plan was submitted by the Club at the end of April 2018. Officers continued to work with the Club to further develop the plan during 2018.
19. In January 2019 Officers met with representatives from the Club's Committee to discuss the proposed lease including the conditions outlined in Appendix One. These were then discussed with the wider committee and Club members. On the 31st January the Club confirmed that they agree to the conditions.
20. Based on Officers' assessment of the Club's application, Action Plan and additional information provided during 2018, it is recommended the City Strategy Committee approve a 3-year lease with one 2-year right of renewal.
21. The Club will be required to submit a report at the end of each bowling season (30 April) detailing progress against the conditions outlined in Appendix One of this report.
22. The Council has regularly engaged with Bowls Wellington in relation to bowls activities within Council's reserves and Town Belt portfolio and this report is informed by two strategic reviews conducted by Bowls Wellington and Bowls New Zealand in 2008 and 2013 respectively.
23. Officers have sought feedback from Bowls Wellington and Bowls New Zealand on the proposed conditions outlined in Appendix One. Bowls New Zealand has offered to make their Central Region Community Development Officer available to support the Club to meet with these conditions.
24. The Club's current annual lease fee is \$2,089.89. Under the *Leases Policy for Recreation and Community Groups* (adopted in 2012) the Club's annual lease fee increased to \$2,398.90. The Club was advised of this in 2013 and this amended rental fee will be applied to the new lease should it be approved.

a.

## **Discussion**

### **b. Assessment Framework**

25. Council assesses all applications for a new lease on Town Belt under the requirements of the:
  - a. Leases Policy for Community and Recreation Groups 2012
  - b. Wellington Town Belt Management Plan 2017
  - c. Wellington Town Belt Act (WTBA) 2016
26. The WTBA permits the Council to grant leases in respect of the Wellington Town Belt, but sets out requirements and limits. There is a particular emphasis on limiting built infrastructure within the Town Belt to only that which is necessary, and appropriately

used. This enables appropriate protection of the open space and natural values of the Town Belt as intended in the original Deed, and articulated in the WTBA and Management Plan.

5. The Leases Policy sets out the criteria for granting leases of land to community and recreation groups.
27. Under the Leases Policy, when granting new leases to existing lessees, the following assessment criteria are applied:
  - a. strategic fit;
  - b. group's organisation structure;
  - c. membership sustainability;
  - d. financial and maintenance obligations;
  - e. optimal use of resources;
  - f. environmental impact; and
  - g. demonstrated need from the community.
28. Two bowls-centric reports also inform lease application assessments for bowling clubs: *Report on the Health of Wellington Bowling Clubs* (Driving Forces, 2008), commissioned by Bowls Wellington and Wellington City Council; and *Bowls 2020 Securing our Future – Bowls New Zealand Facilities Strategy* (Mowbray, 2013), commissioned by Bowls NZ.
29. In response to the declining membership trends in bowls, in recent years six Wellington bowling clubs have closed:
  - Wellington Bowling Club
  - The Park Kilbirnie
  - Berhampore Bowling Club
  - Hataitai Bowling Club
  - Vogelhorn Bowling Club
  - Terawhiti Bowling Club
- c.
- d. The Workingmen's Bowling Club's lease application**
30. The information submitted by the Club in the original lease application, Action Plan and subsequent documentation was assessed against the criteria in the Leases Policy:
  - e. **A. Strategic fit** – *The group's purpose and activities must be consistent with the Council's strategic direction to promote healthy lifestyles and build strong communities.*
31. The Club provides two bowling greens and a club room for use by members. They also provide coaching and aim to be the most accessible and inclusive bowls club in the Wellington community.
32. The Club runs a bar which is used by members while playing bowls and for functions. In the year end 31 March 2018 bar sales were \$44,586 (profit of \$19,183), representing 54.5% of the Clubs' total income.
- f. **B. Organisation structure** – *The group must be an incorporated society or trust.*
33. The Workingmen's Bowling Club has been an incorporated society since 1993. The Club committee has recently been invigorated with three younger members and now has nine members.
34. A key issue identified in the Bowl's Wellington *Report on the Health of Wellington Bowling Clubs (2008)* is a lack of governance capability in Wellington Clubs, and

governance practices that are dated and short term focused with little or no time spent on long term planning. Whilst the addition of new members will aid in lifting the governance capability of the WBC Committee, there is a need for the club to take a longer term focus, particularly around membership sustainability and asset management.

35. Should WBC's application for a new lease be approved, it is recommended the Club work with the Bowls New Zealand Central Region Community Development Officer to improve their governance practices including updating their constitution using the Bowls New Zealand club constitution template.
  36. In addition the Club will be required to submit committee reports showing evidence that the club has a strategic, long-term focus, is addressing the issues highlighted in this report including membership sustainability and asset management and is actively identifying issues and opportunities critical to the Club's success and planning accordingly.
- g. **C. Membership sustainability** – The group must be sustainable in terms of membership and/or users of the services for the term of the lease.*
37. Bowling Club membership is declining nationally. Both the 2008 Bowls Wellington and 2012 Bowls NZ reports highlight the "steady and significant" decline in bowling memberships across New Zealand and conclude that the current number of clubs in New Zealand is unsustainable.
  38. The Bowls Wellington report highlights that the main issue facing Wellington Bowling Clubs is that there are too few members for the number of Clubs. Accordingly, the report recommends that clubs amalgamate to create membership mass, as well as improve financial sustainability and utilisation rates.
  39. The report recommends a 'cluster approach', with two or more clubs within 2-5km driving distance of each other merging to create seven bowls 'clusters' across the city. It recommends that the Workingmen's Bowling Club merge with three other bowling clubs in the area – Newtown, Lyall Bay and Kilbirnie. The Kilbirnie Club has now closed, Newtown (freehold) has 19 members, and Lyall Bay (freehold) has 67 members. This recommendation has not been taken up by these clubs and WBC has indicated that they do not wish to pursue amalgamation.
  40. WBC membership has steadily declined since 1992, when there were 89 playing members. Officers met with Club representatives five years ago, when their previous lease came up for renewal, and indicated that their membership levels were too low for the Club to be considered sustainable.
  41. In June 2017 membership of the Club had further declined to 12 full-playing members. The Club addressed this declining membership by offering a \$5 casual membership to the community, which saw over 400 people sign up to be registered members of the Club.
  42. The Club has recently changed its membership structure so that all members pay a \$5 annual fee regardless of whether they are a full-playing member or casual user. As at September 2018 the Club had 21 full-playing members affiliated with Bowls Wellington and 400 casual members.
  43. The 2012 Bowls NZ report notes that the sports of bowls has shifted from a club-focused participant model to one in which the majority of participants are casual pay-

for-play participants, catered for with products such as Mates In Bowls and corporate bowls. However both the Bowls Wellington and Bowls NZ reports highlight the need for clubs to have strategies to convert casual players into full-playing club members to ensure ongoing sustainability and viability given that club members form the basis of a club's administration, coaches, umpires and officials as well as volunteers.

44. The Bowls NZ report states that in order to be financially sustainable clubs need 187 full-playing members. This is based on an average annual membership fee of \$135 and takes into account the actual cost of running a club. Under this model these membership numbers contribute 30% of the average facility's revenue and Clubs need to secure 70% of revenue from alternative sources such as grants, donations and other activities (fundraising, competitions and galas, etc.). It is noted that few bowling clubs achieve this level of membership and club membership is declining nationally.
  45. In the year ending 31 March 2018, membership subscriptions income for the WBC was \$2,060, representing only 5.8% of the Club's total income and meaning the remaining 94.2% must be obtained from alternative sources. This is not considered a financially sustainable membership model.
  46. Should this application be approved, it is recommended that the Club work with the Bowls New Zealand Community Development Officer to develop their membership strategy so that they can move to a more sustainable model. This includes:
    - Increasing the proportion of revenue derived from membership subscriptions so that at least 10% of expenses are being covered by membership fees in year 1 (2019), 15% in year 2 (2020), and 20% in year 3 (2021).
    - Converting 25 members to full-playing Bowls New Zealand and Bowls Wellington affiliated members in year 1 (2019), 35 in year 2 (2020), and 45 in year 3 (2021).
    - Carrying out an annual satisfaction survey of all Club members.
- h. D. Financial and maintenance obligations – The group must be in a financial position to fulfil its lease obligations for the term of the lease, including but not exclusive to rent, insurance and building and grounds maintenance.*
47. The WBC's income for year end 31 March 2018 was \$35,202. The main income source for the Club was bar profits of \$19,183, representing 54.5% of total income. The Club has an investment of \$99,136 and the interest of \$12,181 is the Club's second largest source of income (34.6%).
  48. The Club has spent a total of \$35,015 on greens maintenance in the last 3 years and in 2018 removed and re-laid one green. The Club has spent a total of \$13,032 in the last three years on other repairs and other maintenance. It is of note that this \$13k is largely made up of cleaning costs, mower repairs, chiller and building report costs.
  49. In 2018 Council Officers requested the Club commission a building inspection to assess the state of the building and identify maintenance work required (**Attachment 6** refers). The report details the building's deferred maintenance.
  50. The issues highlighted in the report include:
    - deteriorated/decaying/rotting cladding and joinery
    - broken asbestos cladding on southern side
    - blocked guttering, loose flashings and re-painting of roof required
    - issues with water ingress into building

- rusting fittings
  - cracked glazing
  - some wiring issues and plumbing
  - the need to check fire hose, installation of smoke detectors and implement an evacuation procedure
  - internal maintenance required such as new carpet and replacement of skirting boards, window joinery and damaged scotias.
51. At Council's request the Club submitted a 5-year maintenance plan in August 2018 (**Attachment 7** refers) which proposes spending \$18k on deferred maintenance including cladding and joinery repairs, re-sealing the roof and systematic painting of outdoor surfaces. Officers believe that significantly more will need to be spent on the building to complete the deferred maintenance.
52. Should this application for a new lease be approved, Officers recommend the following:
- All deferred maintenance and safety compliance concerns identified in the Pro Check Building Consultants Limited inspection report is attended to, noting that the Club will be required to provide a plan for this in year 1 (2019) and demonstrate progress across the term of the lease.
  - The damaged asbestos cladding is repaired by year 2 (2020) and prior to this a methodology report from a suitably qualified person is provided.
  - Evidence is provided that any profit generated from the bar is used to attend to the Club's maintenance obligations and invest in club development before being used for other purposes as per Council's Leases Policy.
- i. E. Optimal use of resources – The land and/or buildings must be utilised to the fullest extent practicable.*
53. In 2017 the Club had only 12 playing members which meant that the two bowling greens were not well utilised. As stated previously the Club has addressed this by offering the community \$5 memberships. The Club reports that 1200 people attended and took part in bowls as casual guests in the year ending July 2017.
54. The Club has previously advised that it would not be interested in converting either green for alternative uses but does hire out the clubrooms to various groups, such as a drumming group. It is also hired out on a casual basis to its members for events. The Club building is not hired out to non-members.
55. The Leases Policy outlines Council's strategic position to encourage groups to adopt a sportsville or amalgamation model if they are facing financial hardship, declining membership or the utilisation of the land/buildings is low. There are currently codes and clubs that do not currently have access to facilities and who could potentially utilise or share the WBC facilities. Examples include sand-based sports such as volleyball, football and foot-volley.
56. Given these factors, should this application be approved, officers recommend the Club explores partnership with other sport and recreation groups who could share the facility. This would ensure better utilisation of the site and support financial and membership sustainability for the Club.
57. In addition to this the Club will be required to provide:

- Detail of the numbers of bowlers using the greens and the number of hours of use at the end of each season.
- Detail of the coaching, mentoring and Round Robin competitions provided to the casual/new players.

*j. F. Environmental impact – The activity cannot have the potential to adversely affect open space values or other legitimate activities.*

58. The activity of bowling is consistent with the principles of the WTBA and ensuring the Town Belt is available for recreation.
59. The Club has received 34 noise complaints since 2007 from 3 complainants, with eight noise direction notices being served. Identified noises include amplified music from speakers, live entertainment and crowd noise. The Club have responded to this by implementing a noise management plan and putting in place mitigation measures including the bar manager monitoring noise levels through a mobile application.
60. No further development or occupation of open space is proposed. The existing building maintenance is being reviewed to ensure the building does not have any adverse visual impact on the wider Town Belt.

*k. G. Demonstrated need from the community – There must be demonstrated support and need within the community for the activity.*

61. WBC has two interclub teams totalling 14 players for a 9-week tournament. This is the first year in a number of years the Club has had an interclub team. The Club also has eight players (including two players from the nearby Newtown Bowling Club) in the Pennants competition which is a 10-round Wednesday afternoon competition. The Club will host some of the games in these competitions.
62. These competitions involve 20 members. To ensure the land and building are used predominantly for bowling, Officers recommend the Club increases the number of members participating in formal competitions, which also aligns with the strategic objectives of both Bowls Wellington and Bowls New Zealand. It is noted that only Bowls Wellington affiliated members are able to participate in formal competitions.
63. The Club hosts casual Round Robin competitions for its casual members on Sundays and includes coaching. It is recommended that the Club capture the levels of engagement in these competitions to demonstrate optimal utilisation of the site.

**l.**

**m. Conclusion**

64. Based on the above assessment, Officers recommended the Committee approve a 3 year lease with one 2-year right of renewal subject to the Club achieving the conditions detailed in **Appendix One** of this report.
65. It is noted that over the past year the Club has instituted several changes including encouraging casual use through events such as 'Barefoot Bowls' which has resulted in better utilisation of the greens and an increase in casual membership numbers.
66. The Club will be required to submit a report at the end of each bowling season (30 April) detailing progress against the conditions outlined in Appendix One of the report.

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## **Next Actions**

67. If the recommendations in this report are accepted, the following will occur:
- a. Public consultation of the proposed lease as required under the Wellington Town Belt Act 2016
  - b. The outcome of consultation will be reported back to Committee.
  - c. The Committee's recommendations will be referred to the Council for approval.
  - d. If the Council approves the lease, the lease document will be negotiated, drafted and signed.

**Appendix One: Lease Conditions**

<b>Focus Area</b>	<b>Year 1 (2019)</b>	<b>Year 2 (2020)</b>	<b>Year 3 (2021)</b>
Governance (Leases Policy Criteria 2)	<p>The Club's constitution is updated using the Bowls NZ Club constitution template and uploaded to the Societies website.</p> <p>Committee meeting reports are submitted to Council showing evidence that:</p> <ol style="list-style-type: none"> <li>1. The Club is taking a strategic, long-term focus and is addressing issues around membership sustainability and asset management.</li> <li>2. The Club is actively identifying issues and opportunities critical to the Club's ongoing success and is planning accordingly.</li> </ol>	<p>Committee meeting reports are submitted to Council showing evidence that:</p> <ol style="list-style-type: none"> <li>1. The Club is taking a strategic, long-term focus and is addressing issues around membership sustainability and asset management.</li> <li>2. The Club is actively identifying issues and opportunities critical to the Club's ongoing success and is planning accordingly.</li> </ol>	<p>Committee meeting reports are submitted to Council showing evidence that:</p> <ol style="list-style-type: none"> <li>1. The Club is taking a strategic, long-term focus and is addressing issues around membership sustainability and asset management.</li> <li>2. The Club is actively identifying issues and opportunities critical to the club's ongoing success and is planning accordingly.</li> </ol>
Membership Sustainability (Leases Policy Criteria 3)	<p>Income from membership subscriptions is increased so that at least 10% of expenses are covered by membership fees.</p> <p>25 Club Members are full-playing Bowls New Zealand and Bowl's Wellington Affiliated members.</p> <p>A satisfaction survey is carried out of all Club members and</p>	<p>Income from membership subscriptions is increased so that at least 15% of expenses are covered by membership fees.</p> <p>35 Club Members are full-playing Bowls New Zealand and Bowl's Wellington Affiliated members.</p> <p>A satisfaction survey is carried out of all Club members and</p>	<p>Income from membership subscriptions is increased so that at least 30% of expenses are covered by membership fees.</p> <p>45 Club Members are full-playing Bowls New Zealand and Bowl's Wellington Affiliated members.</p> <p>A satisfaction survey is carried out of all Club members and</p>

	the findings considered by the Committee. A copy of the survey and results is provided to Council.	the findings considered by the Committee. A copy of the survey and results is provided to Council.	the findings considered by the Committee. A copy of the survey and results is provided to Council.
Deferred Maintenance (Leases Policy Criteria 4)	<p>A plan is prepared and submitted to Council to address the deferred maintenance and safety compliance concerns identified in the Pro Check Building Consultants Limited Inspection report.</p> <p>Work is underway to address high priority deferred maintenance and safety compliance issues.</p>	<p>Work is underway to address high priority deferred maintenance and safety compliance issues.</p> <p>The damaged asbestos cladding is repaired (prior to this a methodology report from a suitably qualified person has been provided).</p>	<p>All deferred maintenance and safety compliance concerns identified in the Pro Check Building Consultants Limited inspection report is attended to.</p>
Ongoing Maintenance (Leases Policy Criteria 4)			<p>An Asset Maintenance Plan is submitted which details the schedule the club will follow to attend to interior and exterior maintenance on an ongoing basis, as well as the Club's approach to manage its assets over the next ten year period.</p>
Financial Management (Leases Policy Criteria 4)	<p>Evidence is provided that any profit derived from Club activities (including bar takings) are used to attend to Club maintenance obligations and invest in bowler's development before being used for other purposes.</p>	<p>Evidence is provided that any profit derived from Club activities (including bar takings) are used to attend to Club maintenance obligations and invest in the bowler's development before being used for other purposes.</p>	<p>Evidence is provided that any profit derived from Club activities (including bar takings) are used to attend to Club maintenance obligations and invest in the bowler's development before being used for other purposes.</p>
Optimal Use of the Facility (Lease Policy Criteria 5)	<p>Details of the number of bowlers using the greens and the number of hours of use are provided at the end of each season.</p>	<p>Details of the number of bowlers using the greens and the number of hours of use are provided at the end of each season.</p>	<p>Details of the number of bowlers using the greens and the number of hours of use are provided at the end of each season.</p>

	<p>Detail is provided of the coaching, mentoring and Round Robin competitions provided to casual/new members and the number of players participating.</p> <p>Evidence is provided that the Club is actively exploring partnerships with other sport and recreation groups/activities that could share the facility.</p>	<p>Detail is provided of the coaching, mentoring and Round Robin competitions provided to casual/new members and the number of players participating.</p> <p>Evidence is provided that the Club is actively exploring partnerships with other sport and recreation groups/activities that could share the facility.</p>	<p>Detail is provided of the coaching, mentoring and Round Robin competitions provided to casual/new members and the number of players participating.</p> <p>Evidence is provided that the Club is actively sharing the facility with other sport and recreation groups/activities to ensure the facility and greens are at optimal use.</p>
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**Attachments**

Attachment 1.	Workingmen's Bowling Club leased area	Page 186
Attachment 2.	Workingmen's Strategic Plan - part one Of Action Plan	Page 187
Attachment 3.	Workingmen's Management Plan - part two of Action Plan	Page 195
Attachment 4.	Workingmen's Marketing Plan - part three of the Action Plan	Page 215
Attachment 5.	Workingmen's Goals for Success 13 August 2018	Page 221
Attachment 6.	Builder's inspection report for Workingmen's - Dec 2017	Page 222
Attachment 7.	Workingmen's Maintenance Plan - 13 August 2018	Page 247

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Authoriser	Paul Andrews, Manager Parks, Sport and Recreation Barbara McKerrow, Chief Operating Officer

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## **SUPPORTING INFORMATION**

### **Engagement and Consultation**

Public consultation will be undertaken as required under section 16 of the *Wellington Town Belt Act* and section 6 of the *Leases Policy for Community and Recreation Groups*.

All submissions received will be taken into account.

### **Treaty of Waitangi considerations**

There are no Treaty of Waitangi considerations.

### **Financial implications**

There are no significant financial considerations.

### **Policy and legislative implications**

The recommendations in this report are consistent with relevant Council Policy – the *Leases Policy for Community and Recreation Groups* and legislation – the *Wellington Town Belt Act*.

### **Risks / legal**

The proposal will be subject to the Wellington Town Belt Act.

### **Climate Change impact and considerations**

There are no specific climate change impacts and considerations.

### **Communications Plan**

Not applicable.

### **Health and Safety Impact considered**

There are no specific Health and Safety impacts and considerations.



WCC, AAM

Workingmen's Bowling Club - Leased Area



Newtown Workingmen's Bowling Club  
**STRATEGIC PLAN**

April 2018

Strategic Plan

Newtown Workingmen's Bowling Club

***Our goal is to be the most inclusive and accessible bowls club in Wellington, furthering the sport of bowls as a recreational activity in alignment with our position on the Town Belt.***



Strategic Plan

Newtown Workingmen's Bowling Club

**Purpose**

The purpose of this strategic plan is to focus the direction of the club towards the future with key drivers of being sustainable and community-oriented. This strategic plan will be used to:

- Set priorities
- Focus energy and resources
- Strengthen operations
- Ensure that members and other stakeholders are working toward common goals
- Establish agreement around intended outcomes; and
- Assess and adjust the club's direction in response to a changing environment

We recognise that the sport of bowls faces ongoing challenges to its traditional operation, and believe that our club is well placed to adapt and thrive, thanks primarily to our open-minded and future focused committee and our diverse membership.

We thank the Wellington City Council for their ongoing time and support as we tackle the challenges involved in maintaining a viable long-term direction for the club. The WCC is a key partner for us and a constructive and enduring relationship is going to be essential for our success.



Strategic Plan

Newtown Workingmen's Bowling Club

**Background**

The Newtown Workingmen's Bowling Club has a long history, with the first bowls at the site in 1950, and the first executive committee formed in 1957. Today, we benefit from the long-term investments made by past club members into maintaining two bowling greens and developing a fit-for-purpose clubrooms, while blending the club sympathetically into its town belt environment with native tree plantings and hedging (some would say too effectively as one of our challenges is a lack of visual frontage for the club!).

The history of the club since its heyday in the 1960s has mirrored that of the wider sport of bowls, namely a decline in traditional membership, as the sport of bowls has suffered from changing social trends away from organised and 'traditional' sporting membership to a more casual involvement.

Our club has been fortunate to maintain a core group of 20 serious (and competitively successful!) members, with several hundred years of combined membership and involvement. It is this group that forms the foundation for the significant casual bowling involvement of the club. The club has always maintained a successful link with the wider community, allowing 1200 people to attend and partake in bowls as casual guests in the year to July 2017.

It took a wake-up call and a recognition of the need to react more quickly to the changing face of bowls that led to a formalising of casual membership involvement and a focus on this group as the future of the club across the 2017/18 bowls season.

**Town Belt**

The Club is proudly located on the Wellington Town Belt, in the "Newtown/Crawford Road (7)" sector, a west-facing slope above Newtown. The Club is committed to maximise use of council-owned land by providing a green and open space for all members of the community to enjoy.

Consistent with key concepts of the Wellington Town Belt Act (WTBA), the Club endeavours to:

- connect and empower people within the community
- strengthen community participation and engagement
- contribute to Wellington's quality of life
- contribute towards positive physical, emotional and spiritual health
- Provide open-access to recreation for a range of skills, abilities and fitness levels
- Provide informal recreation space for people to enjoy time out in a safe learning environment

We believe that the Club is here to stay. The *2009 Wellington City's Resident's Usage of Attitudes Towards the Town Belt* study found that the community has a preference for the council to focus on upgrading existing clubs and facilities, opposed to developing new ones.

The 2017 "Save the Club Campaign" had a very encouraging outcome. Public advocacy during the campaign proved to many Wellingtonian's that they have an active role in protecting and improving the Wellington Town Belt.

Strategic Plan

Newtown Workingmen's Bowling Club

### Membership

Membership has steadily declined from several hundred competitive members in the 1960's to as few as 12 competitive members in recent years. During this time casual involvement from the community has increased steadily, however until recently there was not a formal path for casual members to join and buy-in to the club.

This was identified last year as a key requirement for the ongoing success of the club and a \$5 casual membership initiative saw 450 of our casual attendees sign up to become registered members of our club and of Clubs NZ across the season. It has been great to see that by issuing cards and official membership, these casual players have attended the club more often (with no further charges for use of bowls or greens) and become involved in a number of competitions for our casual players.



*Patrick Meredith was the winner of our inaugural casual singles competition*

With coaching and mentoring from our senior players, we are targeting a progression of members from casual to competitive involvement, with a goal of progressing 5 players into competitive membership over the next bowls season.

We believe a sustainable number of casual members for coming years is between 200 and 300. Part of our drive to be inclusive and accessible is that we wish to maintain this membership at minimal cost, and to allow any of our members to bring family and friends to play bowls. We have a quick sign-up process and a comprehensive database of member information that makes casual membership an easy option for our community.

Our club maintains an 'open door' policy, whereby our club grounds are not locked and all members, with their guests, are able to access bowls and use the greens during daylight hours over the season.

The club has implemented a customer-centric Marketing Plan, addressing the shift in customer wants and needs, enabling the club to thrive in an ever-changing market.

Strategic Plan

Newtown Workingmen's Bowling Club

#### Financial

The financial position of the club is sound and self-sufficient, with long-sighted investments and conservative management resulting in cash surpluses being maintained over the last decade. However, we are wary of being complacent and have identified a number of potential financial challenges going forward.

In the past, some income has been derived from having a gaming machine at the club, or from gaming trust grants. The gaming machine was removed from the club in September 2004 and we do not think it is appropriate as a community-focussed club to derive our income from gambling-based sources.

Like many sporting clubs, our largest source of income is profits from running a bar for members and their guests, with half of the net revenue for the 2016/17 year derived from bar profits. It is fair to say that the club is reliant on this source of income, and we are committed to operating the bar responsibly and in accordance with all rules and obligations so that members may benefit from its continued operation, performing a valuable social function and revenue stream.

We are fortunate to have investment income to assist with operation of the club, with 30% of the club's income coming from interest earnings on long-term investments (\$12k income on \$120k investment assets). This income is steady and dependable. However the club does face a challenge to fund ongoing maintenance and expenses while maintaining the investment principle and subsequent income.

There has been a relatively modest contribution to income from donations, grants, and membership fees. This is one area we are looking to evaluate, as we would like to grow the organic funding of the club and reduce reliance on bar takings as we go forward. This will be a steady and targeted goal, as we balance the funding requirements for the club going forward against the desire to keep access affordable for our members, many of whom are on low or fixed incomes.

The current breakdown of income is not dissimilar to other clubs in the Wellington region.

Expenses for the club are largely business-as-usual expenses and stay-in-business ongoing maintenance. Repairs and maintenance (\$19k), and operating expenses (\$13k) totalling \$32k left a \$7k surplus for the 2016/17 year.

#### Property and maintenance

The club has two bowling greens with surrounding seating and walkways contained within greenery fencing on three sides and wooden fencing onto a bordering driveway. The clubhouse on site is of wooden construction and contains a members bar area, generous kitchen, a main room area, a side function/reading room, men's and women's toilets and a locker room/storage area. There is ample seating and tables, as well as indoor bowls and a pool table.

A comprehensive building report was commissioned late last year from Bruce Richardson of Pro Check Building Consultants Limited to help us identify and prioritise ongoing maintenance, and to budget accordingly. The summary of the report was both positive and a call to action:

*"My first comment is that generally the complex for its age is in reasonable overall condition but does require continued maintenance to improve and maintain the overall performance of the property as is noted and may not be limited to the above."*

Strategic Plan

Newtown Workingmen's Bowling Club

We are happy that there are not major or expensive repairs or improvements required in the near-term, and believe that by attending to maintenance on a regular and ongoing basis we can keep the building and property in reasonable and usable condition within the constraints of our current budget.

Within the coming 12 months our priority is on repairing the greens to an appropriate playing standard. The current greens have been laid for 15 years, and we believe it is appropriate for significant work to be undertaken on one of the greens over the off-season. The approximate cost of this work will be \$5k. While undertaking this work other repairs and maintenance will be able to be undertaken to the surroundings of the green as identified in the building report.

In years 1-3 we intend to undertake repairs to the weatherboard cladding, timber joinery and roof flashing, with a priority on maintaining weather tightness and preventing decay. Appropriate areas for improvement have been identified in the building report.

In years 3-10 work will be undertaken to systematically paint and protect the outdoor surfaces and roof, and to keep on top of wear and tear on carpets, curtains, and wooden features.

Some maintenance has been deferred while there has been uncertainty over the lease status for the club, and the club is eager to get on top of the maintenance schedule once the lease is renewed.

#### Stakeholders

Our community are our biggest stakeholder, and it is for them that this club operates. They are our members, our neighbours, and our supporters. As with any diverse community, we recognise the need to balance the considerations of different groups. We want to manage noise and disruption for our neighbours, to be responsible hosts for our members, and to provide an excellent recreational opportunity for everyone.

We have instituted a Management Plan containing new policies recently address these considerations. We now have a Noise Management Plan, Responsible Alcohol Policy, First Aid Register, and a number of other Health and Safety related policies and guidelines. We will continue to work with the council and our community to improve on our operations and aim to adhere to best practice in all that we do.

The nature of our club is changing over time, and we recognise that our facilities are a community asset, that may have other opportunities on top of bowls. One example is that we currently host a Taiko drumming group 3 nights per week. We are open to exploring other opportunities for getting the most out of our assets, while maintaining bowls as our primary focus. This includes looking at how we could work with other sporting clubs. Bowls New Zealand provides strategic direction focusing to increase participation and membership while honouring the sport's history and culture. We resonate with the aim to "Grow the game, our image, our abilities, our future".

As mentioned earlier the WCC is a key stakeholder, and we look forward to our continued relationship as we work together to get the most from this great community facility.

Strategic Plan

Newtown Workingmen's Bowling Club

**Future**

We believe that we are well placed to adapt to the challenges facing our club in the coming years. We view our club as an important community and recreational asset and are making the changes and setting the direction necessary to succeed long-term. Our committee is progressive and driven to help the club succeed into the future, recognising that we cannot continue along the traditional path, or just accept the status quo. We have strong support from our community, an active and diverse casual membership, and a committed core of experienced players.

By focussing on doing the essentials well we are confident of the future of the club. At our core we need to be:

- passing on experience
- maintaining sustainable membership numbers
- progressing our players, where interested, into competitive bowling
- contributing to the success and longevity of bowls as a sport
- maximising use of the Town Belt land for all Wellingtonians to enjoy maintaining our financial self-sufficiency
- succession planning for our key roles and responsibilities
- maintaining and improving our facilities for future enjoyment
- listening to and adapting to what our community wants from our club

Bowls is an inclusive sport, able to be enjoyed by all ages, genders, and abilities. We are committed to being the most accessible and inclusive bowls club in the Wellington region, for the benefit of our community.



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# **2017-2018 Management Plan**

**NEWTOWN WORKINGMEN'S BOWLING CLUB**

2017-2018 Management Plan

Newtown Workingmen’s Bowling Club

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2017-2018 Management Plan

Newtown Workingmen's Bowling Club

## Club Administration

### Club Committee

The Club Committee is diverse in culture, age and experience. It currently consists of:

- Maria Taumaa (*President*)
- Glen Hitch (*Treasurer*)
- Ellen Hepburn (*Secretary*)
- Peter Blackledge
- Allen Brooks
- Cederig Richards
- Ben Cunliffe
- Piers Wall
- Megan van Oosten

Ben, Piers and Megan have joined the committee over the last 4 months. The new committee members have introduced a younger demographic to the club.

The Committee meets formally at the club rooms monthly. Standing items of the agenda include but are not limited to: Sport NZ Compass Tool, memberships, finances, upcoming Competitions, upcoming events, greens and maintenance.

The club committee makes are involved with all decisions concerning the club including the approval of new members and event hire.

### Match Committee:

- Richie Griffiths
- Noel Miller
- Barry Church
- Cederig Richards

The Match Committee is responsible for the day to day running of the club and liaising with the match committee game plans are printed on time and games run to schedule. The match committee organises interclub competitions. There are currently two competitive competitions that the club participates in.

2017-2018 Management Plan

Newtown Workingmen's Bowling Club

**Membership**

The membership has been structured to provide all members of the community with accessibility to the club and the sport irrespective of age, gender, ethnicity or ability.

There are currently three classes of membership; casual, full and lifetime.

Type of Membership	Benefits	Annual membership cost
<b>Full Members</b> Traditional Membership	<ul style="list-style-type: none"> <li>• \$75.00 annual membership</li> <li>• Entitled to play in all tournaments, attend club centre events, can stand for committee, full voting rights,</li> <li>• Clubs New Zealand</li> </ul>	\$75.00*
<b>Casual Members</b> (previously Limited Members in Club Constitution)	<ul style="list-style-type: none"> <li>• \$5.00 annual membership entitles:</li> <li>• ongoing coaching</li> <li>• Can attend</li> </ul>	\$5.00
<b>Life Members</b>	<ul style="list-style-type: none"> <li>• Life membership</li> </ul>	

All members are encouraged to make use of the facilities for events. See *Hireage and Events*.

Registration with Bowls New Zealand

All new members are registered on the Bowls Wellington database.

Sustainable Membership Fees

\*\$75.00 has been deemed a reasonable and sustainable fee for members. It is affordable for the unemployed, pensioners and students, therefore accessible to all members of the community.

Application for Membership

Membership can be attained at the clubrooms or online via the club's Facebook page.

When the membership has been approved, the new member is physically issued a membership card.

2017-2018 Management Plan

Newtown Workingmen's Bowling Club

**NEWTOWN WORKINGMEN'S BOWLING CLUB INC**

MEMBERSHIP APPLICATION

I hereby apply for membership in the above Bowling Club

Member Annual Fee \$5.00

Please pay fee with application

Cash, or by direct transfer to [01-0533-0044655-00](https://www.nzta.govt.nz/fees/01-0533-0044655-00) (please use your name as a reference)

Full Name :

Cell Phone :

Email Address :

Date :

Sign : [Initials if digital version]

Please email completed digital forms to [workersbowling@gmail.com](mailto:workersbowling@gmail.com)

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This entitles the member to use of the greens and club rooms.

Reciprocated visiting rights to Clubs New Zealand affiliates and R.S.L. clubs in Australia.

The greens are open from October to April, your guests are welcome, bowls supplied.

Groups of 12+ please make a booking.

Notification of events for members will be made by email and/or text, as well as Facebook events (please follow the [Newtown Workingmen's Bowls Club](#) on Facebook to keep up to date)

Single players are welcome to attend events and be paired with other players.

2017-2018 Management Plan

Newtown Workingmen's Bowling Club

### Club Assessment

The club committee has actively engaged with Sport New Zealand's [Sport Compass Tool](#) and the WCC to self-assess the organisation and take learnings from other sport organisations nationwide. The tool has proved useful in gauging club sustainability in the current climate, and identifying gaps as well as areas for improvement.

Bowls New Zealand have a similar tool which has been deemed more relevant.

Both tools have been useful in supporting the Club's action plan.

The Sport Compass Tool is routinely updated and reported at the monthly committee meeting.

## Hireage and Events

All members are encouraged to make use of the facilities for events.

There is no cost associated with the hireage of the club rooms and lawns. Charges apply for the usage of the additional facilities (i.e. barbeque) and any services (i.e. cleaning and bar staff). If the event requires a special license, the cost associated will also be passed through.

All hireage and events will be passed by the club committee.

All persons/groups hiring the club will sign an event booking form, acknowledging that they understand the club's licensing and noise management policies.



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**Event Bookings Template**

Date of Event	Time of Event	Booking Name and/or Organisation	Contact Person(s)	Contact phone number(s)	Number of attendees	Number of authorised club members	Facilities and personnel required (i.e. bar, barbeque, cleaning)	Special License required? (Y/N)	Approved by club committee (signature and date)

2017-2018 Management Plan

Newtown Workingmen's Bowling Club

**Visiting Guest Book**

**For visiting members of Clubs New Zealand with Reciprocal Rights**

Date	Time	Club NZ Members Name	Phone number	Affiliated Clubs NZ Club	Visiting members signature	R18 (Y/N)

**For Non-Members** (must be accompanied by an existing member)

Date	Time	Guest Name	Phone number	Authorised Member	Visiting members signature	Authorised members signature	R18 (Y/N)

Upon confirmation of age, guests over the age of 18 may be issued with a ticket/stamp as age verification for the licensed bar.

## Health and Safety

The Club's Health and Safety Policy/Procedures

- [Hazardous Substances and New Organisms \(HSNO\) Act 1996](#)
- [Health and Safety at Work Act 2015](#)
  
- WCC Parks and Gardens Agrichemical Safety Policy March 2013
- [copy provided]

### First Aid

A First Aid kit is located in a marked cupboard in the kitchen.

Four members of the club committee: Maria Taumaa (*President*), Cederig Richards, Piers Wall and Megan van Oosten hold current First Aid certificates.

### Agrichemical Usage

All agrichemicals and procedures are outlined in the Agrichemical Handling and Usage Procedures/Policy document. Signs are erected notifying visitors of any chemical usage. Details can also be found on the Hazard Identification board.

2017-2018 Management Plan

Newtown Workingmen’s Bowling Club

**First Aid Register**

<b>Person’s name:</b>	
<b>Date of treatment:</b>	
<b>Time of treatment:</b>	
<b>Person giving first aid:</b>	
<b>Nature of injury:</b>	
<b>Treatment Provided:</b>	

**Hazard Identification and Mitigation**

A Hazard Identification board has been installed at the club rooms. The board serves two purposes; to notify any potential hazards or obstructions to any members/visitors, and to encourage persons to report any hazards or obstructions. If the hazard requires urgent attention, contact details of elected committee members are provided.

**Hazard Identification Checklist**

Hazard Identification and Analysis						Action			
Hazard and potential harm	Risk Category	Significant hazard?	Practicable to			Controls required (including existing)	Person responsible	Date of action	Completed by
		Yes/No	Eliminate? Yes/No	Isolate? Yes/No	Minimise? Yes/No				

**Hazard Notification Checklist**

Any employee who identifies a hazard should complete this form: for example, a new hazard that is not entered on the hazard register or an existing hazard that has been entered into the hazard register, but has not been correctly managed to eliminate or mitigate risk.

Hazard Notification Form			
Your name:	Date:	Location:	Notification to:
	Date observed:		
Description of hazard including significance in your opinion:	Any immediate action taken to mitigate: (please describe)		Your recommendations to control or eliminate the hazard:
Signature of person notifying this hazard:			
Health and safety representative report including analysis and action taken:			
Date entered into the hazard register:			
Signature of health and safety representative:			

2017-2018 Management Plan

Newtown Workingmen's Bowling Club

**Incident Reporting form**

Record of Accident /Incident/ Serious Harm	
To be completed by the line manager and injured person and sent to H&S representative or CEO within 48 hours of the event.	
Is it an	<input type="checkbox"/> Accident <input type="checkbox"/> Incident/Near Miss <input type="checkbox"/> Condition (e.g. OOS)
Surname:	Injured part of body:
First name(s):	<input type="checkbox"/> Trunk <input type="checkbox"/> Neck
Residential address:	<input type="checkbox"/> Head <input type="checkbox"/> Internal organs
	<input type="checkbox"/> Upper limb(s) <input type="checkbox"/> Lower limb(s)
	<input type="checkbox"/> Multiple locations
Phone:	Mechanism of event:
Gender: <input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Fall, trip or slip
Date of event:      Time:                      am/pm	<input type="checkbox"/> Sound or pressure
Date reported:	<input type="checkbox"/> Biological factors
If OOS – date of visit to doctor:	<input type="checkbox"/> Body stressing
Location where event occurred:	<input type="checkbox"/> Mental stress
Nature of injury or disease:	<input type="checkbox"/> Being hit by moving objects
<input type="checkbox"/> No injury	<input type="checkbox"/> Heat, radiation or energy
<input type="checkbox"/> Superficial	<input type="checkbox"/> Chemicals or other substances
<input type="checkbox"/> Sprain or strain	<input type="checkbox"/> Hitting objects with part of the body
<input type="checkbox"/> Open wound	
<input type="checkbox"/> Head injury	Was a 'Significant Hazard' involved?
<input type="checkbox"/> Poisoning/toxic effect	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/> Fracture, spine	
<input type="checkbox"/> Other fractures	Type of treatment given:
<input type="checkbox"/> Multiple injuries	<input type="checkbox"/> Nil <input type="checkbox"/> First aid
<input type="checkbox"/> Foreign body	<input type="checkbox"/> Doctor <input type="checkbox"/> Hospital
<input type="checkbox"/> Puncture wound	
<input type="checkbox"/> Internal injury, trunk	Agency of injury:
<input type="checkbox"/> Chemical reaction	<input type="checkbox"/> Machinery or (mainly) fixed plant
<input type="checkbox"/> Occupational hearing loss	<input type="checkbox"/> Mobile plant or transport
<input type="checkbox"/> Burns	<input type="checkbox"/> Tools, appliances, equipment (powered)
<input type="checkbox"/> Bruising/crushing	<input type="checkbox"/> Tools, appliances, equipment (non-powered)
<input type="checkbox"/> Mental disorder	<input type="checkbox"/> Chemical or chemical products
<input type="checkbox"/> Amputation, including eye loss	<input type="checkbox"/> Material or substance
<input type="checkbox"/> Nerves/spinal cord	<input type="checkbox"/> Environmental agency
<input type="checkbox"/> Dislocation	<input type="checkbox"/> Animal, human or biological agency (not bacterial/virus)
<input type="checkbox"/> Disease skin	<input type="checkbox"/> Bacterial or virus
<input type="checkbox"/> Disease circulatory system	
<input type="checkbox"/> Disease nervous system	
<input type="checkbox"/> Disease musculo-skeletal system	
<input type="checkbox"/> Disease digestive system	
<input type="checkbox"/> Disease infectious or parasitic	
<input type="checkbox"/> Disease respiratory system	
<input type="checkbox"/> Tumour (malignant or benign)	
<input type="checkbox"/> Damage artificial aid	
<input type="checkbox"/> Fatal	

2017-2018 Management Plan

Newtown Workingmen's Bowling Club

**THE INVESTIGATION: Describe what happened.**

**ANALYSIS: What caused the event?**

**PREVENTION: What action has or will be taken to prevent a recurrence?**

By whom?            By when?

Were ACC forms completed?     Yes         No

Has time been lost from work?     Yes         No

If yes, how many days? \_\_\_\_\_

Manager (Name): \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Consent (in the case of an ACC claim)

I authorise the {CEO or Health and Safety Representative} to obtain medical and any other records that are, or may be, relevant to this claim.

I authorise disclosure to any accident insurer of personal information and health information held by other parties relating to the claim.

I authorise disclosure of my health and other information relating to this claim to: my employer, ACC, contracted health or rehabilitation providers, employee representatives.

Injured Person: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

2017-2018 Management Plan

Newtown Workingmen's Bowling Club

## Licensing – Liquor and Food

The club is aware of its obligations for the serving of alcohol.

<b>Intoxication Assessment Tool</b>			
Indicators may include but are not limited to:			
	<b>SOBER</b>	<b>INFLUENCED</b>	<b>INTOXICATED</b>
<b>S</b> peech	Coherent, clear speech, normal tone/volume, may be talkative.	May be overly talkative, opinionated and interrupts, may stumble over words, becoming loud, inappropriate language, jokes, comments.	Slurring, difficulty forming words, loud, repetitive, loses train of thought, nonsensical, unintelligible.
<b>C</b> oordination	Coordinated, balanced, standing without help or support.	Slowed or delayed reactions, swagger or occasional staggers or sways.	Spills drinks, stumbles, trips, weaves, walks into objects, unable to stand un-aided or sit straight.
<b>A</b> pppearance	Tidy, clear eyes, alert.	Vacant or blank expression, smell of alcohol on breath, may look untidy.	Bloodshot eyes, eyes glazed, inability to focus, tired, asleep, dishevelled.
<b>B</b> ehaviour	Behaving sensibly but may be more relaxed.	Over friendly or withdrawn, inappropriate or risky actions, argumentative, annoying, fading attention, increased consumption rate.	Seriously inappropriate actions or language, aggressive, rude, belligerent, obnoxious behaviour affecting other customers.
	<b>Monitor &amp; serve responsibly</b>	<b>Intervene</b>	<b>Deny &amp; remove</b>

AL 804 | June 2013



The manager must be on duty when alcohol is sold

The manager's name must be prominently displayed inside the premises at all times while on duty.

The manager is responsible for the compliance with the conditions of the licence and provisions of the Sale and Supply of Alcohol Act 2012, which include ensuring the safe and responsible sale and supply of alcohol and minimising alcohol-related harm.



2017-2018 Management Plan

Newtown Workingmen's Bowling Club

The NWBC complies with the [Sale and Supply of Alcohol Act 2012](#) and [The Food Act \(2014\)](#)

### Special Licenses

The Club applies for a special liquor licence **every time** an event is held where non-members or guests will be served alcohol. Under the district plan the club is entitled to six special licenses per year. Each event requesting a special license must be approved by the club committee.

### Visiting Guests Sign In

Any guests visiting the club must be accompanied by an authorised member. Although it is not a legal requirement, it is club policy to ensure a guest book is maintained. Upon signing in, if the visitor is over 18 they are issued with a ticket verifying their age. This provides some relief to bar staff.

[Clubs New Zealand Reciprocal Rights](#)

2017-2018 Management Plan

Newtown Workingmen's Bowling Club

## Noise Management

As a licensed venue, we acknowledge that we have a responsibility to ensure we do not generate excessive noise disturbance.

This Noise Management Plan outlines controls that have been put in place to mitigate or minimise potential noise concerns.

### Site and Surrounding Environment

The Newtown Workingmen's Bowling Club is situated on the Wellington Town Belt. The surrounding town belt land, a large embankment covered in bush, provides sound screening.

There is a driveway and off street car parking for up to 10 vehicles.

Depending on the game format, up to 80 people can be playing bowls at any one time.

The maximum occupancy the building allows for is 240.

There are two residential areas of concern (we've identified as residential area A and B)

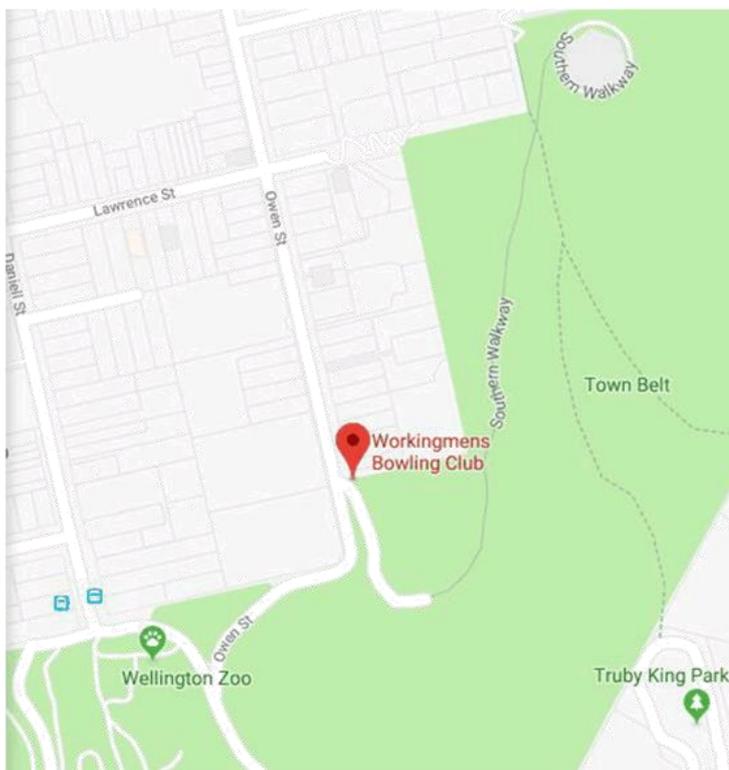


Figure 1 Newtown Workingmen's Bowling Club and surrounding environment

2017-2018 Management Plan

Newtown Workingmen's Bowling Club



Figure 2: Newtown Workingmen's Bowling Club and surrounding environment

#### Residential Areas:

**A:** contains 7 residential homes. Houses are closest to the club's driveway and carpark

**B:** contains 6 residential homes

**C:** apartments have been demolished. No residents currently live in this area

#### Hours of Operation

The bowling lawns are used during daylight hours in season (September – May)

The clubrooms are utilised all year round with events

#### Noise Limits

The following operational noise limits according to the District Plan and NZ standards.

Members booking the club rooms are made aware of the late-night noise constraints and consequences. Members are encouraged to be proactive about noise management

#### Applicable Noise Rules:

#### Monitoring Procedures

The bar manager monitors noise through a mobile app.

When weather conditions are unsuitable for compliance (quantitative) monitoring, the Mitigation Plan provides guidance regarding qualitative assessments and how they may dictate mitigation measures

2017-2018 Management Plan

Newtown Workingmen's Bowling Club

**Noise Mitigation**

Possible Noise Risk	Risk Level	Actions taken to be taken to mitigate and manage that risk
<b>Amplified music from sound system speakers</b>	High	<ul style="list-style-type: none"> <li>- Speakers are all located inside the club rooms, he</li> <li>- The system has been set up with maximum noise limits</li> <li>- The bar manager is responsible for ensuring the club rooms doors and windows are closed to minimise noise outside of the venue. The bar manager's procedure is to circle the club rooms and</li> </ul>
<b>Live entertainment, bands, musicians</b>	High	<ul style="list-style-type: none"> <li>- All live entertainment hired for events and the event organised are made aware of the club's noise management policies.</li> <li>- This includes but is not limited to: understanding the noise volume and time limits. Encouragement to proactively minimise noise emission. Understanding the bar manager's authority to intervene when necessary.</li> </ul>
<b>People on premises (eg. Outdoor seating areas, people entering and leaving premises)</b>	Medium	<ul style="list-style-type: none"> <li>- Use of the outdoor bowling greens is not permitted outside of hours:</li> <li>- <i>Monday – Saturday 7am – 10pm</i></li> <li>- Outdoor furniture (temporary) is only used for outdoor bowling activities. It is stored away during evening hireage, minimising outdoor seating options.</li> <li>- External doors have signage prompting members and visitors to be aware of the surroundings and respect neighbours when arriving and leaving.</li> </ul>
<b>Glass and Rubbish Disposal</b>	Low	<ul style="list-style-type: none"> <li>- All glass and rubbish is disposed during hours: <i>Monday – Saturday 7am – 10pm</i></li> </ul>
<b>Maintenance (i.e. gardening tools, other repairs)</b>	Low	<ul style="list-style-type: none"> <li>- All maintenance to the lawns and club rooms is completed during daylight hours</li> </ul>
<b>Vehicle Noise from car-parking</b>	Low	<ul style="list-style-type: none"> <li>- Signage reminds visitors to be respectful when leaving.</li> </ul>

**Community Liaison**

- Letter drops within the neighbourhood when specific issues need to be circulated
- House visits to residents seeking further information
- Use of forum and groups to gain feedback and provide information
- Consideration: frequency of events affecting neighbours

**Complaint Response**

The club committee will take any noise complaints seriously by resolving any issues immediately and effectively.

In the first instance, we encourage affected neighbours to direct issues and complaints to the bar manager whether in person or via telephone, email or letter.

Any issues are recorded and raised at to the club committee.

2017-2018 Management Plan

Newtown Workingmen's Bowling Club

## Building and Maintenance

A comprehensive building report was commissioned late last year from Bruce Richardson of Pro Check Building Consultants Limited to help us identify and prioritise ongoing maintenance, and to budget accordingly. The summary of the report was both positive and a call to action:

*"My first comment is that generally the complex for its age is in reasonable overall condition but does require continued maintenance to improve and maintain the overall performance of the property as is noted and may not be limited to the above."*

We are happy that there are not major or expensive repairs or improvements required in the near-term, and believe that by attending to maintenance on a regular and ongoing basis we can keep the building and property in reasonable and usable condition within the constraints of our current budget.

Within the coming 12 months our priority is on repairing the greens to an appropriate playing standard. The current greens have been laid for 15 years, and we believe it is appropriate for significant work to be undertaken on one of the greens over the off-season. The approximate cost of this work will be \$5k. While undertaking this work other repairs and maintenance will be able to be undertaken to the surroundings of the green as identified in the building report.

In years 1-3 we intend to undertake repairs to the weatherboard cladding, timber joinery and roof flashing, with a priority on maintaining weather tightness and preventing decay. Appropriate areas for improvement have been identified in the building report.

In years 3-10 work will be undertaken to systematically paint and protect the outdoor surfaces and roof, and to keep on top of wear and tear on carpets, curtains, and wooden features.

Some maintenance has been deferred while there has been uncertainty over the lease status for the club, and the club is eager to get on top of the maintenance schedule once the lease is renewed.



# **2017-2018 Marketing Plan**

**NEWTOWN WORKINGMEN'S BOWLING CLUB**

## Introduction

The purpose of the marketing plan is to market the sport of lawns bowls and increase participation. This means introducing new players to the club and ultimately converting new social members into loyal members who invest interest in the future of the club. We aim to maintain a friendly and social club atmosphere developing club culture and loyalty.

The club desires to portray an image as being modern and progressive, while honouring the traditions and history of the sport.

## Situational Analysis

### Market Analysis

<b>Business/Market Definition</b>	The Newtown Workingmen’s Bowling Club operates within the sport and recreation licensed social clubs market. The primary purpose of the club is lawn bowling. The clubrooms are also regularly hired by members for functions.
<b>Market Size</b>	Bowling clubs nationwide are challenged aging membership, However, the overall population of middle aged to mature is growing.
<b>Market Potential</b>	There is a potential to widen the age group for competitive players, aiming to obtain more players in the 15 – 50 age group, including those “baby boomers” due to retire in the next decade. There is increasing promotion of the club via the recruitment of casual players (through events aimed at social, or corporate bowlers). There is a potential to engage with local schools and universities. The market for hosting functions and events continues to be strong and has been a viable revenue stream to date.
<b>Market Structure</b>	There are a number of bowling clubs within the Wellington region that are direct competitors: <ul style="list-style-type: none"> <li>• Newtown Bowling Club</li> <li>• Island Bay Bowling Club</li> <li>• Karori Bowling Club</li> <li>• Victoria Bowling Club</li> <li>• Seatoun Bowling Club</li> <li>• Lyall Bay Bowling Club</li> </ul> <p>Other competitors include other local sporting facilities and venues such as bars/hotels offering function hire.</p>
<b>Market Trends</b>	Increased attention on Human Resources in the workplace has driven demand for “team-building” activities. This has been evident over the last few seasons and we expect it to continue.

Lawn Bowls has become popular for 18 – 30 year olds across New Zealand and Australia following exposure through television and movies, i.e. *Cracker Jack*. The trend, albeit often ironic, draws many youngsters are drawn to the sport.

## Environmental Analysis

There is a wide range of ages and incomes living in the Newtown Region.

<b>Economic Factors</b>	Overall the economy is good, with little evidence of WCC lease increases. Prices of memberships have remained affordable due to secure and strong revenue streams.
<b>Technological Factors</b>	The use of the internet and social media must be exploited for the club to effectively promote the club and communicate effectively with the community. The move towards digital content simplifies managing communicating with members specifically by: <ul style="list-style-type: none"><li>• Making information available to members, i.e. opening hours, membership information</li><li>• Providing event information and booking availability</li><li>• Recognising, promoting and linking club sponsors</li><li>• Providing a means for feedback. Via social media, the community can quickly and easily respond to us or provide ideas for improvement</li><li>•</li></ul>
<b>Natural Factors</b>	Lawn Bowls is an outdoor sport, therefore the club operates seasonally. Typically the season begins in October and ends by May. During the winter months, due to the cold and wet weather, indoor bowls is popular among members. The combination of these two past times allows the club to operate all year round.
<b>Cultural Factors</b>	Lawn Bowls originated in England and has been a popular sport in New Zealand for retirees. Being perceived as a retirement sport” is often a barrier to attracting younger members.
<b>Legal/Political Factors</b>	Legal factors influencing the way the club operates: <ul style="list-style-type: none"><li>• Licensing restrictions</li><li>• Wellington City Council (WCC) regulations</li><li>• Privacy Act regarding member information</li><li>• Insurance</li><li>• Health and Safety</li><li>• Food Preparation</li><li>• Rules for governing not for profit organisations</li><li>• Wheelchair access</li><li>• Bowls New Zealand or Wellington Bowls laws/regulations that may affect the way the club conducts its business</li></ul>

**Organisation Analysis**

<b>Product</b>	<p>Newtown Workingmen's Bowling Club is a sports club in the sport of bowls. Membership offers the service of ongoing coaching and the ability to play bowls at various levels, both socially and competitively.</p> <p>With Club membership, members are registered with Bowls Wellington and Clubs New Zealand, granting them reciprocal rights at affiliated clubs nationwide.</p> <p>The Club also provides bar and function facilities which are available to members for private and organisations events/meetings/functions.</p>
<b>Price</b>	<p>A penetration pricing strategy has been employed, meaning that we are offering memberships to the whole market at one low price because of the</p> <p>Prices are comparable to other clubs</p> <p>Memberships are affordable and sustainable, suiting students, low income families and pensioners.</p> <p>This pricing strategy is supported by volunteer labour.</p> <p>Bar prices are consistent with other sport and social clubs affiliated with Clubs New Zealand. Bar prices are perceived as being</p> <p>Function prices are cheap compared to competitors. Members are not charged to hire the club rooms but there are negotiated prices associated with the additional use of facilities (i.e. barbeque) and any required services (i.e. bar staff and cleaning services).</p>
<b>Distribution (Place)</b>	<p>Newtown Workingmen's Bowling Club is located at 166 Owen Street in Newtown. The two greens and clubroom are contained within the club address.</p>
<b>Promotion</b>	<p>Current promotional activities rely on word and mouth.</p> <p>Going forward, having an electronic database of our large casual membership allows us to communicate effectively via email and social media.</p>

## SWOT Analysis

### Strengths

- Large community advocacy, support and spirit from recent "Save the Club" campaign
- Highly successful recruitment of casual members from this campaign during November and December, with continued sign-ups of casual members this year through word-of-mouth and summer bowls events
- Reinvigorated club committee generously dedicating time to the club's success and longevity
- High involvement and support from the council ensuring we align with the Wellington Town Belt values and meet policy and legislation requirements
- Time and goodwill of experienced players passing expertise to new members
- Financially sound- a noncommercial operation with no capital development required
- Nature of the sport is inclusive, it's suitable for all ages, genders, and ability
- Membership fees are very affordable, making it accessible to all members of the community
- Club rooms effectively used during the "off-season" making the club rooms utilised all year round
- Effective communication and engagement via Facebook
- Public access to grounds with an "open gate" policy via Newtown and Southern walkway
- The bowls and lawns are available to members 7 days a week during sunlight hours
- Minimal reliance on any build infrastructure
- Affiliation with Clubs New Zealand
- Fully licensed
- Visibility on Google Maps as a sports club
- Wheelchair access
- Located near many local amenities and public bus services

### Weaknesses

- Bowls NZ continues to face a decline in traditional members with an aging membership. The Workingmen's Bowling Club is no exception
- Traditional competitions do not align with the commitment levels of community society today. A lot of interest from people wanting to "give it a go" but are unwilling to commit to traditional competitions, game formats, dress code
- Imbalanced gender mix. Currently the club is only competing in male interclub competitions
- Negative perception as a retirement sport
- High numbers of new and less experienced casual members have impaired the greens over the December-January period, increasing maintenance costs of lawns
- Currently a lack of written procedures and management documentation
- Currently a lack of Bowls NZ representation, *i.e.* *NZ Bowls NZ Partnership*
- Recent increased popularity and hiring resulting in challenges:
  - Bookings are currently managed in a diary at the club rooms resulting in a lack visibility. A lot of enquiries are received via Facebook and then redirected to the club rooms
  - Resources challenged to manage some large functions in compliance with liquor licensing and noise management
- Lack of visibility from street, with little signage
- Lack of visibility and consistency of opening hours. Not currently advertised on Google Maps or Facebook.

### Opportunities

- Customer centric model
- Retention of casual members
- Conversion of casual members to full members
- Buy-in from community who want to have a stake in securing the club's future
- Players investing time in a sport they can play for the rest of their lives
- Development of competitions formatted to target more casual players
- Engagement with local schools and universities to provide coaching and practice opportunities
- Hosting corporate and team building events
- Pass down knowledge and expertise
- Increase representation of women in the sport
- Mixed gender bowls
- Active engagement and presence via social media as means of advertising/communication
- Exploit the use of the internet by having a website
  - Provide booking information
  - Visibility of the clubroom open hours
  - Acknowledgement of affiliations and sponsorship
- Rejuvenate a sport that many members have a strong affinity for
- Partnership with a winter sport club to recruit new competitive members that can participate in their club's off-season
- Increase visibility and signage from street
- Infrastructure development to accommodate increased casual membership, *i.e. sunshade, outdoor furniture*
- Working closer with the Newtown Bowling Club to secure the best future for bowls in Newtown

### Threats

- Wellington City Council (WCC) changes to lease requirements
- Amalgamation with other local bowling clubs in the region
- Usage of the bowling greens by other community groups whose activities could cause damage to the greens (for example, it has been suggested that we engage with dog training and football clubs)
- Aging traditional members
- Loss of key volunteers contributing to the club committee
- Lack of succession planning
- Limited expertise in the Wellington region of greens maintenance (our expert currently looks after the lawns of several local clubs)
- Unhappy Neighbors
- Any changes to legislation affecting the club which require more resource
- Complacency
- Vandalism and theft
- Climate change causing more extreme weather patterns leading to an increase cost of lawn maintenance
- Lease renewal – uncertainty puts development/maintenance work on hold

*What does success look like?*

What does success look like...	in two years time?	in five years time?	in 10 years time?
<b>Sustainable and diverse membership</b>	200 casual members (retention from 2017 membership drive as well as new players sign-up)  conversion of five casual members to competitive members	200 casual members  10 competitive members	200 casual members  15 competitive members
<b>Player Development</b>	five players involved in ongoing coaching	+ 9 players involved in ongoing coaching  + one certified coach introduced	+ 10 players involved in ongoing coaching  + two certified coaches introduced
<b>Competition Lawns</b>	two lawns maintained to competition standard	two lawns maintained to competition standard	one lawn maintained to competition standard  + one lawn up to NZ Bowling competition standard
<b>Maximised use of community facility with "open gate" policy</b>	Clubrooms and grounds continue to be used by club members on and off season for bowls and other activities	two other recreation groups using the facilities on a weekly basis	two other recreation groups using the facilities on a weekly basis
<b>Progression planning &amp; continued rejuvenation of management team</b>	one new member introduced to the club committee  one new member introduced to the match committee	one new member introduced to the club committee  one new member introduced to the match committee  one new member trained in lawns keeping and agriculture management	one new member introduced to the club committee  one new member introduced to the match committee  one new member trained in lawns keeping and agriculture management



## PRO CHECK



### Building Consultants Limited

*"Property is one of the most important investment decisions anyone will make, let 'Pro Check' assist you to ensure that it is a wise investment".*



### 177 Owen Street Newtown Wellington Region

Bruce Richardson - Inspector

Phone: 027 8104511

Email: [bruce.procheck@gmail.com](mailto:bruce.procheck@gmail.com)

#### INSPECTION REPORT

Inspection Date:	18 December 2017
Client/S:	Workingmen's Bowling Club, Newtown
Telephone:	-
Email:	-

## GENERAL

ProCheck holds Professional Indemnity Insurance.

This report reflects the state and condition of the property at the time of the inspection. Nothing in this report should be taken as a guarantee that problems will not arise in the future. Different weather conditions to that experienced at the time of the inspection could reveal evidence of defects that may otherwise be undetectable amongst other things.

1. This report is NOT an all-encompassing report dealing with the building from every aspect. It is a reasonable attempt to identify any obvious and/or significant weather-tight defects apparent at the time of the inspection. Sometimes these can be concealed and it may not be possible to visually identify these. There is no guarantee that the building may not leak in the future or have other defects that cannot be observed. Whether a defect is considered significant or not, depends to a large extent, upon the age and type of the building inspected. This report is not a Certificate of Compliance with the requirements of any Act, Regulation, Ordinance or By-Law. It is not a Structural Report. Should you require any advice of a structural engineering nature you should consult a Structural Engineer. We do not profess to be experts in pest control and no issue relating to termites is included and you should consult a professional pest control exterminator.

2. Comments may be made regarding the possibility of Asbestos being present-Lab testing would be required to determine the presence or not and is a separate cost over and above this report.

3. ESTIMATING DISCLAIMER: Any estimates provided in this report are merely opinions of possible costs that could be encountered, based on the knowledge and experience of the inspector, and are not estimates in the sense of being a calculation of the likely costs to be incurred. The estimates are NOT a guarantee or quotation for work to be carried out. The actual cost is ultimately dependent upon the materials used; standard of work carried out, and for what a contractor is prepared to do the work being carried out. The inspector accepts no liability for any estimates provided throughout this report. (Addendums)

4. The original building appears to be circa 1960's (as per QV). Check LIM details for actual dates. It should be understood that estimates of building age are to be regarded as approximate.

## ACCESS AND LIMITATIONS

The areas visually inspected were; **interior, exterior, roof.**

The weather at the time of the inspection was **warm, and moderate wind.**

## STANDARD TERMS AND CONDITIONS OF ENGAGEMENT

### **Pro Check Building Consultants Limited Liability**

The client acknowledges that Pro Check Building Consultants Ltd inspector accepts no personal liability (whether arising from negligence or otherwise) in respect of the report and releases and discharges the inspector from all liability in respect of any act, error, omission or negligence in connection with the inspection or report. Any liability is for 14 days from the date of the inspection after which no liability will be accepted, (including legal costs) & shall be a maximum of the aggregate inspection fee inclusive GST in full & final settlement to all matters past present and future for any entity having reliance upon the report. Any such settlement must remain in confidence to the parties.

### **Equipment used**

A Protimeter Survey Master Capacitance & Resistance – type Moisture Meter (calibration tested on site)  
A Lumix DC –digital camera  
Aluminium extendable folding ladder  
Mirror & torch

METHODOLOGY - Visual Non-Invasive.

### **Visual observations and non-invasive moisture tests (refer to 'Moisture Meters' below).**

#### **Moisture meters**

Moisture meters use changes in electrical properties in timber to provide an estimate of the moisture content.

The two common types of meters in use are the resistance meter and the capacitance meter. Note – the results from both types must be compared with known dry locations as readings may be affected by hidden materials (metals and chemical preservatives).

#### **Capacitance meters (non-invasive testing)**

These are used on a surface, and measure an electrical property called the 'dielectric constant' and produce an electric field that can penetrate into the timber. Although the field can penetrate deep into the timber, the meter readings can be biased to the surface moisture contents (so internal readings can be misleading).

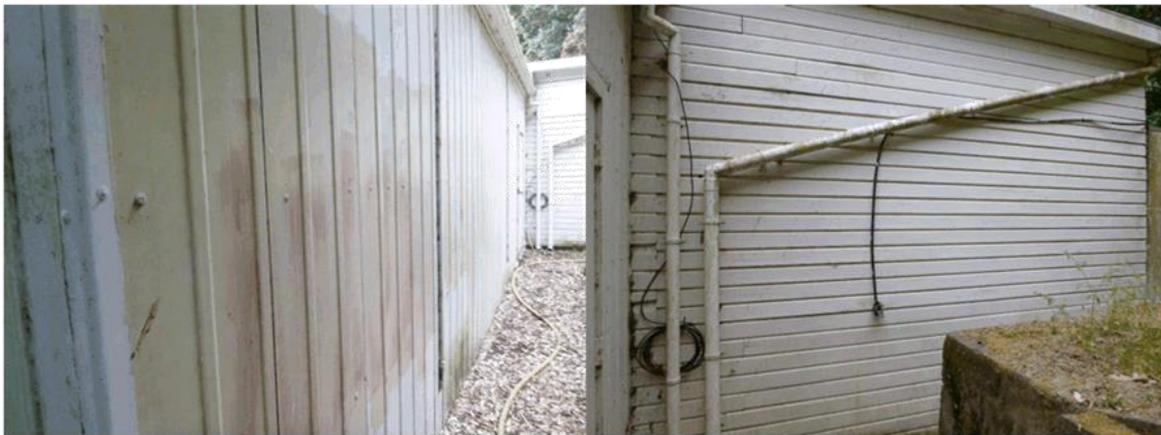
## Moisture Readings

General significance of Moisture Content Percentages in general terms for Untreated, LOSP and Boric treated framing are as follows; Figures in percentage &/or 'dielectric constant' shown.

0-16.9% 0-169	Acceptable	generally acceptable but high-end readings could indicate leaks past or commencing.
17-20% 170-200	Concerning	requires further investigation. Can sustain rot, with possible loss of strength.
21-29% 210-290	Unacceptable	Probable rotting, with probable loss of strength.
30+% 300+	Unacceptable	Rotting, Loss of strength, corrosion of fixings probable.

Although 16.9% is an acceptable value (based on the maximum permitted moisture level in framing to which plasterboard is fixed) this can still indicate leaks as some walls may have normal dry readings in the 0-16.9% resistant moisture range or 0-169 relative humidity range. This is termed the EMC or equilibrium moisture content. Where any recorded value is of concern at the time of inspection we have noted this within the report.

The Report  
Photographic/Dialog





The exterior of the building is multi-clad with the use of timber weatherboards and a profiled fibre cement asbestos sheet.

On first impressions the building shows areas that will require planned maintenance with some repairs to targeted areas on the cladding and timber joinery which will also require scheduling.



All penetrations should be plugged and sealed to the cladding prior to the next decorating period.



Loose and missing pipe brackets need to be installed and secured. I note the terminal vent pipe needs to have a sleeve installed and a breather cap at the top of the pipe.





The water pipe to the building is a combination of copper, grey Buteline Polybutene and black Buteline Polybutene. There was no sign of the black Dux Qest labels and the pipe installed here is considered suited for purpose. There is a leak to the tap at the rear southern wall that could be repaired.



Any pane of cracked glazing could be replaced. Rusting fitting could be removed and replaced as may be desired.



To the rear walls, the weatherboards show some decay to the underside of the lowest board where it is in close proximity to the ground surfaces. Such boards could be replaced either in part or whole. The northeaster corner shows some decay to the base of the boxed corner that could also be replaced. The leaves and residual soil off the bank needs to be cleared away from the cladding surfaces and components to stop the transfer of moisture over prolonged periods.



Northern side of the store room shows some decay at the base of the weatherboards that are close to the retained area as well as to the adjacent window sill and trim on the left corner.

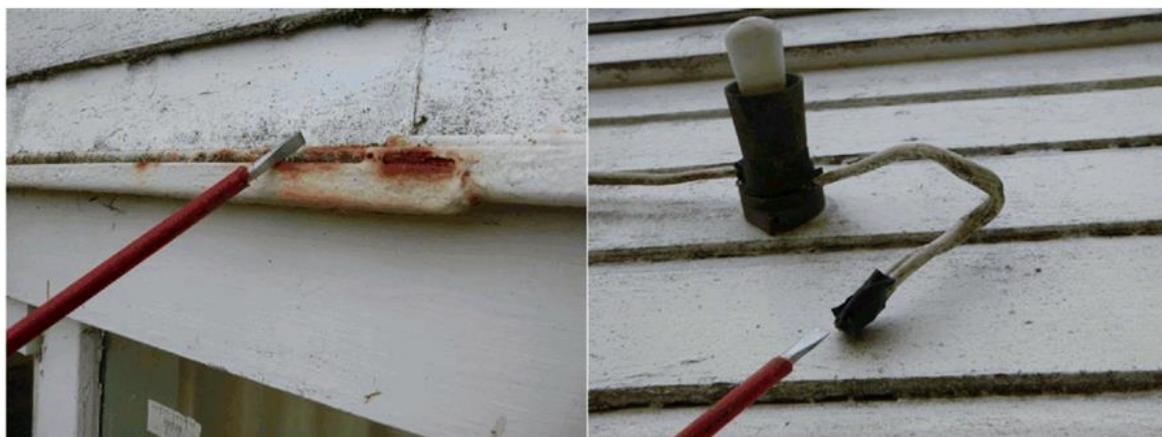


The west facing side of the store room could have head flashings installed over the top of the window and door openings as is customary. Both the architrave trim and boxed corners show decay that could be replaced in part of whole.





The front timber joinery areas show some deterioration around/on the glazing beads and architraves in each window section. The worst affected ones could be the starting point, being removed, seal rebates and reapply new architraves and beads. During the process it may also be a consideration to apply, prior to reinstating new beads and architraves, Metalex, Concentrated Timber Preservative.



Any head flashing or sound metal component that shows corrosion can be cleaned back, the corrosion treated with an epoxy rust converter and painted. The decorative light wiring to the front of the building should be terminated within a junction box.



The far-right exit door frame could have a head flashing installed above the joinery opening to add further protection. The door itself through age shows some movement in the rail/style connections which could be glued (using a water proof high strength building adhesive) clamped, and then painted.



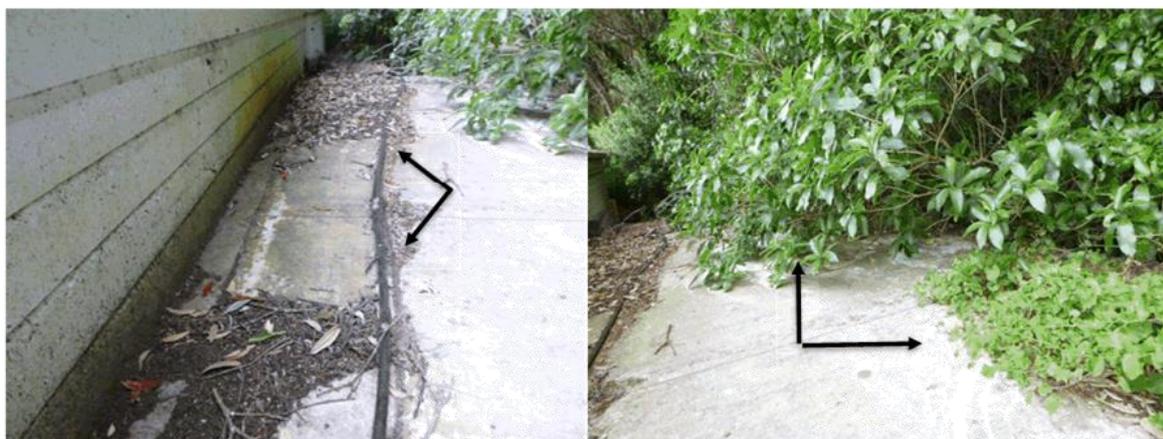
Above is the southern end of the front barge board that shows a small section of decay. This could be removed and replaced with a new section and painted.



Generally speaking the asbestos profiled sheet cladding is in reasonable condition with the exception of a broken portion on a sheet on the southern end that is partially sealed. This sheet could be replaced by a competent contractor licenced to remove asbestos at some stage prior to any external decorating. There is an upper sheet joint that technically has never been installed correctly where the upper sheet runs down in behind the lower sheet and a horizontal flashing should have been installed along that joint. Historically this location has been reliant on a silicon seal and it is now time to reseal this joint. It is my opinion that without considerable work/effort it is not practical to install a new flashing here and provided that the seal is maintained, it should continue to function.



To the rear south eastern side of the building there are a few areas that show general wear and tear on the weatherboard and architrave components that could be tidied up with sections replaced as required and mitred corners could have a corner soaker installed over them to seal and improve the aesthetic appearance.



The top of the rear cooler unit needs to be cleared of debris and the foliage trimmed back off the building components to stop premature wear to surfaces.



The main roofing is a very flat roof profile with the ends of the trough sections turned down to the gutters.



The roof could be re-painted to add a further film of protection at some stage. The cowl to the flue shows corroded bracket stays and is loose, which could be replaced.



The roof and gutter systems need to be cleared of obstructions and plant life in order to appropriately function.



At the northern end where the original main roof meets the next section added, the cover flashing is loose and not properly fixed down to the roof sheets as well as only covering one trough ridge instead of two. It is recommended that this be replaced and to cover two ridges where there is a point to then fix to.  
At the high end of the roof troughs (west facing) the build-up of debris should be removed, and new seals installed around the large gaps to the barge turn-down sections.



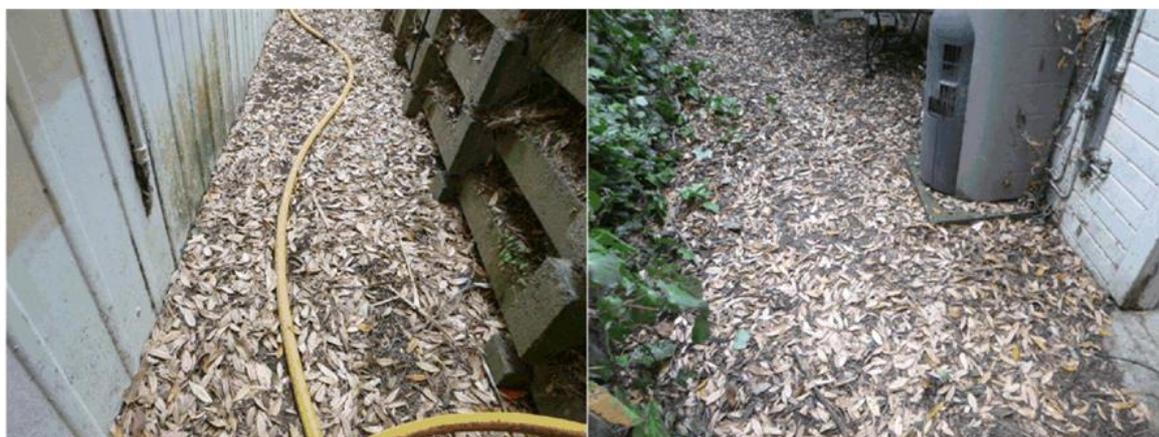
The barge overlap should be a sealed junction.



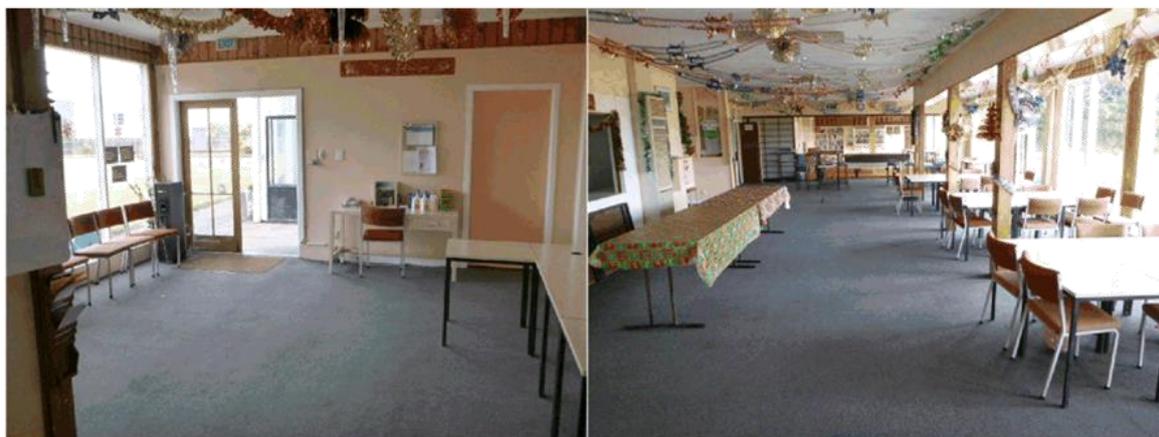
On the southern end extension, the trapezoidal roof profile shows some minor surface corrosion to the ridges and surfaces of one smaller section beneath the tree-line. This should be treated with a rust converter and painted to apply a further protection. The treeline and shrubs need to be trimmed back to prevent premature wear to the roof surfaces.



The main crib retaining wall is in good overall condition with no rotation. At the rear, east side of the building the low concrete block retainer has slipped forward over time. This could be removed, the bank cleaned up and the same wall reinstated .



The property, in particular at the rear, is situated low to the surrounding ground areas. As such the leaves and soils on the ground need to be clean away and all drains cleared of any obstructions to ensure that all surface water drains away freely.









The interior of the building over time have aged suffers from normal wear and tear generally of which many of the areas can be scheduled for future maintenance. The window areas can be further improved with replacing trims and some sill areas once the beads and architraves to the exterior have been attended to and sealed.

General maintenance to be scheduled could be;

Replacement of historically water damaged scotia's,  
Tighten door handles to fire exist doors,  
Lift carpet and grind concrete hump where the floor extension to the original veranda meets,  
Check and alter the rear door for operation as today it would not open.  
Replace front left French door,  
As above once exterior trims are replaced and sealed around the window joinery, replace skirting boards,  
(there may be some decay beneath in some places that may also require attention)

The carpet to the southern extension has been damaged historically and consideration to it being replaced like for like of with an alternate floor covering, would enhance the aesthetic appearance.

Once all the above is completed, consideration to applying a coat of paint and polyurethane to the interior would again further enhance the aesthetics of the interior.

I would recommend that the fire hose reel is checked as I was unable to find any current sign off to the tags on the unit.

Consideration to installing smoke detectors would be a good idea in each separate area, ie; 1 in each toilet area, 3 in to the main function rooms and so on.

The Owner of building must provide evacuation procedure

Tenants of a building must follow any evacuation procedure provided

Clearly mark where the assembly point is that is clear of the main building.



The bar room shows some seepage to the right side of the chiller where it meets the jamb of the opening. This shows some swelling and elevated indicative moisture readings where a flashing could be installed to add further protection on the exterior. It would be advisable to replace the boxed unit beneath the steriliser as it has started to deteriorate.



The kitchen could have some further maintenance scheduled to various items. This could include the clashing strips on the bench edges, painting the ceiling and having an electrician place the lighting connection into a junction box.



The vinyl flooring is starting to show its age but is still serviceable.



Skirting boards can be tacked or glued back to the wall linings. The rear door is binding a little and could be eased.



The toilet pan is cracked and it is recommended that it be replaced.



The men's toilet areas are again serviceable and could have some planned decorating maintenance considered, nothing of any urgency here.





The women's toilet areas are again serviceable and could have some planned decorating maintenance considered, nothing of any urgency here. This is mainly to the ceiling areas where historical leaking since repaired has left plaster blemishes and peeled paint work.



The locker room/storage area are again serviceable and could have some planned decorating maintenance considered, nothing of any urgency here. This is mainly to the ceiling areas where historical leaking since repaired has left plaster blemishes and peeled paint work. The indicative moisture readings in these rooms are well within the acceptable internal parameters.



Consideration to replacing light switch face plates is a good idea. On the greens some maintenance to the surrounding edging could be undertaken if not to at first remove any sharp timbers.

**SUMMARY:**

My first comment is that generally the complex for its age is in reasonable overall condition but does require continued maintenance to improve and maintain the overall performance of the property as is noted and may not be limited to the above.

**It is my opinion that no issue exists that could be attributed to the 14 November 2016 earthquake event.**

Regular Maintenance is important.

A little time & effort now can prevent expensive repairs in the long term. Plan what maintenance you propose to undertake.

Take into consideration the type of work that is required, & the time of year you want to get it done. Most external maintenance is completed in the summer as this is generally the best weather for drying and for general outside work such as gardening. If you are planning on fixing brackets, security lights, or any other fixture to the exterior make sure you have the skills & equipment to undertake the task. If you are unsure call a specialist in that particular field.

Maintenance may sound difficult & costly but in fact it can be quite the opposite in reality saving you possible expensive repairs down the track.

It can become difficult & costly if it is never undertaken, by which time other issues may have arisen that could have been acted upon sooner through regular general maintenance each year.

There are virtually no "maintenance free" exterior claddings on the market, in fact almost nothing is maintenance free - many people tend to throw things away these days when they breakdown as it is cheaper than getting it fixed. This is not the case with your exterior cladding, you can't just throw it away and it is protecting you're the building & your belongings. A property is one of your major life investments whether residential or commercial so it should be looked after.

Should you require any further information in relation to our report, please do not hesitate to contact us.

I certify that I have undertaken this inspection on the said property and I am competent to undertake this inspection.

Indentured carpenter/joinery in trade. RNZE  
35 years' experience in the building industry  
Insurance loss adjuster – 6 years

Bruce Richardson  
Pro Check Building Consultants Limited  
027 810 4511

**FOR YOUR PEACE OF MIND**

**Newtown Workingmen's Bowling Club Maintenance Plan**

**Indicative Projections for Club Asset Maintenance and Development – 2018-2028**

**Maintenance and Development Work completed and undergoing in 2017-18**

Lawns: Repairing Greens		
This is the cost of removing and relaying the greens to achieve a playing standard for next season.	\$5,000	May- July 2018

**Indicative 5-Year Maintenance and Development Plan for 2018-2028**

Project Priority: E = Essential D = Very Desirable N = Nice to have C = Contingent

<b>Project</b>	<b>Cost and source</b>	<b>Timing and priority</b>
Weatherboard cladding: Repairs Repair cladding that has deteriorated.	\$9,000 Self funded	As required E
Timber Joinery Repair joinery that has deteriorated to prevent decay.	\$3,000 Self funded	As required E
Roof Flashing Re-seal roof to withstand weather conditions.	\$2,000 Self funded	2019-2022 E
Paint and futureproof Systematically paint and protect outdoor surfaces and roof.	~ \$4,000 Self funded	2019-2022 E