

**ORDINARY MEETING**

**OF**

**ENVIRONMENT COMMITTEE**

**AGENDA**

**Time:** 9.15am  
**Date:** Thursday, 27 November 2014  
**Venue:** Committee Room 1  
Ground Floor, Council Offices  
101 Wakefield Street  
Wellington

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**MEMBERSHIP**

Mayor Wade-Brown

Councillor Ahipene-Mercer  
Councillor Foster  
Councillor Free  
Councillor Lee  
Councillor Pannett (Chair)  
Councillor Ritchie  
Councillor Sparrow

**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 803-8334, emailing [public.participation@wcc.govt.nz](mailto:public.participation@wcc.govt.nz) or writing to Democratic 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 Committee will focus on climate change initiatives, enhancing the city's open spaces, protecting biodiversity in plant, bird and animal life, and ensuring there are high quality outdoor areas for residents and visitors to enjoy. The committee is also responsible for waste minimisation, energy efficiency and the three waters (drinking water, stormwater and wastewater).

**Quorum:** 4 members

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## **1 Meeting Conduct**

### **1.1 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.

### **1.2 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.

### **1.3 Confirmation of Minutes**

The minutes of the meeting held on 16 October 2014 will be put to the Environment Committee for confirmation.

### **1.4 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.

### **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 Environment Committee.***

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.

#### ***Minor Matters relating to the General Business of the Environment Committee.***

No resolution, decision, or recommendation may be made in respect of the item except to refer it to a subsequent meeting of the Environment Committee for further discussion.



## 2. Strategy

# A 12 MONTH REPORT ON IMPLEMENTATION OF OUR CAPITAL SPACES STRATEGY - AN OPEN SPACES AND RECREATION FRAMEWORK 2013 - 2023

### Purpose

1. To report back to the Environment Committee on progress in implementing the actions in Our Capital Spaces

### Summary

2. Our Capital Spaces was approved in September 2013 and sets the framework for managing and developing open space in Wellington. The plan provides a framework for related policies and area management plans.
3. An implementation plan was approved and key initiatives were funded through the 2014/2015 Annual Plan.
4. This 12 month report outlines progress towards implementing the plan to date.
5. Future reporting will be through the quarterly report and annual report.

### Recommendation

That the Environment Committee:

1. Receive the information.

### Background

6. Our Capital Spaces was approved by the Council on 28<sup>th</sup> August 2013.
7. Public expectations were high around translating the intent of Our Capital Spaces into actions. In order to deliver the actions under Our Capital Spaces, this Committee and the Council agreed to prioritise and resource priority actions.
8. During the 2014/2015 annual plan several key actions from Our Capital Spaces were consulted on and approved for funding.

Project name	\$				
	14/15	15/16	16/17	17/18	ongoing
Community biodiversity and biosecurity support - <i>Extra plants for community greening and tools for pest control</i>	Opex 55000	55000	55000	55000	Yes
	Capex 20800	20800	20800	20800	Yes

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Project Halo partnership project <i>Funding the establishment of additional traps and bait stations, including subsidy for private homes</i>	Opex 47000	45080	45080	16800	Yes
Smart and Connected <i>Audit signage at all major open space destinations and review park signage at suburban parks. The audit is followed with implementation in years 2 to 5.</i>	20000 opex				
	Capex 20000	30000	20000	20000	Yes 20k in yr 5
Our Capital Spaces: Makara Peak partnership funding	Opex 40000	40000	40000	40000	Yes
	Capex 28000	28000	28000	28000	Yes
Open Space Access Plan implementation <i>Reinstated track funding</i>	Capex 150000	150000	150000	150000	Yes
Harbour Escarpment Walk		Capex 30000	350000	350000	No
Mountain bike and track capital of the world	30000 opex				No
		Capex 50000	150000		No

9. As well as the priority actions outlined above, there will be other programmes and projects that will be carried out as normal business within existing baselines and / or continue long term commitments.
10. This progress report provides feedback on the first twelve months following implementation of Our Capital Spaces and following approval for funding of several projects through the 2014/2015 Annual Plan. Future reporting will occur through the Council's quarterly report and annual report.

## Discussion

11. Progress towards the projects outlined in Our Capital Spaces is as follows:

### Mountain Bike and Track Capital of the world (under Outcomes 1 and 3)

Project	What we plan to do?	Progress report
Take a proactive approach to the development of mountain biking as one of the key visitor attractions  <i>Priority/Action 3.4</i>	Facilitate a forum to develop a strategy for mountain bike tourism  Work with the mountain bike community so that they have "one voice" supporting their preferred strategy / priorities, and resources  Work with Positively Wellington	Officers are working with an external group called the Mountain Bike Economic Growth Initiative (MBEGI) on a Wellington (and wider region) business plan for mountain biking promotion and investment in supporting infrastructure. This project is sponsored by WCC through the Wellington Economic Initiative

	<p>Tourism to align mountain biking strategies and to pool marketing resources for maximum effectiveness</p> <p>Timing: Year 1</p>	<p>Development Fund and includes a WCC officer on the Governance group.</p> <p>Beginner MTB events programmed during Summer City period. Improvements to WCC's website to make MTB information more accessible. Focus is on signage, access to information and promotion of trails.</p>
<p>Coordinate and manage mountain-biking track and facility development on a regional basis</p> <p><i>Priority/Action 3.4</i></p>	<p>Co-ordinate and manage mountain-biking track and facility development</p> <p>Timing: Years 1-6</p>	<p>Regional TA trail manager meetings have been initiated to work towards a regional strategy.</p>
<p>Maintain, operate and develop Makara Peak Mountain Bike Park</p> <p><i>Priority/Action 3.4</i></p>	<p>Support development of Makara Peak Mountain Bike Park</p> <p>Timing: Ongoing</p>	<p>Work with the Makara Peak Supporters in developing a sustainable model for the maintenance of tracks in Makara Peak.</p> <ul style="list-style-type: none"> <li>- An annual capital commitment of 28k has been confirmed for trail renewal/upgrade.</li> <li>- Additional opex resources have been confirmed to assist with trail maintenance at Makara Peak.</li> </ul>
<p>Complete the track network with a priority on connecting communities and open spaces</p> <p><i>Priority/Action 1.9</i></p>	<p>Complete the <b>Skyline Track</b> and the <b>Harbour Escarpment Walk</b> and links to adjacent suburban communities</p> <p>Timing: Years 1 - 3</p>	<p>The Environment Committee have agreed on an indicative route for the Skyline track on the eastern side of Stebbings Valley. A paper has been prepared for the December meeting of the Environment Committee outlining timeframes for construction.</p> <p>Funding for both tracks as follows:</p> <p>Harbour Escarpment – planning 2015/16, construction 2016 – 2018. Skyline – 2017/18</p> <p>Tracks being built in 2014/2015 include grade 2 (accessible) bike trails in Karori Park and Centennial Park, upgrades in Makara Peak, and community track projects in Mt Victoria, Polhill, Makarerua and the Skyline Track.</p>
<p>Active transport and the role of the open space network</p>	<p>Identify opportunities for active transport routes through the open spaces network as part of the Transport Strategy review</p>	<p>This objective was included in the draft Urban Growth Plan recently consulted on. No specific details have been identified at this stage.</p>

<i>Priority/Action 1.9.4</i>	Timing dependent on Transport Strategy Review	
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**Smart and Connected (under Outcome 1)**

<b>Project and relevant priority / action in “Our Capital Spaces” Section 4</b>	<b>What we plan to do?</b>	<b>Progress report</b>
Provide accessible street and on-site signage for the open space network  <i>Priority/Action 1.1.2</i>	Review parks signage during development of the <b>suburban reserves management plan</b>  Timing: Years 3-8 (implementation)	An audit of signage is being carried out over the summer and signage guidelines developed for the hierarchy of parks and tracks throughout the city. This will form the basis for a prioritised implementation plan for new signage in years 2 and 3.
Develop easily accessed information on the open space network  <i>Priority/Action 1.1.1</i>	Review and develop smart phone applications and websites, including interactive mapping of walking and cycle ways and park spaces. Make this information, where possible, user friendly for all, including those with disabilities  Timing: Years 1 - 3	Re-established web pages for over 40 reserve areas. New website pages for mountain biking, buggy walks, top five family spots and summer fun for work places.  Working with PWT on their review and update of the Welly Walks app.  Developed a webmap priority list for website. This includes MTB tracks, playgrounds/areas, walkways, parks and reserves, beaches and coasts, Rec facilities, and gardens.

**Multi-Use Spaces (Sports, Recreation and Parks) (under Outcome 1)**

<b>Project</b>	<b>What we plan to do?</b>	<b>Progress report</b>
Develop and enhance well-located park spaces as local destinations that provide a range of activities and experiences  <i>Priority/Action 1.7</i>	The <b>suburban reserves management plan</b> will identify priority open spaces for development  Timing: Ongoing	Completed the redevelopment of <b>Grasslees Reserve</b> in Tawa including the installation of a new playground.  The draft Suburban Reserves Management Plan has identified Kilbirnie and Miramar Parks as key multi use hubs for development. In addition it has identified gaps in provision for open space and playgrounds in several places throughout the city. Plan currently out for public consultation.  <b>Newlands Park</b> redevelopment being proposed for Charles Plimmer Bequest funding.

<p>Provide recreation and sports facilities that meet the needs of communities</p> <p>Priority/Action 1.2</p>	<p>Work with sporting groups to develop sporting hubs at Wakefield Park, Hataitai Park and Alex Moore Park</p> <p>Timing: Ongoing</p>	<p><b>Hataitai Park:</b> A number of meetings have been held with sports groups based at Hataitai Park to encourage collaboration and development of a “sportsville” hub. Development of a Master Plan for the park has also commenced.</p> <p><b>Alex Moore Park:</b> Officers have continued to liaise with the Alex Moore Park Sport and Community Inc. group in the development of a hub at the park. Following completion of the artificial sportsfield, perimeter walking/cycling track, and landscaping improvements, the focus is now on development of a new multi-sport building.</p> <p><b>Wakefield Park:</b> Officers are continuing to support clubs based at the park and surrounds and to encourage collaboration.</p>
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**Enhancing the Halo and Biodiversity (under Outcome 2)**

Project	What we plan to do?	Progress report
<p>Protect and restore indigenous biodiversity, and demonstrate kaitiakitanga (guardianship)</p> <p>Priority/Action 2.1</p>	<p>Review the <b>Biodiversity Action Plan</b></p> <p>Prepare a <b>restoration planting strategy</b></p> <p>Timing: Years 1 - 3</p>	<p>Draft Biodiversity Strategy and Action Plan going to the December Environment Committee meeting for approval to consult. This will occur in February/March next year. There has already been extensive pre-consultation and engagement with key stakeholders.</p> <p>Restoration criteria and guidelines for restoration work are incorporated into the new Biodiversity Strategy. Once these have been consulted on and approved, they will be used to develop a 5 year restoration planting implementation plan.</p> <p>The June 2013 storm caused significant damage to large areas of trees within the Wellington Town Belt and reserve land. The main areas of work are in pine blocks adjacent to Finnimore Tce, Hutchinson Road and Dover St that have already been felled or are due to be felled in 2015, as well as Tawatawa and Southgate Reserve. The Council has commenced a five year programme to plant, release and maintain 5 areas of land following this tree felling. Some planting has already been undertaken in three of these areas.</p>

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<p>Develop a halo (or ecological buffer zone) around biodiversity hotspots</p> <p><i>Priority/Action 2.3</i></p>		<p>The Botanic Gardens of Wellington Management Plan approved in August 2014 proposes an ecological buffer zone around Otari – Wilton’s Bush.</p> <p>Secured funding to extend our animal pest control around Zealandia. Provided additional traps and advice to the community group working in Polhill to protect birds nesting within that reserve. Sending out ‘kereru friendly plant’ tags to local nurseries to promote native species. Working with DOC to run community workshops in animal pest control. Matched funding (\$5000) from the Morgan Foundation for traps in people’s backyards.</p> <p>Supported the animal pest free community being established on the boundaries of Otari-Wilton’s Bush and Forest &amp; Bird to protect and restore Chartwell Reserve on the boundary of Otari.</p>
<p>Promote and facilitate the protection of open space</p> <p><i>Priority/Action 2.4</i></p>	<p><b>Investigate and facilitate the protection and/or acquisition of:</b></p> <ul style="list-style-type: none"> <li>• Watts Peninsula</li>   <li>• Palmer Head</li>   <li>• Belmont Gully</li>   <li>• The Outer Green Belt between Johnsonville and Tawa</li>   <li>• Harbour Escarpment</li> </ul> <p>Timing: Ongoing on case by case basis</p>	<p>An MOU has been signed with the Crown and Port Nicholson Block Settlement trust to develop a joint vision for Watts Peninsula and the development of a heritage destination.</p> <p>No progress</p> <p>Preparing reserves agreement for Hunters Hill which will include the acquisition of this land.</p> <p>The proposed route for the Skyline Track has now been moved to Marshall Ridge rather than Bests Ridge to the west. There are no plans to acquire any further land except in Stebbings Valley as part of future greenfield subdivision.</p> <p>A reserves agreement has been signed to vest 37 hectares of land as reserve as part of a future Bellevue subdivision.</p>

**The Blue Belt Concept**

Project	What we plan to do?	Progress report
Develop an integrated approach to the management of coastal open space.  <i>Priority/Action 2.5.1</i>	Work with partners to identify potential areas for Marine Protection  Ensure relevant WCC plans recognise importance/value of the harbour	The Draft Biodiversity Strategy and Action Plan (going to the December Environment Committee) discusses the Blue Belt as a city-wide concept which can be met through a number of opportunities including green infrastructure, coastal clean ups, and identifying and interpreting key habitat for iconic species.
Work with partners on developing and implementing a “Blue Belt” programme which recognises and celebrates the harbour and its many values, as part of the wider “Our Living City” programme  <i>Priority/Action 2.5.2</i>	Explore a Wellington Harbour Strategy	We have passed the Water Sensitive Urban Design Guide to help Council asset managers and developers implement techniques that improve water quality and reduce run-off.

**Attachments**

Nil

Author	Michael Oates, Open Space and Recreation Planning Manager
Authoriser	Greg Orchard, Chief Operating Officer

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**SUPPORTING INFORMATION**

**Financial implications**

Specific projects have been funded from the 2014/2015 Annual Plan

**Policy and legislative implications**

None

**Risks / legal**

None

**Climate Change impact and considerations**

None

**Communications Plan**

Not applicable

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### **3. Policy**

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## **WCC FEEDBACK ON GREATER WELLINGTONS DRAFT NATURAL RESOURCES PLAN**

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### **Purpose**

1. The purpose of the report is to seek the Committee's approval of a draft submission on Greater Wellington Regional Council's (GWRC) draft Natural Resources Plan (dNRP) as set out in Attachment 1.

### **Summary**

2. GWRC have released a dNRP for public feedback. This is a non-statutory process and feedback closes on 30 November 2014.
3. The dNRP provides for a combined set of policies and rules for the Region, covering the GWRC's areas of Resource Management Act responsibility (such as the coastal marine area and discharges). The submission focuses on a lack of recognition given to the urban environment and growth management, and restrictive controls relating to sites of significance, Lambton Harbour and infrastructure. In addition, the submission identifies a few potential issues with the policy framework provided by the Plan.
4. As this process is non-statutory, the feedback, while raising a number of issues, will be used to continue discussions with GWRC to resolve these issues prior to public notification of a proposed plan in June 2015.

### **Recommendations**

That the Environment Committee:

1. Receive the information.
2. Agree to make a submission on Greater Wellington's draft Natural Resources Plan as set out in Attachment 1.
3. Note that officers will continue discussions with Greater Wellington Regional Council officers and seek changes to the draft Natural Resources Plan consistent with Council's submission.

### **Background**

5. GWRC has released a dNRP for public feedback. Submissions on the dNRP close 30 November 2014. This non-statutory process is being used by GWRC to collect feedback and make amendments ready to publicly notify a proposed Natural Resources Plan in June 2015.
6. GWRC is responsible for managing discharges to air; discharges to water; soil conservation; the quality and quantity of water in rivers and lakes; and activities in the coastal marine area (i.e. the areas below Mean High Water Springs (MHWS)).
7. The dNRP combines five Regional Plans into one plan. GWRC has undertaken a range of public and stakeholder engagement activities over the last two years. WCC officers

have been involved in GWRC workshops on a number of topic areas, notably natural hazards and stormwater.

8. The dNRP has been circulated internally to Council officers for comment and the submission balances the views received from across Council. In addition WCC officers had a half day workshop with GWRC officers to discuss the implications of the dNRP.

## **Discussion**

### **One Plan**

9. Combining the existing Regional Plans into one document is supported and is a positive move. However, the process of rationalising the existing plans has resulted in the loss of a large amount of policy guidance. The opportunity to address a number of issues and topics in a holistic way and recognise the differences between the various environments across the region has been missed. Paragraphs 14-24 below outline these concerns in more detail.

### **Whaitua Committees**

10. The dNRP sets minimum bottom lines in relation to water quality consistent with the National Policy Statement for Freshwater Management (2014). GWRC will establish Whaitua Committees for each catchment around the region to help set water quality and quantity standards. These committees will be made up of interested people, community groups and stakeholders within these catchments.
11. Wellington City will be in two catchments – Wellington Harbour and Porirua Harbour. Any recommendations from the Whaitua Committee to change the limits outlined in the dNRP will require a plan change. While the Whaitua process for the Wairarapa is already underway, GWRC is only at the beginning of the process of establishing the Whaituas for Wellington and Porirua Harbour Catchments.
12. It is important that any limits set by the Whaitua Committee are achievable and affordable and that the implications, such as the cost to the community (through rates) of upgrading stormwater systems or the implications for existing and future land use (on-site storage or water sensitive urban design) are fully taken into account. WCC will be involved in the Whaitua process as part of the project team that sits behind the Whaitua Committee, however, it is unclear whether territorial authorities (TA's) will have the ability to be on the Whaitua Committee itself.
13. WCC's submission requests that:
  - Its role on the Whaitua Committee is clarified to ensure that WCC's interests are adequately understood and considered within the context of that Committee.

### **Urban Environment**

14. Many of the activities regulated by the Regional Council are precursors to urban development or are necessary for infrastructure provision. The policy framework of the dNRP focuses strongly on the avoidance of adverse effects on the natural environment. In many circumstances this is appropriate and necessary; however this needs to be balanced with the urban environment.
15. For instance, in circumstances where the adverse effects on the natural environment cannot be avoided (e.g. effects on a stream bed for local road construction) there is no 'balancing' policy framework that recognises the positive contribution to the urban environment. The lack of a balancing framework may mean that activities essential for the ongoing functioning of the urban environment or that may be required for future urban growth could have difficulty getting consent.

16. WCC has done a large amount of work on identifying and providing for urban growth within existing urban areas and through identifying appropriate new areas for development. The draft rule and policy framework does not recognise or provide for this approach and could be viewed as potentially not aligning with a large portion of the strategic work that has been undertaken by WCC in the area of urban growth.
17. WCC's submission requests:
  - that the policy framework of the dNRP recognises and provides for the region's urban environments (including urban coastal environments) as important physical resources with social, economic and cultural benefits and to ensure that activities required for its ongoing functioning are provided for in an integrated way.

### **Policy Framework**

18. The proposed policies are very 'black and white' and often make no distinction between pristine or modified environments; urban and rural environments; or the differences in physical characteristics of each territorial authority within the Region. A more balanced and robust policy approach could be adopted towards a number of issues (outlined under topic headings below).
19. WCC's draft submission identifies some examples of where officers think the policy framework could be improved. This will be one of the areas for ongoing discussion with GWRC after submissions have closed.
20. WCC's submission identifies :
  - specific policies where amendments will allow for the more flexible and robust consideration of a proposed activity (e.g. heritage);
  - additional issues which could be provided for in the policy framework (e.g. the urban environment); and
  - specific topic areas or issues where a more graduated, robust or refined policy framework could be provided for (e.g. Sites of Significance).

### **Sites of Significance**

21. The dNRP identifies a range of different types of 'Sites of Significance' including sites significant for indigenous biodiversity, heritage value, and mana whenua value, and habitats that are significant to different indigenous species (e.g. Wellington Harbour coastline is significant for indigenous birds, and many streams are significant to migratory fish species).
22. A number of activities such as the maintenance of existing structures will be permitted within sites of significance. However, in some identified sites or habitats activities that are discretionary (unrestricted) outside of a site of significance, will become a non-complying activity (e.g. coastal reclamation) within a site of significance.
23. In some circumstances non-complying status maybe appropriate. However, officers have a number of concerns that activities that are necessary for the functioning of the urban environment or are required for urban development will be considered within an overly restrictive policy framework and a policy framework that has not balanced the extent of the sites of significance. WCC does not oppose the identification of sites of significance but considers that the areas identified may need to be refined and the policies made more robust to ensure that applications can be considered within a balanced framework.
24. WCC's submission requests that GWRC work with WCC officers to:
  - refine a number of the areas and/or habitats defined as significant to specific indigenous species;

- amend the policy framework to ensure the balanced consideration of the effects of activities on the natural environment; and
- amend the policy framework to recognise that a number of these sites of significance are located within a highly modified urban environment.

### **Stormwater**

25. The dNRP changes the way in which stormwater discharges will be dealt with. TA's will be required to obtain consents for stormwater discharges from their networks. The dNRP provides for this as a two stage process. TA's will be required to get a controlled activity consent for stormwater discharges from networks within two years of the plan becoming operative, and then a further restricted discretionary activity consent within five years. The plan seeks to ensure that an integrated management plan approach is adopted. The two stage process allows for Councils to collect information to develop a Stormwater Management Strategy, and then to implement the Stormwater Management Strategy in concert with Whaitua-specific objectives.
26. WCC officers have been involved in a number of discussions and workshops on this issue. The dNRP contains a comprehensive policy and rule framework around the issue of stormwater which is considered appropriate and workable. The process adopted is that already used for some of WCC's stormwater discharge consents. The provisions focus on achieving good management practice and water sensitive urban design (where this appropriate and achievable). Such approaches are already supported by WCC.
27. The major area of concern is the timeframe required within which the resource consents for stormwater discharges need to be applied for, both from the perspective of WCC as an applicant, and from GWRC's perspective as a consenting authority.
28. WCC's submission:
  - supports the stormwater provisions but queries the short timeframes within which consent must be applied for.

### **Roading and Seawalls**

29. A significant portion of WCC's roading network is within the coastal environment and is protected by seawalls that are located in the CMA.
30. The coastal provisions of the dNRP are stringent with the policy framework identifying the CMA as a 'high hazard area' and much of WCC's urban coastline as a Site of Significance. In addition, while seawalls are considered appropriate where they protect existing infrastructure they must incorporate 'soft engineering' practices, an approach that may not be able to be accommodated within WCC's physically constrained coastal environment.
31. Overall the policy approach does not recognise the positive benefits of existing infrastructure within the CMA, and the policy approach for infrastructure within the CMA is considered unduly onerous.
32. WCC's Submission:
  - Provide an appropriate regulatory and policy framework for the ongoing, operation and upgrade of the local roading network and associated infrastructure within the CMA.

### **Wastewater**

33. The dNRP contains a policy framework for wastewater disposal that seeks to avoid adverse effects on Maori and community values by avoiding discharging wastewater to fresh or coastal water.

34. WCC is constrained geographically in how it can provide for the disposal of wastewater, particularly in relation to the Moa Point and Karori wastewater treatment plants, where there are no land based alternatives available that are economically feasible. The dNRP should recognise the constraints faced by Wellington City and that the preference for land-based disposal may never be achieved for wastewater discharges in Wellington.
35. WCC's submission:
- requests that the plan recognise (through the inclusion of a specific policy or amendment to an existing policy) that land based disposal of wastewater is not a feasible option for WCC; that wastewater disposal to the CMA is acceptable where TA's have already invested significantly in wastewater treatment plants and the effects on the environment can be managed.

### **Lambton Harbour**

36. Parts of the Lambton Harbour Area fall below mean high water springs and are therefore in the coastal marine area (CMA) and subject to the provisions of the coastal part of the dNRP.
37. The identification of Te Aro Pa as a site of significance to mana whenua will alter the activity status for activities, such as new structures in the CMA, from discretionary unrestricted to non-complying activity status. Non-complying activity status implies that the proposed activity or development is inappropriate. Lambton Harbour is a highly modified environment with high commercial, social and recreation use and value. New structures and certain types of development are an expected part of the environment throughout the Lambton Harbour Area and therefore it is considered that a discretionary unrestricted activity status is appropriate. Consultation can occur and mana whenua values can be taken into account within the context of the discretionary unrestricted activity status.
38. The current Regional Coastal Plan had previously identified heritage buildings within the coastal marine area but had no specific rules associated with them. The dNRP now identifies heritage buildings and there is a specific rule and policy framework around modifications, and demolition. The policy framework is limited and restrictive and the submission seeks clarification and refinement of the policy framework to ensure that all relevant matters such as resilience to natural hazards (including climate change) are considered in any resource consent application.
39. WCC's submission requests:
- that activities within the area identified as the Te Aro Pa Mana Whenua Site remain discretionary unrestricted activities;
  - that the policy framework around heritage buildings be more robust and takes into account a broader range of issues, including resilience to natural hazards (this applies to all heritage buildings within the CMA not just those in the Lambton Harbour Area); and
  - that the policy framework recognises the value of the Lambton Harbour Area to the Region and that it is a highly modified urban coastal environment that makes a significant contribution to the economy of Wellington and the Region.

### **Next Actions**

#### **Ongoing Discussions with GWRC Officers**

40. Submissions on the dNRP close on 30 November. We understand that GWRC will continue to talk to submitters to address their concerns before finalising a proposed plan.

41. WCC's draft submission highlights a number of matters that need to be addressed and where possible outlines a suggested approach. Officers will use this submission as a basis for further discussions with GWRC to find appropriate solutions.
42. Should the issues not be resolved WCC will have the opportunity to make a formal submission as part of the public notification of the Proposed Plan in June 2015.

### **Attachments**

Attachment 1. Draft Submission

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Authors	Alison Newbald, Senior Advisor Planning Mitch Lewandowski, Principal Advisor Planning
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## **SUPPORTING INFORMATION**

### **Consultation and Engagement**

Relevant WCC Officers have been consulted and asked for comments on the dNRP. The paper outlines issues facing WCC as an infrastructure provider, asset manager and regulator. No community consultation is required.

### **Treaty of Waitangi considerations**

There are no relevant Treaty of Waitangi considerations for the Council.

### **Financial implications**

There are no financial implications.

### **Policy and legislative implications**

This paper and submission outline future policy implications for the WCC as a regulator through the district plan, as an asset owner and as an infrastructure provider.

### **Risks / legal**

There are no legal implications as this is paper seeking approval to a submission on a non-statutory process.

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

There are no climate change implications.

### **Communications Plan**

Not relevant

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**Wellington City Council Submission on  
Greater Wellington's Draft Natural Resources Plan (dNRP).**

Wellington City Council (WCC) would like to thank Greater Wellington Regional Council (GWRC) for the opportunity to make this submission and to participate in workshops that have occurred on a number of individual topic areas. In addition WCC officers would welcome the opportunity to continue to work with GWRC in the development of the dNRP as it proceeds towards publicly notifying a proposed plan in June 2015.

While many of the comments are provided from a WCC point of view, it is considered that they may equally apply for other territorial authorities.

The recently released draft Wellington Urban Growth Plan identifies that Wellington City's population will increase by approximately 50,000 over the next 30 years, resulting in the need for an additional 21,400 residential dwellings by 2043. It is intended to provide for this growth through a range of housing options from central city intensification, residential infill and greenfield development.

The city's urban areas are surrounded by the Town Belt and the reserves, rural land and hilltops that form the Outer Green Belt. This has contributed to the city being compact and walkable. This compactness and higher density minimise the need for new infrastructure. The central city is the main economic hub of the region and the city's character is enhanced by the work WCC has done in protecting its natural environment, managing its heritage assets, increasing its resilience and making sure people have a vibrant and accessible waterfront. Ensuring that these values and activities can be continued in an efficient, effective and sustainable way is the focus of WCC's submission.

## **1. General Issues**

### **1.1 Policy Framework and thresholds**

WCC supports the creation of 'one' Regional Plan but considers that in the process of rationalising the plans a large amount of policy guidance has been lost. As a result, the opportunity to address topics and issues in a holistic way has been missed.

WCC has a number of concerns with the overall policy framework. Firstly, it is very 'black and white' and seems to work in absolutes. Secondly, within the policy framework there is no graduation of policies to address different types of environments, such as; the difference between territorial

authorities; the difference between rural and urban; or the difference between pristine and modified ecosystems.

For example, a large number of policies use the word 'avoid'. Recent case law has reinforced that in all cases the effect of the activity must be avoided. Therefore when an activity is non-complying and the policy framework states that the adverse effect of that activity or on that environment must be avoided, the activity will never meet the 'gateway test' under section 104D(1)(b) of the Resource Management Act for a non-complying activity.

WCC accepts that there may be circumstances where it is appropriate to work in absolutes such as pristine natural environments and/or complete ecosystems with significant indigenous biodiversity values. However, in highly modified environments within Wellington City working in absolutes is problematic as there will always be the need to balance the economic, social or cultural need for the activity and the effect on the environment.

**Outcome sought:**

- (a) Provide a policy framework that differentiates between types of environment within the region e.g. rural/urban and pristine/modified.
- (b) Modify existing policies to provide more flexibility. Reconsider the use of non-complying activities and the use of 'avoid' in policies except in exceptional circumstances.

**1.2 Whaitua Committees**

WCC supports the creation of the Whaitua Committees and their goal to set appropriate and relevant water quality and quantity limits for each catchment. It is important that any limits set by the Whaitua Committee are affordable and achievable, and that the implications (such as the cost to the community through rates) for the upgrade of any stormwater systems are clearly understood. WCC understands that officers will be involved in the Whaitua process as part of the project team however it is unclear whether Territorial Authorities (TA's) will have the ability to be on the Whaitua Committee itself.

**Outcome sought:**

- (a) Clarify the role of TA's in the Whaitua Committee to ensure that WCC's interests as manager and operator of infrastructure for stormwater and wastewater systems are considered.

### 1.3 Recognition of the Urban Environment

The collective built environments of the region are important physical resources and these need to be recognised and provided for in the Regional Plan. Many of the activities that the Regional Council control have a direct impact on the ability to maintain, provide or construct a built environment. Urban development often requires resource consents from both the Regional Council and a district/city council.

Many of the policies and rules of the dNRP provide guidance and limits for activities required for the maintenance and continued operation of the built and urban environment that are appropriate. However, in some circumstances activities required for urban development or the continued operation and functioning of local infrastructure will be a discretionary unrestricted or non-complying activity. The urban environment has the same rule and policy framework that exists in the rural environment and this is considered impracticable. For example, WCC needs to provide for the future growth of the city which involves development of greenfield land and will require activities that will have effects on the natural environment that may not be able to be avoided.

The urban coastal environment is highly modified and is not a pristine natural environment. Structures within the coastal environment are physical resources that provide positive recreational, economic and cultural benefits. The existing policies focus on the negative aspects of the provision of these structures and how they will adversely affect the natural environment. The plan should also recognise the positive benefits of the development and use of the urban coastal environment.

#### **Outcome sought:**

- (a) Include specific objectives and policies that recognise and provide for the integrated management of the built environment (a physical resource of the region) and the strategic integration of infrastructure with land use.
- (b) Include specific objectives and policies that recognise the benefits and value of the use and development of the urban coastal environment, including existing structures facilities and infrastructure.
- (c) Provide a policy framework that acknowledges and differentiates between the expectations and requirements of areas that have or will be used for urban development and other more rural or natural environments.

#### **1.4 Location of Mean High Water Springs**

The distinction of above and below Mean High Water Springs (MHWS) is not clearly explained in the dNRP. In some circumstances descriptions are given or maps provided that do not clearly show where MHWS is. This is particularly the case in relation to descriptions and maps associated with heritage buildings. The description might simply say, for example, 'The Bait Shed'. However, the majority of the Bait Shed is above MHWS (and therefore within WCC jurisdiction), and only one small portion of the building is below MHWS.

While it is clearly understood among local government that the Regional Council's responsibility is below MHWS, it is not something that is clearly understood by the majority of the public.

**Outcome sought:**

- (a) Where a Site of Significance is identified in the Coastal Marine Area (CMA) clearly show or explain that the Regional Council's responsibility is below MHWS.

#### **1.5 Explicitly reference the New Zealand Coastal Policy Statement**

The dNRP provides explicit reference to the NPS for Freshwater and it is considered that reference should also be made to the New Zealand Coastal Policy Statement (NZCPS). A number of issues addressed in the NZCPS such as sea level rise are issues for Wellington City and are addressed in the NZCPS. Providing reference to the NZCPS provides a full policy picture for these issues to users of the dNRP, particularly given that the dNRP must give effect to the NZCPS.

**Outcome sought:**

- (a) That the dNRP refers, where appropriate, to the NZCPS.

## **2. Sites of Significance**

The dNRP identifies a range of different sites of significance within the beds of lakes and rivers and in the coastal marine area including; areas significant for their indigenous biodiversity values, areas significant as habitat for indigenous birds, areas significant to migratory fish species, areas significant for inganga spawning, and heritage and geology.

There are a large number of different Schedules for Sites of Significance with some sites and areas appearing in multiple schedules. Many sites are not labelled as to which TA's jurisdiction they fall into (or are adjacent to in

case of the CMA), and a number of the schedules have names that do not reflect the content (i.e. pertaining to show rivers and streams but showing catchments).

The mapping provides an indication of where the site of significance or the catchment is. Unfortunately the mapping scale for the urban environment is not meaningful. In some cases it is very hard to distinguish where the boundaries of a site or catchment of significance are. In addition the catchment boundaries appear to be different to the catchment boundaries used by WCC, which has resulted in confusion. It is difficult to reconcile the location of some areas of significance with our existing urban areas, urban growth areas and our catchment boundaries, and therefore determine with any certainty which rules and policies apply in those areas.

A number sites and habitats are identified multiple times for a range of values. A site could be identified for its entire ecosystem and then parts of that site identified as habitat for a particular species. Examples of this are Makara Estuary and Taputeranga Marine Reserve. Consequently these sites appear in multiple schedules. The multiple values of these sites reinforce that these sites are significant for a range of reasons. However, listing the sites in multiple schedules is confusing. Consideration should be given to simply listing these sites once, while recognising that they have multiple values.

**Outcome sought:**

- (a) Provide cross referencing in the Schedules to the policies and rules that shows which rules apply to each type of Site of Significance for ease of reference.
- (b) Provide accurate maps (of urban areas and urban growth areas) of catchments at a scale from which it is possible to determine the location of the catchment in relation to existing and proposed urban areas.
- (c) In the Schedules (tables) identify the TA within which an identified Site of Significance is located (or adjacent).
- (d) Scheduled sites recognised for the significance of the entire ecosystem should appear only once and have a policy framework that values the entire ecosystem.

Further comments on the individual Scheduled Sites of Significance are provided below.

## **2.1 Sites of Significance to Indigenous Biodiversity in the Coastal Marine Area (Schedule F4/Map 19)**

The plan identifies three sites of significant indigenous biodiversity within Wellington City. These are Taputeranga Marine Reserve, Makara Estuary and Kaiwharawhara Stream mouth.

Kaiwharawhara Stream has values for fish passage and is the only remaining stream mouth/estuary within Wellington Harbour and contained within WCC boundaries. WCC considers that those values should be recognised, however, questions whether it has the same significance as Taputeranga Marine Reserve or Makara Estuary.

### **Outcome sought:**

- (a) WCC supports the inclusion of Taputeranga Marine Reserve and Makara Estuary as ecosystems of significance in the CMA. WCC suggests GWRC considers providing an alternative recognition for Kaiwharawhara stream mouth that recognises its values for fish passage.

## **2.2 Sites of Significance to Indigenous Birds**

Sites of Significance to Birds are identified in two Schedules:

Schedule F2c: Habitats for indigenous birds in the Coastal Marine Area;  
and

Schedule F6: Habitats with significant indigenous biodiversity values on  
Te Awarua o Porirua Harbour, Wellington Harbour and Lake Wairarapa.

Schedule F2c identifies Makara Estuary and Sinclair Head.

Schedule F4 also identifies Makara Estuary and Taputeranaga Island foreshore and Wellington south coast (Sinclair Head to Owhiro Bay) as sites important for a range of bird species.

Schedule F6 identifies the majority of the Wellington Harbour foreshore (excluding the Commercial Port Area) as important habitat for birds and all of the inland waters of Wellington Harbour as habitat important for indigenous birds and fish.

Schedule F2c and F4 are supported and as they are recognised as important bird habitats.

WCC has a number of concerns with Schedule F6. It is understood that the areas have been identified using the criteria specified in Policy 23 and Policy 24 of the Regional Policy Statement (RPS) and that the management framework applying to these areas has been carefully considered. The identification of sites within Schedule F6 does not trigger a change in activity status for activities in the coastal marine area. Rather, it will require any activity already requiring resource consent to undertake an assessment of the effects on birds.

A number of these identified areas conflict with existing uses. For instance, Lyall Bay beach contains multiple buildings on the beach with existing use rights, is a dog exercise area, and is adjacent to Wellington International Airport. State Highway 2 is also listed. In this area bird habitat, especially little blue penguin habitat, should be discouraged due to the location of the road and rail resulting in a high mortality rate for penguins.

WCC has done a large amount of work on its urban coastline to encourage bird habitat in appropriate areas and a number of these areas have not been specifically identified. WCC also considers that protection should be offered to the areas around the South West Peninsula where bird populations have not been identified due to a lack of information, but are highly likely to be present. Currently these values are not recognised or protected as they are not listed in the Schedule. WCC consider that a balance needs to be reached between identifying areas for protection and ensuring the effective and efficient operation of the urban environment. WCC would therefore like the opportunity to work with GWRC staff to refine these sites and further develop the policy framework to manage significant bird habitats within WCC's urban environment.

**Outcome sought:**

- (a) Provide a clear policy framework that recognises the different values surrounding sites of significance to birds and provide cross referencing within the Schedules to which rules and policies apply to which Schedules.
- (b) Provide a rule and policy framework that recognises that some of the areas exist within a highly modified urban environment.
- (c) Provide a policy framework that recognises that sites of significance to indigenous birds exist outside of those in the schedule and may also need to be assessed as part of any consent process.

- (d) Amend the areas identified in Schedule F6 to reflect the work being undertaken by WCC staff to create, develop and protect bird habitats in appropriate areas.
- (e) Remove areas from Schedule F6 in which bird habitat should not be encouraged or conflicts with the urban environment.

### **2.3 Sites of Significance for Inanga Spawning**

Four sites within Wellington City have been identified: Karori Stream; Owhiro Stream; Makara Stream; and Kaiwharawhara Stream. WCC has undertaken restoration and planting in some of these locations to provide for Inanga spawning and the identification of these sites is supported.

#### **Outcome sought:**

- (a) Support the identification of inanga spawning sites.

### **2.4 Rivers and lakes with significant indigenous ecosystems:**

These include three habitat types:

- High macro invertebrate community health (Schedule F1/ Map 13a);
- Habitat for indigenous fish species of conservation interest (Schedule F1/Map13b); and
- Habitat for six or more migratory indigenous fish species (Schedule F1/Map13c).

The catchments shown on Maps 13a, 13b and 13c would appear to include the majority of Wellington's urban area. However the scale at which they are mapped makes it difficult to accurately determine where these catchments are in relation to both existing and future urban areas of Wellington City.

The plan has taken a habitat approach, where individual habitats are identified as being significant for a species or range of species. The rule and policy framework that applies to these areas is the same regardless of whether the catchment is urban or rural, modified or pristine. WCC accepts that the individual catchments identified may have the same values across the region; however WCC considers that the management framework for these sites needs to recognise that they exist within different environments.

WCC has done a large amount of work identifying and providing for urban growth areas within the city. Large areas of WCC's urban growth areas are within catchments (although it is difficult to tell due to the scale of the

mapping) that have rivers and streams with habitats for indigenous fish or macro invertebrate species. Development within these catchments makes many activities in the bed of a stream a non-complying activity, activities which are often required for urban development. In this instance the District Plan provides for urban development in certain areas, while the dNRP will make certain activities necessary for urban development a non-complying activity.

WCC accepts that some of these streams have ecological values. WCC officers have knowledge about the ecological values of rivers and streams within its boundaries. However, the need to protect these values must also be balanced with the ability to provide for growth within the city. WCC has already done a large amount to work to protect key streams through being a landowner and through the development of structure plans, reserve agreements or imposing conditions on consents.

While the use of 'catchments' to identify rivers and streams may be an appropriate method for larger rural and natural environments it is not an appropriate method for existing or future urban areas which require a finer grained and more specific approach.

**Outcomes sought:**

- (a) Provide a more appropriate rule and policy framework that applies to Sites of Significance to indigenous fish and macro invertebrates that recognises (within WCC) their location within existing urban areas or future urban growth areas.
- (b) Provide a policy and rule framework for Sites of Significance to Indigenous Fish species that differentiates between the needs of different environments (e.g. rural and urban).
- (c) Use another method of identifying and protecting the relevant rivers and streams that are significant within the WCC existing and future urban area.

**2.5 Sites with Significant Heritage Value**

The dNRP proposes additional items to the heritage schedules after a comprehensive review of the places that come within the Regional Council's jurisdiction. In addition it regulates activities in relation to these issues through a draft set of provisions using the framework provided in the RPS. A cascade rule structure is proposed for coastal activities in which some alterations are a permitted activity, additions and alterations not permitted are restricted discretionary, and removal or demolition is a discretionary activity.

WCC acknowledges that GWRC is taking a more proactive role in relation to the management of historic heritage and the work it has done to identify these resources in the coastal and freshwater environment. The principle area of further discussion will be to work through the Schedule E places to ascertain where there is an interface between the district plan schedule items and those items on the regional schedule. It would be preferable wherever possible to only list items in one schedule or another and not to require joint regulatory processes for applicants. However, it is acknowledged that this will be unavoidable in some cases and will require good cross-boundary management.

There is a concern already raised that the policy framework for removal or demolition of structures identified as having historic heritage value will be overly prescriptive, only allowing for such eventualities when the item has been damaged by fire or natural hazard and it is impracticable to repair it (Policy GP.P34). It would be preferable to enable consideration to be given to other reasons why items of infrastructure relevance in particular, such as wharves or seawalls, need to be removed for reasons such as public safety or preventative climate change measures, as we would expect from this activity classification (discretionary as opposed to non-complying). As the asset owner as well as potentially the other regulator in this situation, more scope to consider the functional aspects of the heritage structure in addition to its heritage values would enable appropriate and balanced sustainable management decisions to be made.

Whilst Policy GP.P3 enables particular regard to the relevant provisions of a plan where there is a cross boundary situation, it would be good to identify where there may be potential conflicts in the different policy approaches before the dNRP has legal effect.

The policy applying to managing adverse effects on sites with significant historic heritage values (GP.P33) refers to such effects being avoided when there may be cases where mitigation is appropriate. It is not clear that it is intended that the criteria identified as (a) to (i) should be linked together by the use of 'and' given that it is unclear how to approach a situation where not all of these things can be achieved in a singular resource consent situation which is when the policy would apply.

**Outcome sought:**

- (a) Clarify the approach to cross boundary issues where there are potential conflicts between the approach in the dNRP and a district plan.

- (b) Provide a more flexible and robust policy approach to the consideration of activities that affect heritage items that consider functional and operational requirements such as the effect of climate change, resilience to natural hazards and public safety to ensure a balanced approach to sustainable management of these resources.
- (c) Amend Policy GP.P33 to remove the 'and' linking matters (a) to (i).

### 3. **Infrastructure**

#### 3.1 **Stormwater**

WCC officers have appreciated the opportunities to be involved the development of the dNRP stormwater provisions. The proposed approach is that already used when dealing with existing WCC stormwater network consents. However, WCC does have concerns around the timeframes provided (2 and 5 years respectively) and the potential burden these timeframes create, both for territorial authorities and for GWRC.

#### **Outcome sought:**

- (a) Support the stormwater framework provided for in the plan.
- (b) Reconsider the timeframes for applying for and consenting stormwater network consents by extending the duration of either or both of the consent requirements.

#### 3.2 **Wastewater discharges**

Policy LW.P77 states that adverse effects on Maori and community values shall be avoided by discharging to land as an alternative to discharging to fresh or coastal water (among other things). Wellington City Council currently discharges wastewater to coastal water and does not have the ability to discharge to land. Regardless of 'consultation' (as required by the policy) it may not be possible to completely 'avoid' adverse effects on mana whenua or community values and requests that the dNRP take a pragmatic approach that recognises that 'avoiding' adverse effects is too high a threshold.

#### **Outcome sought:**

- (a) Amend Policy LW.P77 (or provide an alternative policy) that:
  - a. recognises WCC's existing approach to wastewater discharge to coastal water;
  - b. acknowledges that for WCC land based disposal is impractical; and
  - c. seeks to remedy or mitigate adverse effects rather than avoid.

#### **4. Natural Hazards**

##### **4.1 Resilience and heritage structures**

Within the coastal environment there is an increasing tension, between the protection of heritage structures and the provision of infrastructure suited to the effects of climate change (sea level rise and storm surge).

In particular sea walls were built to provide protection and while the need for protection is increasing, hard structures can be problematic and are now actively discouraged by the dNRP. Therefore while there is a tension for WCC in its ability to continue to maintain these structures, there is also a tension within the dNRP that actively discourages the provision of new sea walls while also seeking to protect them as heritage structures.

In places where sea walls are the best (or only) practicable option, the existing sea wall may not be adequate from a resilience perspective and significant modifications may be necessary. However, the dNRP has identified large portions of WCC's sea walls as heritage structures while providing no policy framework that acknowledges the issues of resilience.

WCC considers that the dNRP needs to provide a policy and rule framework that acknowledges the issues of resilience in relation to heritage structures. It is not practicable or sustainable to have a policy and rule framework for essential infrastructure that are also heritage structures that only provides for their replacement or demolition once they have been destroyed by a natural hazard.

##### **Outcome Sought:**

- (a) Provide a policy framework that recognises that existing seawalls are essential/working items of infrastructure and that they may need to be replaced and/or significantly modified in the future, where that is the best practicable option.
- (b) Provide policy guidance in the dNRP on the issue of how the issue of resilience to natural hazards will be addressed in the management of heritage structures.

##### **4.2 Risk based approach**

The dNRP takes a 'best estimate' approach to sea level rise. WCC considers that a more flexible risk based approach could complement the 'best estimate' approach. WCC notes that a risk-based approach has been taken in the dNRP to flooding.

**Outcome sought:**

- (a) Provide for a risk based approach to sea level rise consistent with national guidance and best available information on the likely effects of sea level rise.

**5. Reference to Special Housing Areas**

Policy LW.P106 requires that reclamation or drainage of the beds of rivers and lakes be avoided except in a number of circumstances. One of the exceptions is if it associated with a qualifying development within a Special Housing Area (SHA).

Section 18(1) of the HASHA Act notes that every SHA created is revoked on 16 September 2016. Assuming that the Regional Plan is notified mid 2015 as timetabled it is unlikely that the statutory process to create the Plan would be complete before the expiry of the SHA timeframe.

The currently identified SHA's are all areas where residential growth is anticipated and provided for in the district plan. In this regard it may be appropriate to map these areas for the purpose of the Regional Plan rather than refer to them as Special Housing Area.

Maps of the areas can be provided.

**Outcome sought:**

- (a) Include maps of SHA's that are exempted from Policy LW.P106

**6. Lambton Harbour**

**6.1 Policy Framework**

The individual matters listed in Policy CM.P138 are supported as they represent a range of issues and outcomes sought to be achieved on the Wellington Waterfront. However, the policy uses the word 'and' to link all the individual listed matters. Any proposed development would have to meet all the individual requirements before it 'may be' considered to be appropriate, creating a high threshold for any new development to meet.

Pre-determining that a development will only be appropriate by meeting all of the listed criteria is considered inappropriate. For example a development may not need to provide a specific cycle or pedestrian through route, as it may be provided elsewhere on the waterfront. The current wording of the policy requires that it has to be provided and there is no policy guidance as to the approach that would be adopted if one of the listed criteria is not met.

**Outcome sought:**

- (a) Remove the linking 'ands' from Policy CM.P138 and list the individual criteria within the policy using semi colons.
- (b) Recognise that Lambton Harbour is a highly modified urban coastal environment and that it makes a positive contribution to the economy of Wellington City and the Region.

**6.2 Identification of Te Aro Pa (Frank Kitts lagoon as a site of Significance to Mana Whenua)**

Te Aro Pa (or Frank Kitts lagoon) has been identified as a Site of Significance to mana whenua. It is also a site where WCC provides and maintains a number of recreational facilities and infrastructure.

Listing as a site of significance to mana whenua will result in a number of activities that would otherwise be discretionary unrestricted or a non-complying activity. Non-complying activity status implies that activities or development are not appropriate. Lambton Harbour is a highly modified urban coastal environment in which activities and structures that provide for recreation and other activities are provided and expected. Non-complying activity status is not considered appropriate for development within this area.

WCC acknowledges that this area has significance to mana whenua and that consultation is appropriate along with appropriate measures to avoid adverse effects on mana whenua values. The policy and rule framework should recognise that this is a highly modified urban environment while still having consideration of mana whenua values. However, WCC considers that this can be comprehensively considered and assessed under the discretionary unrestricted activity status.

**Outcome sought:**

- (a) Activities that are currently discretionary activities within the Te Aro Pa Mana Whenua Site should remain discretionary activities while still providing for the consideration of mana whenua values.



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## AMENDMENTS TO THE TRADING IN PUBLIC PLACES POLICY: REPORT ON CONSULTATION AND FINAL PROPOSALS

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### Purpose

1. This paper reports back on public consultation on amendments to the Trading in Public Policy, and proposes final amendments for this Committee and then Council to consider.

### Summary

2. The Trading in Public Places Policy (TPPP) sets conditions for certain trading activities that take place on Wellington City Council's (WCC's) open spaces. This paper reports back on public consultation, and makes final recommendations for adding the following commercial activities to the TPPP's scope: commercial tours, commercial events and commercial fitness activities.
3. In particular, officers believe the refined proposals will ensure greater clarity, fairness, stewardship and efficiency for the above commercial activities.
4. **Addressing previous concerns** - Most of the public concerns around the original proposals related to charging for private events requiring exclusive use of a land area (for example weddings). The proposed TPPP additions therefore now do not include permitting or charging for "private events/functions" (other than those already charged for under Reserves Management Plans, such as booking fees in the Botanic Gardens).
5. **The refined proposed TPPP additions are:**
  - a. Permits being required for commercial events that have exclusive use on Council's open spaces. For example, events to promote new commercial products.
  - b. Organisers of commercial group fitness activities being required to abide by a Code of Conduct endorsed by Exercise New Zealand, but would not require a licence or permit. However, if such activities take place on a sports-field, they are required to pay any standard booking fees.
  - c. Licensing being required for commercial guided tours that take place on reserves, as mandated under Reserves Management Plans (with existing guided tours automatically licensed with no application fee).
  - d. Council officers (rather than the Environment Committee) being able to issue licences on reserves, apart from for the Town Belt. The Committee previously agreed (on 6 August 2014) to recommend this to the Council.
  - e. Relevant legislation (including Bylaws), Reserves Management Plans (RMPs), and local frameworks taking precedence over any of the above conditions, depending on the area of land. For example, the Botanic Gardens RMP specifies that commercial fitness activities should not occur in certain parts of the Botanic Gardens, and that RMP would take precedence over the TPPP.
  - f. Excluding the Wellington Waterfront area from the TPPP. This area has different attributes to other open spaces and therefore different management frameworks.

### **Reasonable Fee levels**

6. In response to feedback during consultation, officers recommend that existing commercial guided tours be automatically licensed and exempt from making any application and from paying an application fee.
7. Officers are also clarifying that compared to other territorial authorities that issue licences and permits for commercial activities on open spaces, relatively low fee levels would be charged for:
  - licensing new commercial guided tours (\$50 plus GST per licence application)
  - annual administration of commercial guided tours (at \$100 plus GST for most operators)
  - basic exclusive use of open spaces for commercial events (\$100 plus GST) plus any extra costs of event organisers requiring higher levels of service.

### **Recommendations**

That the Environment Committee:

1. Receive the information.
2. Note the changes to the draft Trading in Public Places Policy.
3. Agree that the following three activities (and requirements for management) be added to the Trading in Public Places Policy (as detailed in Attachment 2):
  - a. Commercial (only) functions/events that have exclusive use requiring permits
  - b. Organised commercial group fitness activities not requiring a licence or permit, but needing to abide by the Code of Conduct at the back of Attachment 2, and if these activities take place on a sports-field, needing to pay any standard booking fees
  - c. Commercial guided tours that take place on reserves requiring licences.
4. Recommend to Council to:
  - a. adopt the amended Trading in Public Places Policy in Attachment 2
  - b. delegate Council officers with the power to take all actions necessary to negotiate and issue licences in relation to open spaces and land classified as Reserve (under the Reserves Act 1977), as agreed to by this Committee on 6 August 2014.

### **Background**

8. On 6 August 2014, this Committee approved public consultation to add management of the following commercial activities that take place on WCC's open spaces to the TPPP's scope: commercial tours, commercial events and commercial fitness activities.
9. Public consultation ran from 30 September until 31 October 2014 and included a workshop for stakeholders directly affected by the proposals.

### **Discussion**

10. Officers have used feedback received during public consultation to refine the proposed TPPP additions and amendments. Officers believe that the refined proposals will further ensure the following across WCC's open spaces:
  - a. **Clarity** - that commercial activities can take place on Council's open spaces (despite some misperceptions to the contrary), and clarity on the process for this to happen (as part of this Council being open for business).

- b. **Fairness** - for managing certain commercial activities that are growing in popularity in a consistent way with ensuring that as many people as possible have a positive experience of using open spaces. This includes positive experiences for commercial operators and the general public.
  - c. **Stewardship** – effective management systems to maintain the great values of our open spaces, while accommodating the large increase in visitor numbers predicted by Positively Wellington Tourism.
  - d. **Efficiency** – keeping any fees under these proposals to reasonable levels (revenue raising is not an objective), while also minimising administration involved in these proposals.
11. **Addressing previous concerns** - Most of the public concerns around the original proposals related to charging for private events requiring exclusive use of a land area (for example weddings). The proposed TPPP additions therefore now do not include permitting or charging for “private events/functions” (other than those already charged for under Reserves Management Plans, such as booking fees in the Botanic Gardens).

### **Summary of Submissions and responses**

12. Seven public submissions were received. Three submissions supported the proposals, and three submissions were against the proposals. One submission was neutral. Those against the proposals were mainly driven by concerns around the levels of proposed fees and being required to pay licence application fees for existing guided tour activities.
13. Officers have reviewed and lowered the proposed fee levels for commercial guided tour companies. Officers can also confirm that compared to other territorial authorities that issue licences and permits for commercial activities on open spaces, relatively low fees would be charged, i.e.:
- a. Existing commercial guided tours would be automatically licensed and exempt from making any application and from paying an application fee.
  - b. Annual licence fees for commercial guided tour operators would be nominal at around \$100 (plus GST) per year for most operators, only increased if operators require extensive Council assistance or where there are more significant issues to resolve around licensing. Any higher fees would be capped at a maximum total of \$400 plus GST. Non-commercial guided tours would be exempt from licensing or fees.
  - c. Basic fees for commercial events would be \$100 plus GST, plus any other costs of assessing or preparing the site. It is expected that (apart from warranted exceptions) most community events (or events supported by the Council that are regionally significant) will be free of charge.
14. One submitter (Walk Wellington) queried whether their voluntary operation would be treated as a non-commercial tour under the TPPP amendments. Officers can confirm that Walk Wellington will be classed as non-commercial and have slightly tweaked the definition of non-commercial tours to reflect this, (i.e. to explicitly include voluntary organisations that do not make financial profits from running guided tours beyond supporting the organisation’s activities run by volunteers).
15. Several tour companies officers have spoken to both when developing the proposals and during the stakeholder meeting in this consultation believe the proposals will help formalise the co-operative relationship between the Council and operators running tours on reserves. For example:

- sharing information about when and where to conduct guided tours in ways that help attract more visitors and enhance the visitor experience
  - informing where Council can enhance open spaces to most effectively benefit visitors who use guided tours
  - better communication about activities or events that may temporarily disrupt tours.
16. Additions to the proposed TPPP Code of Conduct for Fitness Trainers were also discussed during the public consultation, mainly with one submitter (Exercise Association of New Zealand). Those agreed additions include:
- a. Requiring trainers to wear visible identification at all times with the name and contact details of the responsible manager / operator of the fitness activity.
  - b. Other users who have paid for exclusive use of a land area taking priority over fitness trainers for the relevant time period and location paid for.
  - c. The Council reserving the right to restrict the handing out of promotional material such as flyers and brochures, should Council officers consider that such actions by fitness trainers or operators are not kept to reasonable levels.
  - d. Recommending that all trainers have appropriate plans in place to deal with emergency situations.
17. Further details on the submissions, including the submissions themselves are provided in Attachment 1.

### **The Wellington Waterfront Exclusion**

18. The Wellington Waterfront area would be excluded from the TPPP, as is currently the case. The Council manages a separate process for approving trading activities along the land designated as the 'Waterfront' under the Wellington Waterfront Framework and the design guidelines and protocols previously established. In a similar way to other area frameworks approved by the Council, the Wellington Waterfront Framework will take precedence over the TPPP for that land area.

### **Next Actions**

19. Please agree to the proposed changes to the TPPP in Attachment 2. Those changes are administrative in nature and are proposed to provide greater clarity and fairness in the administration of fees, and improve the stewardship of open spaces in relation to trading activities.

### **Attachments**

Attachment 1.	Summary of Submissions	Page 42
Attachment 2.	Proposed final TPPP text	Page 63

Author	Mark Jones, Senior Policy Advisor
Authoriser	Brian Hannah, Director Strategy and External Relations

## **SUPPORTING INFORMATION**

### **Consultation and Engagement**

Officers met with interested parties, including Grow Wellington, Positively Wellington Tourism (PWT), tour companies, the Exercise Association of New Zealand, Film Wellington, Department of Conservation, and neighbouring territorial authorities to draft the initial proposals. Officers provided those parties with electronic copies of the document used for public consultation. Local iwi and environmental /conservation / voluntary organisations were also invited to meet and were provided with electronic copies of the consultation document. During consultation, officers met with stakeholders directly impacted by the proposals, including guided tour companies and PWT, although there was little interest in / attendance at that meeting. The public consultation document was widely circulated to known Events organisers, professional exercise organisations, guided tour companies, environmental /conservation / voluntary organisations, as well as the other organisations mentioned above.

### **Treaty of Waitangi considerations**

This Policy does not raise any Treaty of Waitangi implications.

### **Financial implications**

There are no implications for Annual and Long-Term Plans. Costs to Council of the new administration / management systems are expected to be minor and met within existing budgets. Proposed fees are expected to recover a small amount of revenue for Council (under \$10,000 per year).

### **Policy and legislative implications**

Council has legal obligations on open spaces, including under the Resource Management Act 1991 and Reserves Act 1977. The proposed amendments to the TPPP are consistent with relevant legislation.

### **Risks / legal**

There are no known legal risks of the proposals. Risks of adverse publicity have been mitigated by the proposals not applying to non-commercial private events / functions, not requiring application fees from existing guided tours, and ensuring that annual licensing fees for guided tours and permit fees for commercial events are kept at relatively low levels, particularly when compared with other territorial authorities that have licensing / permitting systems for commercial activities.

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

There are no known climate change impacts or considerations.

27 Nov 2014

**Attachment 1 – Amendments to the Trading in Public Places Policy - Summary of Submissions**

**(1) Submitter Names and Contact details**

Submission Number	Name	Address / Contact	Email address
1	Walk Wellington	PO Box 6652, Marion Street, Wellington 6141	<a href="mailto:walkwellington@xtra.co.nz">walkwellington@xtra.co.nz</a>
2	Ian Apperley	12 Elphinstone Avenue, Strathmore Park, Wellington, New Zealand, 6022	
3	Exercise Association of New Zealand - Richard Beddie	PO Box 22-114, Christchurch 8142	<a href="mailto:enz@exercisenz.org.nz">enz@exercisenz.org.nz</a>
4	Exercise Association of New Zealand - Richard Beddie	PO Box 22-114, Christchurch 8142	<a href="mailto:enz@exercisenz.org.nz">enz@exercisenz.org.nz</a>
5	Seal Coat Safari - Laura Brown	Level 4, 64 Dixon Street, Te Aro, Wellington, New Zealand	
6	Gillian Christian	The Social Exercise Project	<a href="mailto:thesocialexerciseproject@gmail.com">thesocialexerciseproject@gmail.com</a>
7	Adventure Safari Ltd - Wellington Movie Tours - Ted Guise		

(2) Submitter Responses

		Supports proposals	Against proposals - but not necessarily against the Code of Conduct	Fees should not be charged	Unreasonable beaurocracy	Don't want charges or extra beaurocracy to flow through to visitors (using guided tours)
	<b>Totals&gt;&gt;&gt;&gt;&gt;</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>1</b>	<b>1</b>
	<b>Overall comments?&gt;&gt;&gt;&gt;&gt;</b>					
	<b>Name V</b>					
1	Walk Wellington	Y				Y
2	Ian Apperley		Y	Y	Y	
3	Exercise Association of New Zealand - Richard Beddie	Y				
4	Exercise Association of New Zealand - Richard Beddie					
5	Seal Coat Safari - Laura Brown		Y	Y		
6	Gillian Christian	Y				
7	Adventure Safari Ltd - Wellington Movie Tours - Ted Guise		Y	Y		

**(3) Submitter Responses**

		Don't want charges or extra beaurocracy to flow through to visitors (using guided tours)	Want a tangible return for any fees paid - i.e. Council spending and actions to support operations	Other authorities such as Quailmark ensure tours are fit and proper - Council consent not needed	Problems of blocked access during mountain-biking and motorsports events	In favour of principles for Guided tours	Wanting to be classed as "non-commercial"
	<b>Totals&gt;&gt;&gt;&gt;&gt;</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
	<b>Name V</b>						
1	Walk Wellington	Y				Y	Y
2	Ian Apperley						
3	Exercise Association of New Zealand - Richard Beddie						
4	Exercise Association of New Zealand - Richard Beddie						
5	Seal Coat Safari - Laura Brown		Y				
6	Gillian Christian						
7	Adventure Safari Ltd - Wellington Movie Tours - Ted Guise			Y	Y		

(4) Submitter Responses

		Supports Fitness Code of Conduct (CoC)	Against Fitness CoC	Fitness CoC - Want to explore making registration with NZ Register of Exercise Professionals compulsory in future	Fitness CoC - Exclusion zones for Exercise Training
	<b>Totals&gt;&gt;&gt;&gt;&gt;</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>1</b>
	<b>Name V</b>				
1	Walk Wellington				
2	Ian Apperley				
3	Exercise Association of New Zealand - Richard Beddie	Y		Y	
4	Exercise Association of New Zealand - Richard Beddie				Y - but if not Council Property, not a Council issue. Are Wilson Parking & TSB Arena Council property?
5	Seal Coat Safari - Laura Brown				
6	Gillian Christian	Y			
7	Adventure Safari Ltd - Wellington Movie Tours - Ted Guise				

**(5) Submitter Responses**

		Fitness CoC - Id and contact details of who is in charge - worn by Exercise professional	Fitness CoC - Spacing pre-arranged and paid for should take preference over casual users	Fitness CoC - WCC reserves right to restrict handing out of flyers, brochures etc	Favours a separate register for WCC, Exercise Association and register of Ex professionals
	<b>Totals&gt;&gt;&gt;&gt;&gt;</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>
	<b>Overall comments?&gt;&gt;&gt;&gt;&gt;</b>	<b>How policed?</b>	<b>Only for exclusive use?</b>		
	<b>Name V</b>				
1	Walk Wellington				
2	Ian Apperley				
3	Exercise Association of New Zealand - Richard Beddie				
4	Exercise Association of New Zealand - Richard Beddie	Y - but how policed?	Y- but only if paying customer has paid for exclusive use	Y	
5	Seal Coat Safari - Laura Brown				
6	Gillian Christian				Y
7	Adventure Safari Ltd - Wellington Movie Tours - Ted Guise				

<b>(6) Submitter Responses</b>					
		Against a seperate register for WCC, Exercise Association and register of Ex professionals	Trainer needs to state that they are certified, hold First Aid and have Emergency Management in Place	Trainer must be undertaking training to achieve Cert. Group Fitness or PT	Against a "training trainer" operating
	<b>Totals&gt;&gt;&gt;&gt;&gt;</b>	1	1	1	1
	<b>Overall comments?&gt;&gt;&gt;&gt;&gt;</b>		How policed?		
	<b>Name V</b>				
1	Walk Wellington				
2	Ian Apperley				
3	Exercise Association of New Zealand - Richard Beddie				
4	Exercise Association of New Zealand - Richard Beddie	Y	How policed?	No - should have completed it	
5	Seal Coat Safari - Laura Brown				
6	Gillian Christian		Y	Y	Y
7	Adventure Safari Ltd - Wellington Movie Tours - Ted Guise				



SUB 1



31 October 2014

Wellington City Council  
P O Box 2199  
Wellington

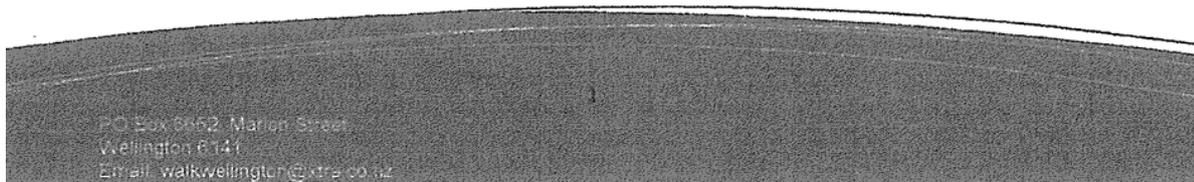
Attention: Mark Jones, Senior Policy Advisor

### Trading in Public Places Policy

We submit the following submission in respect of the document recently released to amend the Trading Public Places Policy. We were not initially aware of this document, having not seen it publicly advertised or being aware that it will have an impact upon the activities of Walk Wellington Inc.

Our interest in this document relates only to the activity as listed of " Guided Tours", with no reference to the other activities listed of " Commercial and private functions/events" and "Organised commercial group fitness activities".

- 1.1 Walk Wellington Inc. has been operating for 10 years providing a guided walking tour of the central city for visitors / tourists to Wellington. The walking tour operates every day, leaving from the Information Centre at 10.00am and extends over a period of 2 hours 30 mins within the city. In addition during the three summer months we provide an evening walk at 5.30pm for 1 hour 30 mins.
- 1.2 Our guided walk is advertised through the Information Centre, and in the major tourist publications promoting the city and published through Positively Wellington Tourism, Jason's, and other national publications.
- 1.3 Walk Wellington receives no funding or subsidy from Wellington City Council or its associated operations. Accordingly it is necessary for a nominal charge to be made to people who join the walk to cover the advertising and promotion costs incurred and the basic administration costs to ensure the walk is known to the wider community and tourism sector.



SUB 1

1.4 All guides providing this guided walking tour are volunteers and receive no payment for acting as a guide. Guides are provided with appropriate training before commencing in this role.

1.5 In addition we provide a guided walking tour on request following enquiries from groups who are visiting the city for a range of purposes and wish to include a guided walking tour to gain a better awareness and understanding of the features of the city. There can also be requests from schools to provide a similar tour for students who have come to Wellington for an educational experience. In all these instances, a nominal charge is made to the participants to cover those necessary costs for the efficient operation of Walk Wellington. Again all guides for these personalised and school tours are volunteers.

2.0 We have noted the definition provided for a 'Non-Commercial guided tour', and consider Walk Wellington should be classed within this definition. While we meet the requirement of being an incorporated society, we cannot be classified as a registered charity, and we do charge a nominal sum for the guided walking tour. As indicated above, we receive no subsidy or funding through Council sources, and therefore it is necessary to charge a nominal sum to walkers to cover the costs of advertising and promotion for the successful operation of Walk Wellington.

We are however a voluntary organisation, in that administration is carried out by volunteers, and all guides who lead the daily walk are volunteers.

3.0 We endorse in principle the proposals as outlined in the policy document relating to the operation of Guided Tours only, as we have no interest or links to the other two activities as detailed. In doing so for Guided Tours, this endorsement is made on the basis that Walk Wellington comes within the definition of a non-commercial guided tour, although we do not meet the specific criteria of being a charity or of not charging participants.

4.0 We endorse the need for fairness and clarity when seeking to introduce new measures which will impact upon a person's enjoyment of an activity and experience, both socially and educationally. We consider it important that any policy which will have a direct impact upon visitors and tourists visiting the city will enhance and increase their experience, and not diminish this experience through added charges being imposed by the operator who provides the service or activity prove a disincentive to their visit.

5.0 We recognise a need to manage the continuing growth in visitors and tourists to the city and their

SUB 1

opportunity to appreciate the many attractions of the city. However the increased costs as outlined in the document, and the increased level of bureaucracy that will become necessary should not prove an adverse factor for visitors in spending time enjoying activities and participating in services provided by operators.

- 6.0 We endorse the need to have a clear and straight-forward process for the granting of a licence where necessary. The document does not outline the process for obtaining a licence or permission to operate.



George Fairbairn  
Chair

Walk Wellington Inc  
([walkwellington@xtra.co.nz](mailto:walkwellington@xtra.co.nz))

P O Box 6652  
Wellington 6141

SUB 2

<b>Submitter Number:</b>	2		
<b>Submitter:</b>	Ian Apperley	<b>On behalf of:</b>	
<b>Address:</b>	12 Elphinstone Avenue, Strathmore Park, Wellington, New Zealand, 6022		
<hr/>			
<b>Point Number:</b>	2.1		
<b>Status</b>		Late	NO
<b>Responses Field Answers:</b>			
<b>3.. 3. Are fees (see the flow chart in the Consultation Document: Annex 2) set at the right levels? What people or circumstances would you like to see exempted?</b>			
<b>Comments</b>			
No. It is unreasonable to charge a group of people from meeting in a public place.			
<hr/>			
<b>Point Number:</b>	2.2		
<b>Status</b>		Late	NO

SUB2

Responses Field Answers:

5.. 5. Do you have any other comments?

Comments

Yes. This is a silly idea. If you have do something, then a code of conduct is fine, charging people in a complex fashion for using public spaces is just a waste of time and money.

Point Number: 2.3

Status Late NO

Responses Field Answers:

1.. 1. Do you agree with our proposals and what are your reasons for agreeing or disagreeing?

Comments

No. There is nothing wrong with the status quo. This simply introduces bureaucracy for bureaucracies sake.

Point Number: 2.4

Status Late NO

Responses Field Answers:

SUB 2

4..

4. Do you agree with our proposals to streamline the process for granting licences (through delegating this power to officers)? Can you see any way of improving this process?

Comments

No. There won't be streamlining, in my experience anything that requires some kind of Council consent is fraught with difficulty.

---

Point Number: 2.5

Status Late NO

Responses Field Answers:

2.. 2. Do you think that our proposals strike the right balance for ensuring fairness and clarity around how different activities are managed?

Comments

No. No change is required. People are well-able to govern themselves and if you have to do something, then a code of conduct is fine

SUB 3

28<sup>th</sup> October 2014

Mark Jones  
Wellington City Council  
sent via email

PO Box 22-114,  
Christchurch 8142  
New Zealand  
0800-66-88-11 (+64-3-3736-390)  
enz@exercisenz.org.nz  
www.exercisenz.org.nz



Dear Mark

This letter is to confirm our support of the draft policy and code for the use of public spaces by various groups, including fitness groups, developed by the Wellington City Council.

The process followed was robust, comprehensive, and open. Not only was feedback listened to, but the end outcome was one that we believe provides the right balance between supporting various groups to use public open spaces, while ensuring they are still accessible to others, and minimising any avoidable impact to the wider community/environment.

As you know, ExerciseNZ represents the exercise industry in New Zealand, including over 300 exercise facilities (gyms, fitness centres etc) and 2000+ exercise professionals (personal trainers, group exercise instructors etc).

One area that we would be keen to explore in the future is how we could support the Council in making some of the recommendations in the code (such as registration with the NZ Register of Exercise Professionals) compulsory. We would fully support this, believe it would add value to both the council's code, and ultimately provide a better, and safer, experience for the public.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Richard Beddie', is positioned above the printed name.

Richard Beddie  
Chief Executive

Mark Jones

SUB 4

**From:** Richard Beddie <rbeddie@gmail.com> on behalf of Richard Beddie (ExerciseNZ) <richard@exercisenz.org.nz>  
**Sent:** Tuesday, 21 October 2014 2:53 p.m.  
**To:** BUS: Managed Activities  
**Subject:** RE: You are invited to a meeting to discuss proposed changes for permitting commercial guided tours, private/commercial events, and fitness groups on Council's green open spaces and beaches

Mark

Will do

Here is some quick comments below.

Richard Beddie  
CEO, ExerciseNZ  
www.exercisenz.org.nz 0800 66 88 11

On 21 October 2014 at 11:14:31 am, BUS: Managed Activities ([managedactivities@wcc.govt.nz](mailto:managedactivities@wcc.govt.nz)) wrote:

Hi Richard,

Yes something in writing confirming that you support the draft policy would be great.

We've also had a few other points raised so far during this consultation (below). I wondered whether you had a view on those points?

- "*Annex - Code of Conduct for Fitness Training...*" it is noted that the *Annex* does not require Fitness Trainers to obtain landowner approval nor booking of space to operate on Council's spaces, however it should be referenced in the *Annex*, that spaces pre-arranged and paid for (if commercial or otherwise), would take precedence over casual users.

>> Agree with this, but ONLY if the paying customer has paid for exclusive use.

- "*Annex - Code of Conduct for Fitness Training...*" does soliciting, by the handing out of flyers / brochures etc, constitute a commercial activity and a fee applied?

>> I think that the general answer is "no, its allowed", but if WCC reserves the right to restrict this should anyone not be acting in good faith and keeping any flyer handing out to a reasonable level.

SOB 4

- Frank Kitts Carpark, is often used as a wet weather venue for boot camps which slightly annoys the lease Wilson Parkin, and their tenants Datacom. Also the back stairs of TSB Arena are used for fitness training, but sometimes this area is very busy with pack-in pack-out and the two activities happening together poses increased risk of injury or disruption of task. Maybe there has to be some excluded zones?

Is the Carpark private property? If so, not a council issue.

TSB - again is this council? Agree that having excluded zones may be useful.

- It would be useful to require the boot camp organisers to wear some identifiable clothing indicating who is in charge and how to contact them. This would allow clarity of responsibility should members of the public wish to complain and an ability to track down any organisations that are not complying with the code of conduct.

>> Good idea. How this would be managed/policed may be an issue.

1. I agree with the Code of Conduct as an over arching document but would suggest that the WCC, Exercise Assoc of NZ or the Register of Exercise Professionals (I am a member) take a separate register to assure WCC that all Trainers are Certified, Hold current First Aid and have appropriate Emergency Plans in place before delivering any class / or session of any type.

>> That's what REPs does. Don't agree that have a separate register, as that would be a huge task to keep it up to date.

>> As we have previously suggested, we (ExerciseNZ) would be happy to manage any list, and impose any fee as pass it on to the council (or keep it free if that's your choice) as long as REPs registration was a requirement.

2. I would also go so far as to have a Trainers Disclaimer where the Trainer agrees to the above criteria, to be operational.

>> Nice idea, but again its how would it be policed. Could be done if the idea above is instigated (i.e. operating an "approved list")

3. If a Trainer is not yet qualified or Certified they must be undertaking training to achieve Cert. Group Fitness or Pt.

>> "undertaking training" is a low standard. They should have completed it. Goes back to the whole REPs rego issue

00104

Personally it is a boon to be able to train in some of the wonderful environments maintained by WCC / PARKs.

Kind regards

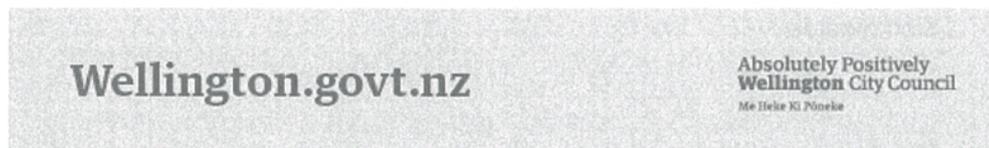
**Mark Jones**

Senior Policy Advisor | Wellington City Council

P 04 806 4750 | M 021 247 9750 | F

E [Mark.Jones@wcc.govt.nz](mailto:Mark.Jones@wcc.govt.nz) | W [Wellington.govt.nz](http://Wellington.govt.nz) |  

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**From:** Richard Beddie [<mailto:rbeddie@gmail.com>] **On Behalf Of** Richard Beddie (ExerciseNZ)  
**Sent:** Tuesday, 21 October 2014 8:46 a.m.  
**To:** BUS: Managed Activities  
**Subject:** RE: You are invited to a meeting to discuss proposed changes for permitting commercial guided tours, private/commercial events, and fitness groups on Council's green open spaces and beaches

Mark

Apologies for the short notice, but the person we had lined up to attend tonight is not available.

Would you like anything from us in writing confirming we support the policy and draft?

Richard

J U D T

Richard Beddie

CEO, ExerciseNZ

[www.exercisenz.org.nz](http://www.exercisenz.org.nz) 0800 66 88 11

On 9 October 2014 at 2:37:28 pm, BUS: Managed Activities ([managedactivities@wcc.govt.nz](mailto:managedactivities@wcc.govt.nz)) wrote:

Thanks a lot Richard. Look forward to seeing Julz there. Thanks again for your help in developing the policy and code.

Kind regards

**Mark Jones**

Senior Policy Advisor | Wellington City Council

P 04 806 4750 | M 021 247 9750 | F

E [Mark.Jones@wcc.govt.nz](mailto:Mark.Jones@wcc.govt.nz) | W [Wellington.govt.nz](http://Wellington.govt.nz) |  

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**Wellington.govt.nz**

Absolutely Positively  
Wellington City Council  
Me Heke Ki Pōneke

**From:** Richard Beddie [<mailto:rbeddie@gmail.com>] **On Behalf Of** Richard Beddie (ExerciseNZ)

**Sent:** Thursday, 9 October 2014 2:19 p.m.

**To:** BUS: Managed Activities

**Cc:** Julz

**Subject:** Re: You are invited to a meeting to discuss proposed changes for permitting commercial guided tours, private/commercial events, and fitness groups on Council's green open spaces and beaches

Thank you for the update

SUB 5

**Mark Jones**

---

**From:** Seal Coast Safari <safari@sealcoast.com>  
**Sent:** Friday, 24 October 2014 11:34 a.m.  
**To:** Mark Jones  
**Subject:** RE: Trading in Public Places Policy amendments - Miutes and presentation from Tues 21 Nov

Hi Mark,

Thanks for sending that through.

We have further questions:

What are we going to get for the money?

We are encouraging business in the area, and we are creating good experiences for visitors to Wellington – it feels like the council is just trying to tax us unjustifiably. Especially considering we already pay money to DoC for part of the coast that we visit and we go through private farmland.

If there is more stormy weather that affects the coast, will the council fix it up straight away? Not just the roads to the coast but the coast itself?

Kind regards,

**Laura Brown**

Operations Manager | Seal Coast Safari



Freephone(NZ): 0800 73 25 27 | Office: + 64 4 801 6040 | Mobile: +64 27 453 4880

Email: [safari@sealcoast.com](mailto:safari@sealcoast.com) | Web: [www.sealcoast.com](http://www.sealcoast.com)

Address: Level 4, 64 Dixon Street, Te Aro, Wellington, New Zealand



**Booking Terms and Conditions:** While every effort will be made to deliver the tour as advertised, weather and other conditions may lead to route changes. Seal Coast Safari also reserves the right to alter timetables or to arrange alternative transport without notice. Confirmed bookings can be transferred to another day at no charge when Seal Coast Safari is notified with at least 24 hours notice. Cancellation of confirmed bookings 14 days or more prior to departure will be refunded 100%. Cancellations made 7-13 days prior to departure will be refunded 50%. Cancellations less than 7 days will receive no refund.

Please consider the environment before printing this email.

CAUTION - This email, including any attachments, may be confidential or privileged, and is sent for the personal attention of the intended recipient. If you have received this email in error, please delete it immediately. The views expressed are not necessarily those of Seal Coast Safari. Seal Coast Safari is not liable for the effects of any virus which may be contained in this email.

---

**From:** Mark Jones [<mailto:Mark.Jones@wcc.govt.nz>]  
**Sent:** Thursday, 23 October 2014 4:16 p.m.  
**To:** Amber Bill; Michael Oates; 'Michael Grace'; 'Seal Coast Safari'; 'Scott Courtney'  
**Subject:** Trading in Public Places Policy amendments - Miutes and presentation from Tues 21 Nov

Hi,

1

Great if you could check the attached minutes from Tuesday's meeting at Council and let me know any changes you want to make.

The relevant person to check the attached at Seal Coast Safari is James Shi, and at Wellington Rover it is Nathan.

Kind regards

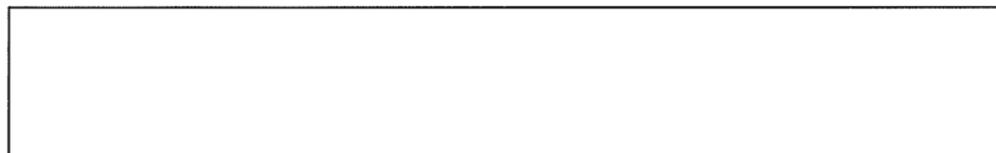
**Mark Jones**

Senior Policy Advisor | | Wellington City Council

P 04 806 4750 | M 021 247 9750 | F

E Mark.Jones@wcc.govt.nz | W Wellington.govt.nz |

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SUB 6

**Mark Jones**

---

From: Gillian Christian <thesocialexerciseproject@gmail.com>  
Date: Fri, Oct 3, 2014 at 4:57 PM  
Subject: Fitness Trainers Code of Conduct  
To: [managedactivities@wcc.govt.co.nz](mailto:managedactivities@wcc.govt.co.nz)

Hi

These are my comments in support of a Code of Conduct for Fitness Trainers operating in Parks or Public Places in Wellington City Council boundaries.

1. I agree with the Code of Conduct as an over arching document but would suggest that the WCC, Exercise Assoc of NZ or the Register of Exercise Professionals (I am a member) take a separate register to assure WCC that all Trainers are Certified,  
Hold current First Aid and have appropriate Emergency Plans in place before delivering any class / or session of any type.
2. I would also go so far as to have a Trainers Disclaimer where the Trainer agrees to the above criteria, to be operational.
3. If a Trainer is not yet qualified or Certified they must be undertaking training to achieve Cert. Group Fitness or Pt.

Personally it is a boon to be able to train in some of the wonderful environments maintained by WCC / PARKS.

Thank you

Gillian Christian

**The Social Exercise Project**  
**Good Health Initiatives**  
M 0274 589779

Disclaimer:

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S O B 7

**Mark Jones**

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**From:** Ted from Wellington Movie Tours <ted@adventuresafari.co.nz>  
**Sent:** Thursday, 30 October 2014 12:22 p.m.  
**To:** BUS: Managed Activities  
**Subject:** Attn: Mark Jones, Senior Policy Advisor

Hello Mark,

Please accept this email as a submission on the proposed "Trading in Public Places Policy".

My personal feeling is to leave everything as it is.

We operate tours through the trees of Mt Victoria for about 1 hour per day. As part of our Movie Tours, we take tourists for a walk to show Lord of the Rings filming locations. Our numbers on tour range from 2 people to approximately 20 (depending on the day). On a normal day, our tour numbers will maybe average 8 passengers.

Our visits are extremely low-impact as we are not driving or mountain-biking through the area. We do not hinder the movements of walkers, joggers and mountain-bikers.

In the 9 years we have operated, we have never felt the need to contact the Council to complete maintenance etc. Our only issue has been regarding blocked access during mountain-biking events or motorsport events.

As I don't believe us being registered and paying a fee will guarantee us unhindered access every day of the year, I believe we should consider leaving everything as it is.

Our business does not require Council consent to ensure we are fit and proper. Other authorities, such as Qualmark are for this purpose.

Paying \$310 application fee and up to \$410 each year is ridiculous and does not appear to bring any benefit.

Thank you Mark.

Yours sincerely,

Ted Guise  
Adventure Safari Ltd.

## TRADING IN PUBLIC PLACES POLICY – PROPOSED FINAL TEXT

\*Proposed added text shown in blue. Proposed deleted text shown as ~~crossed-out~~.

### 1. Definitions

**Commercial** – means ‘business activity’, i.e. an undertaking carried on for pecuniary gain or reward.

**Commercial guided tours** – groups managed by a guide for commercial purposes on public spaces for recreation, education or interpretation. For example, walking, mountain biking, horse trekking and cemetery tours.

**Commercial functions / events** – commercial events that have exclusive use of a land area for up to 6 days at any one time.

**The Council** - The Wellington City Council or any committee or elected member of the Council or officer authorised to exercise authority of the Council.

**Hawker** - Trading from a vehicle and only stopping long enough to sell to a customer.

**Non-Commercial guided tours** – same definition as for commercial guided tours except for a tour to qualify as a “non-commercial guided tour”, the organisations running the tour must be:

- an incorporated society or trust
- a registered charity
- a voluntary organisation that does not make financial profits from running guided tours beyond supporting the organisation’s activities run by volunteers, or
- Council volunteers.

**Open Air Market** - Any outdoor place, accessible to the public, where goods are offered for sale, which usually consists of several merchandise stalls grouped together.

**Organised commercial group fitness activities** –commercial fitness training activities. For example:

- Gym sessions or circuit training (with or without equipment)
- Bootcamps
- Boxing and pad training
- Organised aerobic activity.

**Permit** – written permission to carry out an event / function that does not require an interest in land.

**Public Place** - Any road, street, footpath, court, alley, square, pedestrian mall, lane or access-way of a public nature open to or used by the public as of right and every place to which the public have access and every reserve, park, domain, beach, foreshore and recreational ground within the City, subject to the provisions of the Reserves Act 1977.

**Recreation Equipment** - Any equipment used for recreational purposes such as kayaks, canoes, boats, surf boards, bicycles, roller blades, or scooters.

**Reserve** – means an area of land classified under the Reserves Act 1977 or managed under other legislation (such as a Wellington Town Belt Act).

**Reserve Management Plan** – means an adopted management plan for any park, reserve or other type of open space under the Reserves Act 1977 or under other legislation (such as a Wellington Town Belt Act).

**Retail Kiosk** - A small, permanent structure used to sell goods such as newspapers, magazines or confectionary items.

**Temporary Retail** - Any stand, stall, tent, mobile shop, vehicle, vessel or other and Food Stalls setup from which goods and / or food are sold that is open in a temporary nature and removed when not in use. Note that ‘Temporary’ has a different meaning for Town Belt land<sup>1</sup>.

**Trading** - The act of selling or trading, or offering to sell or trade, goods or services, with or without use of a vehicle.

## 2. Introduction

Trading in public places can add to the character, vibrancy, visitor experience and safety of the city. It is important however to control trading activities in public places to ensure appropriate standards of health, safety, pedestrian priority and visual amenity are maintained. It is also important to consider the potential impacts on established businesses when determining where street vending activities can occur.

## 3. Objectives

The policy is to ensure that the public trading activities in Wellington City make public places more safe, lively and attractive without inhibiting the safety and efficiency of pedestrian movement. The Policy guides:

- the granting of licences or permits for trading in public places (if applicable)
- the types of trading that are allowed
- conditions for
  - \_ health and safety
  - \_ pedestrian access
  - \_ consideration of established businesses.

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<sup>1</sup> Refer to the Wellington Town Belt Act – Section 5 'Interpretation', at [www.legislation.govt.nz](http://www.legislation.govt.nz)

#### **4. Principles of the Policy**

The following principles shall apply when considering trading activities in public places:

- The Council's decision to license and/or encourage trading in public places is reflective of its strategic vision for the city.
- Pedestrian priority should be enhanced to facilitate more efficient and safe walking routes in Wellington and to encourage more people to walk as their primary transport mode where possible.
- Wellington streetscapes and public places should be vibrant, safe and attractive.
- Wellington public places should provide opportunities for pedestrians to participate in the public environment - leisure, retail, recreation and entertainment.
- Businesses, groups and individuals that are permitted to use public places for trading activities are responsible for managing those activities in accordance with Council guidelines.
- Private trading activities that introduce changes to paving or street furniture (e.g. barriers) for amenity purposes will generally not be permitted.
- Trading activities should add to the city's vibrancy, improve public safety and strengthen the existing function of areas.
- The effects on existing businesses will be taken into account.
- Fees shall be set on a cost-recovery basis, [unless specifically stated otherwise for individual activities](#). Licence holders or other permitted activities should not be unfairly advantaged over established businesses that have rent or rates overheads.

#### **5. Scope of activities**

The Trading in Public Places Policy provides guidelines for allowing the following trading activities on streets and public places:

- temporary retail and food stalls
- retail kiosks
- recreational equipment hire
- hawking
- open air markets
- [commercial functions / events](#)
- [organised commercial group fitness activities](#)
- [commercial guided tours](#)

For the above activities, relevant governing frameworks (i.e. Reserves Management Plans, local area frameworks agreed to by the Council, relevant legislation (including Bylaws) and District Plans) would take precedence over this TPPP, in the event of any inconsistencies between this TPPP and relevant governing frameworks.

## 6. Where is trading in public places allowed?

The Council will [permit and/or](#) grant licences against certain guidelines for trading in public places as an activity that will bring life and atmosphere to locations in the city as well as enhance the experience of certain areas. Factors that could be considered when determining locations for street vending activities include whether:

- the location
  - works well with the rest of the city
  - is highly visible
  - is easily accessible
  - has low activity levels and/or less than desired public safety
  - [is consistent with relevant governing frameworks \(i.e. Reserves Management Plans, local area frameworks agreed to by the Council, relevant legislation \(including Bylaws\) and District Plans\)](#)
- trading activities
  - do not disrupt safe and efficient pedestrian flows
  - support or enhance the existing function of the location
  - do not negatively effect locations designated as scenic areas or quiet open space.

~~The Wellington Waterfront Limited is responsible for approving trading activities along the land designated as the 'Waterfront'. Wellington City Council will require Wellington Waterfront Limited to provide an open air market on the waterfront.~~

[The Council manages the waterfront under the Wellington Waterfront Framework and the design guidelines and protocols previously established by Wellington Waterfront Limited.](#)

## 7. Temporary Retail and Food Stalls, Retail Kiosks and Recreational Equipment Hire

The Council reserves the right to grant licences for temporary retail and food stalls, recreational equipment hire and retail kiosks in public locations throughout the city.

The Council will charge a fee for the licence. Licences are non-transferable and can be revoked at anytime due to non-compliance. The licence must be displayed to the public at all times.

The Council is responsible for identifying and agreeing any potential kiosk locations and designs and the terms of individual leases.

### 7.1 Type of commercial goods allowed

The type of goods that are allowed at temporary retail and food stalls, and kiosks, include handcrafted items, art, prepared food for consumption by the public, and produce such as fruit, vegetables, and flowers.

The Council wants to reinforce the image of Wellington as a creative capital by supporting vendors that sell art, photography and handcrafted items. The goods for a temporary retail

stall must be approved by the Council during the application process. Licences may be revoked if goods are sold that are not consistent with what was approved by the Council.

Recreational equipment hire may also be licensed in public places, contingent on the above guidelines being adhered to.

### ***7.2 Health and Safety Regulations***

Temporary stalls selling fresh produce must obtain a certificate of registration under Regulation 4 of the Food Hygiene Regulations 1974. The stall operator must pay the prescribed Council fee for a certificate of registration. Stalls must comply with relevant food safety and hygiene regulations. Stall operators that do not comply with food safety and hygiene regulations will have their certificate of registration and their temporary retail stall license revoked.

### ***7.3 Times of operation and licence duration***

The times of operation will be stated in the licence as will the duration of the licence. Stall holders that operate outside the times outlined in the licence may have their licence revoked.

### ***7.4 Stall appearance and storage***

The Council must approve the appearance of the stall. A photograph or a detailed sketch of the stall must be included in the application for a temporary retail stall. The stall must maintain high standards of appearance at all times. No changes may be made to the stall without prior approval.

The stall operator must be in attendance at all times.

Stalls are generally not permitted to be stored on site overnight and must be removed from the public place when not in use. The Council may revoke the stall licence if the licence holder does not keep the stall appearance tidy and safe to the satisfaction of the Council.

The trading area should be left clean and tidy to the satisfaction of the Council and all rubbish must be properly disposed of. No rubbish should be stored in public view during operating hours. No goods are permitted to be stored outside a kiosk when not in use.

The operator must keep noise to reasonable levels to the satisfaction to the Council.

### ***7.5 Application process***

The application for a temporary retail stall licence must include:

- detailed information of the type of goods to be sold (the Council may request to see the goods)
- the proposed days and hours of operations
- a photograph or detailed sketch of the vending stall

- the application fee
- evidence of public liability insurance
- information required for food hygiene and safety registration

### **8. Hawking**

The Council permits hawking outside the Central Business District as defined in the District Plan.

Hawkers selling food must obtain a certificate of registration under Regulation 4 of the Food Hygiene Regulations 1974. Hawkiers selling food must comply with food safety and hygiene regulations. Food-selling hawkiers that do not comply with food safety and hygiene regulations will have their certificate of registration revoked. Hawkiers must pay the prescribed Council fee for a certificate of registration.

Trading from a fixed location is not permitted.

Hawkiers must properly dispose of their rubbish. The operator must keep noise to reasonable levels to the satisfaction of the Council.

### **9. Open Air Markets**

The Council may license the establishment of open air markets on public places on a case-by-case basis, taking into account the nature of the public place and the potential effect on existing businesses. Individuals or groups must receive licensed permission from the Council to operate an open air market in a public place. Licence conditions may include:

- identifying the type of goods that can be sold at the market
- ensuring adequate space for pedestrians
- allocating set hours and days for operation
- identifying issues relating to storage.

Any group or individual interested in establishing an open air market on public land should contact the Council.

Stall holders in open air markets, on public or private land, where food is sold, need to obtain a certificate of registration under Regulation 4 of the Food Hygiene Regulations 1974.

### **10. Commercial functions / events**

Organisers of commercial functions / events must apply for permits for exclusive use of a land area. Bonds may be required on a case by case basis to cover risks of damage.

Details needed in the application include contact details, the type, date and time of event, number of people attending and special requirements. Organisers would also need to confirm that they have appropriate systems for managing health and safety under the Health and Safety in Employment Act and agree to any other conditions, such as those prescribed by Reserve Management Plans.

Council-sponsored events under the Events Policy – i.e. iconic, regional or community events e.g. Island Bay Festival may be discounted or free<sup>2</sup>.

### **11. Organised commercial group fitness activities**

Organisers of commercial outdoor fitness groups and exercise classes must abide by the Code of Conduct annexed to this policy. Otherwise, the Council may take legal action to prevent the fitness trainer or exercise class using Council spaces.

Permission for these activities does not generally need to be approved by the Council. Note, however, that if the activity is proposed on a sports-field, then approval will be required and fees will need to be paid as per the standard booking fees and conditions for sports-field use.

### **12. Guided tours**

Organisers of commercial guided tours taking place within Reserve areas throughout the city must apply for licences to Council officers in the Council Business Unit that administers parks and open spaces and pay relevant fees (at levels equal to or below cost-recovery). Organisers of non-commercial guided tours (as defined by this policy) must obtain permission to run their activities, but are exempt from licensing.

#### ***12.1 Licence conditions***

Organisers of guided tours must have systems in place to manage safety and comply with the Health and Safety in Employment Act and its Regulations, including having public liability insurance.

Guided tour operators also need to:

- prevent damage to public spaces
- report any damage or safety hazards to the Council immediately on 499 4444
- not restrict access to other people who want to use a given public space
- comply with any Reserves Management Plans covering the area where a tour takes place (Council will advise on this)
- meet health and safety standards
- provide a quality experience for visitors
- comply with any other conditions that may be set as part of the permit, including any guidelines that the Council provides with the permit.

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<sup>2</sup> It is expected that (apart from warranted exceptions) most community events will be free of charge. The focus is on activities that involve trading.

### *12.2 Application process*

The application for a commercial guided tour operator licence must include:

- company name
- likely size of tour
- nature of tour – e.g. walking, mountain bike training, horse riding
- where and when the tour will take place
- approximate frequency that it would take place
- evidence of public liability insurance.

### **13. Fees, Monitoring and Enforcement**

Fees, unless specifically stated otherwise for individual activities, will be set in alignment with the Council's revenue and financing policy which requires that the costs of this policy will be fully recovered from licence fees. Licence fees are expected to include the costs of:

- licensing/permitting
- monitoring and enforcement
- administration
- additional resources that the applicant requests or expects from the Council – such as Council providing higher than normal levels of service on a particular space, extra facilities, equipment hire or extra maintenance.

The Council reserves the right to charge a rent for occupancy of public spaces in addition to the licence fee. Such a rent would be assessed by the value of the location and to ensure that businesses on private property are not unfairly disadvantaged.

The licence/permit applicant must pay the full licence-prescribed fee and have all the required permits before the licence/permit will be issued.

The Council will monitor trading activities in public places regularly to ensure that traders are complying with their licence, permit or Code of Conduct conditions, and that no unauthorised trading is occurring in public places.

The Council reserves the right to revoke licences, permits or leases for non-compliance issues. The standard protocol for non-compliance is as follows:

1. if a trader does not comply with the conditions of this policy, the Council will verbally notify the trader of the issue
2. if the problem persists, the Council will provide a written warning to that trader identifying the issue(s) and required remedy
3. if the business continues to infringe, the Council will consider revoking the permit, licence or lease, and take any other steps to prevent the trading on Council land.

Individuals or groups that trade on footpaths or other public spaces without a pavement licence will be asked to remove their material and cease with the trading activity. The Council will issue a written warning to the person. If the infringement persists, the Council will reserve the right to confiscate the stall setup or trading material pursuant to sections 163 and 164 of the Local Government Act, 2002, and under part 1.15.1 of the Wellington Consolidated Bylaw: any authorised servant of the Council may pull down, remove or alter any work, material or thing erected or being in contravention of any provision of this bylaw.

The Council may dispose of confiscated property pursuant to section 168 of the Local Government Act, 2002.

## **Annex - Code of Conduct for Fitness Training on Wellington City Council's managed open spaces**

**\*This Code of Conduct has been endorsed by the Exercise Association of New Zealand and has been informed by Auckland City Council's Code of Conduct**

The Council wants to promote active and healthy lifestyles and provide opportunities for people to engage in physical exercise on its parks and other open spaces. Outdoor group exercise classes where participants are motivated to achieve fitness goals are supported by the Council.

Fitness Trainers are not required to obtain landowner approval by way of a concession or booking to operate on the Council's spaces. They are however expected to operate in a manner that minimises:

- damage to open space values and assets,
- conflict with other open space users, and
- negative impacts on adjoining landowners and businesses.

This Code of Conduct outlines the Council's expectations in relation to how Fitness Trainers should conduct their activities on open space in respect to other open space users, health and safety aspects, use of fitness training equipment, parking, promotional material, public liability and the response to complaints.

If a complaint is received about a Fitness Trainer, the relevant Council business unit will contact the Fitness Trainer to:

- a) follow up on any breach of the Code of Conduct with a warning,
- b) invoice the Fitness Trainer for the cost of remediation works, if the complaint relates to damage to the park or park facilities, and /or
- c) assess whether the activity is appropriate for the area, and if necessary, determine alternate site options with the Fitness Trainer.

If significant complaints are received about a Fitness Trainer, the relevant Council business unit will issue a further warning and may take legal action to prevent the fitness trainer or exercise class using Council spaces.

The Council encourages you to be receptive and adaptable at all times to the needs of all park users and to cooperate with and provide information to Council staff upon request to assist with the effective management of our open spaces.

General rules

1. Fitness training activities can operate in accordance with this code of conduct in any open spaces other than those spaces restricted in accordance with a Reserve Management Plan, or those spaces that are otherwise specifically excluded from fitness activities, or where and when other users have paid for exclusive use. Note that if the activity is proposed on a sports field then approval and fees will need to be paid as per the standard fees and conditions for sports field use.
2. Fitness training activities should generally be conducted between 5am and 10pm.
3. Any one fitness training session must have a maximum of 30 participants and last for a maximum of 90 minutes.
4. At all times the Fitness Trainer must conduct the fitness training activities in a manner that does not adversely affect the park, any other open space user(s) and local neighbours or businesses.
5. The Fitness Trainer does not have exclusive use of any area at any time. This means the Fitness Trainer can only use any area while a session is in use, can not set up any semi-permanent space, and must take all equipment away from any open space when a session is not in-progress. The Council may, at its discretion, instruct a fitness trainer to relocate their activity.
6. The Fitness Trainer must:
  - a. Conduct themselves in an orderly and considerate manner and must comply with the Council's noise control guidelines and ensure any noise created during the training shall not unduly impact on other users or nearby residential properties.
  - b. Not use obscene or intimidating language.
  - c. Manage the training to minimise wear and tear on grassed areas (this includes avoiding wet and boggy areas, rotating activity within an area and / or alternating activities, if more than one).
  - d. Not cause damage to grass or intentionally mark it permanently (such as through scraping ground or paint).
  - e. Ensure participants do not step on, or walk on, or in any other way inappropriately use the Council's furniture, structures, public art works, shrines or memorials.
  - f. Ensure that any exercise equipment brought on to the park does not create any hazard or obstruction to park users.
  - g. Ensure training activities do not dominate, monopolise and/or obstruct any stairways or pathways and that their participants run in single file when running in narrow areas.
  - h. Ensure that training activities do not interfere with any other Council pre-approved or booked activities, including but not limited to: functions, special events or sporting activities.
  - i. Ensure the natural features, animals, plants or historic resources within the park are not interfered with, removed, damaged or endangered.
  - j. Ensure any area used is left clean after each period of use and/or in the same condition it was at the commencement of use.

k. Inspect the area used for any hazards before each session and take appropriate action to remove hazard or alter session if required, and

l. Notify the Council on 499 4444 of any hazards / issues / park maintenance on or in the vicinity of the area which may constitute a danger to the public or the environment or require the Council's attention.

7. The Fitness Trainer's conduct should at all times reflect best industry practice and the operator shall ensure they and their employees comply with all relevant statutes, regulations, by-laws, the District Plan, and with any operative Reserves Management Plan and relevant open spaces policies or plans.

8. The Fitness Trainer shall cover the costs of any damage caused to the Council's assets and/or any cleaning required as a result of the training activity.

#### **Health and Safety**

9. The Fitness Trainer must ensure they:

a. Have a First Aid Kit and Cellphone.

b. Have a policy to deal with extreme weather (such as snow, lightning, or temperatures over 35 degrees celsius).

c. Satisfy all occupational health and safety legislation and regulations. It is recommended that all trainers be level 2 First Aid qualified, and have appropriate plans in place to deal with emergency situations.

#### **Fitness Training Equipment**

10. Any equipment brought on to the park must be portable by an individual by hand and free standing at all times (ie equipment must not be pegged into the ground or hung from trees).

11. The following equipment is expressly prohibited on the park:

a. large gym equipment or anything that attaches to any park fixture or trees, (for example, weight benches, weight stacks, stationary bikes, punching/boxing bags, treadmills, steppers), and

b. whistles and megaphones.

12. Small equipment not attached to any park fixture or trees is permitted (for example, small plastic cones, speed ladders or hand-held boxing mitts).

#### **Vehicles**

13. All vehicles belonging to or directly associated with the operator must use only designated car park facilities on the park unless otherwise agreed with the relevant Council business unit.

#### **Promotional material**

14. The Fitness Trainer shall ensure that, where appropriate, all advertising material produced promoting their training activity shall specify that it is being carried out on a park.

15. The Fitness Trainer shall not erect any advertising material such as signs, 'A' frames or banners on the park. The exception to this is a single sign that indicates a session is in-progress, within 15 minutes either side of any fitness session.
16. Any signs indicating that a session is in-progress must be free-standing, not attached to any park fixture or trees, and not block public access to different spaces.
17. The Council reserves the right to restrict the handing out of promotional material such as flyers and brochures, should Council officers consider that such actions by fitness trainers or operators are not kept to reasonable levels.

#### **Public Liability**

18. The Council shall not be responsible for any property of the operator its employees or participants that may be left on the park or for any loss of any property.
19. The Council shall not be liable for and does not accept any responsibility for indirect or consequential loss to the operator due to any natural disaster, vandalism, sabotage, fire or exposure to the elements, except where such damage or interference is caused by any wilful act by or negligence on the part of the Council, its employees, agents or contractors.
20. It is recommended the Fitness Trainer takes out an appropriate level of public liability insurance against liability for loss, damage or injury arising out of conducting their fitness training activity.

#### **Recommended Professional Registration**

21. Registration with the New Zealand Register of Exercise Professionals at the personal trainer (contractor) level is recommended as a way of ensuring all industry standards are met.

#### **Identification**

22. The Fitness Trainer shall wear visible identification at all times with the name and contact details of the responsible manager / operator of the fitness activity.

#### **Complaints**

23. If a complaint is received in the first instance Council officers will work with the Fitness Trainer to review whether the issue can be addressed through changes to how the fitness training is undertaken. The Fitness Trainer will be responsible for the cost of any remediation works, if the complaint relates to damage to the park or park facilities. The Fitness Trainer may be requested to relocate their fitness training activity to a more suitable location on the park or to an alternate park.
24. If further significant complaints are received about an operator, the Council may take legal action to prevent the fitness trainer or exercise class using Council spaces.

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## **4. Monitoring**

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# **REPORTS FROM COUNCIL CONTROLLED ORGANISATIONS FOR THE QUARTER ENDING 30 SEPTEMBER 2014**

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### **Purpose**

1. To provide reports from the Wellington Zoo Trust (the Zoo), Karori Sanctuary Trust (ZEALANDIA) and Wellington Water Limited (WWL) for the quarter ended 30 September 2014.

### **Summary**

2. This report includes the quarterly updates from the above Council Controlled Organisations (CCOs) and affiliated entities for the quarter ended 30 September 2014.

### **Recommendations**

That the Environment Committee:

1. Receive the information.
2. Note any issues for the Chair to raise with the entities covered by this report.

### **Background**

3. It is a requirement of the Local Government Act 2002 (the Act) that where the Council is a shareholder in a Council Organisation it must regularly undertake performance monitoring of that organisation to evaluate its contribution to the achievement of:
  - the Council's objectives for the organisation;
  - the desired results, as set out in the organisation's Statement of Intent; and
  - the Council's overall aims and outcomes.
4. The organisations included in this report are:
  - The Wellington Zoo Trust
  - Karori Sanctuary Trust
  - Wellington Water Limited
5. ZEALANDIA is not a CCO but is included in this report because of the materiality of the Council's financial commitment to the entity and because of the entity's contribution to Council outcomes.
6. WWL is owned jointly by Wellington City Council, Upper Hutt City Council, Lower Hutt City Council, Porirua City Council and Greater Wellington Regional Council and delivers services for and on behalf of these territorial authorities. A joint committee of shareholders is tasked with ensuring WWL meets the expectations of its shareholders in delivering its services. WWL reports to the joint committee and a copy of its report titled Three Waters Performance Report (WCC) for Quarter One 2014/15 is attached. The Chief Executive of WWL will present the Q1 Three Waters Performance Report (WCC) and answer questions. At the time of writing this report, WWL's Quarter One 2014/15 financial report had been considered by its board of directors (yesterday) but

had not been released to Council officers. This will be circulated to Committee members when it is received.

### **Discussion**

7. If the Committee needs to clarify the information presented or requires additional assistance with its monitoring role, it can ask officers or the Chair of the Committee to seek responses from the Board Chair.

### **Attachments**

Attachment 1.	Wellington Zoo Trust Q1 2014/15 summary and report	Page 78
Attachment 2.	Karori Sanctuary Trust Q1 2014-15 summary and report	Page 97
Attachment 3.	Three Waters Performance Report (WCC) for Quarter One 2014/15	Page 109

Authors	Richard Hardie, Portfolio Manager Warwick Hayes, CCO Project Manager
Authoriser	Derek Fry, Director City Growth & Partnerships

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## **SUPPORTING INFORMATION**

### **Consultation and Engagement**

The organisations in this report consult with the Council on a wide range of matters as part of our “no surprises” relationship.

### **Treaty of Waitangi considerations**

This report raises no new treaty considerations. Where appropriate the entities do consult with the Council’s Treaty Relations unit, and with the Tenth Trust, as part of normal operations.

### **Financial implications**

The CCOs work within the context of the Council’s overall Long Term Plan and Annual Plan framework.

### **Policy and legislative implications**

This report complies with the legislative requirements of the Local Government Act (2002) and is consistent with existing Council policy.

### **Risks / legal**

Not applicable.

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

The CCOs work with the Council and other organisations in considering the environmental sustainability of their operations, including with the Council’s Our Living City programme.

### **Communications Plan**

Not applicable.

WELLINGTON ZOO TRUST

Q1 REVIEW TO 30 SEPTEMBER 2014

QUARTER PERFORMANCE	YEAR TO DATE PERFORMANCE
<ul style="list-style-type: none"> <li>The new Grassland Cats habitat was opened by the Mayor in September. The Caracal are currently the only animals of their kind in Australasia</li> <li>A new Sumatran tiger, Bashii, arrived at the Zoo in August. He is considered the most important tiger genetically in the global breeding programme outside of Indonesia.</li> <li>School visits for the quarter of 2,779 students were up 9% on the same period last year.</li> <li>A new way-finding system has been installed throughout the Zoo.</li> <li>Construction on Meet the Locals, the final stage of the Zoo Capital Programme 1, began in September.</li> <li>Lemur Close Encounters was launched is proving popular</li> </ul>	<ul style="list-style-type: none"> <li>New interpretive media was installed at the Lemur and Lions exhibits to complement a refresh of these enclosures. The Lion enclosure also includes a mural by local graffiti artist, Chimp.</li> <li>The performance and leadership of a number of Zoo staff has been acknowledged recently: Amy Hughes (finalist in the 2014 Wellingtonian of the Year, Education category); Oli du Bern (NZIM/Eagle Technology Young Executive of the year, Central Region); Karen Fifield (finalist in the Westpac NZ Women of Influence Awards, Social Enterprise category).</li> <li>15 staff from the Zoo have become founding members of the Jane Goodall Institute of New Zealand.</li> <li>The 2014 volunteer recognition evening was held in August to celebrate and acknowledge the important contribution that volunteers make to the organisation.</li> <li>Final numbers for first year The Warehouse Wellington Zoofari confirm that over 1,600 students from low decile schools visited the Zoo as part of this programme.</li> </ul>

SUMMARY FINANCIALS							
* Variance (Actual minus Budget): ✓ Favourable variance to budget ✗ Unfavourable variance to budget							
FINANCIAL PERFORMANCE (\$,000)	Q1 Actual	Q1 Budget	Variance	YTD Actual	YTD Budget	Variance	Annual Budget
Total Revenue	1,447	1,392	55 ✓	1,447	1,392	55 ✓	6,037
Total Expenses	1,497	1,529	32 ✓	1,497	1,529	32 ✓	6,037
Net Surplus	(50)	(137)	87 ✓	(50)	(137)	87 ✓	0
FINANCIAL POSITION							
Total Assets				3,177	2,131	1,046 ✓	1,579
Total Liabilities				2,338	1,525	(813) ✗	836
Equity				839	606	233 ✓	743
CASH FLOWS							
Total Net Cash Flows	849	557	292 ✓	849	557	292 ✓	21
Opening Cash	1,937	1,400	537 ✓	1,937	1,400	537 ✓	1,400
Closing Cash	2,786	1,957	829 ✓	2,786	1,957	829 ✓	1,421
<ul style="list-style-type: none"> <li>Revenue of \$1.447m YTD is ahead of budget by \$55k (4%), and 6% ahead of last year's result.</li> <li>Operating Revenue (revenue less capital grants and donations) of \$1.409m YTD is ahead of budget by \$17k (2%), and 8% ahead of last year's result.</li> <li>YTD expenses are tracking in line with budget.</li> <li>The YTD operating deficit normalised for capital donations is -\$88k, well ahead of the budgeted deficit of -\$137k.</li> <li>The Trust's cash balance as at 31 March was \$2.79m, including \$0.58m in restricted funds.</li> <li>Funding of \$1.5m for Meet the Locals was confirmed through the Council's mid-term capex review process.</li> </ul>							

CONTACT OFFICER

RICHARD HARDIE

WELLINGTON ZOO TRUST

Q1 REVIEW TO 30 SEPTEMBER 2014

Item 4.1 Attachment 1

KPI DASHBOARD					
MEASURE		Q1	YTD	3 Year	Comments
		30 Sep 14	31 Sep 14	Trend	
Visitors	Target	51,591	51,591	Improving	Q1 visitors were below target by 12.7%, but in line with the previous year. Adverse weather during the school holidays affected visitor numbers more than in previous years.
	Actual	45,000 ✗	45,000 ✗	↗	
Average income per visitor (excl. WCC grant)	Target	\$14.25	\$14.25	Steady	
	Actual	\$15.99 ✓	\$15.99 ✓	→	
Ratio of trust generated income as % WCC grant	Annual Target	119%	119%	Improving	This is a cumulative result and is on track to reach the target by year end.
	Quarter Actual	104%	104%	↗	
Average WCC subsidy per visitor	Annual target	\$11.98		Improving	
	Actual YTD	\$15.32			
Staff turnover	Annual target	<15%		Steady	
	Actual YTD	5.44%			
Collection in managed programmes	Target		41%	Steady	Requirement set by Zoo and Aquarium Association.
	Actual		40% ✗		
Volunteer hours	Annual target	9600 hrs		Declining	
	Actual YTD	3,218 hrs			

ISSUES & OUTLOOK	
•	The final part of the funding for Meet the Locals was secured through the Council's mid-term capex review. The contract has been signed and construction is underway and will continue into 2015.
•	The Zoo has completed its assessment of implementing the Living Wage and the impact of new Health and Safety legislation for consideration in Q2 as part of the Council's Long Term Plan.

CONTACT OFFICER

RICHARD HARDIE

WELLINGTON



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**To:** Wellington City Council Environment Committee  
**From:** Wellington Zoo Trust  
**Date:** 30 September 2014

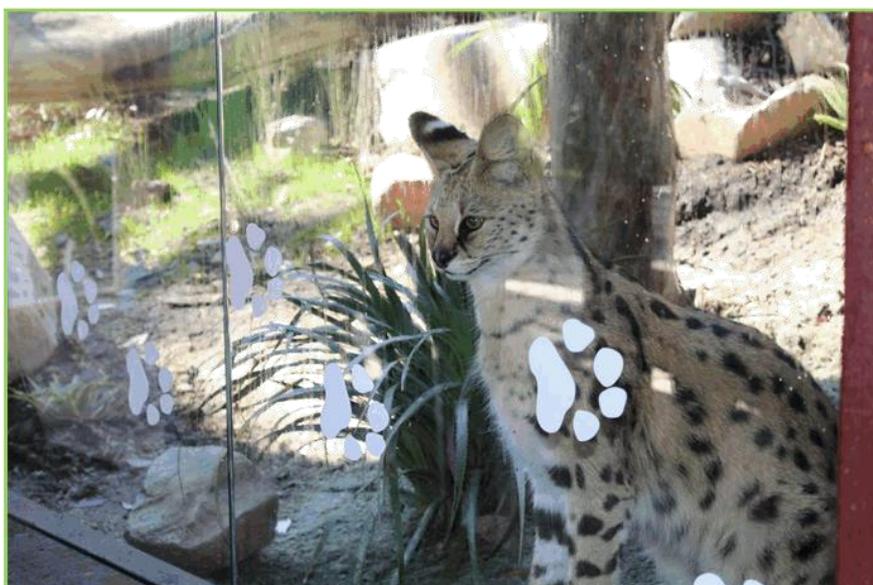
## First Quarter Report 2014/15 Financial Year

### Highlights

- The new Grassland Cats habitat opening was held at the end of September with 1,024 visitors enjoying the opening day including 60 Zoo Crew members who came in early for their sneak peek. A VIP Opening of the habitat was held on September 29. Two female Caracal arrived from Europe to take up residence in the new habitat. They are currently the only Caracal in Australasia.
- General Manager Community Engagement, Amy Hughes, is a finalist in 2014 Wellingtonian of the Year – Education.
- Our Conservation Manager travelled to Malaysia as a guest of the Malaysian Government to attend the Malaysia Palm Oil familiarisation programme and presented at the conference. Wellington Zoo was one of three NGOs represented, alongside WWF Australia and Birdlife International. While in Kuala Lumpur she also visited TRAFFIC South East Asia (a WZT strategic conservation partner) and met with people there to see how we can further partnerships between the Zoo and TRAFFIC.
- Chief Executive was invited speaker at ANZCCART Conference in July presenting on 'Animal care in zoos in the 21st century', and was also the after dinner speaker.
- Our Visitor Experience Manager, Oli du Bern, was named NZIM/Eagle Technology Young Executive of the Year Central Region.
- Bashii our new male Sumatran tiger arrived in August. He is the most important tiger genetically in the global breeding programme outside Indonesia. His offspring will be critical for the Sumatran tiger conservation breeding programme.
- After a successful launch in Term 3, Wild Start, our new early childhood programme for Zoo Crew members is now being offered two days a week during Term 4. Sales are encouraging.
- Our Chief Executive, Karen Fifield, was a finalist in the Westpac NZ Women of Influence Awards Social Enterprise category.
- We allocated Wellington Zoo Conservation Fund to six staff this year – with staff going to work with our partners at Free the Bears in Cambodia and Laos; Proyecto Titi in Colombia; Kea Conservation Trust in the South Island; with the JGI in South Africa and the Tuatara Breeding Programme in Te Hauturu-o-Toi/Little Barrier Island Nature Reserve – supporting conservation both inside and outside New Zealand.



*Wellington Zoo Trust Chair Ross Martin, Her Worship the Mayor Celia Wade-Brown and Chief Executive Karen Fifield at the official opening of Grasslands Cats*



*One of the Servals checks out their new home*

## 1. Outstanding, intimate and unique visitor experiences

### 1.1 Visitors and events

Visitation for 2014-2015 as at end of September is behind target by 6,591.

Visitor Attendance for the quarter ended 30 September 2014	
ACTUAL	45,000
TARGET	51,591
DIFFERENCE	-6,591

- Adverse weather has affected us to a greater degree than 2013 during some key times, including both July School Holidays and August Winter Wednesdays.
- Close Encounters performed exceptionally well in August and September with revenue of ahead of target.
- A new wayfinding system was designed and has been installed throughout the Zoo. These new posts have directional signs that point in the direction of several key destinations throughout the Zoo, and were developed in conjunction with the map.
- New interpretive media was installed at the Lions to complement a refresh of the lion cave. This includes the installation of a mesh panel so Keepers can do training/talks with Lions. A young local graffiti artist, Chimp, has painted a special Lion mural over the door to this panel.

#### LEOTC Numbers

	Target (learners)	September 13/14	YTD 13/14	September 14/15	YTD 14/15
School Visits (LEOTC)	9,000	1,450	2,525	1,634	2,779
Holiday Programme	1,300	0	315	0	405
<b>Total</b>	<b>10,300</b>	<b>1,450</b>	<b>2,840</b>	<b>1,634</b>	<b>3,184</b>

- There were four Zoofari visits in September, concluding our Zoofari programme for 2014.
- NB September/October school holiday programme will be included in October figures.

#### Volunteer Hours

	Annual Target	September 13/14	YTD 13/14	September 14/15	YTD 14/15
Volunteer Hours	9600	500.25	1534.75	1122.5	3218
Corporate Groups	36	4	9	4	9

**Contact Animal Hours**

	Target	September 13/14	YTD 13/14	September 14/15	YTD 14/15
Visitor Ranger Hours	1,000	65 hrs 24 mins	252 hrs 25 mins	84 hrs 50 mins	243 hrs 10 mins
Total Zoo	1,000	88 hrs 9 mins	306 hrs 35 mins	97 hrs 24 mins	275 hrs 35 mins

- Contact animal numbers have increased year on year. We are tracking well for the year so far.



*Visitors get up close to a Shingleback*

## 2. Integrated conservation and sustainability

- Our General Manager Community Engagement is a participant in the Sustainable Business Council Future Leaders Programme.
- We have been invited by the Forest and Bird Wellington branch to join the Places for Penguins steering committee.
- The Conservation Manager has joined the Victoria University of Wellington Society for Conservation Biology Chapter.
- Fifteen Zoo staff members have become the founding members of the Jane Goodall Institute of New Zealand. Wellington Zoo has also held its first meeting of JGI's Roots and Shoots programme with interested community members and Zoo staff to identify potential projects.
- Deon Cilliers from Cheetah Outreach visited Wellington Zoo and talked to interested community members and Zoo staff on the work of Cheetah Outreach and how Wellington Zoo helps this programme.
- We held our second annual Conservation Challenge presentation and award ceremony, with eight teams from four schools competing. Judges were Wellington Zoo Conservation Manager, a DOC Partnerships Ranger and WWF Community Conservation Coordinator.
- In July our Vets cared for a very precious Haast Tokoeka Kiwi chick in The Nest Te Kōhanga. Endemic to the West Coast of the South Island, the Haast Tokoeka Kiwi is critically endangered, with only an estimated 400 birds remaining in the wild.
- New interpretive media was installed at the Lemur enclosure to complement the refreshed enclosure, and to showcase the uniqueness of Black and White Ruffed Lemurs and our relationship with the Madagascar Fauna and Flora Group.
- We have increased the presence of the global zoos Biodiversity is Us campaign in the Zoo with signage and video.



*Conservation Challenge presentation*

**2.1 Veterinary Statistics – native animals brought to The Nest Te Kōhanga in the last year**

**Veterinary Statistics**

	July 2014	August 2014	Sept 2014	Total YTD 2014
Collection Animal Cases	38	50	47	389
Native Wildlife Cases	12	19	28	326
Post Mortems	3	4	2	41
Lab Cases internal (biochemistry/CBC/faecals/Cytology/PCV)	65	74	93	878

**Native Animal Admission Statistics**

	2012	2013	2014
January	45	47	57
February	26	41	72 (42 patients + 30 Quarantine)
March	41	19	41
April	24	25	31
May	14	24	23
June	15	47	34
July	14	36	12
August	16	22	19
September	13	17	28
October	23	58	
November	27	30	
December	27	51	



*Juvenile Haast Tokoeka Kiwi under care at The Nest Te Kōhanga*

**2.2 Animal Collection additions**

<b>Species</b>	<b>Gender</b>	<b>Status</b>	<b>Due</b>
Nyala	Males and females as combined import	From South Africa	When available
Giraffe	female	From Auckland Zoo	During 2014 or early 2015
Caracal	2 females	From Copenhagen Zoo	Arrived July 2014
Sumatran Tiger	female	From Mogo Zoo	Arrived June 2014
Sumatran Tiger	male	From Australia Zoo	Arrived September 2014
Cheetah	2 males	From Orana Wildlife Park	Arrived during May 2014
Bongo	1 female	From Singapore Zoo for Taronga Zoo	On hold due to testing issues
Shinglebacks	1 male and 1 female	From Healesville Sanctuary	Arriving during October 2014
Bearded Dragons	1 male and 2 unsexed	From Healesville Sanctuary	Arriving during October 2014
Goliath Tarantulas	1 male, 1 female and 5 spiderlings	From UK	Arrived during July 2014
Kiwi	1 male	From Orana Wildlife Park	Arrived during July 2014
Emperor Scorpions	10 Unsexed	From Africa Alive in the UK	Late 2014/ early 2015
Golden Lion Tamarin	Male	Awaiting recommendation from the International Species Coordinator	As soon as possible
Cotton-top Tamarins	Male and female	Awaiting recommendations from Species Coordinator, likely to be a new pair from Europe	As soon as possible



*11 month old Caracal sisters settle in to their new home*

### **3. Capital projects**

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#### **Grasslands Cats habitat**

- Completed and officially opened 29 September

#### **Meet the Locals**

- Final scope of works and price for Meet the Locals negotiated and approved by the WZT Board.
- Construction started 15 September and is progressing well.
- Confirmation of Mid Term CAPEX release \$1.5M

### **4. Industry Leadership**

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- Wellington Zoo papers on Unmask Palm Oil Bush Builders have been accepted by the IUCN World Parks Congress. These will be presented under the WAZA banner "Engaging Youth and Communities" in collaboration with presentations Zoos Victoria and Taronga Conservation Society Australia.
- Visitor Experience Manager has been asked to go on the Grand and Otago Skink management plan team to help develop a national advocacy strategy for these endangered reptiles, similar to what he has recently done for Kiwis for Kiwi.
- Visitor Experience Co-ordinator attended the Interpretation Network of New Zealand (INNZ) conference in Nelson and was appointed secretary of the Association.
- Conservation Manager invited to present at Massey University Student Lab on waste reduction.
- Chief Executive was a member of the Taronga Zoo Gateway Project Review panel in September and was also part of the Hamilton Zoo Master Plan project team in August.

### **5. Financial Sustainability**

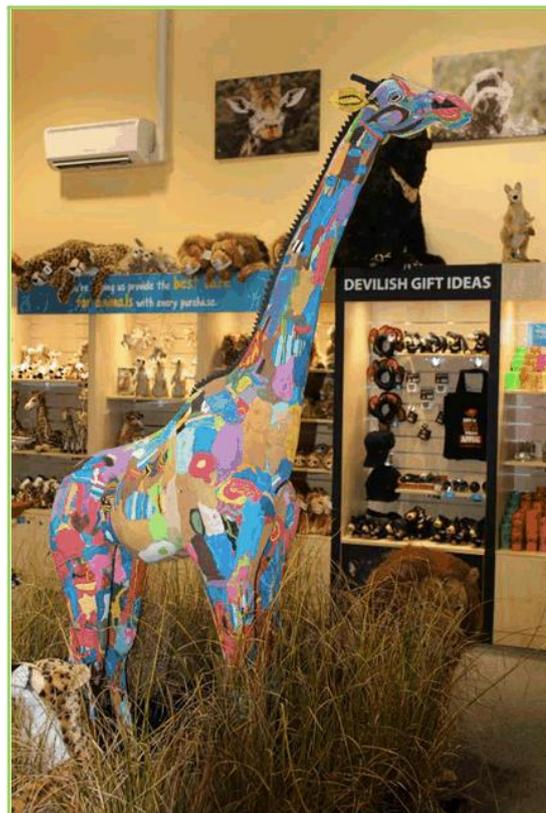
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The result for the three months to 30 September 2014 shows an actual operating deficit of **\$87,972** against a budgeted operating deficit of **\$138,770**.

Revenue is above budget by \$18K and expenditure is below budget YTD September by \$33K due to timing of spend yet to happen.

## 6. Business and Relationship Development

- Revitalisation of the retail shop, including new sustainability stock lines and eye catching displays.
- Successful launch of our new Zoo Venues offering at Show Me Wellington Expo and familiarisation day. This has resulted in a number of new corporate bookings including a full Zoo hire
- Our Facebook community has grown to 26,815 people.
- Applied for, and secured, Google Adwords Grant worth up to US\$120,000 pa.
- A custom built 2.5m tall Giraffe made from recycled jandals in Kenya has been delivered and installed in the Zoo shop as an attractive centre-piece.
- Stanford MBA Student Intern, Amanda Johnson joined us in August for 4 weeks. Amanda developed a Return on Relationship model for key funding relationships and developed a suite of reporting metrics. The Stanford programme is only available to alumni of the Stanford programme. The Chief Executive studied at Stanford in 2009.
- Revenue from Zoo Crew membership is ahead of target for the first quarter of the financial year.



*Recycled jandal Giraffe*

## **7. Valued and motivated staff**

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### **Learning and Development**

- Kevin Lavery joined us as guest speaker at breakfast on the 1 July as part of our celebration of the New Zealand Sir Peter Blake Leadership Week. In addition to the opportunity to mix and mingle with staff he also participated in an armchair interview where he shared personal and professional insights from his leadership journey.
- As part of our conservation work with Places for Penguins we will be supporting efforts to reduce pests on the south coast through trapping. Bruce Brewer from the Regional Council provided a training session on pest trapping
- Androo Kelly from Trowunna Wildlife Park in Tasmania ran workshops for Zoo staff on Tasmanian Devil Husbandry and Management in August. These workshops covered everything from the Tasmanian Devil husbandry regime to long term planning, captive management planning, handling, capture and restraint.
- Simon Eyre, Paul Horton, Dave French, Jacqui Hooper and Harmony Wallace attended Social Carnivore and Primate workshops which were organised ZAA and hosted by Adelaide Zoo and Monarto Zoological Park. Topics for discussion included group management, transfers between groups, genetic management of groups, behavioural management reproductive controls and animal acquisition.
- In addition to talking to our Animal Welfare Committee, Paul Andrew, Curator Taronga Conservation Society Australia presented a particularly thought provoking session to all staff on animal welfare, ethics and our responsibilities to animals in human care.
- Staff are enjoying monthly 'Conservation Conversation' learning sessions where our Conservation Manager goes in depth on various projects we partner to increase knowledge of our broader conservation work.

### **Valued and Motivated Staff**

- We held our third Golden Agouti Awards in August. This annual event provides an excellent opportunity to recognise, share and celebrate the achievements of our people. Teams and individuals received awards for the following categories:
  - Lasting Community Support and Participation
  - Conservation and Sustainability
  - Valued and Motivated Staff
  - Financial Sustainability
  - Outstanding, Intimate and Unique Visitor Experience
  - Industry Leadership
  - People's Choice
  - Salty Dip
  - Chief Executive's Choice Individual Excellence
  - Chief Executive's Choice Team Excellence

The evening also incorporated our Aoraki Awards where we recognise the commitment and length of service of staff with 5 and 10 year anniversaries.

## 8. Lasting community support and participation

- The final The Warehouse Wellington Zoofari schools for 2014 have visited. Our numbers for year 1 were 1660 students, 134 teachers and 314 parents. Fundraising will start in-stores late September for Zoofari 2015. The Learning Manager and GM Community Engagement briefly attended The Warehouse regional conference to talk to all of their staff about the programme and what we had achieved together.
- Bush Builders continues to engage students across Wellington with some schools completing their action phases (Normandale and Koraunui) and Houghton Valley launching the programme for the last two terms of the year.
- We held a successful trial with Year 10 Onslow College technology students. They were tasked with making an enrichment item for some of our animals: they received the brief/learnt about how enrichment is used at the Zoo; created a design; then produced an item, which was trialled with the animals. We will look at continuing this next year and widening it to include more schools.
- Learning Manager attended the Reaching Teachers research presentation by WMT, looking to capitalise on encouraging schools from outside Wellington to experience all the capital has to offer.
- Our volunteer recognition evening was held on 21 August. Staff volunteered their time to ensure that our volunteers were valued and recognised in the most genuine way. The feedback received was overwhelmingly positive and the event made a significant contribution to enhancing a culture of valued and motivated volunteers.
- Our Volunteer Manager is to participate in a research project being run by a Massey University student looking at the experience of Not for Profit organisations working with skilled corporate volunteers.
- A new Zoo Crew 'Kea' membership option has been launched allowing students, seniors and Community Service Card holders to become Zoo Crew members for a discount off the regular adult membership price.



Conservation messages from Normandale School Bush Builders

## **9. Nature Connections – Wellington Regional Amenity Fund Project**

- Nature Connections was awarded funding for its 3<sup>rd</sup> year by the Wellington Regional Amenity Fund. This year will be a year of consolidation and looking at how the project can be rolled out in future.
- During September our volunteers provided support in getting surveys completed for Nature Connections.
- Fifteen stories were chosen to become Nature Connection Videos, visually highlighting how Year 1 partners work together to preserve native species. These videos are shown on screens alongside Nature Connection signage at each partner site and can also viewed on the Nature Connections website.
- The Chief Executive's paper on Nature Connections has been accepted for presentation by WAZA Congress 2014.



Ross Martin  
Chairperson, Wellington Zoo Trust Board

**Appendix 1 – Wellington Zoo Strategy Framework 2013-14**

**Measures**

MEASURE	TARGET 2043/15	TRACKING YTD	NOTES
<b>OUTSTANDING, INTIMATE &amp; UNIQUE VISITOR EXPERIENCES</b>			
Meeting ZCP project timing and budget programme	Phase One and Two of Meet the Locals	Grasslands Cats complete MTL construction begun	
<b>FINANCIAL SUSTAINABILITY</b>			
25% vesting target achieved	25% of CAPEX spend from CX340	\$37,852	We have changed the way we state this measure to reduce confusion at WCC regarding our fundraising targets
Increase total admissions by 2% each year on base year 2005/06 (170,116 visitors) as per Business Plan	230,111	45,000 YTD Sept	Visitor numbers are below target YTD September by 6,591
Average income per visitor (excluding WCC grant)	≥ \$14.25	\$15.99	
Ratio of Trust generated income as % of WCC grant	119%	104%	
Average WCC subsidy per visitor	≤ \$11.98	\$15.32	
Full cost per visitor including WCC costs	(Quarterly) \$20.06		This is to be provided by WCC officers
<b>VALUED AND MOTIVATED STAFF</b>			
Staff turnover (not including casual and fixed term roles)	< 15%	5.45%	
<b>INTEGRATE CONSERVATION AND SUSTAINABILITY</b>			
Collection in managed programmes (% of total Collection)	41%	40%	Set by ZAA
In the wild conservation projects supported	≥ 4	9	Free the Bears, 21 <sup>st</sup> Century Tiger, Proyecto Titi (Cotton Top Tamarins), AMLD (Golden Lion Tamarins), Kea Conservation Trust, Madagascar Fauna and Flora Group, Places for Penguins, Cheetah Outreach, TRAFFIC South East Asia
<b>LASTING COMMUNITY SUPPORT AND PARTICIPATION</b>			
Measure visitor feedback and satisfaction	1 research project	1	Visitor experience customer survey complete. Ongoing visitor satisfaction research conducted through WCC Research team underway.
Volunteer hours (9600 hours = 5 FTE)	> 5FTE	3218	

Appendix 2 – Financial Statements

		<b>CCO: Wellington Zoo Trust</b>		
		<b>Quarter One 2014/15</b>		<b>\$NZ000's</b>
<b>Actual</b>	<b>EARNINGS STATEMENT</b>		<b>Actual</b>	<b>Budget</b>
<b>30-Jun-14</b>			<b>30-Sep-14</b>	<b>30-Sep-14</b>
	<b>Revenue</b>			
2750	Trading Income		604	603
2715	WCC Grants		689	690
82	Other Grants		21	21
191	Sponsorships and Donations-Operational		53	49
107	Sponsorships and Donations-Capital		38	0
84	Investment Income		17	7
79	Other Income		25	22
<b>6,008</b>	<b>Total Revenue</b>		<b>1,447</b>	<b>1,392</b>
	<b>Expenditure</b>			
3,843	Employee Costs		991	997
1,831	Other Operating Expenses		501	527
21	Depreciation		5	5
	Interest			
241	Vested Assets			
<b>5,936</b>	<b>Total Expenditure</b>		<b>1,497</b>	<b>1,529</b>
<b>72</b>	<b>Net Surplus/(Deficit) before Taxation</b>		<b>(50)</b>	<b>(137)</b>
0	Taxation Expense			
10	Operating Surplus (Deficit)		(88)	(137)
<b>72</b>	<b>Net Surplus/(Deficit)</b>		<b>(50)</b>	<b>(137)</b>
<b>0.2%</b>	<b>Operating Margin</b>		<b>-6.1%</b>	<b>-9.8%</b>

Actual 30-Jun-14	STATEMENT OF FINANCIAL POSITION	Actual 30-Sep-14	Budget 30-Sep-14
	<b>Shareholder/Trust Funds</b>		
0	Share Capital/Settled Funds	0	0
0	Revaluation Reserves	0	0
583	Restricted Funds	583	436
306	Retained Earnings	256	170
889	<b>Total Shareholder/Trust Funds</b>	839	606
	<b>Current Assets</b>		
1,937	Cash and Bank	2,786	1,957
461	Accounts Receivable	21	60
60	Other Current Assets	24	60
2,458	<b>Total Current Assets</b>	2,831	2,077
	<b>Investments</b>		
0	Deposits on Call	0	0
0	Other Investments	0	0
0	<b>Total Investments</b>	0	0
	<b>Non-Current Assets</b>		
69	Fixed Assets	346	54
0	Other Non-current Assets	0	0
69	<b>Total Non-current Assets</b>	346	54
2,527	<b>Total Assets</b>	3,177	2,131
	<b>Current Liabilities</b>		
830	Accounts Payable and Accruals	390	390
	Provisions		0
796	Other Current Liabilities	1,936	1,123
1,626	<b>Total Current Liabilities</b>	2,326	1,513
	<b>Non-Current Liabilities</b>		
0	Loans - WCC	0	0
0	Loans - Other	0	0
12	Other Non-Current Liabilities	12	12
12	<b>Total Non-Current Liabilities</b>	12	12
889	<b>Net Assets</b>	839	606
1.5	<b>Current Ratio</b>	1.2	1.4
35.2%	<b>Equity Ratio</b>	26.4%	28.4%

Actual 30-Jun-14	STATEMENT OF CASH FLOWS	Actual Sep-14	Budget Sep-14
	<i>Cash provided from:</i>		
2750	Trading Receipts	604	603
2715	WCC Grants	1378	1,379
82	Other Grants	21	21
298	Sponsorships and Donations	91	49
84	Investment Income	15	7
349	Other Income	1,119	22
6278		3,228	2,081
	<i>Cash applied to:</i>		
3,843	Payments to Employees	1,559	997
2,090	Payments to Suppliers	820	527
	Net GST Cashflow		
241	Other Operating Costs (VESTING)		
	Interest Paid	0	0
6174		2,379	1,524
104	<b>Total Operating Cash Flow</b>	849	557
	<b>Investing Cash Flow</b>		
	<i>Cash provided from:</i>		
2	Sale of Fixed Assets		
	Other		
2		0	0
	<i>Cash applied to:</i>		
	Purchase of Fixed Assets		
	Other -vesting Cash for Capital Projects	0	0
0		0	0
2	<b>Total Investing Cash Flow</b>	0	0
Actual 30-Jun-14	STATEMENT OF CASH FLOWS (CONT)	Actual 30-Sep-14	Budget 30-Sep-14
	<b>Financing Cash Flow</b>		
	<i>Cash provided from:</i>		
	Drawdown of Loans		
	Other		
0		0	0
	<i>Cash applied to:</i>		
	Repayment of Loans		
	Other		
0		0	0
0	<b>Total Financing Cash Flow</b>	0	0
106	<b>Net Increase/(Decrease) in Cash Held</b>	849	557
1,831	<b>Opening Cash Equivalents</b>	1,937	1,400
1,937	<b>Closing Cash Equivalents</b>	2,786	1,957

Actual 30-Jun-14	CASH FLOW RECONCILIATION	Actual 30-Sep-14	Budget 30-Sep-14
72	<b>Operating Surplus/(Deficit) for the Year</b>	(50)	(137)
	Add Non Cash Items		
21	Depreciation	5	5
	Other (Gifted Hospital Assets)		
93		(45)	(132)
	<b>Movements in Working Capital</b>		
23	(Increase)/Decrease in Receivables	440	0
70	(Increase)/Decrease in Other Current Assets	36	0
(280)	Increase/(Decrease) in Accounts Payable	(440)	0
198	Increase/(Decrease) in Other Current Liabilities	1,140	689
11		1,176	689
	<b>Net Gain/(Loss) on Sale:</b>		
0	Fixed Assets	(282)	0
	Investments	0	0
0		(282)	0
104	<b>Net Cash Flow from Operations</b>	849	557

KARORI SANCTUARY TRUST

Q1 REVIEW TO 30 SEPTEMBER 2014

QUARTER IN REVIEW
<p>Q1 visitation is off to a slow start and the Trust's KPIs which are denominated by visitor numbers (\$/visit) did not reach Q1 targets. However, paid General Admission visits (6,561) were up 46% against target.</p> <p>ZEALANDIA by Night visits totalled 416 and Custom Tour visits totalled 522, up 40% and 26% respectively against target.</p> <p>Education revenue (\$39k) was up 25% against budget as the Kids Night Tour programme continues to grow in popularity.</p> <p>The Trust's education team visited 5 schools involving 390 students as part of their Outreach Programme.</p> <p>There has been a strong focus on re-engaging with volunteers with a six week seminar series, establishment of a Volunteer Advisory Group and regular communications.</p> <p>The organisation realignment is now virtually complete and the full team is in place. This is expected to make a strong contribution to the Trust's performance future quarters.</p>

QUARTER IN REVIEW cont.
<p>Planting of over 800 plants, mostly at the south end, was completed.</p> <p>Kaka nest box infrastructure consists of 36 nest boxes for the current season. Due to a much later start to breeding this season no eggs were being incubated by the end of September. Kaka volunteer monitors have been checking their boxes since July.</p> <p>Kakariki began nesting in late July and have already taken up occupancy in some of the mamaku nest logs which are being trialled this season. By the end of September 18 pairs were known to be nesting (compared with 11 at the same time the previous year).</p> <p>Hihi volunteers are monitoring Hihi nests but the first egg of the season had not been laid by end of September. The September feeder survey recorded an encouraging number of females using the feeder stations.</p> <p>Ongoing Pateke (Brown Teal) research has been supported by volunteers and staff who have helped with capturing and radio-tracking birds.</p>

SUMMARY FINANCIALS							
* Variance (Actual minus Budget). ✓ Favourable variance to budget ✗ Unfavourable variance to budget							
FINANCIAL PERFORMANCE	Q1 Budget	Q1 Actual	Variance	YTD Budget	YTD Actual	Variance	FY Budget
(\$000)	30 Sep 14	30 Sep 14	30 Sep 14	30 Sep 14	30 Sep 14	30 Sep 14	30 Jun 15
Total Revenue	668	610	58 ✗				3,485
Op. Exp. before Depreciation	789	697	92 ✓				3,321
Earnings before Depn.	(121)	(87)	34 ✓				1,427
Surplus (Loss) after Depn.	(477)	(398)	79 ✓				(1,263)
FINANCIAL POSITION							
Total Assets	16,477	15,348	1,129 ✗				15,669
Total Liabilities	11,340	11,496	156 ✗				11,318
Equity	5,136	3,852	1,284 ✗				4,350
CASH FLOWS							
Total Net Cash Flows	(57)	74	131 ✓				15
Opening Cash	781	489					742
Closing Cash	724	563					757
<p>Although revenue was below target by \$58k for the quarter, operating expenses were contained below budget by \$92k, so that the Trust recorded a net positive Q1 variance of \$79k. The Trust's budgeted Q1 deficit before depreciation was \$121k whereas the actual deficit for the period was \$87k (a positive variance of \$34k). Education revenue during the quarter was up on budget despite visits being lower than target due to the focus on higher value products (e.g. Kids Night Tour). Café revenue for the quarter met budget and functions exceeded budget by 42%. Retail was 25% below budget and while total revenue for the quarter was \$58k below budget the Trust expects to meet its year end SOI target of earnings before depreciation of \$1.4m.</p> <p>Total assets were lower than the SOI forecast due to (audited) changes to the depreciation treatment of fixed assets at year end. As a result, this change in the depreciation treatment of the visitor centre and exhibition and is matched by a similar reduction (negative variance) in the Trust's equity position. The Q1 balance sheet variances (to budget) is not cause for alarm, it simply acknowledges the audited year end position and highlights the fact that the SOI was prepared before the higher depreciation charges.</p> <p>In Q1, the Trust recorded a \$74k net cash inflow (a positive variance of \$131k on budget for the quarter).</p>							

CONTACT OFFICER

WARWICK HAYES

KARORI SANCTUARY TRUST

Q1 REVIEW TO 30 SEPTEMBER 2014

KPI DASHBOARD					
✓ Achieved ✗ Not Achieved. The 3 Year Trend = year on year actual/nominal performance → Steady ↗ Improving ↘ Declining The table contains a selection of KPIs and is not a complete list.					
MEASURE		Q1	YTD	3 Year	Comments on trend
		30 Sep 14	30 Sep 14	Trend	
Visitors	Actual	14,458 ✗		↘	Q1 visitor numbers were 5,102 (26%) below target. However, FYE2014 saw visitors grow strongly and the Trust expects to meet its full year target.
	Target	19,560			
Students & education visits	Actual	1,547 ✗		↗	Although the Trust is below its Q1 forecast, student visitation has been a strong growth area for Zealandia in recent years.
	Target	2,730			
Full costs to Council*	Actual	\$367k ✓		n/a*	This measure is owned by Council and includes costs which the Trust does not control (e.g. interest cost on its Council loan) plus grant funding.
	Target	\$378k			
Full costs (\$/visit)*	Actual	\$25.37 ✗		n/a*	See comment above. Whilst costs are just below target, visitors are 26% below target which has a material impact on this measure.
	Target	\$19.30			
Annual measures to 30 Jun 15					
The Trust reports quarterly.					
Council subsidy (\$/visit)	Actual	\$15.13 ✗		↗	The 3 year trend is improving. Q1 performance reflects reduced visitor numbers to 30 Sep.
	Target	\$9.57			
Average revenue** (\$/visit)	Actual	\$26.54 ✗		↗	The 3 year trend has been steadily increasing revenue per visitor. Q1 performance reflects reduced visitor numbers to 30 Sep.
	Target	\$27.46			
Non-Council funding	Actual	\$35k		n/a	This is a new KPI for the Trust. In Q1 the trust has received \$35k towards its full year target of \$150k in donations & funding for opex and targeted capex.
	Target	\$150k			
Individual members	Actual	9,523		n/a	This is a new KPI for the Trust.
	Target	10,000			

\* This is a new KPI for the Trust. This measure is owned by Council and includes costs which the Trust does not control (e.g. interest cost on its Council loan) plus grant funding. \*\* Revenue per visit excludes interest, Council and government grants.

The Trust's visitation and related metrics (i.e. those denominated by visitor numbers) were significantly weaker than SOI forecasts for Q1. Actual visits were down on forecast by 5,102 or 26%. This is a result of inaccurate phasing in the forecasting. Accordingly, the KPIs that are denominated by visitor figures (i.e. \$/visit) have not met target. Notwithstanding, the Trust expects to meet these KPIs in future periods and for the full year as its actual visitation profile aligns more closely to its budget.

The Trust remains confident of achieving its full year targets for total visits (91,400) and education related visits (8,350) to the sanctuary.

The Trust reports Council's full costs figures (which are supplied by council) on a quarterly basis. This is a new KPI so trend data is not available. The total costs to Council were \$367k in Q1, some \$11k below budget due to lower actual interest allocation (on Council's \$10.4m loan).

ISSUES & OUTLOOK
<p>In terms of education related visitors, the Trust is off to a relatively slow start for the year in terms of visitation. Based on the 2 prior year Q1 figures, education related visits averaged 2,486 versus 1,547 in Q1 this year.</p> <p>Accepting that Sirocco (the celebrity Kakapo) draws approximately 4,000 visitors and adjusting prior year figures accordingly, the average total visitor numbers in Q1 for the prior 2 years (adjusted) was 15,538. This compares with 14,458 total visits for Q1 this year. The weaker education related visitation referred to above contributes to this. However, given the Spring re-launch in October 2013 which made material reductions in the entry charges and saw an immediate increase in visitation, the recent Q1 performance is a risk to the Trust achieving its full year targets. That said the Trust is confident that it will achieve its targets. It is continuing to develop new initiatives, like the summer opening hours (ZEALANDIA opens at 7am) for members – which is receiving good support.</p>

CONTACT OFFICER

WARWICK HAYES



## Report to the Wellington City Council CCO Performance Committee 1<sup>st</sup> Quarter ended 30 September 2014

### KEY HIGHLIGHTS

- Paid General Admission visits (6,561) were up 46% against target.
- ZEALANDIA by Night visits totalled 416 and Custom Tour visits totalled 522, up 40% and 26% respectively against target.
- Education revenue (\$39k) was up 25% against budget as the Kids Night Tour programme continues to grow in popularity.
- Our Education team visited 5 schools involving 390 students as part of their Outreach Programme.
- There has been a strong focus on re-engaging with our volunteers with a six week seminar series, establishment of a Volunteer Advisory Group and regular communications.
- Implementation of new accounting software that will improve efficiency of financial reporting.
- The organisation realignment is now virtually complete and the full team is in place.

### VISITATION

This quarter, we had 14,458 total visits, 26% worse than target. Having reviewed the forecasting for all quarters in 2014/15, we consider the full year target of 91,400 to be a realistic and achievable target. However, we now recognise that the phasing for Quarter 1 did not account for this being a non-Sirocco year and this was not picked up on during our internal checks prior to issuing the Statement of Intent.

The table below shows a comparison of quarter one performance over the past three years.

	2014/15		2013/14		2012/13	
	Q1 Actual	Q1 KPI	Q1 Actual	Q1 KPI	Q1 Actual	Q1 KPI
Total Visits	14,458	19,560	18,816*	19,949	16,259	17,123
Education Visits	1,547	2,730	2,499	2,761	2,437	N/A**

\* Sirocco was at ZEALANDIA in 2013/14 and this figure includes approximately 4,000 visits to Sirocco alone. If these visits were removed, this year's Quarter 1 total visitors are comparable to 2013/14.

\*\* Education KPIs were set 6 monthly in the 2012/13 year.

With new staff in place and a review of forecasting underway, we will improve the accuracy of our phasing.

Paid General Admission visits (6,561) exceeded target for the quarter by 46% while ZEALANDIA by Night Tour visits (416) and Custom Tour visits (522) exceeded budget by 40% and 26% respectively.

We note that Admissions Revenue (\$95k) for Quarter 1 is tracking to budget.

#### **Education Visits**

The Education Team welcomed 1,547 students to its programmes during the quarter, 43% below target. Again, the issue of accurate phasing contributes to the variance and we consider the full year target of 8,350 to be achievable.

Education revenue (\$39k) was up 25% for the quarter, despite total visits being lower than target. This is attributed to the team's focus on developing the Kids Night Tour programme as these tours are a higher value product.

The Education Team also visited 5 schools during the quarter through our Outreach Programme, reaching another 390 children not included in the total above.

#### **Functions/Cafe**

Cafe revenue for the quarter met budget at \$135,828. Rata has continued to develop over the quarter but careful management is required to ensure it continues on its positive growth trend. Progress is being made in personnel management and purchasing patterns, wastage is being closely monitored and the team is focusing on up-selling. Occupancy capacity is also being monitored to establish trends and monitor future performance.

Total function visitors for Quarter 1 exceeded budget by 42%. This only equates to 69 individuals but indicates the growth potential for this area. Occupancy capacity is now being recorded to better monitor and target areas for development and growth.

### **MEMBERSHIPS**

Total membership for the quarter averaged at 9,523, 5% below our annual target of 10,000. We had 488 new members and 1,191 renewed members.

YTD Membership Revenue (\$52k) is down 28%. This is due to the recent change in membership processing and associated challenges with technology and handover periods. The initial operational focus was on processing incoming revenue which delayed active pursuit of renewals for lapsed and recently expired members. This is now in hand and is being addressed alongside a review of communications and process and further training of additional personnel.

Member numbers and membership revenue is expected to track to budget within the next quarter.

### **VOLUNTEERS**

Re-engagement with our volunteers following the realignment has been a focus during Quarter 1. This has included a six week series of training seminars, establishment of a Volunteer Advisory Group and regular communications.

**MEASUREMENT AGAINST TARGETS IN SOI**

**Non Financial Performance Measures (Quarterly Targets)**

Measure	2014/15 First Quarter (July-Sept)		2014/15 Annual	
	Actual	Target	Actual (YTD)	Target
Visitation	14,458	19,560	14,458	91,400
Education Visits (LEOTC, Tertiary, Early Childhood, School Holiday Programme)*	1,547	2,730	1,547	8,350

\* Education visits are also included in total visitation numbers above.

**Non Financial Performance Measures (Annual Targets)**

Measure	Actual YTD	Annual Target 2014/15
Individual Members	9,523	10,000
Quality of Visit	86%	93%
Volunteers	468	>400
City Residents' Awareness*	-	86%

\* A survey will be completed at the end of the final quarter to assess the level of awareness of city residents.

**Conservation Programme (Annual Targets)**

Measure	Actual YTD	Annual Target 2014/15
Total native plant species in the Sanctuary	Performance against conservation targets will be reported at the end of the final quarter.	177
Total adventives (exotic) plant species in the Sanctuary		215
Percentage of Native Flora		46%
Total native fauna species in the Sanctuary		45
Number of new native fauna species released (not previously present)		2
Total exotic fauna		17
Percentage of Native Fauna		73%

**Financial Performance Measures**

Measure	Actual YTD	Annual Target 2014/15
Average subsidy per visit (Total WCC Operating Grant/All Visitors)	\$15.13	\$9.57

Average revenue per visitation (excludes Council & Government grants)	\$26.54	\$27.46
Non-Council Donations/Funding	\$34,945	\$150k

## **RETAIL**

Retail revenue for Quarter 1 was \$26,348 – 25% below budget. There has been limited active promotion of retail over the winter months, which is likely to have contributed to this performance. The recent recruitment of experienced tourism sales staff for this area is expected to impact positively for the forthcoming quarter.

Stock has also been actively reduced over the quarter. This clearance will be ongoing in Quarter 2 in order to provide the opportunity to stock items which will be better aligned to the focus of the organisation while at same time cater for our local and tourist markets.

We continue to receive requests for additional items of ZEALANDIA branded goods.

## **FINANCIALS**

### **Financial Performance**

- Detailed financials are included in the attached WCC template.
- Total revenue for the quarter was \$602k (\$44k below budget). Revenue is tracking on or above target in several key areas including Admissions, Donations, Education and Café & Functions.
- Revenue targets were not met in Grants Income and Membership. Actions in place to address this include:
  - Review of all grants previously applied for to re-establish relationships.
  - Development of a grants calendar which will be followed by a systematic approach to submitting funding applications.
  - Analysis of drop in membership to identify demographics,
  - Review of all membership communications, including a membership survey.
  - Review of the membership product and improved offering ie. early opening hours for members only (this has been implemented)
  - Investigation of Centaman functionality to automate membership processes and capturing visitation rates.
- Total Expenditure for the quarter was \$697k (\$26k better than budget). This is due to close monitoring of all spending.
- For the quarter, the deficit before depreciation was \$94k (\$18k below budget). We are confident that we will meet our end of year surplus.
- Working capital at the end of Quarter 1 was reported as \$45k. This is under-reported as the Balance Sheet requires significant work following the changeover to our new accounting system. As at 30<sup>th</sup> October, our working capital is \$132k. Work on the Balance Sheet is ongoing and will be completed within the next few days which will further improve the working capital.

## **Appendix A: Conservation Update**

- There were no known mammalian biosecurity breaches during this time (a rat dog detector team visited and completed a 3 hour sweep of the lower valley in late September).
- An exotic species of frog (Southern Brown Whistling Tree Frog) was captured after being heard by a night tour guide. No others were found. It's possible the animal was released by a member of the public.
- Annual mouse control operation was completed with all uneaten bait being retrieved by mid July.
- The bi-monthly mouse index trap lines were undertaken in July and September.
- Planting of over 800 plants, mostly at the south end, was completed.
- Kaka nest box infrastructure consists of 36 nest boxes for the current season. Due to a much later start to breeding this season no eggs were being incubated by the end of September. Kaka volunteer monitors have been checking their boxes since July.
- Kakariki began nesting in late July and have already taken up occupancy in some of the mamaku nest logs which are being trialed this season. By the end of September 18 pairs were known to be nesting (compared with 11 at the same time the previous year).
- Hihi volunteers are monitoring Hihi nests but the first egg of the season had not been laid by end of September. The September feeder survey recorded an encouraging number of females using the feeder stations.
- Ongoing Pateke (Brown Teal) research has been supported by volunteers and staff who have helped with capturing and radio-tracking birds.
- Robin caching displays have again been a feature of our winter/spring visitor programme. The displays which are presented by volunteers highlight the natural food storing behaviour of Robins.
- Two interns joined the conservation team in September for periods of two and three months respectively. They will be employed to assist staff with priority monitoring.

## RESEARCH

Research being undertaken in the valley currently includes:

### Major Research Projects

Researcher	Institution	Topic/Actions
Angela Moles	University New South Wales	Effect of climate change on herbivory (Ongoing)
Marcus Vandergoes & Rewi Newnham	GNS & Victoria University	Developing a palaeothermometer using bacterial remains for assessing past climate change (2012-2014)
John Ewen, Patricia Brekke & Trust staff	Institute of Zoology, London & ZEALANDIA	Inbreeding, genetic drift and genetic management in Hihi (2011-2014)
Megan Van Etten	Massey University	Inbreeding rates of tree fuchsia (2012-2014)

### PHD Research Projects

Researcher	Institution	Topic/Actions
Helen Taylor	Victoria University	Inbreeding and ecology of Little Spotted Kiwi (2011-2014)
Julia Loepelt	Victoria University	Cognition and foraging in Kākā (2013-2016)
Kirsty Yule	Victoria University	Differences in Puriri moth parasitism and Kākā predation rates between host species in a tri-trophic system (2012-2014)
Stephanie Price	Victoria University	Population viability of Tuatara (2013-2015)

### MSC/MA Research Projects

Researcher	Institution	Topic/Actions
Melody Robyns	Victoria University	Seasonal cycle of bacterial lipids in NZ lakes.
Katie Sheridan	CUNY Queens College, USA	Distribution and habitat use of Pāteke.

**KARORI SANCTUARY TRUST**

**STATEMENT OF FINANCIAL PERFORMANCE**

Unaudited SOI & Quarterly Financial Statements

Months in period

**OPERATING REVENUE**

	SOI Budget 30-Sep-14 \$000s	SOI Budget 31-Dec-14 \$000s	SOI Budget 31-Mar-15 \$000s	SOI Budget 30-Jun-15 \$000s	Actual 30-Sep-14 \$000s	Actual 31-Dec-14 \$000s	Actual 31-Mar-15 \$000s	Actual 30-Jun-15 \$000s	SOI (2014) Budget 30-Jun-15 \$000s	SOI (2014) Budget 30-Jun-16 \$000s	SOI (2014) Budget 30-Jun-17 \$000s
Membership subscriptions					52						
Council operating grant	219	219	219	219	219				875	875	875
Other grants and donations	68	68	68	68	29				272	272	272
Admissions					95						
Sales of goods					162						
Other operating revenue	377	705	800	430	42				2,312	2,370	2,430
<b>TOTAL OPERATING REVENUE</b>	<b>664</b>	<b>992</b>	<b>1,087</b>	<b>716</b>	<b>599</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,458</b>	<b>3,517</b>	<b>3,577</b>
Interest received	5	9	5	9	4				27	27	27
Other non-operating income (Capital/Govt. grants)					7						
<b>TOTAL REVENUE</b>	<b>668</b>	<b>1,001</b>	<b>1,091</b>	<b>725</b>	<b>610</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,485</b>	<b>3,544</b>	<b>3,604</b>

**OPERATING EXPENSES**

Administration & management (incl. audit)					116						
Cost of goods sold					60						
Personnel	451	469	474	436	456				1,830	1,871	1,913
Trustees remuneration					20						
Other operating expenses	327	385	368	371	35				1,451	1,484	1,518
Interest paid	11	10	10	10	10				41	41	41
<b>OPERATING EXPENSES BEFORE DEPRECIATION</b>	<b>789</b>	<b>864</b>	<b>851</b>	<b>817</b>	<b>697</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3,321</b>	<b>3,396</b>	<b>3,471</b>
Depreciation	357	357	357	357	311				1,427	1,427	1,427
<b>TOTAL OPERATING EXPENSES</b>	<b>1,146</b>	<b>1,221</b>	<b>1,208</b>	<b>1,174</b>	<b>1,008</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,749</b>	<b>4,823</b>	<b>4,899</b>
Adjustments											
<b>NET SURPLUS FOR YEAR</b>	<b>(477)</b>	<b>(220)</b>	<b>(117)</b>	<b>(448)</b>	<b>(398)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(1,263)</b>	<b>(1,279)</b>	<b>(1,295)</b>

**STATEMENT OF MOVEMENT IN EQUITY**

	30-Sep-14 \$000s	31-Dec-14 \$000s	31-Mar-15 \$000s	30-Jun-15 \$000s	30-Sep-14 \$000s	31-Dec-14 \$000s	31-Mar-15 \$000s	30-Jun-15 \$000s	30-Jun-15 \$000s	30-Jun-16 \$000s	30-Jun-17 \$000s
<b>OPENING EQUITY</b>	<b>5,614</b>	<b>5,136</b>	<b>4,916</b>	<b>4,799</b>	<b>4,257</b>	<b>3,859</b>	<b>3,859</b>	<b>3,859</b>	<b>4,799</b>	<b>3,535</b>	<b>2,256</b>
Profit After Tax	(477)	(220)	(117)	(448)	(398)	0	0	0	(1,263)	(1,279)	(1,295)
Movements in reserves											
<b>Total recognised revenue &amp; expenses</b>	<b>(477)</b>	<b>(220)</b>	<b>(117)</b>	<b>(448)</b>	<b>(398)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(1,263)</b>	<b>(1,279)</b>	<b>(1,295)</b>
Movement in Trust capital											
Other transfers & movements											
<b>CLOSING EQUITY</b>	<b>5,136</b>	<b>4,916</b>	<b>4,799</b>	<b>4,350</b>	<b>3,859</b>	<b>3,859</b>	<b>3,859</b>	<b>3,859</b>	<b>3,535</b>	<b>2,256</b>	<b>961</b>

**STATEMENT OF FINANCIAL POSITION**

Unaudited SOI & Quarterly Financial Statements

	SOI Budget 30-Sep-14	SOI Budget 31-Dec-14	SOI Budget 31-Mar-15	SOI Budget 30-Jun-15	Actual 30-Sep-14	Actual 31-Dec-14	Actual 31-Mar-15	Actual 30-Jun-15	Budget 30-Jun-15	Budget 30-Jun-16	Budget 30-Jun-17
	\$000s	\$000s	\$000s	\$000s	\$000s	\$000s	\$000s	\$000s	\$000s	\$000s	\$000s
Cash & liquid investments	524	726	872	757	554				757	663	603
Trade receivables	3	13	16	51	37				51	51	51
Related party receivables											
Inventory											
Other current assets	124	84	54	14	103				14	64	64
<b>CURRENT ASSETS</b>	<b>651</b>	<b>823</b>	<b>942</b>	<b>822</b>	<b>694</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>822</b>	<b>778</b>	<b>718</b>
Fixed assets	15,826	15,533	15,176	14,847	14,654				14,847	13,549	12,219
Investments											
Intangibles											
Other non-current assets											
<b>TOTAL ASSETS</b>	<b>16,477</b>	<b>16,356</b>	<b>16,118</b>	<b>15,669</b>	<b>15,348</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15,669</b>	<b>14,327</b>	<b>12,936</b>
Bank overdraft & short term debt					83						
Creditors	161	285	190	214	253				214	242	242
Taxation					49						
Provisions (employees & holiday pay)	179	179	179	179	84				179	110	110
Other current liabilities	179	179	179	179	180				179	258	262
<b>CURRENT LIABILITIES</b>	<b>519</b>	<b>643</b>	<b>548</b>	<b>572</b>	<b>649</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>572</b>	<b>609</b>	<b>614</b>
Community Trust loan	475	450	425	400	500				400	300	200
Council loan	10,347	10,347	10,347	10,347	10,347				10,347	10,347	10,347
Other loans											
Provisions											
<b>TOTAL LIABILITIES</b>	<b>11,340</b>	<b>11,440</b>	<b>11,320</b>	<b>11,318</b>	<b>11,496</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>11,318</b>	<b>11,256</b>	<b>11,161</b>
<b>EQUITY</b>											
Accumulated funds	5,614	5,614	5,614	5,614	4,257				5,614	4,350	3,071
Retained Earnings	(477)	(698)	(815)	(1,263)	(405)				(1,263)	(1,279)	(1,295)
<b>TOTAL EQUITY</b>	<b>5,136</b>	<b>4,916</b>	<b>4,799</b>	<b>4,350</b>	<b>3,852</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4,350</b>	<b>3,071</b>	<b>1,776</b>
Contingent liabilities											
<b>CHECK ITEMS (should be 0)</b>											
Assets - (liabs + net worth)	0.000	0.000	0.000	(0.033)	0.000	0.000	0.000	0.000	0.000	0.000	0.001

**STATEMENT OF CASH FLOWS**

Unaudited SOI & Quarterly Financial Statements

**OPERATING ACTIVITIES**

Cash was provided from:

	SOI Budget 30-Sep-14	SOI Budget 31-Dec-14	SOI Budget 31-Mar-15	SOI Budget 30-Jun-15	Actual 30-Sep-14	Actual 31-Dec-14	Actual 31-Mar-15	Actual 30-Jun-15	Budget 30-Jun-15	Budget 30-Jun-16	Budget 30-Jun-17
	\$000s	\$000s	\$000s	\$000s	\$000s	\$000s	\$000s	\$000s	\$000s	\$000s	\$000s
Trading receipts	377	705	800	430	319				2,312	2,370	2,430
Council grants	219	219	219	219	219				875	875	875
Sponsorships & donations	68	68	68	68	27				272	272	272
Investment income	5	9	5	9	4				27	27	27
Other receipts					27						

Cash was applied to:

Payments to employees	451	469	474	436	426				1,830	1,871	1,913
Payments to suppliers	327	385	368	371	245				1,451	1,484	1,518
Other operating costs					(190)						
GST (rebates) & other tax payments	72	(101)	6	(33)	14				(56)	92	45
<b>OPERATING CASH FLOW</b>	<b>(182)</b>	<b>248</b>	<b>243</b>	<b>(49)</b>	<b>101</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>261</b>	<b>97</b>	<b>127</b>

**INVESTING ACTIVITIES**

Cash was provided from:

Sale of fixed assets											
Other investment income											
<b>Cash was applied to:</b>											
Purchase of fixed assets	0	12	62	32	0				106	50	47
Toward investments					0						
Other investment costs					0						
<b>INVESTMENT CASH FLOW</b>	<b>0</b>	<b>(12)</b>	<b>(62)</b>	<b>(32)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(106)</b>	<b>(50)</b>	<b>(47)</b>

**FINANCING ACTIVITIES**

Cash was provided from:

Borrowings											
From investments											
Other financing activity (grants)											

Cash was applied to:

Borrowings repaid	25	25	25	25	17				100	100	100
Interest paid	11	10	10	10	10				41	41	41
Other financing activity											
<b>FINANCING CASH FLOW</b>	<b>(36)</b>	<b>(35)</b>	<b>(35)</b>	<b>(35)</b>	<b>(27)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(141)</b>	<b>(141)</b>	<b>(141)</b>

**NET INCREASE (DECREASE) IN CASH HELD**

	<b>(218)</b>	<b>201</b>	<b>147</b>	<b>(115)</b>	<b>74</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>15</b>	<b>(94)</b>	<b>(60)</b>
Add Opening Cash Bought Forward	742	524	726	872	485	559	559	559	742	757	663
Adjustments											
Ending Cash Carried Forward	524	726	872	757	559	559	559	559	757	663	603

	SOI Budget 30-Sep-14	SOI Budget 31-Dec-14	SOI Budget 31-Mar-15	SOI Budget 30-Jun-15	Actual 30-Sep-14	Actual 31-Dec-14	Actual 31-Mar-15	Actual 30-Jun-15	Budget 30-Jun-15	Budget 30-Jun-16	Budget 30-Jun-17
	\$000s	\$000s	\$000s	\$000s	\$000s	\$000s	\$000s	\$000s	\$000s	\$000s	\$000s
<b>REPORT TEMPLATES</b>											
Total Revenue	668	1,001	1,091	725	610	0	0	0	3,485	3,544	3,604
Total Expenditure	(789)	(864)	(851)	(817)	(697)	0	0	0	(3,321)	(3,396)	(3,471)
Depreciation	(357)	(357)	(357)	(357)	(311)	0	0	0	(1,427)	(1,427)	(1,427)
Net Surplus	(477)	(220)	(117)	(448)	(398)	0	0	0	(1,263)	(1,279)	(1,295)
Total Assets	16,477	16,356	16,118	15,669	15,348	0	0	0	15,669	14,327	12,936
Total Liabilities	11,340	11,440	11,320	11,318	11,496	0	0	0	11,318	11,256	11,161
Equity	5,136	4,916	4,799	4,350	3,852	0	0	0	4,350	3,071	1,776
Total Net Cash Flows	(57)	(57)	147	(115)	74	0	0	0	15	(94)	(60)
Opening Cash	781	781	726	872	485	559	559	559	742	757	663
Closing Cash	724	724	872	757	559	559	559	559	757	663	603
<b>KEY PERFORMANCE INDICATORS</b>											
<b>NON-FINANCIAL</b>											
Visitors	19,560	25,135	27,786	18,919	14,458				91,400	92,500	93,600
Variance as % of budget per quarter					-26%	0%	0%	0%			
YTD Visitors					14,458	14,458	14,458	14,458			
Sum of YTD variances					(5,102)	(5,102)	(5,102)	(5,102)			
Variance as % of budget per YTD					-26%	-11%	-7%	-6%			
Individual members									10,000	10,200	10,400
Student & education visits	2,730	2,669	1,442	1,809	1,547				8,350		
Variance as % of budget per quarter					-43%	0%	0%	0%			
YTD Visitors					1,547	1,547	1,547	1,547			
Sum of YTD variances					(1,183)	(1,183)	(1,183)	(1,183)			
Variance as % of budget per YTD					-43%	-22%	-17%	-14%			
Percentage of satisfied visitors									92%	93%	93%
Volunteers									>400	>400	>400
<b>FINANCIAL</b>											
Full cost to Council	\$377,575	\$377,575	\$377,575	\$377,575	\$366,819				\$1,510,300	\$687,000	\$708,000
Full cost to Council per visitor	\$19.30	\$15.02	\$13.59	\$19.96	\$25.37	#DIV/0!	#DIV/0!	#DIV/0!	\$16.52	\$7.43	\$7.56
Average subsidy per visit (total WCC operating grant/visitors)					\$ 15.13				\$9.57	\$9.46	\$9.35
Average revenue per visit (excl. grants & interest)					\$ 26.54				\$27.46	\$27.59	\$28.99
Non-Council donations & funding									\$150,000	\$150,000	\$150,000
<b>CONSERVATION</b>											
Total native plant species in the sanctuary									177	177	177
Total adventives (exotic) plant species									215	215	215
% Flora Native									46%	46%	46%
Total native fauna species in the sanctuary									45	46	47
Number of new native fauna species released									2	1	1
Total exotic fauna									17	15	15
% Fauna Native									73%	75%	76%

# Wellington Water

## Three Waters Performance Report (WCC)



20 October 2014

Quarter One 2014/2015



## Document quality control

### Report status – Final

**Originator:**

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### Version control:

Version	Publishing date	Electronic file location
Draft	13 October 2014	<a href="G:\Asset Planning Team\Reporting\SLA reporting\WCC\YE 1415\WCC SLA report Q1 2014-15.docx">G:\Asset Planning Team\Reporting\SLA reporting\WCC\YE 1415\WCC SLA report Q1 2014-15.docx</a>
Final	20 October 2014	<a href="G:\Asset Planning Team\Reporting\SLA reporting\WCC\YE 1415\WCC SLA report Q1 2014-15 final.docx">G:\Asset Planning Team\Reporting\SLA reporting\WCC\YE 1415\WCC SLA report Q1 2014-15 final.docx</a>

Three Waters Performance Report (WCC)

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## 1 Introduction

### 1.1 Purpose and scope of the service level agreement report

The three water activities are 'core' services provided to (and on behalf of) the Porirua, Hutt, Upper Hutt and Wellington City Councils and bulk water services for Greater Wellington Regional Council. Wellington City Council maintains water services pursuant to the Local Government Act 2002, and Wellington Water Ltd manages the three-water activities via a services contract on Council's behalf.

The purpose of the Service Level Agreement ("SLA") Report is to provide for the transparent exchange of operational performance information regarding the three water activities.

The SLA Report is prepared quarterly by Wellington Water, and provides details of:

- How we are performing against our strategy
- Network performance – against a variety of agreed KPIs

The SLA Report should be considered an "evolving" document that is updated to reflect the changing needs of Wellington Water, Council and the community.

### 1.2 Report Structure

**Section 2:** The section summarises the areas of the Wellington Water (WWL) strategy where we are performing above target relating to the key performance indicators and documents highlights from the quarter.

**Section 3:** The section summarises the areas of the Wellington Water (WWL) strategy where improvement is required (linked to the key performance indicators) and how improvement is going to be achieved.

**Sections 4 – 6:** These sections document the network performance against the proposed new LTP indicators. Commentary regarding any failure of the KPI's is covered in section 3. The measurement of some of these indicators is still being developed. These sections include the new indicators required by DIA from 2015/16.

**Section 7:** This section includes reporting on the 2014/15 LTP indicators, if any indicators are not meeting the required standard comment will be included in section 3.

**Section 8:** This section includes the most recent meeting minutes and action log for the quarter between the client representative and the WWL relationship manager.

## 2 How we are meeting our strategic outcomes

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### 2.1 Our water is safe to drink

- We are successfully providing water that meets the drinking water standards required by each client council

### 2.2 Our Stormwater and Wastewater networks are respectful of people and the environment

#### Wastewater

- We are fully compliant with all wastewater resource consents.
- The Quantitative Microbial Risk Assessment report has been distributed to interested parties and we are working with GWRC to remove the condition to UV treat bypass discharges from the Moa Point WWTP from the resource consent.
- The contract with Veolia for the operation & maintenance of the WWTPs will expire in 2020. Wellington Water and Veolia have started the process to ensure the transition to WCC goes smoothly and that the facilities are as per the standard required by the contract.

#### Stormwater

- We are fully compliant with all stormwater discharge consents.
- GWRC has approved the development of Stage 2 Integrated Catchment Management Plans (ICMP) within the timeframe and methods provided in the Stage 1 ICMP. The detailed ICMP development for the Lambton Harbour catchment is underway. The Stage 2 ICMPs will be developed for five coastal receiving environment catchments by March 2018.
- The renewal of the stormwater pipeline through Massey University is 70% complete.
- A Stormwater Consultative Committee meeting was held in August, and plans were developed for engaging with city panelbeaters on stormwater issues.
- Wellington Water completed a presentation to Probus Club, Karori on the Integrated Catchment Management Plan.

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Three Waters Performance Report (WCC)

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**2.3 We have resilient networks, every day and under strain**

- City Care is meeting the required response times to respond to urgent calls for all three waters.
- Blockages in the wastewater and stormwater systems are below the maximum levels.
- Water main bursts per 1000 connections are below the indicated maximum level.
- Seismic Strengthening of the two Maupuia reservoirs has been completed.
- Wellington Water had a stand at the Wellington Home and Garden Show and used Aquarius to raise awareness of the value of low flow shower heads and fixing leaks. We gave away over 50 5-minute shower timers. Aquarius also visited Hampton Hill School in Tawa, and St Bernards, Brooklyn, as well as schools and events in the Hutt Valley.

## **3 What we are doing to improve our performance**

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### **3.1 Our water is safe to drink**

- We have no issues in the water quality area.

### **3.2 Our Stormwater and Wastewater networks are respectful of people and the environment**

#### **Water Quality**

- The water quality is measured at the bathing beach sites and at selected freshwater (stream) sites. The water quality is affected by multiple factors including wastewater entering the stormwater systems, sediment and other pollutants being washed into the stormwater system. The current results show that we not meeting the targets set in the LTP for neither of these measurements.
- To improve the water quality we are investigating four areas at present; Newlands (at the gorge), Karori Stream (at Friend Street), Johnsonville (at the gorge) and Cummings Park. Investigations in these areas have identified faults in both the private and public network.

### **3.3 We have resilient networks, every day and under strain**

- We have no issues in this area.

## 4 How we are performing in the Water Supply Network – City Councils

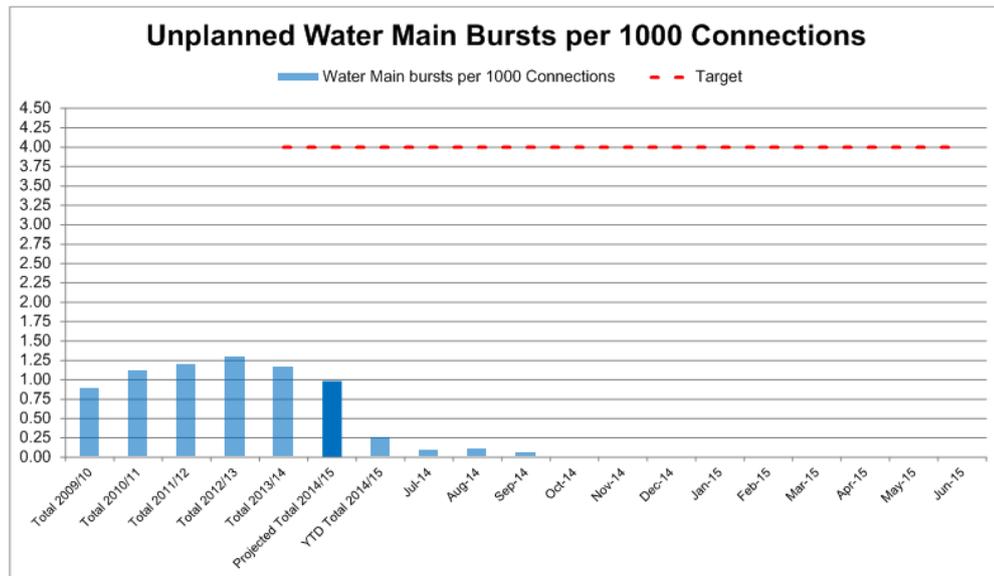
The following indicators incorporate a combination of existing indicators, new regional indicators and new indicators from the Department of Internal Affairs that become mandatory in 2015/16. We are working towards the measurement of the new indicators; in some cases the information is not yet measured.

### 4.1 Quarterly Indicators

#### 4.1.1 Unplanned water supply cuts

2014/15 target: Less than four

Year to Date Total: **Achieved** – 0.25 supply cuts per 1000 connections



Three Waters Performance Report (WCC)

4.1.2 Complaints

	Total number of complaints – YTD 2014/15	Number of complaints / 1000 connections – YTD 2014/15	Target
Clarity	37	0.54	<5
Taste	8	0.12	<5
Odour			<5
Continuity of Supply	39	0.56	<5
Responsiveness to drinking water complaints	84	1.22	<5

4.1.3 Response time

	WCC YTD Result 2014/15 (hours)	Regional YTD Results 2014/15 (hours)	Target (hours)
Attendance at Urgent Callouts	0.72	Still in development	1
Resolution of Urgent Callouts	2.18	Still in development	4
Attendance at Non-urgent Callouts	23.87	Still in development	36
Resolution of Non-urgent Callouts	28.43	Still in development	360

Three Waters Performance Report (WCC)

**4.1.4 Drinking Water Compliance**

	2011/12	2012/13	2013/14	2014/15	Target
Drinking Water Compliance (NZ 2000 – part 4 bacterial compliance)	100%	100%	100%	100%	100%

**4.2 Annual Indicators**

The following indicators are measured annually and will be reported in the fourth quarter report.

**4.2.1 Water Supply Grading**

Maintenance of water supply quality gradings from Ministry of Health

**4.2.2 Fire Hydrant Testing**

Percentage of fire hydrants tested that meet NZFS Code of Practice

**4.2.3 Operating Cost per cubic metre of water**

**4.2.4 Community satisfaction**

**4.2.5 Average drinking water consumption**

Average drinking water consumption/resident/day

**4.2.6 Percentage of real water loss from networked reticulation system**

**4.2.7 Resilience Improvements – Water Supply**

Implementation of annual programme for improvements to resilience of water reticulation

Three Waters Performance Report (WCC)

## 5 How we are performing in the Wastewater Network

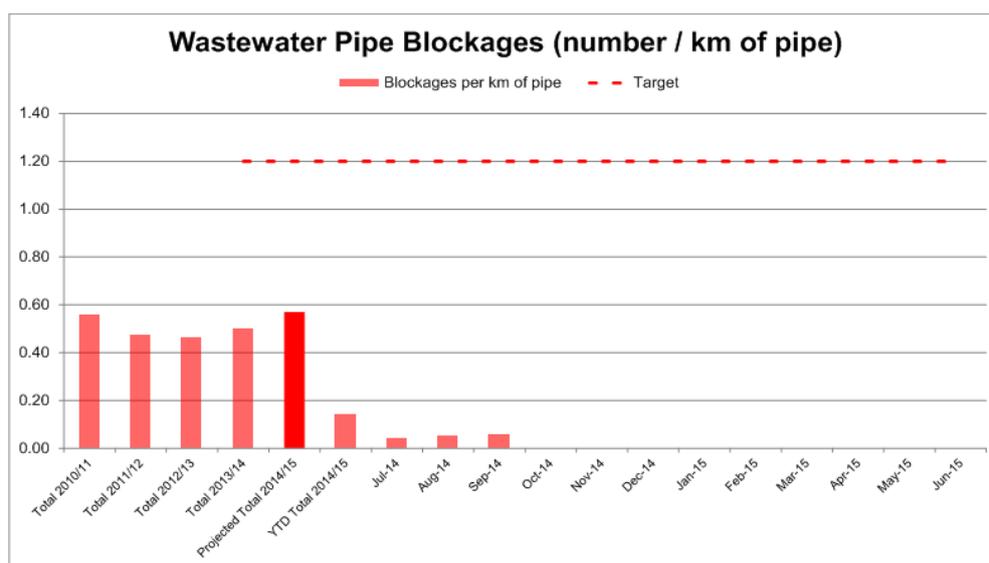
The following indicators incorporate a combination of existing indicators, new regional indicators and new indicators from the Department of Internal Affairs that become mandatory in 2015/16. We are working towards the measurement of the new indicators; in some cases the information is not yet measured.

### 5.1 Quarterly Indicators

#### 5.1.1 Wastewater Reticulation Incidents

2013/14 target: Less than 1.2 wastewater incidents reported per kilometre of wastewater reticulation pipeline.

Year to Date Total: **Achieved** - 0.14 wastewater incidents reported per kilometre of wastewater reticulation pipeline



Three Waters Performance Report (WCC)

5.1.2 Overflows

	WCC YTD Result 2014/15	Regional YTD Results 2014/15	Target
Number of dry weather overflows			0
Number of dry weather overflows / 1000 connections			0
Number of wet weather overflows			0
Number of wet weather overflows / 1000 connections			0

Under Development

5.1.3 Complaints

	Total number of complaints – YTD 2014/15	Number of complaints / 1000 connections – YTD 2014/15	Target
Odour			
System faults			
Blockages			
Responsiveness to wastewater system issues			

Under Development

Three Waters Performance Report (WCC)

5.1.4 Response time

	WCC YTD Result 2014/15	Regional YTD Results 2014/15	Target
Median attendance time to wastewater overflows (hours)	0.55	Still in development	1
Median resolution time for wastewater overflows (hours)	2.02	Still in development	6

5.1.5 Wastewater resource consent compliance

	WCC YTD Result 2014/15	Regional YTD Results 2014/15	Target
Number of abatement notices	Nil	0	Nil
Number of Infringement Notices	Nil	0	Nil
Number of enforcement notices	Nil	0	Nil
Number of convictions	Nil	0	Nil

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Three Waters Performance Report (WCC)

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**5.2 Annual Indicators**

The following indicators are measured annually and will be reported in the fourth quarter report.

**5.2.1 Operating Cost per property**

**5.2.2 Community satisfaction**

**5.2.3 Resilience Improvements - Wastewater**

Implementation of annual programme for improvements to resilience of wastewater reticulation

## 6 How we are performing in the Stormwater Network

The following indicators incorporate a combination of existing indicators, new regional indicators and new indicators from the Department of Internal Affairs that become mandatory in 2015/16. We are working towards the measurement of the new indicators; in some cases the information is not yet measured.

### 6.1 Quarterly Indicators

#### 6.1.1 Flooding indicators

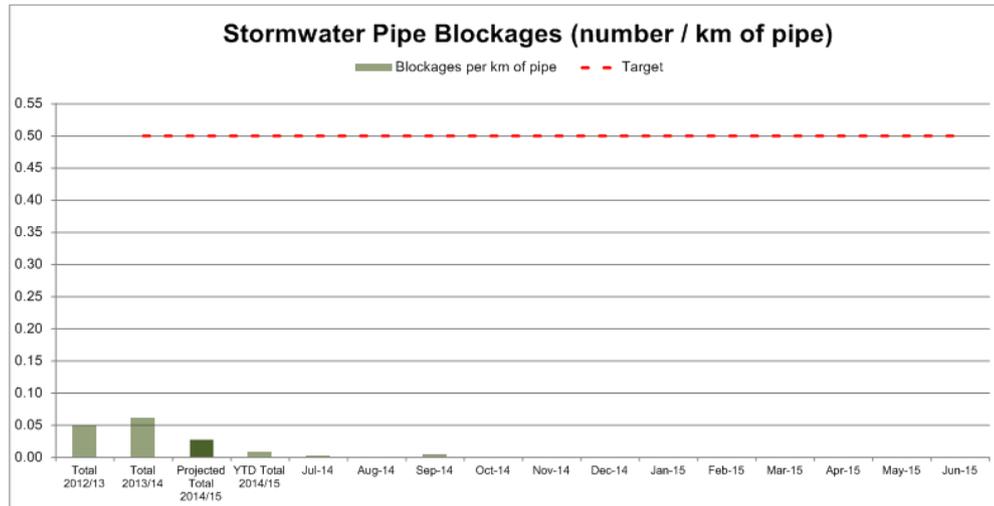
	WCC YTD Result 2014/15	Regional YTD Results 2014/15	Target
Number of flooding events	0	0	0
Number of habitable floors affected	0	0	0
Number of habitable floors affected / 1000 connected properties / flooding event	0	0	0

Three Waters Performance Report (WCC)

**6.1.2 Pipeline blockages**

Target: Fewer than 0.5 stormwater incidents reported per kilometre of stormwater pipeline

Year to Date Monthly Average: **Achieved** - 0.01



**6.1.3 Complaints**

	WCC YTD Result 2014/15	Regional YTD Results 2014/15	Target
Number of complaints	<b>Under Development</b>		
Number of complaints / 1000 connections			

**6.1.4 Response Time**

	WCC YTD Result 2014/15	Regional YTD Results 2014/15	Target
Median Time taken to attend a flooding event	0	Still under development	1

Three Waters Performance Report (WCC)

(hours)			
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**6.1.5 Stormwater resource consent compliance**

	WCC YTD Result 2014/15	Regional YTD Results 2014/15	Target
Number of abatement notices	Nil	0	Nil
Number of Infringement Notices	Nil	0	Nil
Number of enforcement notices	Nil	0	Nil
Number of convictions	Nil	0	Nil

**6.1.6 Harbour Water Quality**

Percentage of samples taken during bathing season, from 1 November to 31 March, that do not exceed alert action levels

Percentage of o.d.o.m. water samples taken during bathing season, from 1 November to 31 March, that do not exceed alert action levels

**6.1.7 Freshwater Quality**

Percentage compliance of annual median values for E.coli in dry weather samples with National Bottom Line in the National Policy Statement for Freshwater Management 2011  
 Still in development.

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Three Waters Performance Report (WCC)

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**6.2 Annual Indicators**

The following indicators are measured annually and will be reported in the fourth quarter report.

**6.2.1 Completion of key programmes in stormwater asset management plan**

**6.2.2 Operating Cost per property**

**6.2.3 Community satisfaction**

**6.2.4 Resilience Improvements - Stormwater**

Implementation of annual programme for improvements to resilience of stormwater system

Three Waters Performance Report (WCC)

## 7 2014/2015 Long Term Plan Indicators

### 7.1 Quarterly Reported LTP Indicators

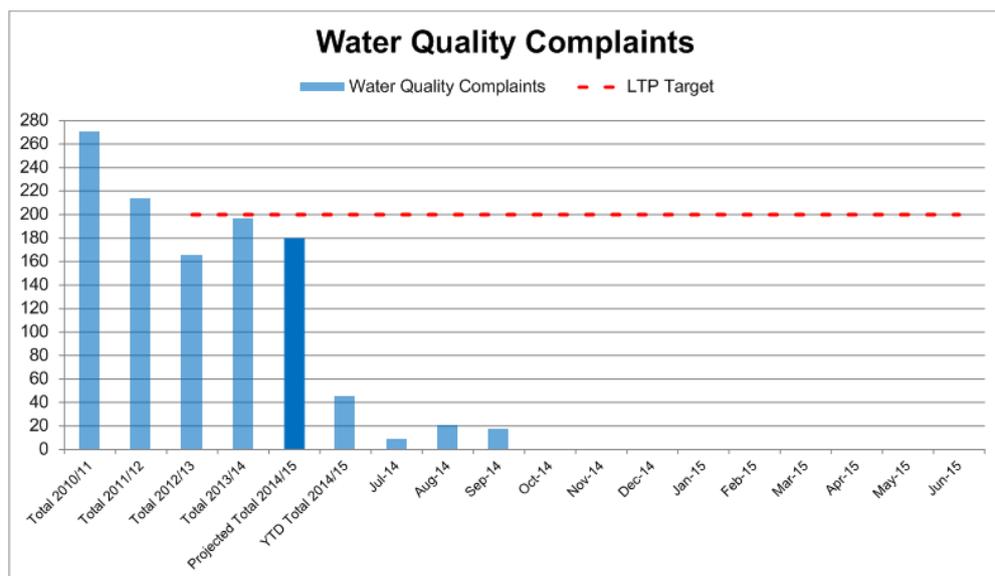
Quarterly Long Term Plan (LTP) indicators are those indicators identified in Wellington City Council's LTP that may be updated on a monthly basis and reported quarterly within this SLA Report. The LTP indicators and targets are developed by Council in consultation with the Wellington City community.

#### 7.1.1 Number of complaints about water quality (taste and odour)

Definition: The graph below shows the number of water quality RFS received in the period. The total complaints for 2010/11, 2011/12, 2012/13 and 2013/14 are also shown.

Target: Fewer than 200 complaints

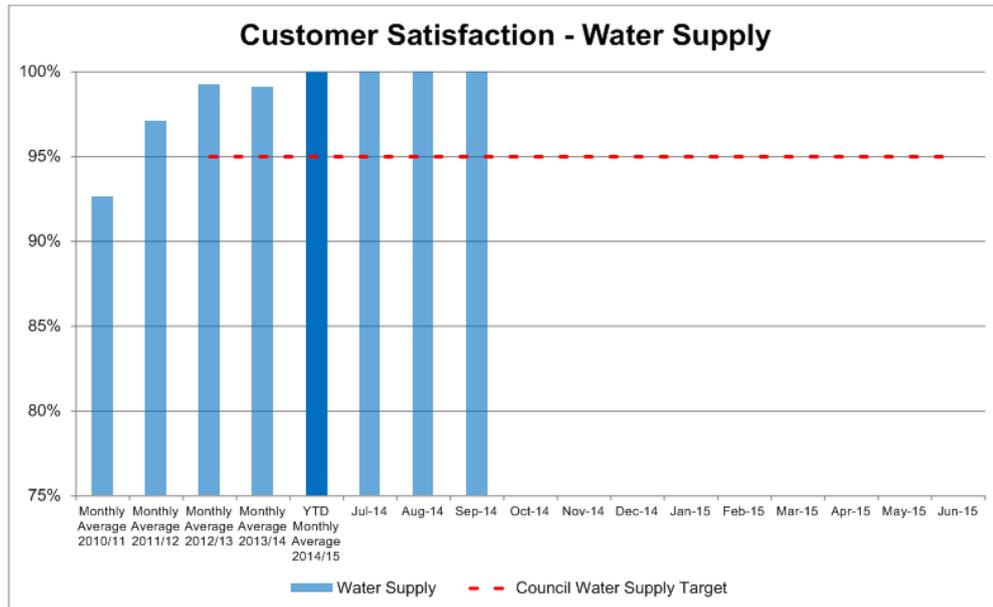
Year End Total: **Achieved** : 45



Three Waters Performance Report (WCC)

**7.1.2 Customer satisfaction (%) with water quality and network service**

Definition: Customer satisfaction results are received via Capacity's calling card system and are shown in the graphs, below. City Care call backs and by exception (i.e. no response calling cards are deemed to be 'satisfied'); contacts made directly to Capacity and Council. These are entered into a database, and the information passed to City Care on a regular basis. A formal process has been established to ensure that both compliments and complaints are discussed with City Care, and this information is used for their own reporting purposes.



**7.1.3 Provide a reliable water supply service**

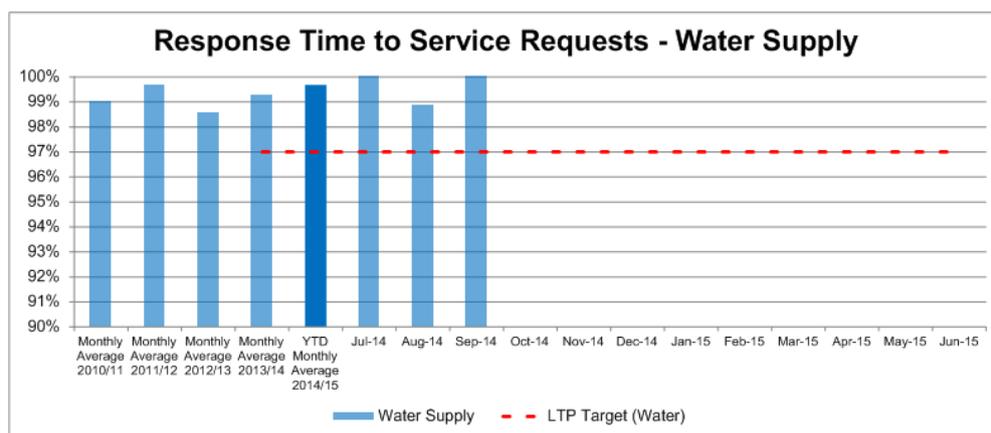
Reported under 4.1.1

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**7.1.4 Respond Promptly to Water Supply Disruptions**

2014/15 Target: 95%

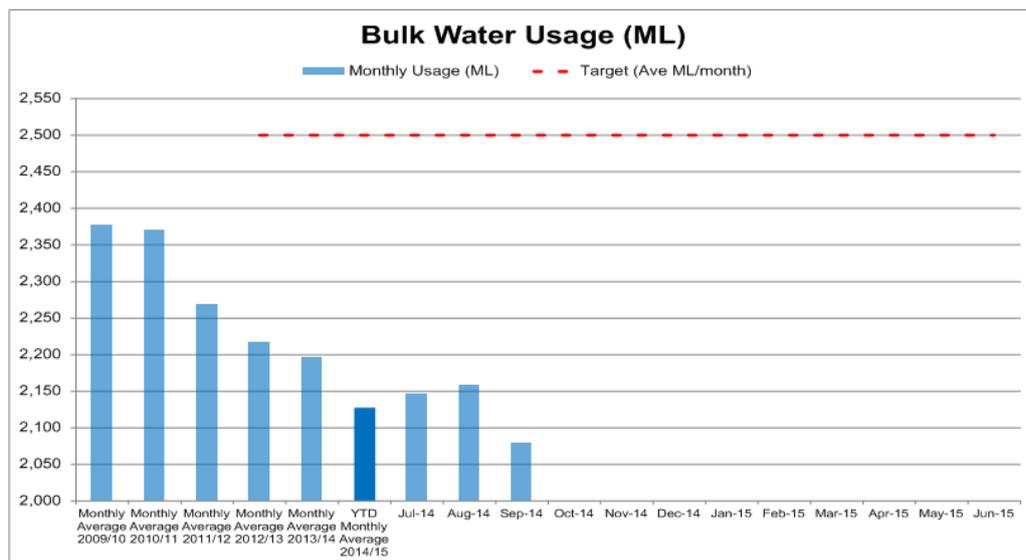
Year to Date monthly average: **Achieved:** 100%



**7.1.5 Water Consumption**

Definition: Graphs of monthly water consumption against a target of 2500 ML/per month (30 billion litres per annum).

Year End Monthly Average: 2128 ML

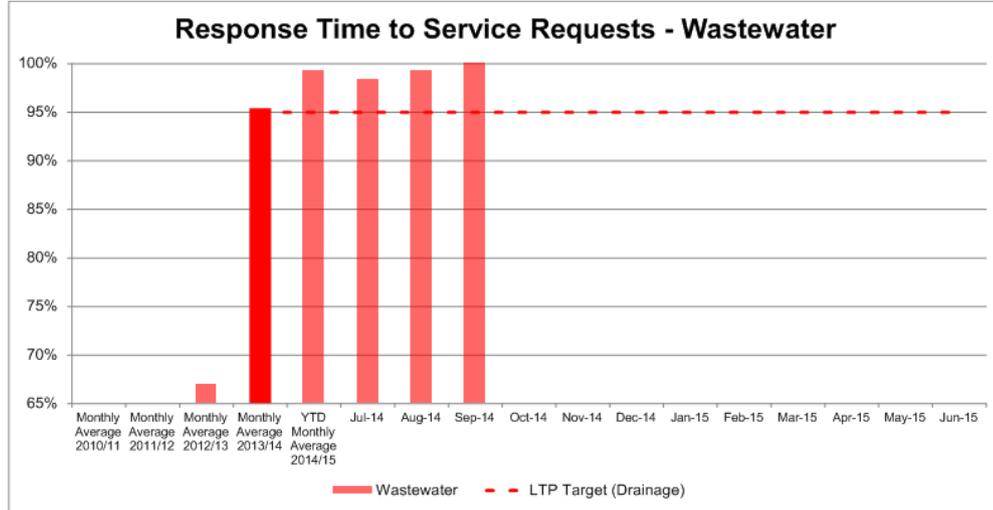


Three Waters Performance Report (WCC)

**7.1.6 Customer satisfaction with the city wastewater service**



**7.1.7 Respond promptly to wastewater disruptions**

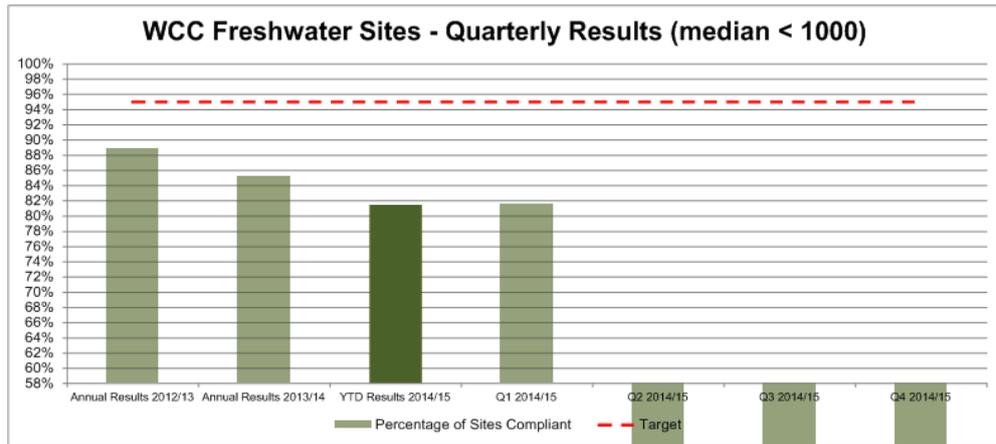


Three Waters Performance Report (WCC)

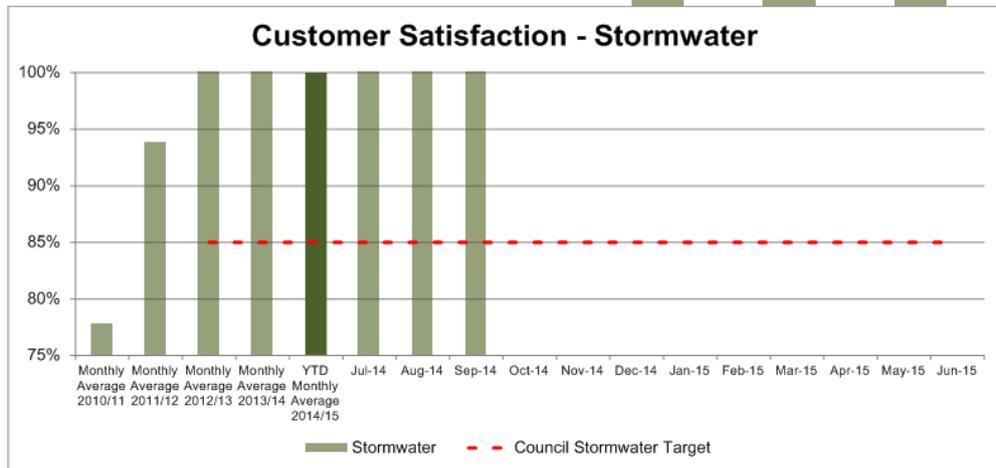
**7.1.8 Freshwater – sites (%) within acceptable bacteria counts (E.coli)**

Target: 95%

Year to Date: **Not Achieved** – 81%

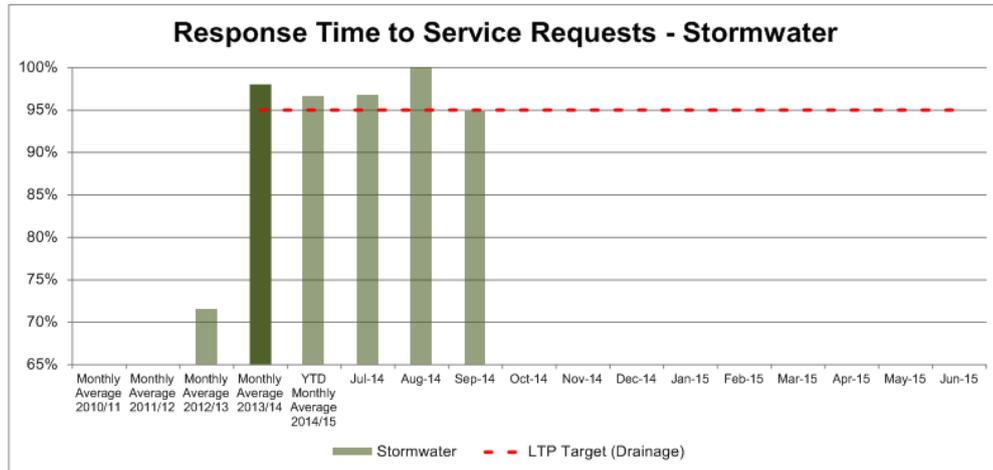


**7.1.9 Residents' satisfaction with the city stormwater supply**



Three Waters Performance Report (WCC)

**7.1.10 Respond promptly to stormwater disruptions**



**7.1.11 Number of buildings reported to have been flooded as a result of a less than 1-in-50-year rain event.**

None for Q1

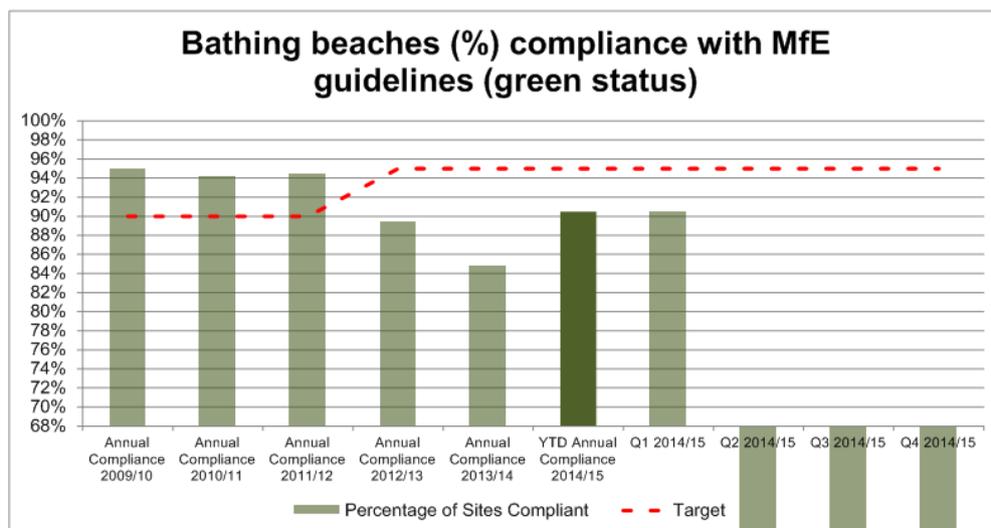
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**7.1.12 Achieve water quality at main recreational beaches**

Target: 95% of sampling days when water quality meets Ministry for the Environment guidelines

Year to Date: **Not Achieved** – 90.5%

Definition: As per target.



**7.2 Annually Reported LTP Indicators**

Annual LTP indicators are those indicators identified in the respective client Council LTPs that are updated on an annual basis. The indicators in this section will be updated throughout the year as the respective annual reporting period rolls over.

**7.2.1 Compliance with New Zealand Drinking Water Standards**

Compliant

**7.2.2 Residents (%) who agree that water supply services provide good value for money**

Target: 90%

**7.2.3 Properties (%) with appropriate water pressure (a minimum of 250kPa)**

Three Waters Performance Report (WCC)

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**7.2.4 Fire hydrants (%) tested that meet NZFS Code of Practice firefighting water supply requirements**

**7.2.5 Quality of potable water**

**7.2.6 Unaccounted for water (%) from the network**

**7.2.7 Maintain the average un-metered potable water consumption in Wellington City**

**7.2.8 Residents (%) who agree that wastewater services provide good value for money**

Target: 75%

**7.2.9 Our sewage network complies with resource consents**

No consent related infringement notices received.

**7.2.10 Residents (%) who agree that stormwater services provide good value for money**

Target: 75%

**7.2.11 Stormwater networks comply with resource consents**

No consent related infringement notices received.

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Three Waters Performance Report (WCC)

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## 8 Quarterly Meeting Action Log

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No quarterly action log



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## **2015/16 LETTERS OF EXPECTATION TO COUNCIL CONTROLLED ORGANISATIONS**

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### **Purpose**

1. To seek the Committee's consideration and input into the key messages for the 2015/16 Letters of Expectation to the following Council Controlled Organisations (CCOs):
  - Wellington Zoo Trust (The Zoo)
  - Karori Sanctuary Trust (ZEALANDIA)
  - Wellington Water Limited (WWL or the company)

### **Summary**

2. This report outlines the key messages and general issues that all CCOs will be asked to discuss as part of their 2015/16 Statement of Intent.
3. Because of the difference in timing of committee meetings and decision making for the 2015-25 Long Term Plan, the report recommends that authority be delegated to the Chair to approve specific issues for each CCO that will be addressed in the Letter of Expectation following the Council's deliberations on the draft LTP.
4. Officers will incorporate any feedback from the Committee into the formal Letters of Expectation. These will be signed by the Chair of the Environment Committee before 19 December 2014.
5. WWL is owned jointly by Wellington City Council, Upper Hutt City Council, Lower Hutt City Council, Porirua City Council and Greater Wellington Regional Council and delivers services for and on behalf of these territorial authorities. The Wellington Water Committee (WWC) is a joint committee of WWL shareholders tasked with oversight and monitoring of WWL.

### **Recommendations**

That the Environment Committee:

1. Receive the information.
2. Confirm the general messages as outlined in this report to be included in the 2015/16 Letters of Expectation to the following organisations:
  - a. The Wellington Zoo Trust
  - b. Karori Sanctuary Trust
3. Note that officers will circulate the specific messages for each entity to the Committee members for feedback prior to the Chair signing the letters.
4. Agree to delegate authority to the Chair to approve the specific messages to be directed to each entity through the Letter of Expectation following approval of the draft 2015-25 Long Term Plan budget on 10 December 2014.
5. Note that officers will prepare formal 2015/16 Letters of Expectation incorporating the directions of the Committee for signing by the Chair of the Committee.
6. Note that the Committee can expect to receive draft 2015/16 Statements of Intent, alongside officers' analyses, for its consideration at the March/April 2015 meetings.

## Background

6. All Council Controlled Organisations are required by the Local Government Act 2002 to prepare a draft Statement of Intent (SOI) for the Council by 1 March of the preceding financial year. To provide an owner's perspective and input into this strategic document, the Council sets out its expectations in a Letter of Expectation (LoE). This process provides both the Council and CCOs with an opportunity to fine-tune respective expectations ahead of submitting a final SOI for Council's approval.
7. The draft timetable for approval of 2015/16 Statements of Intent is outlined in the table below:

Item	Date	Comment
Committee input into 2015/16 LoEs.	18 November 2014	Officers receive any Committee feedback and incorporate it into final letters.
LoE sent to CCO board Chairs and copied to Chief Executives.	By 19 December 2014	Letters to be signed by Committee Chair.
Draft SOIs received by officers	1 March 2015	Note: this is the statutory deadline.
Draft SOIs presented to this Committee	17 March 2015	Officers analyse SOIs and provide advice to the Committee.
Committee feedback on draft SOIs provided to CCOs	Before 8 April 2015	Letters to be signed by Chair of the Committee.
Final SOIs received by officers.	1 May 2015	
Final SOIs provided to Committee for approval.	2 June 2015	

8. Council is a 20% shareholder of WWL and its service expectations are managed under a Service Level Agreement with the company. The Environment Committee's expectations of the company will be raised with WWL by way of the Environment Committee Chair's membership of WWC which coordinates all shareholders' expectations to the company.

## Discussion

9. The 2015/16 Letters of Expectation will be split into three parts:
  - An introductory section stressing the importance of the SOIs, the need for quality and noting any general issues largely affecting all the CCOs.
  - A short, focused section outlining the key issues for each CCO from an ownership perspective.
  - A more detailed appendix outlining what needs to be covered by the particular CCOs in their draft SOIs.

## General Issues

10. Through the Letter of Expectation, each CCO will be asked to discuss the following general issues:
  - Their alignment with the Council's relevant strategic priorities and policies as signaled in the draft 2015-25 Long Term Plan, through the Economic Growth Agenda and the Urban Growth Plan.
  - Opportunities to engage with the Wellington Regional Economic Development Agency (WREDA) to support their performance objectives.

- A review of the CCO's Business Continuity Plan (BCP), including seeking endorsement of its BCP from the Council's Audit and Risk manager.
- The impact of the new Health and Safety regulations on CCO levels of performance.

### **Specific Issues**

11. CCOs will be impacted by 2015-25 LTP funding decisions that will be put forward at a meeting of the Governance, Finance and Planning Committee (GFP) on 10 December 2014. As such, specific messages and issues to each CCO cannot be agreed prior to that meeting.
12. Because there are no meetings for the Economic Growth and Arts committee in December, officers recommend that the Committee agree to delegate the Chair to approve the specific messages to go out to the Basin Reserve Trust, the Museums Trust and the Wellington Regional Stadium Trust through the LoE following the GFP meeting on 10 December.

### **Attachments**

Nil

Authors	Richard Hardie, Portfolio Manager Warwick Hayes, CCO Project Manager
Authoriser	Derek Fry, Director City Growth & Partnerships

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## **SUPPORTING INFORMATION**

### **Consultation and Engagement**

Not applicable.

### **Treaty of Waitangi considerations**

Not applicable.

### **Financial implications**

The CCOs work within the confines of the Council's overall Long Term Plan and Annual Plan framework.

### **Policy and legislative implications**

Not relevant.

### **Risks / legal**

Not relevant.

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

The CCOs work with the Council and other organisations as part of considering environmental sustainability in their operations, including with the Council's Our Living City programme.

### **Communications Plan**

Officers will incorporate feedback from the Committee into the formal Letters of Expectation that will be sent to the chair of the relevant CCO.

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## 2014/15 FIRST QUARTER REPORT

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### Purpose

1. This report outlines progress towards the delivery of the 2014/15 Annual Plan as at 30 September 2014.

### Recommendation

That the Environment Committee:

1. Note the information.

### Background

2. The quarterly report informs Councillors of progress against the annual plan, and also ensures the annual report does not contain any unexpected and significant variances from performance. Responsibility for the report falls within the purview of the Governance, Finance and Planning Committee.

### Discussion

3. The attached quarterly report, with the accompanying appendix one, outlines the Council's progress against planned or budgeted performance for:
  - Income
  - Operational expenditure
  - Capital expenditure
  - Service delivery (KPI performance)
  - Compliance with Treasury Policy
  - Key programmes.
4. Significant variances are explained, by activity group, in appendix one to the quarterly report. This quarterly report explains variances greater than 10%.
5. Details relating to significant projects are highlighted, by relevant committee, on pages 2-4 of the quarterly report itself.

### Attachments

Attachment 1.	2014/15 First Quarter Report	Page 143
Attachment 2.	Appendix one	Page 147

Author	Shanan Smith, Senior Advisor Planning and Reporting
Authoriser	Brian Hannah, Director Strategy and External Relations

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## **SUPPORTING INFORMATION**

### **Consultation and Engagement**

Not applicable.

### **Treaty of Waitangi considerations**

Not applicable

### **Financial implications**

This report outlines progress against the planned projects, spending and service levels indicated in the annual plan.

### **Policy and legislative implications**

Not applicable.

### **Risks / legal**

Not applicable. This report outlines progress towards the annual plan and annual report, which are legislative requirements.

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

Not applicable

### **Communications Plan**

Not applicable.

# QUARTERLY REPORT

## QUARTER 1 (1 JULY–30 SEPTEMBER 2014)

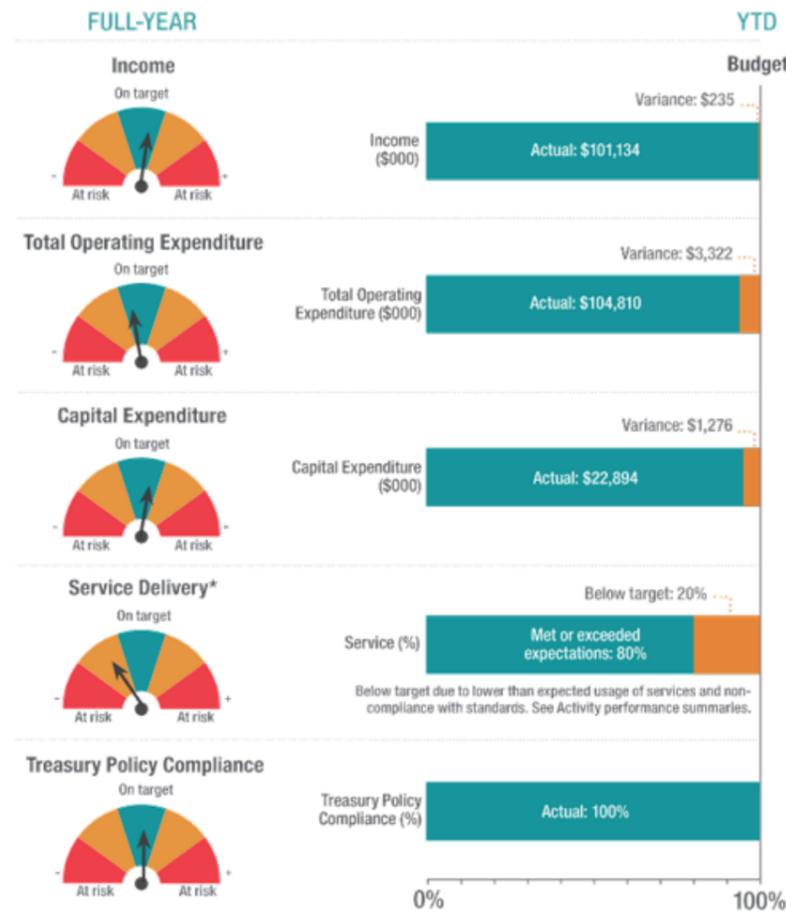
This report summarises the Council's progress in the first quarter of 2014/15 towards fulfilling the intentions outlined in the Annual Plan. Quarterly performance is assessed against:

- income
- total operating expenditure
- capital expenditure
- service delivery (KPI performance)
- Treasury policy compliance.

Areas where there is a risk to or significant variance from budgeted expectations are discussed in the performance summaries for each of the Council's seven activity areas.

Council is making good progress with the major projects it had planned for the year and is largely on track to meet year-end targets. Service performance exceptions are mainly due to lower than forecast use of services. See activity performance summaries for more information.

## HOW ARE WE PERFORMING?



Note: that the figures for service performance only include key performance indicators (KPI) that are measured on a monthly or quarterly basis. Annual KPIs will be incorporated at year-end (30 June 2015). In some areas, KPIs exceeded their targets by over 10%. These exceptional results are also outlined in the Activity performance summaries.

## FINANCIAL SNAPSHOT

### STATEMENT OF FINANCIAL PERFORMANCE

The Council's consolidated financial performance for the period 1 July 2014 to 30 September 2014 is presented in this section. Note that numbers in brackets indicate an unfavourable variance from budget.

	YTD 2014/15			Full year 2014/15	
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000
Rates Income	63,754	63,817	(62)	255,267	255,267
Other Income	1,231	670	561	13,681	13,681
Lease Income	9,132	8,964	167	36,116	36,574
Interest Income	0	11	(11)	8	44
Income from Activities	26,175	26,939	(763)	126,110	123,205
Development Contributions	841	500	341	2,000	2,000
<b>Total Income</b>	<b>101,134</b>	<b>100,901</b>	<b>235</b>	<b>433,182</b>	<b>430,771</b>
Personnel Expenditure	24,002	24,441	439	97,615	97,678
General Expenses	52,636	52,450	(186)	202,256	200,245
Financing Expenditure	5,373	5,760	385	23,041	23,041
Depreciation & Loss/Gain on Sale	22,799	25,483	2,683	95,935	102,164
<b>Total Expenditure</b>	<b>104,810</b>	<b>108,134</b>	<b>3,322</b>	<b>418,847</b>	<b>423,127</b>
<b>Net Operating Surplus/(Deficit)</b>	<b>(3,676)</b>	<b>(7,232)</b>	<b>3,557</b>	<b>14,335</b>	<b>7,644</b>

The year-to-date net operating deficit of \$3.676m is \$3.557m better than the budgeted deficit of \$7.232m. This favourable variance is attributable to a combination of factors as outlined below.

#### INCOME

Year-to-date total income is above budget by \$0.235m:

- Other income is ahead of budget by \$0.561m due to unbudgeted income received from the disposal of assets.
- Development Contributions are \$0.341m higher than budget for the first three months, due to higher income from several residential developments.
- Income from Activities is \$0.763m under budget mainly due to lower New Zealand Transport Agency funding (\$0.581m) because of delays in the planned roading programme due to unfavourable weather.

#### EXPENDITURE

Year-to-date total expenditure is under budget by \$3.322 million:

- Depreciation & Loss/Gain on Sale is \$2.683m under budget due to savings as a result of the decrease in infrastructure asset values at 30 June 2014. These differences will be permanent.
- Personnel Expenditure is \$0.439m under budget mainly due to some vacancies across Council. These are timing differences only.
- Financing Expenditure is under budget by \$0.385m due to lower levels of borrowings and some delays in the capital programme in the first three months of the year.

#### FULL YEAR FORECAST

The forecast Net Operating Surplus for the year is currently \$6.7m more than budget. This includes \$6.3m of depreciation savings resulting from the decrease in infrastructure asset values at 30 June 2014 and \$3.8m additional funding from the New Zealand Transport Agency funding in respect of the capital roading programme. Offsetting these favourable forecast variances is lower revenue from pools, fitness centres, the ASB Sports Centre and building consents (\$1.4m), and Council-approved overspends for Community Events and the Events Development Fund (\$1.6m).

#### NET OPERATING EXPENDITURE

	YTD 2014/15			Full Year 2014/15	
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000
Governance	3,364	3,622	258	14,446	14,438
Environment	32,399	34,578	2,178	127,745	133,486
Economic Development	7,689	7,761	71	24,723	23,774
Cultural Wellbeing	6,544	6,809	265	18,012	17,190
Social and Recreation	13,235	13,733	497	51,111	50,228
Urban Development	4,803	4,706	(97)	19,537	19,270
Transport	5,795	6,457	662	25,581	25,028
<b>Total Activity Area</b>	<b>73,829</b>	<b>77,664</b>	<b>3,835</b>	<b>281,157</b>	<b>283,414</b>
Council	(70,153)	(70,432)	(279)	(295,492)	(291,058)
<b>Total</b>	<b>3,676</b>	<b>7,232</b>	<b>3,557</b>	<b>(14,335)</b>	<b>(7,644)</b>

## CAPITAL EXPENDITURE

	YTD 2014/15			Full Year 2014/15	
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000
Governance	0	0	0	0	0
Environment	4,769	4,252	(518)	33,573	33,216
Economic Development	196	402	206	2,471	2,471
Cultural Wellbeing	0	0	0	356	356
Social and Recreation	6,783	8,006	1,223	30,607	30,775
Urban Development	2,083	1,562	(521)	22,837	22,717
Transport	5,718	6,655	937	44,111*	39,803
<b>Total Activity Area</b>	<b>19,549</b>	<b>20,877</b>	<b>1,328</b>	<b>133,955</b>	<b>129,338</b>
Council	3,345	3,293	(52)	24,090	22,675
<b>Total</b>	<b>22,894</b>	<b>24,169</b>	<b>1,276</b>	<b>158,044</b>	<b>152,013</b>

\* The forecast includes additional expenditure on Rooding Capacity Projects of \$3.845m that will be funded from additional funding from the New Zealand Transport Agency.

## STATEMENT OF BORROWINGS

Total committed borrowing facilities as at the end of September are \$486.5m providing headroom of \$165.5m. Our liquidity ratio is at 123% compared to the policy minimum of 110%.

	YTD 30 September 2014 \$000	30 June 2014 \$000
Facilities at start of year	460,500	429,000
New/matured facilities (net)	26,000	31,500
Facilities at end of period	486,500	460,500
Borrowings at start of year	348,000	341,000
Change in core borrowing + (-)	9,114	6,638
Repayment of loans + (-)	-	-
Change in working capital requirement + (-)	(36,114)	362
<b>Net borrowings at end of period</b>	<b>321,000</b>	<b>348,000</b>
Plus unutilised facilities	165,500	112,500
<b>Total borrowing facilities available</b>	<b>486,500</b>	<b>460,500</b>

Note: "Borrowing facilities" excludes \$5 million of uncommitted funding lines. Facilities do not include short term commercial paper or deposits.

## TREASURY POLICY COMPLIANCE

At 30 September 2014 all of the core policy compliance requirements were achieved as shown below.

#### PRUDENTIAL TREASURY LIMITS

Prudential limits	Policy limit (%)	Actual (%)	Compliance
Borrowings as a % of equity	<10	4.8	Yes
Borrowing as a % of income	<150	77.1	Yes
Net interest as a % of annual rates income	<20	8.8	Yes

Notes: Equity is based on the 2014/15 annual plan. Net interest is actual. Annual rates and income are based on 2014/15 annual plan.

Interest rate risk control limits (interest rate exposure)	Policy limit (%)	Actual (%)	Compliance
Fixed interest proportion	50-95	89	Yes
Broken down: 0-3 year bucket	20-60	24	Yes
Broken down: 3-5 year bucket	20-60	22	Yes
Broken down: 5-10 year bucket	20-60	54	Yes

Liquidity/funding risk (access to funds)	Policy limit (%)	Actual (%)	Compliance
Liquidity/funding risk (access to funds)	>110	123	Yes
Broken down: 0-3 year bucket	20-60	52	Yes
Broken down: 3-5 year bucket	20-60	22	Yes
Broken down: 5-10 year bucket	15-60	26	Yes

Notes: Liquidity is defined as: Current borrowings + committed loan facilities divided by 12 month peak borrowings (for the purpose of measuring liquidity short dated Commercial Paper is excluded)

## KEY PROGRAMMES

		Q1 Actual (1 Jul–30 Sep 2014)	Q2 Planned (1 Oct–31 Dec 2014)	Q3 Planned (1 Jan–31 Mar 2015)	Q4 Planned (1 Apr–30 Jun 2015)
Committee	Programme	Milestones			
GOVERNANCE	ACCOUNTABILITY AND PLANNING	Annual Report adopted			
		Long-term plan: <ul style="list-style-type: none"> <li>Workshop series commenced.</li> </ul>	Long-term plan: <ul style="list-style-type: none"> <li>Financial strategy.</li> <li>Infrastructure strategy.</li> <li>Programme overview.</li> </ul>	Long-term plan: <ul style="list-style-type: none"> <li>Revenue and Financing policy.</li> <li>Performance framework.</li> <li>Adopt draft plan.</li> </ul>	Long-term plan: <ul style="list-style-type: none"> <li>Consultation.</li> <li>Adopt final plan.</li> </ul>
		Mid-term capex review – \$15m investment package adopted and to be implemented, including: <ul style="list-style-type: none"> <li>Funding for Meet the Locals enclosure at Wellington Zoo.</li> <li>Expansion of City to Sea Museum.</li> <li>Victoria Street transformation in line with Central City Framework.</li> <li>Urban catalyst projects.</li> </ul>			
ECONOMIC GROWTH AND ARTS	ECONOMIC DEVELOPMENT	Region wide consultation on development of Wellington Regional Economic Development Agency (WREDA).	WREDA proposal adopted. WREDA Chair appointed.	WREDA transition and implementation.	
	8 BIG IDEAS	Convention centre: <ul style="list-style-type: none"> <li>Public consultation undertaken.</li> </ul>	Convention centre: <ul style="list-style-type: none"> <li>Council consideration and final decision on proposal.</li> </ul>		
		Tech hub: <ul style="list-style-type: none"> <li>Developed Expression of Interest (EOI) documentation.</li> </ul>	Tech hub: <ul style="list-style-type: none"> <li>EOI released, closes 19 November 2014.</li> <li>Evaluation of EOI responses and determination of next steps.</li> </ul>		
		Airport runway extension: <ul style="list-style-type: none"> <li>Results of economic impact assessments received.</li> </ul>	Airport runway extension: <ul style="list-style-type: none"> <li>Reports being peer reviewed by council officers. Report back to Council.</li> </ul>		
		Film museum: <ul style="list-style-type: none"> <li>Preliminary investigations and concept development continue</li> </ul>			
MAJOR EVENTS	World of Wearable-Arts – 25 Sep to 12 Oct Beervana – 22 to 23 Aug All Blacks v South Africa Test – 13 Sep LUX Light Festival – 22 Aug to 1 Sep Oktoberfest – 19 to 20 Sep	SkyShow – 8 Nov Toi Māori Art Market – 14 to 16 Nov Rugby League Four Nations Final – 15 Nov Capital Christmas – 10 to 24 Dec New Year's Eve Festival – 31 Dec	IRB Sevens – 6 to 7 Feb Homegrown Music Festival – 7 Mar ICC Cricket World Cup – 14 Feb to 29 Mar Cuba-Dupa – 28 to 29 Mar	Wellington Fashion Week – 8 to 12 Apr World Water Ski Racing Championships – 9 to 20 Apr WW100 and ANZAC Commemorations – 25 Apr AFL match – 25 Apr FIFA Under-20 World Cup – 30 May to 20 Jun	
COMMUNITY SPORTS AND RECREATION	HOUSING UPGRADE	Berkeley Dallard and Etona: <ul style="list-style-type: none"> <li>Construction completed and buildings reoccupied.</li> </ul>			
		Arlington Site 1: <ul style="list-style-type: none"> <li>Business case under development.</li> </ul>		Arlington Site 1: <ul style="list-style-type: none"> <li>Business case presented to Community, Sports and Recreation Committee (CSR).</li> </ul>	Arlington Site 1: <ul style="list-style-type: none"> <li>Implementation of CSR decision.</li> </ul>
		Arlington Site 2: <ul style="list-style-type: none"> <li>RFP under development.</li> </ul>	Arlington Site 2: <ul style="list-style-type: none"> <li>RFP to be issued.</li> </ul>	Arlington Site 2: <ul style="list-style-type: none"> <li>RFP results evaluation.</li> </ul>	Arlington Site 2: <ul style="list-style-type: none"> <li>Develop detailed design.</li> </ul>

		Q1 Actual (1 Jul–30 Sep 2014)	Q2 Planned (1 Oct–31 Dec 2014)	Q3 Planned (1 Jan–31 Mar 2015)	Q4 Planned (1 Apr–30 Jun 2015)
Committee	Programme	Milestones			
COMMUNITY SPORTS AND RECREATION	HOUSING UPGRADE	Marshall Court: • Under construction.		Marshall Court: • Construction complete.	
		Kotuku: • Tender evaluation complete.	Kotuku: • Construction contract commencement.	Kotuku: • Under construction.	
	RECREATION UPGRADES	Keith Spry Pool: • Teaching pool and children's pool tanks completed. • Maintenance work started on existing pool.	Keith Spry Pool: • Upgrade work on new pools and change rooms scheduled to be completed mid-December 2014.	Keith Spry Pool: • Hand over from contractor to the Council. Commence operational set-up of new pools and preparation for opening to the public. • Opening to the public in February 2015.	
ENVIRONMENT	WATER UPGRADES	Seismic strengthening: • Strengthening of Maupuia No1 and No2 reservoirs completed. • Melrose reservoir design work completed.	Seismic strengthening: • Melrose reservoir construction commenced. • Install auto-shut valve (ASV) at Roseneath No2 reservoir.	Seismic strengthening: • Melrose reservoir construction completed. • Linden and Newlands reservoir design work underway.	Seismic strengthening: • Linden and Newlands reservoir design work completed. • ASV installations at Montgomery, Mt Wakefield and Broadmeadows reservoirs.
	NATURAL ENVIRONMENT	Our Capital Spaces: • Completed pre-engagement for review of Biodiversity Action Plan. • Completed sediment reduction plan for Porirua Harbour Strategy. • Established interagency planning group for the development of Watts Peninsula as a heritage park. • Funding approved for Mountain Bike Economic Growth Initiative (MBEGI) to develop business plan for Wellington as a premier mountain bike destination.	Our Capital Spaces: • Biodiversity Strategy to Environment Committee for approval to formally consult. • Consultation on Draft Suburban Reserves Management Plan.	Our Capital Spaces: • Consultation on Biodiversity Strategy. • Consultation on Mt Victoria Master Plan.	Our Capital Spaces: • Final Biodiversity Strategy approved by Council. • Mt Victoria Master Plan completed. • MBEGI completed business plan for Wellington as a premier mountain bike destination.
	Island Bay Seawall: • Project and engagement plans agreed by the Environment Committee.	Island Bay Seawall • Consultation and engagement completed. • Environment Committee to consider options.	Island Bay Seawall: • Detailed design of options, pending Environment Committee decision.	Island Bay Seawall: • Consult on detailed design options. Final decision on approach.	
TRANSPORT AND URBAN DEVELOPMENT	EARTHQUAKE RESILIENCE	Earthquake strengthening of Council buildings: • Clarrie Gibbons Building strengthening completed. • Network Newtown strengthening commenced. • Truby King House chimney strengthening completed. • Thistle Hall strengthening continues.	Earthquake strengthening of Council buildings: • Network Newtown strengthening completed. • Portico demolition commenced. • Band Rotunda remediation completed. • Planning for strengthening chapel and crematorium at Karori Cemetery commenced. • Thistle Hall strengthening completed.	Earthquake strengthening of Council buildings: • Portico demolition completed.	
		Application submitted to the Rockefeller Foundation's "100 Resilient Cities" programme.	Decision expected on application to "100 Resilient Cities" programme.		
		Town Hall strengthening project is awaiting further information on options. Alternative use continues to be worked on.			

## KEY PROGRAMMES

		Q1 Actual (1 Jul–30 Sep 2014)	Q2 Planned (1 Oct–31 Dec 2014)	Q3 Planned (1 Jan–31 Mar 2015)	Q4 Planned (1 Apr–30 Jun 2015)		
Committee	Programme	Milestones					
TRANSPORT AND URBAN DEVELOPMENT	EARTHQUAKE RESILIENCE	<p>Hataitai Bus Tunnel:</p> <ul style="list-style-type: none"> <li>Portal strengthening design and tender documents completed and issued.</li> <li>Public notification of works and stakeholder briefings.</li> </ul>	<p>Hataitai Bus Tunnel:</p> <ul style="list-style-type: none"> <li>Portal tender evaluation and awarding of contract.</li> <li>Work to strengthen portals commences in November 2014.</li> </ul>	<p>Hataitai Bus Tunnel:</p> <ul style="list-style-type: none"> <li>Work to strengthen portals continues with 80% completed by end of quarter.</li> </ul> <p>Seatoun Tunnel:</p> <ul style="list-style-type: none"> <li>Pending assessment of earthquake strengthening requirements the contract for professional services for this work will be tendered.</li> </ul>	<p>Hataitai Bus Tunnel:</p> <ul style="list-style-type: none"> <li>Work to strengthen portals completed.</li> </ul>		
	WATERFRONT FRAMEWORK	North Kumutoto project:	<p>North Kumutoto project:</p> <ul style="list-style-type: none"> <li>Council decision on building, long-term lease and public space projects.</li> </ul>	<p>North Kumutoto project:</p> <ul style="list-style-type: none"> <li>Application for resource consent likely to be submitted.</li> </ul>	<p>North Kumutoto project:</p> <ul style="list-style-type: none"> <li>Resource consent application process continues.</li> </ul>		
		TSB Arena and Shed 6:	<p>TSB Arena and Shed 6:</p> <ul style="list-style-type: none"> <li>Investigations commenced.</li> </ul>	<p>TSB Arena and Shed 6:</p> <ul style="list-style-type: none"> <li>Detailed planning completed and tender documentation prepared.</li> </ul>	<p>TSB Arena and Shed 6:</p> <ul style="list-style-type: none"> <li>Work underway to renew exterior cladding.</li> </ul>		
	URBAN DEVELOPMENT	Parliamentary precinct:	<p>Parliamentary precinct:</p> <ul style="list-style-type: none"> <li>Contractor appointed for Cenotaph upgrade.</li> <li>Construction commenced 1 September.</li> </ul>	<p>Parliamentary Precinct:</p> <ul style="list-style-type: none"> <li>All demolition and ground works completed.</li> <li>Work commenced on new staircase and paving.</li> </ul>	<p>Parliamentary Precinct:</p> <ul style="list-style-type: none"> <li>Work completed and space opened up for public use.</li> </ul>		
		Memorial park:	<p>Memorial park:</p> <ul style="list-style-type: none"> <li>Arras Tunnel opened and park construction commenced.</li> </ul>	<p>Memorial park:</p> <ul style="list-style-type: none"> <li>Park construction underway. Australian Memorial construction commences.</li> </ul>	<p>Memorial park:</p> <ul style="list-style-type: none"> <li>Park construction complete.</li> </ul>	<p>Memorial park:</p> <ul style="list-style-type: none"> <li>Park opening and Anzac day commemoration.</li> </ul>	
		Kilbirnie town centre phase two:	<p>Kilbirnie town centre phase two:</p> <ul style="list-style-type: none"> <li>Deferred pending confirmation of design brief.</li> </ul>	<p>Kilbirnie town centre phase two:</p> <ul style="list-style-type: none"> <li>Design brief confirmed following consultation.</li> <li>Concept design completed and detailed design underway.</li> </ul>	<p>Kilbirnie town centre phase two:</p> <ul style="list-style-type: none"> <li>Detailed design completed and contract awarded.</li> </ul>	<p>Kilbirnie town centre phase two:</p> <ul style="list-style-type: none"> <li>Construction underway.</li> </ul>	
		Victoria Street:	<p>Victoria Street:</p> <ul style="list-style-type: none"> <li>Funding and concept design approved and detailed design commenced.</li> </ul>	<p>Victoria Street:</p> <ul style="list-style-type: none"> <li>Detailed design completed and construction commenced.</li> </ul>	<p>Victoria Street:</p> <ul style="list-style-type: none"> <li>Full construction work underway with construction commencing in southern block.</li> </ul>	<p>Victoria Street:</p> <ul style="list-style-type: none"> <li>Major construction works completed by end of June.</li> <li>Minor additional works may continue.</li> </ul>	
		Lombard Lane:	<p>Lombard Lane:</p> <ul style="list-style-type: none"> <li>Design brief being confirmed.</li> </ul>	<p>Lombard Lane:</p> <ul style="list-style-type: none"> <li>Concept design completed.</li> </ul>	<p>Lombard Lane:</p> <ul style="list-style-type: none"> <li>Detailed design completed.</li> </ul>	<p>Lombard Lane:</p> <ul style="list-style-type: none"> <li>Tender documents prepared and construction programme agreed with developer.</li> </ul>	
		TRANSPORT	Island Bay to City Cycle route:	<p>Island Bay to City Cycle route:</p> <ul style="list-style-type: none"> <li>Section one (Shorland Park to Wakefield Park) design and consultation.</li> <li>Section two (Wakefield Park to John St) planning and preparation for public consultation.</li> </ul>	<p>Island Bay to City Cycle route:</p> <ul style="list-style-type: none"> <li>Section one (Shorland Park to Wakefield Park) design and consultation completed. Committee to make decision.</li> <li>Section two (Wakefield Park to John St) planning and preparation for public consultation.</li> </ul>	<p>Island Bay to City cycle route:</p> <ul style="list-style-type: none"> <li>Section one (Shorland Park to Wakefield Park) construction commences.</li> <li>Section two (Wakefield Park to John St) public consultation completed. Report to Committee.</li> </ul>	<p>Island Bay to City cycle route:</p> <ul style="list-style-type: none"> <li>Section one (Shorland Park to Wakefield Park) construction completed.</li> <li>Section two (Wakefield Park to John St) Committee decision on preferred option expected. Planning for preferred option.</li> </ul>
			Johnsonville road improvements:	<p>Johnsonville road improvements:</p> <ul style="list-style-type: none"> <li>Broderick Rd Bridge construction started.</li> </ul>	<p>Johnsonville road improvements:</p> <ul style="list-style-type: none"> <li>Broderick Rd Bridge construction continues.</li> </ul>	<p>Johnsonville road improvements:</p> <ul style="list-style-type: none"> <li>Broderick Rd Bridge construction continues.</li> <li>State Highway One off-ramp work commences.</li> <li>Other work commences: Signal works, street and crossing upgrades, and pedestrian and cycling improvements.</li> </ul>	<p>Johnsonville road improvements:</p> <ul style="list-style-type: none"> <li>Broderick Rd Bridge construction completed.</li> <li>State Highway One off-ramp work continues.</li> <li>Other work continues: Signal works, street and crossing upgrades, and pedestrian and cycling improvements.</li> </ul>
	Public Transport Spine:		<p>Public Transport Spine:</p> <ul style="list-style-type: none"> <li>Undertake core spine assessments to determine physical corridor constraints and detailed assessment of core routes based on integration with the Council's cycle planning.</li> </ul>				

# APPENDIX 1: QUARTERLY REPORT 1 July 2014 – 30 September 2014

## PERFORMANCE SUMMARY: BY ACTIVITY AREA

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# 1. GOVERNANCE

## Pārongo ā-Tāone

We want to maintain confidence in our decision-making.

We have an obligation to ensure the views of Māori and mana whenua are heard.

### WHAT WE DO

- Governance, information and engagement
- Māori and mana whenua partnerships.

### HIGHLIGHTS OF THIS QUARTER

- We improved transparency and access by live streaming Council meetings.
- We adopted our annual report. The first local authority in the country to do so.
- We introduced a mid-term capex review. This resulted in \$15 million of investment in the city.
- The Council voted to retain Single Transferable Voting (STV) for the next triennial elections.
- The June/July Matariki and Māori Language Week programme of events was delivered.
- Our contact centre was the winner of the 2014 ALGIM Ultimate Customer Service Award.

### SIGNIFICANT VARIANCES TO PERFORMANCE<sup>1</sup>:

#### SERVICE DELIVERY

Measure	Actual	Target	Var	Variance explanation
Council, committee and subcommittee reports that are made available to the public five days prior to the meeting (%)	56%	80%	(30%)	We continued to achieve 100% for our statutory target to making reports available two days prior to meetings. Tight deadlines between Audit and Risk Subcommittee meetings and those of the Governance, Finance and Planning Committee have caused delays in getting agendas out.
Satisfaction with City Archive services and facilities	100%	90%	11%	

#### NET OPERATING EXPENDITURE

Activity	YTD			Full Year	
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000
1.1 Governance, Information & Engagement	3,298	3,565	267	14,221	14,213
Under budget due to vacancies and timing of work programmes.					
1.2 Māori Engagement (mana whenua)	65	56	(9)	225	225
<b>TOTAL</b>	<b>3,364</b>	<b>3,622</b>	<b>258</b>	<b>14,446</b>	<b>14,438</b>

#### CAPITAL EXPENDITURE

No significant variances.

<sup>1</sup> Areas where performance varied from budgeted expectations by more than 10%.

## 2. ENVIRONMENT

### Taiao

**We aim to protect and enhance Wellington's natural environment.**

#### WHAT WE DO

- Gardens, beaches and green open spaces
- Waste reduction and energy conservation
- Water
- Wastewater
- Stormwater
- Conservation attractions.

#### HIGHLIGHTS OF THIS QUARTER

##### Gardens and green open spaces

- The Botanic Gardens of Wellington Management Plan was approved by the Environment Committee.
- The Wellington Town Belt Bill was approved by the Council. The Bill will now be introduced into Parliament by the MP for Wellington Central, Grant Robertson.
- Mt Victoria master planning is underway – this is one of the key objectives under the Wellington Town Belt Management Plan 2013.
- The draft Suburban Reserves Management Plan was approved for public consultation.
- 16,880 plants were planted through the Council restoration planting programme and 18,371 plants were distributed to community groups.
- Habitat the Game smartphone app was launched in collaboration with the Department of Conservation.
- A series of videos were shot to demonstrate best practice restoration planting for public use.
- Otari Curator's house (Leonard Cockayne Centre) reconfiguration completed and officially opened.
- The Spring Festival was completed with partners reporting especially high levels of bookings this year on the back of a new marketing approach.
- Further consultation was undertaken with the Accessibility Advisory Group, kaumatua and children for the Wellington Botanic Garden Children's Garden.
- *Seaweek* events in the Wellington region were coordinated with NZ Association for Environmental Education.
- Our Living City grants were approved for five projects.

##### Waste reduction and energy conservation

- Smart Energy challenge – Aro Solar installed a solar PV system on the Aro Valley Community Centre.
- 77 insulation retrofits were completed as part of our Warm Up Wellington partnership with EECA, CCDHB, Hutt Mana Charitable Trust and the Sustainability Trust.
- 141 home assessments were completed as part of the Home Energy Saver programme.

- *Kai to Compost*, our food waste collection is up 7 percent up on last year's volumes, coupled with a 21 percent increase in revenue.
- Since May, our project to increase waste diversion at the Southern Landfill transfer station has diverted an estimated additional 24 tonnes for re-sale in the Second Treasures shop. Income for the shop is 28 percent above the same period last year.

Water, wastewater and stormwater

- Karori Road and Redwood Road water pumping stations were renewed.
- A demonstration of the Aquarius water conservation education display unit at the Wellington Home & Garden Show raised awareness of the value of low-flow shower heads and fixing leaks.
- Wastewater pipes at pump station 38 (Island Bay) were renewed.
- Renewal of the stormwater pipeline through Massey University is 70 percent complete. The stormwater drain at Main Road Tawa was renewed.

Conservation attractions

- In September, the Wellington Zoo opened its new Grassland Cats habitat featuring servals and New Zealand's first caracal exhibit.
- 297 children attended the Zealandia Kids by Night tours.

**SIGNIFICANT VARIANCES TO PERFORMANCE<sup>2</sup>:**

**SERVICE DELIVERY**

Measure	Actual	Target	Var	Explanation
Freshwater sites (%) within acceptable faecal coliform counts	81%	95%	(14%)	Investigations are under way for the four areas where water quality is poor. Our investigations are ongoing. We have found some faults in the public and private networks, which we have corrected.
Visitors to the Zoo	45,000	50,286	(11%)	The Zoo expects to achieve its target at year-end.
Visitors to Zealandia	14,458	19,950	(26%)	Poor weather on peak days has affected visitor numbers. Visitor numbers may have been under-recorded because of technical issues. The Trust expects to resolve these issues in the next quarter and achieve its year-end target.
Zealandia – education programme attendees	1,547	2,371	(35%)	The Trust expects to achieve its year-end target.

**NET OPERATING EXPENDITURE**

Activity	YTD			Full Year	
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000
2.1 Gardens, Beaches and Open Space	6,998	7,075	78	28,156	28,176
2.2 Waste Reduction & Energy Conservation	276	363	87	741	280
Under budget due to higher revenue from waste minimisation activities and lower than forecast contract costs due to delayed CPI increases.					
2.3 Water	9,126	9,960	835	37,229	39,879
Under budget due to lower depreciation and insurance costs.					
2.4 Wastewater	9,453	10,077	624	38,132	40,377
Under budget due to lower depreciation and insurance costs.					
2.5 Stormwater	4,143	4,662	519	17,350	18,647
Under budget due to lower depreciation and timing variances on the sump cleaning programme.					
2.6 Conservation Attraction	2,404	2,440	36	6,137	6,126
<b>TOTAL</b>	<b>32,399</b>	<b>34,578</b>	<b>2,178</b>	<b>127,745</b>	<b>133,486</b>

<sup>2</sup> Areas where performance varied from budgeted expectations by more than 10%.

**CAPITAL EXPENDITURE**

Activity	YTD			Full Year	
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000
2.1 Gardens, Beaches and Open Space	706	499	(207)	3,073	3,073
Over budget due to the capital programme being ahead of schedule. Costs are expected to be in line with budget at year end.					
2.2 Waste Reduction & Energy Conservation	24	76	52	979	979
Under budget due to the need to explore options for the Southern Landfill extension project.					
2.3 Water	1,688	1,660	(28)	13,361	13,004
2.4 Wastewater	710	734	24	7,745	7,745
2.5 Stormwater	1,482	1,050	(432)	4,255	4,255
Over budget due to construction on stormwater renewal programme being ahead of schedule.					
2.6 Conservation Attraction	159	233	74	4,160	4,160
<b>TOTAL</b>	<b>4,769</b>	<b>4,252</b>	<b>(518)</b>	<b>33,573</b>	<b>33,216</b>

**Item 4.3 Attachment 2**

## 3. ECONOMIC DEVELOPMENT

### Whanaketanga ōhanga

By supporting city promotions, events and attractions, we underscore Wellington's reputation as a great place to live and visit.

#### WHAT WE DO

- City promotions and business support

#### HIGHLIGHTS OF THIS QUARTER

- Joint public consultation with GWRC on the proposal to establish the Wellington Regional Economic Development Agency (WREDA) was undertaken. On 30 September, Wellington City Council (WCC) approved the establishment of WREDA. WREDA will include the following functions and organisations:
  - Positively Wellington Tourism (WCC)
  - Positively Wellington Venues (WCC)
  - Major Events (WCC)
  - Destination Wellington (WCC)
  - Grow Wellington (GWRC)
- Work commenced on assessing the requirements for an indoor performance arena for Wellington.

#### Positively Wellington Tourism

- The *Tyrannosaurs - Meet the Family* campaign was launched in partnership with Te Papa.
- Represented the Wellington Region at KiwiLink India in July, training travel agents and talking to travel sellers ahead of the ICC Cricket World Cup 2015. Attended KiwiLink South East Asia in September along with agent training seminars in Singapore, Jakarta and Perth.
- Wellington hosted the AFAC international conference, with over 900 delegates from Australia, NZ and the Pacific. The conference resulted in an economic impact of over \$1 million for the city.

#### Wellington Museums Trust

- Capital E National Theatre for Children toured *An Awfully Big Adventure* through New Zealand, reaching more than 5,600 young people to date.
- City Gallery Wellington had excellent attendance of 55,135 for the exhibition *Seung Yul Oh: MOAMOA A Decade*.
- The introduction of an Open Late season (a programmed late night the first Thursday of the month) has proven to be a popular addition to the public programme/event schedule at City Gallery Wellington.

**SIGNIFICANT VARIANCES IN PERFORMANCE<sup>3</sup>:**

**SERVICE DELIVERY**

Measure	Actual	Target	Var	Explanation
Estimated attendance at Council supported events	134,564	95,000	42%	Estimated attendance at the LUX light festival was above forecast.

**NET OPERATING EXPENDITURE**

Description	YTD			Full Year	
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000
3.1 City Promo & Business Support	7,689	7,761	71	24,723	23,774
<b>TOTAL</b>	<b>7,689</b>	<b>7,761</b>	<b>71</b>	<b>24,723</b>	<b>23,774</b>

**CAPITAL EXPENDITURE**

Outcome Description	YTD			Full Year	
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000
3.1 City Promo & Business Support	196	402	206	2,471	2,471
Under budget due to renewal works on Positively Wellington Venues being behind the schedule. Costs are expected to be in line with budget at year end.					
<b>TOTAL</b>	<b>196</b>	<b>402</b>	<b>206</b>	<b>2,471</b>	<b>2,471</b>

<sup>3</sup> Areas where performance varied from budgeted expectations by more than 10%.

## 4. CULTURAL WELLBEING

### Oranga ahurea

Supporting arts activity adds vibrancy to the city as well as promoting inclusive, tolerant and strong communities.

#### WHAT WE DO

- Arts and cultural activities

#### HIGHLIGHTS OF THIS QUARTER

- Paint Up 2014 workshops began. Paint Up is a schools' mural project that we piloted last year. It is now an annual community art project.
- We are developing murals on bus shelters prone to graffiti. Mica Still completed a mural on a bus shelter in Newlands and Michelle Carlton will paint a shelter in Newtown.
- The Toi Pōneke Review Report was delivered to the Economic Growth and Arts Committee. All report recommendations were agreed to.
- Toi Pōneke delivered three exhibitions – *Here we are...Home at Last* by Negin Dastgheib & Jessica Hubbard, *Lest We Go Ashore* by Shaun Mathews, and *Abstract / Ethics* by Robbie Whyte.
- We decided to fund three projects under the Public Art Fund. They are a guide to Wellington's permanent public art – *Art & About*; a project to highlight the history of the Embassy Theatre; and the final development of Kedron Parker's *Kumutoto Stream*, which will become a permanent installation.
- The Public Art Funded project, *Miniature Hikes*, began with the siting of artists Kemi Niko & Co.'s first miniature hut in Mount Cook.
- A new exhibition, *It's Love, Isn't It?* by Sarah Jane Parton was installed in the Courtenay Place Park light boxes.
- The City Art Collection was relaunched online, with the creation of virtual exhibitions providing easier access to the collection.
- The annual Artsplash Children's Festival took place between 2 and 12 September. This is New Zealand's largest participatory arts festival for primary and intermediate students. 8,000 children from almost 100 schools from across the Wellington Region took part in the festival.
- Construction of apartment at Clyde Quay Wharf for visiting international artist in residence commenced.

**SIGNIFICANT VARIANCES IN PERFORMANCE<sup>4</sup>:**

**SERVICE DELIVERY**

Measure	Actual	Target	Var	Explanation
Estimated attendance at Arts and Cultural festivals	4,000	12,000	(67%)	Festival attendance is typically low during the first quarter of the year. We expect attendance to increase during the next two quarters.

**NET OPERATING EXPENDITURE**

Outcome Description	YTD			Full Year	
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000
4.1 Galleries and Museums	6,544	6,809	265	18,012	17,190
Under budget due to timing variances for cultural grant allocations.					
<b>TOTAL</b>	<b>6,544</b>	<b>6,809</b>	<b>265</b>	<b>18,012</b>	<b>17,190</b>

**CAPITAL EXPENDITURE**

Outcome Description	YTD			Full Year	
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000
4.1 Galleries and Museums	0	0	0	356	356
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>356</b>	<b>356</b>

<sup>4</sup> Areas where performance varied from budgeted expectations by more than 10%.

## 5. SOCIAL AND RECREATION

### Pāpori me te hākinakina

We provide a wide range of services throughout the city to encourage quality of life and healthy lifestyles.

#### WHAT WE DO

- Recreation promotion and support
- Community support
- Public health and safety.

#### HIGHLIGHTS OF THIS QUARTER

##### Recreation promotion and support

- \$250,000 funding received from New Zealand Community Trust for “Youth in Sport” programme at ASB Sports Centre and the Dragon Boat Festival.
- The new Education Noticeboard newsletter was developed for primary schools. The newsletter informs communities about relevant programmes, events and initiatives and will be produced each term.
- We initiated three Dodgeball events at Kilbirnie and Karori Recreation Centres. Dodgeball is very popular with young adults and attracts them to our recreation centres.
- We worked with Wellington Mountain Biking to establish beginners programmes at the South Coast Kids Track.
- We liaised with corporates about sponsoring community sport programmes, events and initiatives (MADD Gear Action Sports, Hasbro, Frucor, HART & Dynamic Sport).
- We hosted the Trans Tasman Cup (NZ v AUS Futsal series), Steve Adams Basketball Camp, and several national level sports events.
- The drainage upgrade at Nairnville Park was completed and we began work on the drainage upgrade at Redwood Park.
- We began work to replace the roof on the Newtown Park grandstand.
- We tendered and awarded a contract for renewal works at Martin Luckie Pavilion.

##### Community support

- Kim Hill chaired a panel discussion with section winners of the New Zealand Post Book Awards, which more than 100 people attended.
- We are coordinating projects for Neighbours Day Aotearoa 2015, and youth development workshops for the eastern suburbs.
- Emergency water tanks were installed in Karori West and Churton Park Schools.
- We are implementing the graffiti removal programme, including a volunteer programme with *BNZ Closed for a Day*, with communities, businesses and the Police.
- We are working with WREMO to implement training for welfare registration – scenario planning for welfare response and working with regional public health to plan for a pandemic response.
- We hosted discussions with licensees to re-establish Wellington Licensee Forum/Capital Hosts, encouraging joint action to reduce alcohol-related harm.
- We held a Tenant Open Forum with over 40 housing tenants giving us direct feedback on our services.

- We launched Discover Your Talents and Job Club initiatives to help housing tenants with literacy and finding employment.

Public Health and safety

- We are partnering with the New Zealand Police to prevent crime in car parks. The initial work involves working with private providers – Wilson Parking and Tournament Parking – and a prevention education programme.
- The Wolfpack app continues to be used and promoted as part of the student orientations.
- We are partnering with the Police to improve neighbourhood safety in Strathmore. Initiatives include playground improvements, graffiti removal and a planned community evening near the Palmer Head bunkers.
- Our local host team continues to provide a valuable service in the central city and has now expanded to trial a presence in Kilbirnie, Miramar and Newtown.

**SIGNIFICANT VARIANCES IN PERFORMANCE<sup>5</sup>:**

**SERVICE DELIVERY**

Measure	Actual	Target	Variance	Variance Explanation
Visits to facilities – recreation centres	94,837	108,100	(12%)	This result is mainly from lower than expected visits to the Nairnville Recreation Centre.
Visits to facilities: ASB Sports centre (peak)	95,132	110,906	(14%)	Weekday evening and Saturday usage was strong but Sunday usage was low. Initiatives to increase Sunday activities will be implemented.
ASB Sports Centre courts utilisation (off-peak)	42%	35%	21%	
ASB Centre courts utilisation (peak)	59%	71%	(16%)	Weekday evening and Saturday usage was strong but Sunday usage was low. Initiatives to increase Sunday activities will be implemented.
Libraries website visitor sessions	927,215	300,000	209%	In 2012/13 we changed the measurement methodology. We expected results to decrease and we reduced the target accordingly. The expected decrease has not occurred and we will review the target during the development of the next long-term plan.
Library programmes – estimated attendees	22,337	17,500	28%	This year, we increased the target for this measure but results are still above forecast. We will review the target during the development of the next long-term plan.
Occupancy rates (%) of Wellington City Council Community Centres and Halls	37%	45%	(18%)	We changed the methodology for this measure, which now combines community centres and community halls. We also set a new stretch target that we will struggle to meet by year-end.
Percentage of inspections carried out for high risk premises (category 3) carried out during high trading hours.	18%	25%	(29%)	No inspections were completed in July or August because of staff vacancies. Inspections picked up during September and we expect to achieve the year-end target.
Percentage of planned inspections carried out for high risk (category 3) premises	14%	25%	(44%)	No inspections were completed in July or August because of staff vacancies. Inspections picked up during September and we expect to achieve the year-end target.

<sup>5</sup> Areas where performance varied from budgeted expectations by more than 10%.

**NET OPERATING EXPENDITURE**

Outcome Description	YTD			Full Year	
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000
5.1 Recreation Promotion & Support	6,462	6,317	(145)	26,184	25,126
Over budget due to maintenance costs ahead of budget. Costs are expected to be in line with budget at year end.					
5.2 Community Support	4,694	5,384	690	16,095	16,821
Under budget due to City Housing savings in interest, depreciation and insurance costs.					
5.3 Public Health and Safety	2,079	2,032	(47)	8,832	8,281
<b>TOTAL</b>	<b>13,235</b>	<b>13,733</b>	<b>497</b>	<b>51,111</b>	<b>50,228</b>

**CAPITAL EXPENDITURE**

Outcome Description	YTD			Full Year	
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000
5.1 Recreation Promotion & Support	2,076	1,976	(100)	7,243	7,243
Slightly over budget as work ahead of schedule. Costs are expected to be in line with budget at year end.					
5.2 Community Support	4,469	5,971	1,501	22,222	22,222
Under budget as Housing work is behind budget, this is mainly related to the Housing Upgrade Project. Costs are expected to be in line with budget at year end.					
5.3 Public Health and Safety	238	59	(179)	1,142	1,310
Over budget as costs incurred earlier than budgeted for the renewal of the Newtown Park Grandstand.					
<b>TOTAL</b>	<b>6,783</b>	<b>8,006</b>	<b>1,223</b>	<b>30,607</b>	<b>30,775</b>

## 6. URBAN DEVELOPMENT

### Tāone Tupu Ora

**Our focus is on enhancing Wellington as a compact, vibrant, attractive and safe city that is built on a human scale and is easy to navigate.**

#### WHAT WE DO

- Urban planning, heritage and public spaces development
- Building and development control.

#### HIGHLIGHTS OF THIS QUARTER

- We have had an increase in Commercial Consents related to earthquake strengthening.
- The first tranche of special housing areas was approved by Council as part of the implementation of the Housing Accord signed with the Government.
- A memorandum of understanding was signed by the Council, Ministry for Culture and Heritage, and Port Nicholson Block Settlement Trust for the future use and development of Shelly Bay and Watts Peninsula.
- The re-hearing before the Environment Court in relation to the proposed demolition of the Harcourts building has been heard.
- Over \$205,000 was allocated to 11 applicants in the first round of the Built Heritage Incentive Fund. Recipients include Wesleyan Methodist Church, St Mary's Anglican Church, Owhariu Community Hall and Wellington Rowing and Star Boating Clubs, supporting their upcoming seismic strengthening projects.
- The green man signalling pedestrian crossings at eight traffic lights in the Parliamentary precinct were replaced with a silhouette of Kate Sheppard, drawing attention to the 121<sup>st</sup> anniversary of New Zealand women gaining the right to vote, the day before the 2014 General Election.
- The Tinakori Road enhancements are nearing completion and have been well received.
- The Opera House Lane improvements were completed.
- Civic Precinct (scoping) study commenced, with concept proposals for Mercer Street, Civic Square and Illott Green being explored.
- Concept design, stakeholder engagement and costings for Bond Street have started.
- Concept design and stakeholder engagement are progressing for Masons Lane.

**SIGNIFICANT VARIANCES IN PERFORMANCE<sup>6</sup>:**

**SERVICE DELIVERY**

Measure	Actual	Target	Var	Variance Explanation
Noise control (excessive noise) complaints investigated within one hour	99%	90%	10%	All but three of the 369 noise complaints received were investigated within one hour.
Resource consents that are monitored within three months of project commencement	99%	90%	10%	Only one site was not monitored within three months of project commencement.
Earthquake strengthened council buildings: programme achievement	Partially-Achieved	Achieved	n/a	Work on the Town Hall and Portico are ongoing.
Earthquake prone building notifications that are issued without successful challenge	67%	100%	(33%)	A notification was successfully challenged on one building.

**NET OPERATING EXPENDITURE**

Description	YTD			Full Year	
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000
6.1 Urban Planning and Policy	2,693	2,882	190	11,649	11,951
Under budget due to timing variances on maintenance expenditure and lower insurance costs both relating to Waterfront assets.					
6.2 Building & Development Control	2,110	1,824	(286)	7,889	7,319
Over budget due to resource consent revenue behind budget and contracts and professional fees over budget in earthquake prone building assessment. At this stage this is expected to be mainly a timing variance.					
<b>TOTAL</b>	<b>4,803</b>	<b>4,706</b>	<b>(97)</b>	<b>19,537</b>	<b>19,270</b>

**CAPITAL EXPENDITURE**

Description	YTD			Full Year	
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000
6.1 Urban Planning and Policy	996	441	(555)	17,279	17,159
Over budget due to timing variances on the Victoria St, Clyde Quay Wharf Artist in Residence and Parliamentary Precinct projects					
6.2 Building & Development Control	1,087	1,122	35	5,558	5,558
<b>TOTAL</b>	<b>2,083</b>	<b>1,562</b>	<b>(521)</b>	<b>22,837</b>	<b>22,717</b>

<sup>6</sup> Areas where performance varied from budgeted expectations by more than 10%.

## 7. TRANSPORT

### Waka

We manage the transport network so it is sustainable, safe and efficient.

#### WHAT WE DO

- Transport
- Parking.

#### HIGHLIGHTS OF THIS QUARTER

##### Parking

- From 1 July 2014, Parking Services has been provided as an in-house operation with a focus on customer service, education and ambassadorial roles in Wellington City. We have had compliments from the public and retailers about the customer service, energy and enthusiasm of the team.

##### Temporary Road Use Compliance

- Approved 1090 Corridor Access Requests for Utility Network maintenance and other temporary activities on the transport network, monitoring activity as appropriate.
- Provided 491 approvals for significant temporary traffic management plans.

##### Other

- We installed LED street lighting in Courtenay Place, Allen Street and Blair Street. Planning and design work for the installation of LED lights in Cuba Mall commenced.
- LED street lights were installed in Grenada Road.
- We installed larger rubbish bins in Oriental Parade and Courtenay Place.
- We worked with developers to enable LED lights to be installed in new development areas of Woodridge.

#### SIGNIFICANT VARIANCES IN PERFORMANCE<sup>7</sup>:

##### SERVICE DELIVERY

No significant variances.

##### NET OPERATING EXPENDITURE

Outcome Description	YTD			Full Year	
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000
7.1 Transport	9,405	9,845	439	39,354	39,114
Under budget mainly due to lower depreciation costs.					
7.2 Parking	(3,610)	(3,388)	222	(13,773)	(14,086)
Under budget due to staff vacancies and savings in debt collection costs.					
<b>TOTAL</b>	<b>5,795</b>	<b>6,457</b>	<b>662</b>	<b>25,581</b>	<b>25,028</b>

<sup>7</sup> Areas where performance varied from budgeted expectations by more than 10%.

**Item 4.3 Attachment 2**

**CAPITAL EXPENDITURE**

Outcome Description	YTD			Full Year	
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000
7.1 Transport	5,718	6,648	930	43,930	39,623
Under budget due to timing variances on work programmes, predominantly pre seal preparations for renewals and shape and camber corrections, both as a result of unfavourable weather conditions.					
7.2 Parking	0	8	8	180	180
<b>TOTAL</b>	<b>5,718</b>	<b>6,655</b>	<b>937</b>	<b>44,111</b>	<b>39,803</b>

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## **WATER CONSERVATION AND EFFICIENCY PLAN ANNUAL REPORT 2013-14**

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### **Purpose**

1. Report back to Council on water consumption trending and the progress of the Water Conservation and Efficiency Plan (WCEP) activities for 2013-14.

### **Summary**

2. Wellington City's gross water consumption continued for the 8th year in a row to trend downwards over the previous year (-1.0%), down from 26,593 million litres in 2012-13 to 26,340 million litres in 2013-14. Based on regional consumption which is at the lowest level in approximately 40 years, despite a 25% increase in population, gross consumption is unlikely to drop any further without significant investment in all areas of conservation, efficiencies and leakage management.
3. Overall the gross per capita consumption for 2013-14 has been reduced by -1.9% from 366 litres per person per day in 2012-13 to 359 litres per person per day in 2013-14, based on pre-2013 census population data. Domestic consumption is about 220 litres per person per day, the same as in 2012-13.
4. This reduction is summarised as follows:
  - No measurable reduction in overall residential consumption. This level of residential consumption is likely to be the lowest we can expect to get for the resources that we currently devote to water conservation.
  - Slight decrease (-0.1%) in metered commercial consumption.
  - Network improvements continue to generate significant reductions of approximately 6.1% unaccounted-for water losses (3,178 million litres to 2,983 million litres) in the network through the leak detection programme and renewals. The leakage levels appear to be down to an economic leakage level, which means it is unlikely that unaccounted-for water losses (UFW) will decrease further without significant increased resourcing.
5. The current advice from Greater Wellington Regional Council indicates that the region's "savings" in deferred interest costs from funding the next major stage of bulk supply capacity would be between roughly \$2M and \$7M per annum, depending on the option chosen. Wellington City's portion of these savings would be approximately \$1M to \$3.8M per annum.
6. We have continued to collaborate with councils to share knowledge and maintain consistency in approach, and in activities such as demonstrating the Aquarius education tool, providing water conservation messages in rates bills and visiting the largest commercial water users to encourage water efficiency.

### **Recommendation**

That the Environment Committee:

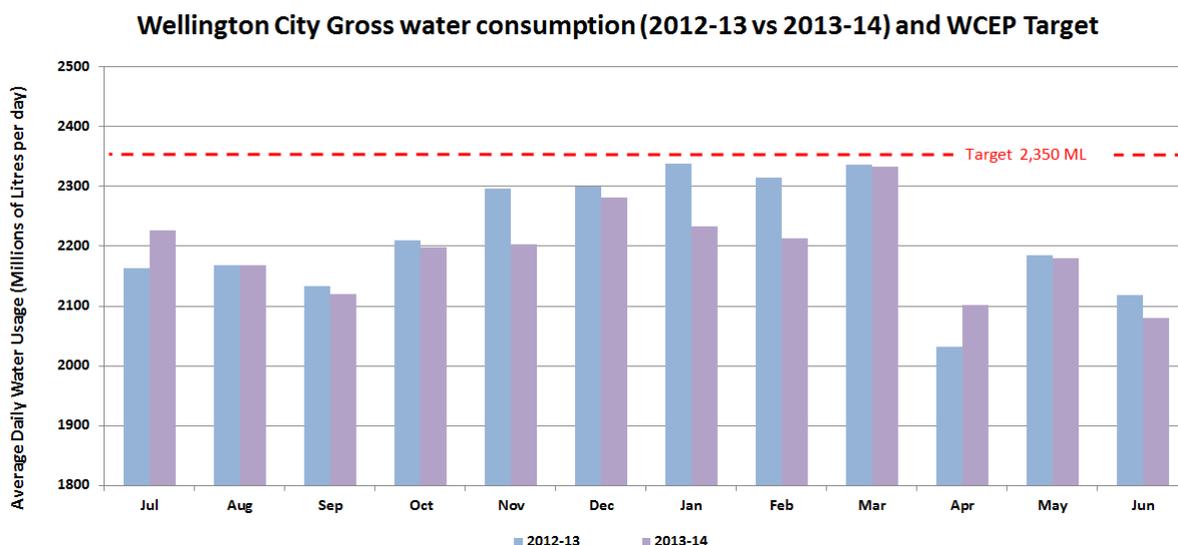
1. Receive the information.

## **Discussion**

7. Wellington City's gross water consumption continues to trend downwards over the previous year (-1.9%). Consumption reduced from 26,593 million litres in 2012-13 to 26,340 million litres in 2013-14. Based on regional consumption which is at the lowest level in approximately 40 years, despite a 25% increase in population, gross consumption is unlikely to drop any further without significant investment in all areas of conservation, efficiencies and leakage management.
8. The gross per capita consumption for 2013-14 has been reduced by -1.9% from 366 litres per person per day in 2012-13 to 359 litres per person per day in 2013-14. Domestic consumption is about 220 litres per person per day, the same as in 2012-13.
9. This reduction is made up as follows:
  - No measurable reduction in overall residential consumption. This level of residential consumption is likely to be the lowest we can expect to get for the resources that we devote to water conservation.
  - Slight decrease (-0.1%) in metered commercial consumption.
  - A reduction of 6.1% in unaccounted-for water losses (UFW) in 2013-14 compared to UFW losses in 2012-13. This was due to network improvements through the leak detection programme and renewals. UFW reduced from 3,178 million litres in 2012-13 to 2,983 million litres in 2013-14. These leakage levels appear to be down to an economic leakage level, which means it is unlikely that UFW will decrease further without significant increased resourcing.
10. The current advice from Greater Wellington Regional Council indicates that the region's "savings" in deferred interest costs from funding the next major stage of bulk supply capacity would be between roughly \$2M and \$7M per annum, depending on the option chosen. Wellington City's portion of these savings would be approximately \$1M to \$3.8M per annum.

### **Monthly gross consumption figures (2012-13 and 2013-14)**

11. The following graph shows Wellington city's gross water consumption by month for the 2012-13 and 2013-14 compared to the WCEP target. It shows overall lower consumption with a distinct decrease in April 2014. The low figure for April 2013 was due to the imposition of water restrictions. Gross consumption is well below the initial target. The WCEP target has been reviewed this year and adjusted to be in line with the long-term plan residential water usage target of 290 l/p/d residential unmetered usage for 2013-14 (which was averaged out to a 2350 m<sup>3</sup> per month target for the following graph). Future reports will use the 2013 census population data, which became available in September 2014.



**Unaccounted for Water (UFW)**

12. Table 1 demonstrates the reduction in UFW for Wellington City over the past five years.

*Table 1: Unaccounted-for water for the last 5 years*

	Gross Consumption (ML)	Unaccounted-for Water (ML)	Unaccounted-for Water (%)
2009-10	28,511	4,392	15.4%
2010-11	28,441	4,066	14.3%
2011-12	27,212	3,313	12.2%
2012-13	26,593	3,178	12.0%
2013-14	26,340	2,983	11.3%

13. The percentage of physical losses can be influenced by the age, condition and material types found in the network, the total amount of water used, the system pressure, and the degree of supply continuity. Wellington Water’s on-going leak detection programmes and network improvement have mitigated the impacts of these factors and brought leakage levels down to an economic leakage level. It is unlikely that UFW will decrease further without significant increased resourcing.
14. The percentage of administrative losses depends on the degree of effort exerted in identifying illegal connections, repairing meters and managing unauthorised consumption.

**Consumption figures for the "top 25" commercial users for 2012-13**

15. The percentage of administrative losses depends on the degree of effort exerted in identifying illegal connections, repairing meters and managing unauthorised consumption.
16. Identification and trending of the “Top 25” commercial customers is Activity 6 of the WCEP. This approach can be used to identify leaks on commercial premises (where analysis has been undertaken) or where there may be a need to repair or replace a water meter.
17. The overall metered commercial consumption has reduced nearly 6% over three years. The top 25 users reduced their consumption by about 5%. We work with and monitor major users’ consumption to help identify problems to be fixed.
18. Table 2 shows the role of the top 25 commercial customers’ water consumption in relation to the overall commercial consumption.

*Table 2: "Top 25" Commercial customers as a percentage of overall commercial consumption*

	Commercial Consumption (ML)	"Top 25" Commercial Consumption (ML)	"Top 25" Commercial Consumption (%) <sup>8</sup>
2011-12	7,406	2,972	40.13%
2012-13	6,947	2,892	41.63%
2013-14	6,940	2,837	40.88%

**Water Conservation and Efficiency Plan activity status**

19. Table 3 indicates the current status of the seven activities in the WCEP.

*Table 3: Water Conservation and Efficiency Plan activity status and work planned for 2014-15*

Activity	Status	Work in 2013-14 & 2014-15 work streams	Priority	
1.	Community engagement, education & information programme	Underway	<p>A joint approach with other councils has created a consistent approach. The "Aquarius" education tool was upgraded this year and new supporting material added. Aquarius was demonstrated at four Wellington schools and one regional event during the year. Te Aho Tū Roa, the sister programme to Enviroschools is currently organising the use of Aquarius for kohanga reo, Puna reo, Kura Kaupapa and Māori community groups.</p> <p>A new web page about Aquarius was put up on Wellington Water's web site.</p> <p>A flyer about water restrictions and the need to conserve water was included in the January/February 2014 rates demand.</p> <p>Summer outdoor watering restrictions were advertised.</p> <p>In 2014-15 we intend to encourage greater use of the Aquarius tool, review</p>	High

<sup>8</sup> As a percentage of gross commercial consumption

Activity	Status	Work in 2013-14 & 2014-15 work streams	Priority
			teacher resources and commission new materials about water conservation message to complement Aquarius – linked in with the Enviroschools coordinator.
2.	Establish a water supply bylaw	Completed	The Water Bylaw came into effect in June 2012. An amendment to the bylaw to enable restrictions to be enacted by the Chief Executive was agreed by Council on 1 August 2013.
3.	Analysis and publication of Wellington's water consumption figures	Underway	Analysis of 2013-14 consumption has been done at a high level. Monthly consumption figures are put on Wellington Water's website and linked to WCC's website. Initial investigations carried out with Statistics NZ mesh block data to determine more accurate domestic household consumption data were unsuccessful.
4.	Engage retailers and service providers in order to advance water efficiency and conservation goods and services.	Underway	We have participated in a joint project with HCC engaging with retailers across 3 sectors (whiteware retailers, trade suppliers & bathroom suppliers) to find out the level of staff and customer awareness of water efficiency. Methods to enhance awareness will be explored in 2014-15.
5.	Investigating the scope and options for supporting the implementation of water conservation initiatives.	Underway	Shower stickers and shower timers have been produced and are distributed in association with Aquarius. We will continue to collaborate with councils to share knowledge and maintain consistency in

**Item 4.4**

Activity	Status	Work in 2013-14 & 2014-15 work streams	Priority	
			approach.	
6.	Targeting “top 25” commercial users to establish opportunities to make their operation more water efficient.	Underway	In 2013-14 the top three consumers were visited to discuss possibilities for increasing water efficiency. Equipment which monitors daily use of the highest users has been installed, providing alerts when unusual patterns occur. A plan will be developed to engage with the current high users and regionally highest users in 2014-15.	High
7.	On-going analysis of active leak detection and cost / benefit for pressure management within the public network.	Underway	Leak detection surveys were completed in 56 out of 69 zones in Wellington city which were acoustically surveyed for leaks. The CBD area is surveyed once a year. The recently issued benchmark survey from NZWWA rated the WCC leakage index as second best out of 28 councils that took part (most recent data from National Performance Review of Water Utilities 2012-13). Wellington Water’s leak detection processes were audited by Aecom and came out with an outstandingly good rating. We have now reduced leakage to the economic leakage level where the rate of leakage is unlikely to drop any further without uneconomic further expenditure.	Medium

**Financial considerations**

20. The work planned over the following year is contained within existing budgets.

---

**Conclusion**

21. Although Wellington's water consumption continues to trend downward it is clear that there are more gains that can be made in both the communication of the water conservation and efficiency message and the levels of consumption in the commercial sector.
22. Overall the consumption continues to fall - however it is important that work continues so that a wider base of water conservation and efficiency efforts is created to enable a sustainable level of consumption across the city.

**Attachments**

Nil

Author	Piotr Swierczynski, Senior Analyst, Wellington Water Limited
Authoriser	Anthony Wilson, Chief Asset Officer

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## **SUPPORTING INFORMATION**

### **Consultation and Engagement**

Council's Water Conservation and Efficiency Plan was adopted in 2011. Community and stakeholder engagement is an ongoing component of activities in the plan.

### **Treaty of Waitangi considerations**

Wellington Water Ltd meets with The Tenth Trust and Ngati Toa annually. Simple but effective ideas such as the shower timers have been welcomed, as well as activities promoting the intrinsic value of water, taonga.

### **Financial implications**

The activities in this report are contained within existing budgets.

### **Policy and legislative implications**

The activities in this report implement Council's Water Conservation and Efficiency Plan 2011.

### **Risks / legal**

Not required.

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

Water conservation and efficiency actions increase the city's and community's resilience to the potential effects of climate change.

### **Communications Plan**

Not required.

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## 5. Operational

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### ISLAND BAY SEAWALL ORAL HEARINGS

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#### Purpose

1. To provide a list of submitters making oral submissions in support of their written submissions on the Island Bay Seawall.

#### Recommendation

That the Environment Committee:

1. Receive the oral submissions.

#### Background

2. In September the Environment Committee agreed to a consultation and engagement plan for the Island Bay Seawall Project. Officers initiated a public consultation process, which ran from 9 October to 10 November. The purpose of this consultation was to:
  - Provide relevant information to residents, businesses and key stakeholders
  - Collaborate with the community on the development of options
  - Ensure the community have an opportunity to have their say on the project and the options.
3. The Council received 436 submissions and 21 request oral submitters requested they present an oral submission to the Environment Committee in support of their written submission.
4. The Council also ran three well-attended public meetings in Island Bay, which were facilitated in partnership with the Seawall Action Group.

#### Timetable of oral submissions

Time	Name and Organisation	Submission Number	Page
10:45am	John Robinson	51	173
10:50am	Ron Waters	182	177
10:55am	Marnie Woodd	271	178
11:00am	Daniel Neely	366	182

**Attachments**

Attachment 1. Written Submissions

Page 173

Authors	Zach Rissel, Programme Manager, Biophilic City Philippa Aldridge, Senior Policy Advisor Nigel Taptiklis, Senior Policy Advisor
Authoriser	Brian Hannah, Director Strategy and External Relations

## Island Bay Seawall: SUBMISSION FORM

**Section one - your details**

We are keen to get your views on the options for the Island Bay seawall.

You can have your say by:

- submitting online at Wellington.govt.nz
- emailing a submission to islandbayseawall@wcc.govt.nz
- completing this form and posting it using the FreePost form at the back of this booklet
- phoning us on 499 4444.

**Submissions close at 5pm, Monday 10 November 2014.**

**Enter your name and contact details**

Mr   
  Mrs   
  Ms   
  Miss   
  Dr

First name\*       Last name

Street address\*

Phone/mobile       Email

\* Mandatory fields

I am making a submission   
  As an individual   
  On behalf of an organisation

Name of organisation

Number of people whose views are represented by this submission:

How have you gathered these people's views?

Please let us know if you would like to make an oral submission. Dates and time for this to be confirmed.   
  Yes   
  No

**Disclaimer:** all submissions [including name and contact details] are publicised and made available to elected members and the public. Personal information will be used for the administration of the consultation process. All information will be held by Wellington City Council, Wakefield Street and submitters have the right to access and correct personal information.

**Section two - questions**

The Council has identified five options to resolve the damage to the Island Bay Seawall. Please indicate how you feel about each option below:

	Strongly agree				Strongly disagree
Option 1	<input checked="" type="radio"/> 1	2	3	4	5
Option 2	1	2	3	4	<input checked="" type="radio"/> 5
Option 3	1	2	3	4	<input checked="" type="radio"/> 5
Option 4	1	2	3	4	<input checked="" type="radio"/> 5
Option 5	1	2	3	4	<input checked="" type="radio"/> 5

Section two - questions (continued)

Do you have any feedback or comments on the five options that have been identified?

(\*please indicate which option you are referring to)

I seek full information on feasibility of alternatives & only existing/repaved sea wall will succeed.

51

Section two - questions (continued)

Do you have a preferred option and can you tell us more about why you chose your preferred option?

What are the things that are important to you in making your decision?

The sea wall has proved itself.  
Other options will fail  
- sand will wash away  
- sand will be swept away from dunes &  
up the ~~se~~ street.  
- dunes need protection.

Where there are dunes, communities build sea walls  
- if its not broken (except for a maintenance  
failure or steel rods need replacing) don't  
fix it

Do you have any alternative ideas about how to manage long-term coastal hazards in the area of the Island Bay Esplanade between Brighton Street and the southern end of Shorland Park?

Do you have any other comments you would like to make?

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**Thank you for your comments. Please  
return this submission form by 10 November 2014.**

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*2nd fold here*

FreePost Authority Number 2199

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



FreePost Island Bay Seawall (COP001)  
Wellington City Council  
PO Box 2199  
Wellington 6140

**Sharon Bennett**

---

**From:** Ron Waters <ronwaters@paradise.net.nz>  
**Sent:** Monday, 3 November 2014 12:53 p.m.  
**To:** BUS: Policy Submission  
**Subject:** Feedback Re- Seawall Options

Hi there

After consideration of the 5 Options I support these as below:

**Option 4 - Strongly support this** as 1/ it is a long term strategy to potentially reduce later work and 2/ as it will improve the connectivity between Shorland Park and the beach greatly increasing the amenity value of both.

**Option 3 - Would also support this** (as a fall-back position) bearing in mind possible local opposition to roading change. It has little impact on the two park areas - altho' it doesn't appear that the old concrete toilet could be retained. (Loss of whimsy there!)

Options 1 & 2 are both short-term fixes and do not offer any increase in amenity.

Option 5, while an attractive result this would have a huge impact on roading and properties and is unlikely to achieve much local support. It also offers little more than Option 4.

**Shelter structure**

In rebuilding the seawall, or during other related work I believe that some form of **bi-directional shelter structure** in the area of the seawall would be a big improvement. This would ideally incorporate a wind wall, trellis/slatting etc (think the Frank Kitts Lagoon bridge), with some roofing and seating on either side.

It would cater to use during both the predominant northerly and storm southerly winds and would relate to both the sea and the park.

Am happy to discuss any of the above further.

Regards



**RON WATERS**  
*Registered Architect*

T: 04 971 5243  
M: 027 650 9199  
166 The Esplanade, Island Bay  
WELLINGTON 6023

Island Bay Seawall from Woodd, Marnie

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Introduction

Thank you for making a submission on the Wellington City Council's Island Bay Seawall.

Consultation runs until 5.00pm Monday, 10 November 2014.

Privacy Statement

All submissions (including name and contact details) are published and made available to elected members of the Council and the public. Personal information supplied will be used for the administration and reporting back to elected members of the Council and the public as part of the consultation process. All information collected will be held by Wellington City Council, 101 Wakefield Street, Wellington. Submitters have the right to access and correct personal information.

Submitter Details

First Name: **Marnie**  
Last Name: **Woodd**  
Organisation: **Ratepayer, parent, resident of Island Bay**  
On behalf of: **Myself and my 3 school-aged children**  
Street: **170 Derwent Street**  
Suburb: **Island Bay**  
City: **Wellington**  
Country:  
PostCode: **6023**  
Daytime Phone: **049772924**  
Mobile: **0210555422**  
eMail: **marnie.woodd@gmail.com**

Resident or Ratepayer:

Ratepayer  Resident  Non-resident ratepayer  Other

Which Community Board Area is your property in?

Eastern  I do not own a property  Lambton  Northern  
 Not indicated  Onslow-Western  Outside Wellington  Southern

Wishes to be heard:

Yes  
 I do NOT wish to speak in support of my submission and ask that the following submission be fully considered.

Correspondence to:

Submitter  
 Agent  
 Both

Submission

The Council has identified five options to resolve the damage to the Island Bay Seawall. Please indicate how you feel about each option below:

**Option 1:** Status quo (*click 'Option 1' to view aerial photo.*)

Retain the seawall in its present alignment and rebuild the damaged section of the wall to meet the current building code specifications.

Strongly agree  
 Agree  
 Neutral

Island Bay Seawall from Woodd, Marnie

271

- Disagree
- Strongly disagree

**Option 2:** Fix the wall and add sand to the beach (*click 'Option 2' to view aerial photo.*)

Fix the wall and provide a buffer by adding sand to the narrowest part of the beach where the wall is the most vulnerable to large waves and storm surge.

- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly disagree

**Option 3:** Increase the size of the beach (*click 'Option 3' to view aerial photo.*)

Relocate the wall and road further inland to match the natural contour of the beach.

- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly disagree

**Option 4:** Close part of The Esplanade and connect Shorland Park to the beach (*click 'Option 4' to view aerial photo.*)

Remove a section of seawall, close a part of the road and restore some coastal dunes - this option closes part of The Esplanade in front of Shorland Park.

- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly disagree

**Option 5:** Close part of The Esplanade and the intersection between Reef Street and The Esplanade and connect the beach to Shorland Park (*click 'Option 5' to view aerial photo.*)

Remove a section of seawall, close some local roads and establish some coastal dune systems linking the beach with Shorland Park - this option closes part of The Esplanade and the Reef Street and The Esplanade intersection.

- Strongly agree
- Agree
- Neutral
- Disagree
- Strongly disagree

Island Bay Seawall from Woodd, Marnie

**271**

Do you have any feedback or comments on the five options that have been identified?

*(\*please indicate which option you are referring to)*

**Comments**

Great to see more than two options. It is possible to honour the past (the heritage of the seawall) and adapt for the present (an enormous shift in demographics of ratepayers and residents living in the southern suburbs and particularly Island Bay) and future. Council staff have done great work to get the discussion to this point.

Do you have a preferred option and can you tell us more about why you chose your preferred option?

What are the things that are important to you in making your decision?

**Comments**

My preferred option is 4 or 5. I am a parent who regularly uses Shorland Park, our children use the park up to 4 times a week during summer, and Island Bay beach. I am AMAZED that no child has been injured crossing from Shorland Park to the beach (to my knowledge) in the past 6 years. This is an opportunity to create a wonderful destination for grandparents, individuals, families and couples by integrating the beach with the park. What better way to honour the heritage of the suburb but by restoring its status as a destination for many Wellingtonians. Councillors PLEASE be creative and bold for the many ratepayers with families who live in this suburb looking for vision from our civic leaders. Look out your window at the leading city-to-sea bridge linking civic square to the harbour and remember the courageousness of that decision-making, yet you can see daily what a tourism and community asset it is now. Many families here want change and bold solutions. We have invested here, we are raising families here, our children go to school here, we shop and live here. We are invested here, but we expect progress and vision from our civic leaders. Don't let us down.

Heavy vehicle traffic increase

**Comments**

It is nothing worse than residents on The Esplanade currently experience daily.

Traffic Safety

**Comments**

It is a serious, current hazard that there is NO safe crossing for anyone from Shorland Park to the beach.

Amenity Loss (Seawall/Esplanade)

**Comments**

Look at the Coastal Walkway along New Plymouth shoreline: an incredible community and tourism asset. So much so that it should have been built 50% wider; it is so popular.

Amenity Gain (Beach/Dune/Park)

**Comments**

Island Bay Seawall from Woodd, Marnie

**271**

Do you have any alternative ideas about how to manage long-term costal hazards in the area of Island Bay Esplanade between Brighton Street and the southern end of Shorland Park?

**Comments**

Do you have any other comments you would like to make?

**Comments**

Be bold! Be creative! Be visionary! Many people who have moved to Island Bay in the past 10 years are looking for progress and vision from you.

**Attached Documents**

File
No records to display.

## Island Bay Seawall: SUBMISSION FORM

**Section one - your details**

We are keen to get your views on the options for the Island Bay seawall.

You can have your say by:

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- emailing a submission to islandbayseawall@wcc.govt.nz
- completing this form and posting it using the FreePost form at the back of this booklet
- phoning us on 499 4444.

**Submissions close at 5pm, Monday 10 November 2014.**

**Enter your name and contact details**

Mr   
  Mrs   
  Ms   
  Miss   
  Dr

First name\* Last name

DANIEL NEELY

Street address\*

2 SEVERN ST, ISLAND BAY, WELLINGTON

Phone/mobile Email

021 420 338 DANIELNEELY@GMAIL.COM

\* Mandatory fields

I am making a submission  As an individual     On behalf of an organisation

Name of organisation

Number of people whose views are represented by this submission:

How have you gathered these people's views? Household unit.

Please let us know if you would like to make an oral submission. Dates and time for this to be confirmed.  Yes     No

**Disclaimer:** all submissions [including name and contact details] are publicised and made available to elected members and the public. Personal information will be used for the administration of the consultation process. All information will be held by Wellington City Council, Wakefield Street and submitters have the right to access and correct personal information.

**Section two - questions**

The Council has identified five options to resolve the damage to the Island Bay Seawall. Please indicate how you feel about each option below:

	Strongly agree					Strongly disagree
Option 1	1	2	3	4	5	
Option 2	1	2	3	4	5	
Option 3	1	2	3	4	5	
Option 4	1	2	3	4	5	
Option 5	1	2	3	4	5	

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Section two - questions (continued)

Do you have any feedback or comments on the five options that have been identified?

(\*please indicate which option you are referring to)

WE ARE IN SUPPORT OF OPTION FOUR AS IT WILL PROVIDE THE COMMUNITIES OF WELLINGTON CITY - AND THE WIDER REGION - A UNIQUE AND DYNAMIC AREA ON THE SOUTH COAST. FURTHER, OPTION 4 IS THE BETTER LONG-TERM INVESTMENT FOR THE CITY.

ALTHOUGH OPTION 3 HAS MERIT, IT DOES NOT SUFFICIENTLY ADDRESS THE CHALLENGES POSED BY CLIMATE CHANGE AND THE NEW COASTAL LEGISLATION PASSED IN 2010. FURTHER, IT DOES NOT ALIGN AS WELL AS OPTION 4 WITH REGARD TO THE CITY'S GROWING EMPHASIS ON ~~RESILIENCE~~ RESILIENCE.

WE BELIEVE OPTIONS 1 & 2 ARE OVERTLY SHORT SIGHTED FROM AN ASSET MANAGEMENT POINT OF VIEW WHILE OPTION 5 (WHILE APPEALING IN MANY WAYS) HAS THE POTENTIAL TO CAUSE TOO BIG A DISRUPTION TO THE NEIGHBOURHOOD AND TRANSPORT USERS.

AMAZING CITY WE HAVE TO KNOW THINK BIG 366

Section two - questions (continued)

Do you have a preferred option and can you tell us more about why you chose your preferred option?

What are the things that are important to you in making your decision?

OPTION 4 PROVIDED A GOOD BALANCE BETWEEN COMMUNITY IMPACTS IN THE PRESENT AND FUTURE WHILE ALSO OPENING UP A SCOPE OF POSSIBILITY THAT COULD TRANSFORM THE SOUTH COAST. A PARK THAT SEAMLESSLY CONNECTS TO THE WATER COULD HAVE ANY NUMBER OF NATURAL & MAN-MADE ATTRACTIONS BUILT INTO IT. LETS MAKE DECISIONS ABOUT WHAT COULD BE IN THE FUTURE AND WHAT DECISION IS BEST BASED ON THE HAZARDS THIS ASSET WILL INEVITABLY MANAGE.

Do you have any alternative ideas about how to manage long-term coastal hazards in the area of the Island Bay Esplanade between Brighton Street and the southern end of Shorland Park?

WHAT ARE OTHER PROGRESSIVE CITIES DOING IN THIS SPACE?

→ SEE EXAMPLES FROM NEW YORK SOUTH TO FLORIDA. OF CITIES LEVERAGING THE BUILT-IN RESILIENCE MOTHER NATURE PROVIDES.

LET'S BE A CITY THAT MAKES BOLD AND SOLID DECISIONS <sup>BASED</sup> ON EVIDENCE AND INSPIRATION ~~BASED~~ RATHER THAN MAINTAINING A TIME CAPSULE.

→ WHY DID WELLINGTON RENEW ITSELF IN THE 60'S & 70'S IN THE 1ST PLACE ??

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Do you have any other comments you would like to make?

**THINK BIG!**

THIS IS THE CITY'S FIRST BIG MEATY HANDS-ON TANGIBLE DECISION REGARDING CLIMATE CHANGE. THIS IS OUR CHANCE TO SET SOME PRECEDENTS. ABOUT WHAT OUR CITY VALUES IN COMING YEARS. LET'S USE THIS OPPORTUNITY TO BE ON THE RIGHT SIDE OF HISTORY

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## **CHARLES PLIMMER BEQUEST FORWARD PROGRAMME**

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### **Purpose**

1. To seek approval for projects to be funded from the Charles Plimmer Bequest (Plimmer Bequest) to be included in the draft 2015-2025 Long Term Plan (LTP).

### **Summary**

2. The aim of the forward programme for the Plimmer Bequest funding is to provide a clear direction to the Committee on how to spend the Plimmer Bequest Funds
3. Plimmer Bequest funding can only be spent on project ideas that meet the criteria of the deed. The deed specifies that the bequest is to be spent on beautifying the bays, beaches and reserves around Wellington by planting trees, shrubs and other beautification works.
4. Since 2005, six projects, Scorching Bay Beach beautification, Central Park upgrade, Te Raekaihau Point Restoration, Oruaiti Restoration, Alex Moore Park Walkway, and Grasslees Reserve have been funded (or part funded) from the Plimmer Bequest.
5. Two additional projects have had funding approved:
  - a. The Children's Garden in the Wellington Botanic Garden had funding of \$750,000 approved subject to equivalent funds being raised externally.
  - b. \$150,000 to support a catalyst project as part of a park development on Watts Peninsula.
6. With the development of the draft Long Term Plan 2015 – 2025 it is proposed to take a long term approach to the use of the Plimmer Bequest consistent with Wellington Towards 2040: Smart Capital.
7. A ten year programme is recommended with a review after 3 years once more information is available on some of the proposed projects:
  - a. Years one to four: funding of two key projects: \$650,000 (additional funding) for the Children's Garden and \$650,000 for the redevelopment of Newlands Park.
  - b. Years five to ten: based around implementation of the Watts Peninsula Heritage Park (subject to final plans being approved and a suitable project identified) and an additional community park redevelopment.

### **Recommendations**

1. Receive the information.
  2. Recommend that Council approves use of the Charles Plimmer funding as set out below and includes in the 2015-2025 LTP as follows:
    - a. \$650,000 to part fund the development of the Children's Garden, Wellington Botanic Garden in 2015/2016 to supplement Charles Plimmer Bequest funding of \$750,000 approved in March 2012
    - b. \$50,000 in 2017/2018 and \$600,000 in 2018/2019 for the redevelopment of Newlands Park
-

3. Recommend to Council that it agree in principle that the forecast distributed funds of up to \$2 million by 2025 be used for a suitable project as part of the proposed heritage park on Watts Peninsula and that officers will report back with a detailed funding proposal once governance and management arrangements for the proposed park are completed .
4. Agree to investigate for consideration from future Charles Plimmer Bequest funding the redevelopment of multi – use recreation spaces including Miramar Park, Kilbirnie Park, and/or Shorland Park.

## **Background**

### **Plimmer Bequest Fund**

8. Charles Plimmer bequeathed the income from his residual estate to the Wellington City Council for the benefit of the citizens of Wellington. This has been held in a trust fund since 1980 and is known as the Charles Plimmer Bequest (Plimmer Bequest). The use of the Plimmer Bequest is governed by the terms of the Bequest of Charles Plimmer, outlined in Appendix 1. The Plimmer Bequest is to be spent on beautifying the bays, beaches and reserves around Wellington by planting trees and shrubs and other beautification works.
9. In June 2001, the Council approved the process for administering the Plimmer Bequest. This process involved compiling a list of project ideas from previously listed projects, requests by external parties, elected member input, officer input and suggestions invited from the public.
10. Once a list was compiled all projects were assessed against the Bequest Deed. Project ideas that fit with the deed criteria must be:
  - a. primarily aimed at beautification of a beach, recreational or picnic area, especially through tree planting
  - b. one-off projects rather than on-going operational projects
  - c. within the geographical 'limits' set in the bequest
  - d. on publicly accessible land.
11. It was recommended that project ideas should seek to maximise the use of the fund, i.e. could be used for large projects which otherwise may not receive Council funding and focus on furthering the Council's strategic direction. Appendix 2 shows where the funds have been spent since 1998.
12. In many cases the Plimmer Bequest will only fund part of the overall project cost. This is supplemented by capex funding especially where parts of the project works do not fit with the funding criteria (for instance buildings, and playgrounds), or where they are part of major infrastructure upgrades.
13. The Plimmer Bequest has provided most of the funding for major park and garden upgrade projects over the last 15 years.

### **Five –year programme**

14. In March 2012, the Council approved a five year forward programme for the Plimmer Bequest, and agreed to fund the following projects: the upgrade of Grasslees Reserve ( completed in 2014), the Alex Moore Park Walkway (completed in 2014). In addition \$150,000 to support a catalyst project to support the Watts Peninsula Park development. These funds haven't yet been accessed given a final plan for governance

and management of the future park is still to be resolved. And \$750,000 for the Children's Garden in the Wellington Botanic Garden. This was subject to the Council obtaining external funding for the balance of the Garden construction and operating costs. Some of these funds have been expended on design and concept development.

15. In addition the Council approved the following: *Agree to investigate for consideration from future Charles Plimmer Bequest funding.*
- The Watts Peninsula Park project subject to a report back once governance and management arrangements for the proposed park have been completed.
  - Newlands Park development.
  - Lyall Bay beautification at the Eastern end of the beach.
  - Note that the total development cost of a park at Watts Peninsula will exceed any projected income from the Charles Plimmer Bequest funding.
  - Note that the programmed Management Plan for City Reserves in the east, west, and south of the city (Suburban Reserves Management Plan) may result in further proposals for Plimmer Bequest funding.

**Availability and management of funds**

16. The Charles Plimmer Bequest is administered by the Public Trust who retains and invests all the net income until required by Council. The amount distributed to the Council between 2003 and 2013 averaged \$300,000 per annum.
17. The Public Trust holds \$335,000 of undistributed income available to fund new projects as of 1<sup>st</sup> September 2014. Officers estimate that over the next three years additional income will average \$350,000 a year with the total estimated funds for distribution as follows. This return will be reviewed after three years and the figures updated.

March 2015	March 2016	March 2017	March 2018	March 2019	March 2020
685,000	1,035,000	1,385,000	1,735,000	2,085,000	2,435,000

**Discussion**

**Review project list**

18. In order to select the next Plimmer Bequest project(s), officers developed a list of potential projects based on:
- a. Recommendations from the previous Council paper, being Lyall Parade Beautification, Newlands Park development, Watts Peninsula Park project and projects resulting from the Suburban Reserves Management Plan.
  - b. Projects identified in strategic and planning documents including our Capital Spaces, reserve management plans, asset management plans, for instance Shorland Park upgrade.
  - c. A review of funding for the proposed Children's Garden including the level of funding from the Plimmer Bequest.

<b>Project</b>	<b>Description</b>	<b>Proposed funding</b>
<b>The Children's Garden, Wellington Botanic Garden</b>	This outdoor living classroom will be strategically located between the Treehouse	<b>Estimated total cost of project \$1.8 million</b>

**Item 5.2**

<p>(Our Capital Spaces)</p>	<p>visitor Centre and Children’s playground. It will comprise a wetland, terrace gardens and orchard along with a series on interactive learning pods.</p>	<p><b>Additional Plimmer funding required = \$650,000</b></p> <p>Available funds raised to date are \$898K which includes the \$750k Plimmer Bequest already approved.</p> <p>Recommend that the Friends are supported to find external funding for the built learning spaces, and that \$650k additional Plimmer Bequest funding is made available (meaning the total Plimmer Bequest contribution would be \$1.4m). If the fund raising is not successful then Botanic Garden capex of \$250,000 for 2015/2016 can be reprioritised.</p>
<p><b>Newlands Park development</b> (Our Capital Spaces)</p>	<p>Improve walking, cycling and fitness opportunities within the Park.</p> <p>Develop a community playground and youth facilities.</p> <p>Improvements to park entrances and accessibility.</p> <p>Develop vegetation planting and management concepts for the park</p> <p>Concept plans have been developed with some early engagement with stakeholders.</p>	<p><b>Estimated costs for whole project = \$1.2 million</b></p> <p><b>Plimmer Funding required = \$650,000</b></p> <p>The development will align with LTP funding of \$125,000 for a community playground in 2018/2019. This will complete stage 1.</p> <p>Additional funding for stage 2 could be linked to disposal of the Batchelor Street Community House site or external grants for outdoor gym equipment etc.</p>
<p><b>Lyll Bay beautification</b> (eastern end of the Beach)</p>	<p>This area includes Surfer’s Corner, an area of road reserve adjacent to the Warehouse and the beach, dune system and seawall.</p> <p>The development of the Spruce Goose café and the restoration of Surfer’s Corner following storm damage have improved the appearance and amenity of</p>	<p><b>Plimmer Funding required = unknown</b></p> <p>Any major upgrades to the Parade will require LTP funding for infrastructure changes and be part of longer term coastal resilience planning. Any beautification funded by the Plimmer Bequest would support this investment in</p>

	<p>this area. There are plans to replace the mesh fence linking the seawalls. Dune restoration continues.</p>	<p>infrastructure.</p>
<p><b>Watts Peninsula</b> (Our Capital Spaces)</p>	<p>The development of a park at Watts Peninsula is a high profile and long term project that would turn this area into a major heritage park and destination. The Crown has agreed to retain the site for public benefit and an MOU was signed in September 2014 between the Crown, the Council and Port Nicholson Block Settlement Trust (PNBST). The MOU identified the need for the parties to <i>“protect, preserve and develop significant sites to form the basis for a national heritage destination...”</i></p>	<p><b>Plimmer Funding required = unknown</b></p> <p>Final governance, management and ownership structure, including the role of the Council is still to be finalised. MOU has been signed between the Crown, PNBST and the Council.</p> <p>Any projects would require several years of Plimmer funding to be accumulated. Even then Plimmer funding would only fund components of the total Park development.</p>
<p><b>Suburban Reserves Management Plan</b></p>	<p>A review of projects outlined in the draft Plan have identified two possible projects:</p> <p><b>Kilbirnie Park</b> – master plan to develop this area as a major sport and Recreation hub</p> <p><b>Miramar Park</b> – master plan to develop the Park, construct a community playground and investigate the development of a recreation track.</p>	<p><b>Plimmer Funding required = unknown</b></p> <p>These projects will require LTP funding in addition to other funds such as the Plimmer Bequest. Neither has been scoped. Kilbirnie will primarily be a sport and recreation project.</p>
<p><b>Wakefield Park redevelopment</b> (Wellington Town Belt MP)</p>	<p>Develop a recreation track loop to compliment the formal recreation activities within the Park.</p>	<p><b>Plimmer Funding required = \$350,000</b></p> <p>Concept plans only. Needs to fit within the existing sports field configuration. Community playground planned for the Park to be funded through the LTP in 2016/2017.</p>
<p><b>Spicer Forest Recreation Park</b> (Our Capital</p>	<p>The development of a series of trails for walking, cycling and horse riding with connections through to</p>	<p><b>Plimmer Funding required = unknown</b></p>

Spaces)	Porirua parklands. Entrance ways and improved links to Tawa.	Concept plans only. Likely to take several years with some funds available from forestry income. Part of a larger recreation park incorporating Colonial Knob in Porirua City.
<b>Shorland Park redevelopment</b>	This community park in Island Bay is part of a review on the future of the Island Bay seawall. Some of the options involve linking the Park to the beach.	<b>Plimmer Funding required = unknown</b>  Some of the options could include a park upgrade. Plimmer funds could support LTP funding for major infrastructure upgrades.
<b>Te Kopahau Reserve master plan</b>  (Our Capital Spaces)	Develop a long term master plan based around future informal recreation activities and improved links to the rural SW Peninsula.	<b>Plimmer Funding required = unknown</b>  No concept plans developed.

### Project evaluation criteria

19. All of the projects were evaluated to ensure they were eligible for Plimmer Bequest funding and then ranked using the following criteria (Appendix 3).
  - a. Supports the Community Outcomes in Wellington Towards 2040: Smart Capital
  - b. Aligns with the strategic priorities in the Long Term Plan and Our Capital Spaces
  - c. Compatible with reserve management plans, District Plan zoning and so on
  - d. High profile and innovative, will result in tangible community benefits and accessible to a wide range of users.
20. Short listed project ideas: The scope for each project is shown in Appendix 4. The eligible project ideas with the highest ranking are:
  - a. Watts Peninsula Heritage Park
  - b. The Children's Garden, Wellington Botanic Garden (additional funds)
  - c. Newlands Park development
21. All short listed project ideas fit with the Plimmer Bequest eligibility criteria.

### Project funding changes

22. In March 2012 the Council approved \$750,000 for the Children's Teaching Garden subject to obtaining external funding for the balance of construction and operating costs. It has proved difficult to raise the balance of funds at this stage. To ensure the project can proceed it is proposed to:
  - a. Increase funds from the Plimmer Bequest to 1.4 million dollars to enable the project to be completed. This would enable the Garden to open during spring 2016.

**Recommended forward programme**

23. The aim of the forward programme is to provide the Committee with direction on how to spend the Plimmer Bequest funds. Given the nature of the projects and the potential for the proposed heritage park on Watts Peninsula to be a long term high profile project, it is proposed to take a two stage approach to use of Plimmer Bequest funding:
- a. Funds projects over the first four years that are already scoped with cost estimates, being the additional funds for the Children’s Garden and Newlands Park development.
  - b. Approve longer term use of the funds on the development of the proposed Heritage Park on Watts Peninsula once a strategic plan and governance and management arrangements have been completed. This could involve accumulating funds over years 5 to 10 to be used on a specific part of the Park development. In addition, another community/recreation park development could be funded once identified and prioritised in the Suburban Reserves Management Plan.

Year	Projected funding available	Project	Project costs	Balance
2015/2016	\$685,000	Children’s Garden – additional funding	\$650,000	\$35,000
2016/2017	\$385,000	N/A	nil	\$385,000
2017/2018	\$735,000	Newlands Park (planning)	\$50,000	\$685,000
2018/2019	\$1,035,000	Newlands Park	\$600,000	\$435,000
2019 - 2025	\$2,535,000	Heritage Park, Watts Peninsula	Unknown at this stage	

Note: based on estimated income from the Plimmer Bequest of \$350,000 per annum

**Next Actions**

24. The proposals will be forwarded to the Governance and Finance Committee for inclusion in the 2015 2025 Long Term Plan (LTP)

**Attachments**

Attachment 1.	Terms of Charles Plimmer Bequest	Page 195
Attachment 2.	Projects funded by Charles Plimmer Bequest 1998 - 2014	Page 196
Attachment 3.	Charles Plimmer Bequest Assessment Criteria	Page 197
Attachment 4.	Charles Plimmer Bequest Assessment results	Page 198
Attachment 5.	Detailed descriptions of projects proposed for Charles Plimmer Bequest funding	Page 199

Author	Michael Oates, Open Space and Recreation Planning Manager
Authoriser	Greg Orchard, Chief Operating Officer

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## **SUPPORTING INFORMATION**

### **Consultation and Engagement**

No specific consultation has taken place on the proposed projects. They will be included in the draft 2015 2025 Long Term Plan.

### **Treaty of Waitangi considerations**

Mana whenua will be consulted during the LTP.

### **Financial implications**

Projects are being funded from the Plimmer Bequest. Funding for these projects will be identified in the draft LTP.

### **Policy and legislative implications**

Projects are consistent with Council strategies and policies.

### **Risks / legal**

All projects fit the criteria for funding from the Plimmer Bequest.

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

Not applicable

### **Communications Plan**

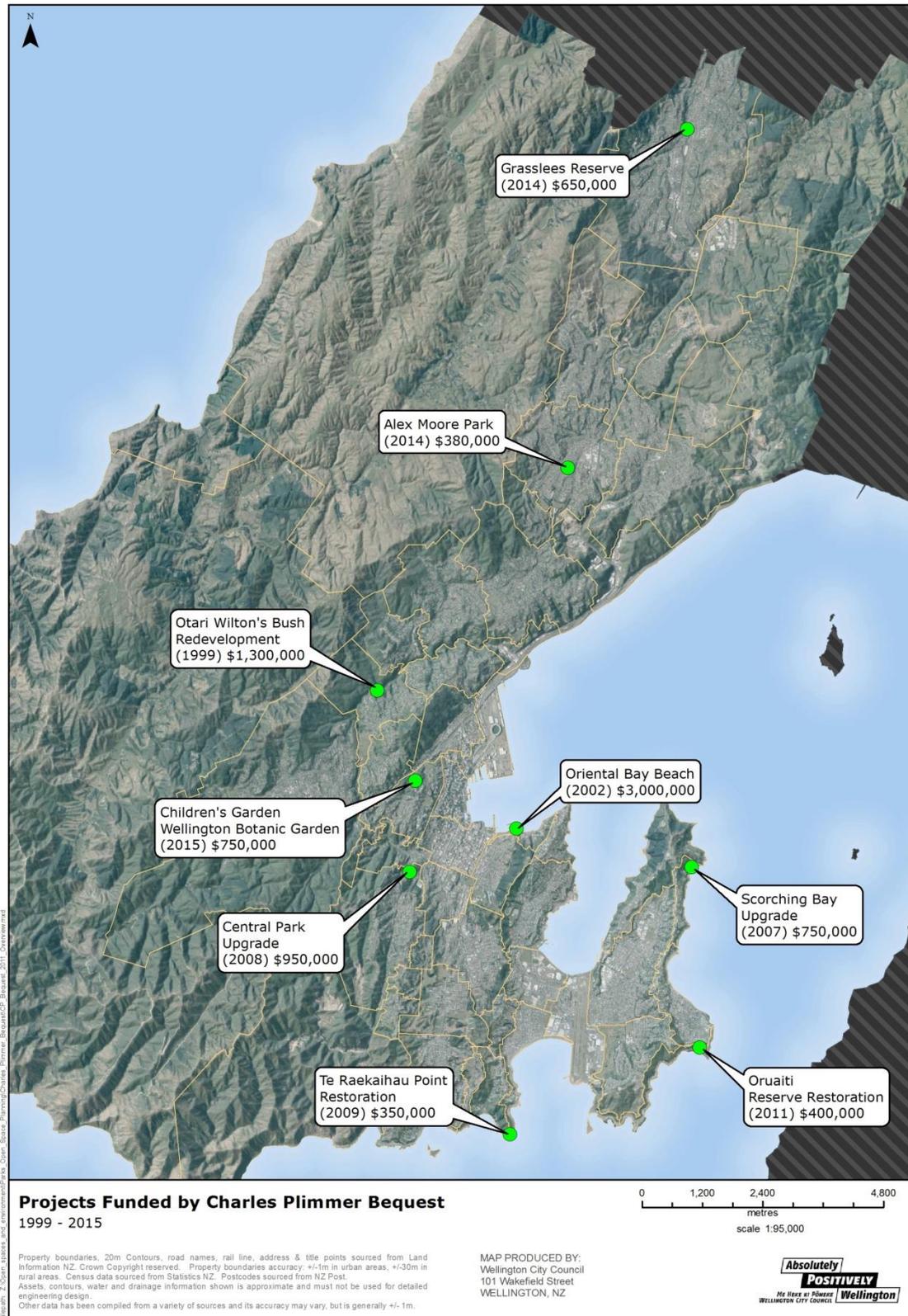
Not applicable

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**ESTATE OF CHARLES PLIMMER**

“...my trustee shall...stand possessed of my residuary estate UPON TRUST to pay the income arising there from in perpetuity to the Wellington City Council to be used and applied by the said council for the benefit of the Citizens of Wellington as follows:

- (i) To expend thereout the sum of One Thousand Pounds (£1000) per annum or thereabouts in planting trees shrubs and otherwise beautifying the bays and beaches round Wellington Harbour and its vicinity.
- (ii) To expend and apply the balance of the said income in planting trees and shrubs on and otherwise beautifying picnic and recreation places which are within a radius of twenty five miles of Wellington City Post Office and which are open and accessible to the Citizens of the City of Wellington it being my express wish that the said moneys shall be expended by the said Council additionally to the usual and current yearly expenditure of the Council on reserves and recreation grounds in beautifying (especially by the planting where suitable of native trees and shrubs) the environs and pleasure resorts of the City of Wellington.
- (iii) I DIRECT that the receipt of the City Treasurer shall be a good and sufficient discharge to my trustee in respect of the foregoing bequest to the Wellington City Council and my trustee shall not be concerned or obliged to see to the application thereof.”



**Charles Plimmer Bequest Assessment Criteria**

<b>Criteria</b>	<b>Details</b>	<b>Ranking</b>
<b>Community outcomes</b>	<p><b>Consistent with the four goals in the Smart Capital Strategy:</b> People-centred city Eco-city Dynamic Central city Connected City</p>	Low – Medium – High
<b>Council priorities</b>	<p><b>Council’s 2015 - 2025 long-term plan is focused on:</b> a. delivering on our vision of a smart and liveable city. b. continuing to deliver the basics well, while managing risks at an acceptable level c. increasing utilisation of our current services, while refreshing our offerings to maintain our strengths as a city and respond to people’s changing expectations d. investing in projects that will be a catalyst for economic growth, while delivering appropriate returns on our investment e. enabling growth in a way that maximises our infrastructure investment, reduces sprawl and improves environmental performance as a result f. driving continuous operational efficiency within the organisation, with a focus on shared services and improved customer experiences.</p> <p><b>Consistent with the four outcomes in Our Capital Spaces:</b>  Getting everyone active and healthy Protecting our birds, nature, streams and landscape Contributing to Wellington’s outstanding quality of life Doing it together</p> <p>Identified in the priorities and actions in Our Capital Spaces.</p>	Low – Medium – High
<b>Reserve network priorities</b>	Consistent with Council policies, operative reserve management plans, asset management plans, playground policy etc	Low – Medium – High
<b>Innovation / profile</b>	The project will be accessible to a wide range of users for a range of activities. Innovative project that is new to the city or local area.	Low – Medium – High

**Item 5.2 Attachment 4**

**Charles Plimmer Bequest assessment results**

Project	Community outcomes	Council priorities	Reserve network priorities	Innovation/profile	Overall assessment	Issues to consider
Watts Peninsula Heritage Park	High	High	High	Very high	High	Governance and management arrangements still to be resolved.
The Children's Garden, Wellington Botanic Garden	High	High	High	High	High	Requires Plimmer Bequest funding to be supplemented from private funding.
Newlands Park development	Medium	Medium	High	Medium	Medium	Capex funding for playground development in 2018/2019
Wakefield Park track	Medium	Medium	Medium	Medium	Medium	Needs to be developed in conjunction with future community playground
Spicer Forest Recreation Park	Low	Low	Medium	Medium	Low/Medium	Linked to large regional recreation park with Porirua City Council.
Lyll Bay Beautification	Low	Medium	Low	Medium	Low/Medium	A large proportion of potential roading and infrastructure improvements not eligible for Plimmer Funding.
Te Kopahau Master Plan	Low	Low	Medium	Low	Low	Focussed on track development and restoration. No planning has commenced.

## Watts Peninsula Heritage Park



The development of a park at Watts Peninsula is a high profile and long term project that would turn this area into a major heritage park and destination. The Crown has agreed to retain the site for public benefit and a Memorandum of Understanding (MOU) was signed in early September 2014 between the Crown, the Council and Port Nicholson Block Settlement Trust (PNBST). In particular the MOU identified the need for the parties to “*protect, preserve and develop significant sites to form the basis for a national heritage destination...*”

Development of an overall vision for the Peninsula will commence shortly with a group convened by the Ministry of Culture and Heritage.

It is too soon to estimate costs for the overall development, restoration and ongoing maintenance of such a park. Up to a \$1 million is required to address safety issues, and for repair and initial development of walking tracks and site interpretation. Longer term costs would involve a range of activities including landscape management and walkway development, developing park infrastructure, and heritage conservation and restoration.

**Item 5.2 Attachment 5**

The main access points to the Watts Peninsula site are from the coastal road at Shelly Bay, Kau Bay, Mahanga Bay and Scorching Bay. This is likely to put pressure on the informal walking routes and car parking adjacent to the road particularly on the eastern side of the Peninsula. Walking access to Fort Ballance requires some track development on Council land at Scorching Bay.

Once the governance and management arrangements for the park have been finalised and the Council has made a decision on its future role, funds from the Plimmer Bequest could be made available for a combination of landscape planning work or a specific project within the proposed Park.

It is proposed that funds from the Plimmer Bequest be retained for five years or more to enable up to \$2.5 million dollars to be available to use on a specific project as part of the Park development.

The overall costs of the park development will be well in excess of the available Plimmer funds. The funding from the Plimmer bequest, however, could be used to leverage off and support funding from the Crown and other sources.

**Children’s Garden, Wellington Botanic Garden**

The proposed garden is located in the centre of the Botanic Garden over a terraced area of 1500m2 above the nursery and between the children’s play area and the Treehouse Education and Interpretive centre.



**Project Description**

It will be a demonstration garden of horticulture for the home garden and will teach principles of plants and plant growth to children in fascinating, stimulating and challenging ways. It will cater for families and visitors to the garden through demonstrations, workshops and interactive media and will display plants used by other cultures. The garden will tangibly demonstrate that all living things are dependent on plants; that we must all understand and embrace the notion of Kaitiakitanga if we are to sustainably nurture our planet into the future. Estimated costs: \$750,000 from Plimmer to develop the first stage which will include detailed design and planning, and construction of stage one being key infrastructural components of the garden and associated planting. The second stage to be funded externally will comprise development of the shelter, interpretation and renewable energy components. Total capital costs for the project are \$1.5 million.

**Summary:** Innovative project that will add a new activity role to the Botanic Garden. Planning work, consultation and construction of stage one would take place in 2014/2015 with stage two following in 2015/2016 subject to external funding.

**Newlands Park, Newlands**

Newlands Park is a 4.1 hectare sportsfield/community park on two levels with its main entrance on Newlands road adjacent to Newlands Centre. The upper level contains a large sportsfield currently configured for football and rugby in winter (2 surfaces) and 2 grass cricket blocks used during the summer season. There is a training area with floodlights on the lower level adjacent to a large skatepark. The Newlands Volunteer Fire station is situated at the front of the park adjacent to Newlands Road and beside the community hall



### **Project description**

The proposed concept plans have been developed to explore options for the Park development. These will require full consultation with the community. The proposal is consistent with the policies in Our Capital Spaces which focus on the development of well-located parks and open spaces with a range of activities catering for the whole community.

The plan includes:

- improved walking, cycling and fitness opportunities within the park
- development of a community playground and increased youth activity spaces.
- Better pedestrian links through between Robert Street and Newlands Road (Newlands Park).
- Improved park entrance and accessibility into and through the park
- Improve traffic management and parking around Newlands Park for park users and increased parking opportunities within the park.
- Improved planting and tree framework.

The Plan could be achieved in three stages:

1. Upper sports field recreational track and fitness circuit
2. Lower community playground and associated youth recreation facilities
3. Park Entrance onto Newlands Road and track link between Robert Street and Newlands Road.

### **Project costs**

The overall costs of the work are estimated to be \$1.1 million dollars. Funding to be sourced as follows:

- \$500,000 Plimmer Bequest
- \$125,000 LTP funding (for Community Playground)
- Up to \$400,000 linked to possible disposal of the community house site
- Up to \$50,000 for recreational equipment from external trust funding

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## **PROPOSED SOUTH COAST BACH LICENCES: RED ROCKS AND MESTANES BAY**

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### **Purpose**

1. To recommend the Environment Committee approves new licences for the nine baches located at Red Rocks and Mestanes Bay, South Coast.

### **Summary**

2. There are nine baches on Council reserve land along the South Coast that are privately owned. No formal documentation is in place. The bach owners occupy the area at the Council's discretion.
3. Four of the baches are located at Red Rocks (Sinclair Head -Te Rimurapa Reserve). These are located partly on land that is classified as Historic Reserve and partly legal road. See Attachment 1 for aerials of the proposed license areas.
4. Five of the baches are located at Mestanes Bay on land that is (soon to be) classified as Historic Reserve. See Attachment 2 for aerials of the proposed license areas.
5. The South Coast Management Plan acknowledges the privately held baches and "...the general policy is that baches will be transferred into public ownership when the lease is relinquished (either voluntarily or at the death of the lessee)."
6. Because one of the baches partly occupies legal road Council is unable to issue leases to all the baches and therefore officers recommend that, for consistency, licences should be offered to all the bach owners.
7. The aim of the proposed licences would be to provide clarity around the parties' rights and responsibilities. It also serves as notice to the proposed licensees that they are located in a vulnerable area – prone to rising sea levels, erosion, rock falls, tsunami and other adverse events.
8. The licence also seeks to ensure the unique South Coast natural heritage is managed and protected for future generations.

### **Recommendations**

That the Environment Committee:

1. Receives the information.
2. Agrees to grant licences under the Reserves Act 1977 over Lot 1 DP28821 as comprised and described in Computer Freehold Register WN41A/291 and Lot 1, DP 26786 as comprised and described in Computer Freehold Register WN39D/222.
3. Notes that any approval to grant licences is conditional on:
  - a. appropriate iwi consultation;
  - b. public notification under s119 and s120 Reserve Act 1977;
  - c. no sustained objections resulting from the above notification.

## **Background**

9. The bach structures are all privately owned but occupy public land administered by the Council. The baches were built by agreement with the previous landowners. When Council took ownership of the land areas, the baches were allowed to remain on a goodwill arrangement.
10. The four Red Rocks baches were all built in the early 1900s. The first was constructed around 1900-1907 while the other three followed the end of WWI.
11. There were originally eight baches at Mestanes Bay but only five remain today. The oldest dates back to 1910.
12. The site that the baches occupy is registered as a Historic Area under Section 31 of the Historic Places Act 1993.
13. The proposed licensed areas (and access) are located in a vulnerable natural environment that is prone to a number of hazards (including erosion, tsunamis, earthquakes, storm surges and other storm events).

## **Discussion**

14. The South Coast Management Plan (2002) set out Council's intention to develop lease agreements with all owners of baches that address the following: requirements for maintenance of structures and surroundings and compliance with all relevant construction standards; setting of appropriate rentals for the use of public land; definition of tenancy length and future transfer of ownership; other contributions to the management of the coast; restrictions on re-building and expansion of, or significant alternation to, structures.
15. The licence still covers the intent of the South Coast Management Plan, and enables us to be consistent across all baches, given that one is located on legal road.
16. Despite a moratorium on change of ownership, a number of the baches have been sold since the land transferring into Council ownership.
17. In recent years some of the bach owners have constructed ancillary buildings and increased the bach footprints. None of this construction appears to have been carried out with building or resource consent, or in compliance with the Reserves Act 1977.
18. Although officers have requested removal of recent building work, a licence would help provide clarification and clearly define the bach owners' rights and obligations.
19. Having people in this area provides some benefits. In the past, bach owners have provided assistance to other users of the South Coast (for example calling emergency services on behalf of an injured person).
20. The proposed licences would acknowledge that the baches provide a guardianship role for the area via reduced licence fees.
21. On the expiry (or earlier termination) of the licence each bach owner would be required to remove their bach, all improvements, and reinstate the site. However, this will be assessed on a case by case basis, at Council's discretion, and in compliance with all local authority policies and legislation which may apply.
22. Officers met with bach owners at a drop in session on 7 May 2014 at the Owhiro Bay Visitor's Centre to discuss Council's plan to put licences in place. The drop in session was an opportunity for bach owners to ask any questions and raise matters for consideration.

23. Since this time officers have had had meetings, phone and email contact with 8 out of the 9 bach owners.
24. These meetings and discussions have resulted in the proposed licence which seeks to balance the parties' needs.
25. The proposed licence is included as Attachment 3. Key terms are proposed as follows:
  - a. Term: 11 + 11 + 11 years  
(i.e. initial 11 year term with 2 rights of renewal for 11 years each)
  - b. Final expiry date: 30 June 2048  
(or sooner if cancelled, surrendered or on the death of the last surviving licensee)
  - c. Licence Fee: \$500 + GST per annum
  - d. Licensed use: short term bach occupation

### **Conclusion**

26. Officers recommend that the Environment Committee give approval for licences to be granted to the nine baches at Red Rocks and Mestanes Bay, South Coast.

### **Attachments**

Attachment 1.	Red Rocks Baches	Page 207
Attachment 2.	Mestanes Bay Baches	Page 208
Attachment 3.	Licence Template	Page 209

Author	Grace Clapperton-Rees, Property Advisor
Authoriser	Greg Orchard, Chief Operating Officer

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## **SUPPORTING INFORMATION**

### **Consultation and Engagement**

Public consultation will be undertaken as required under the Reserves Act 1977.

### **Treaty of Waitangi considerations**

There are no Treaty of Waitangi considerations.

### **Financial implications**

There are no substantial financial implications

### **Policy and legislative implications**

The proposed licences will be subject to the provisions of the Reserves Act 1977.

### **Risks / legal**

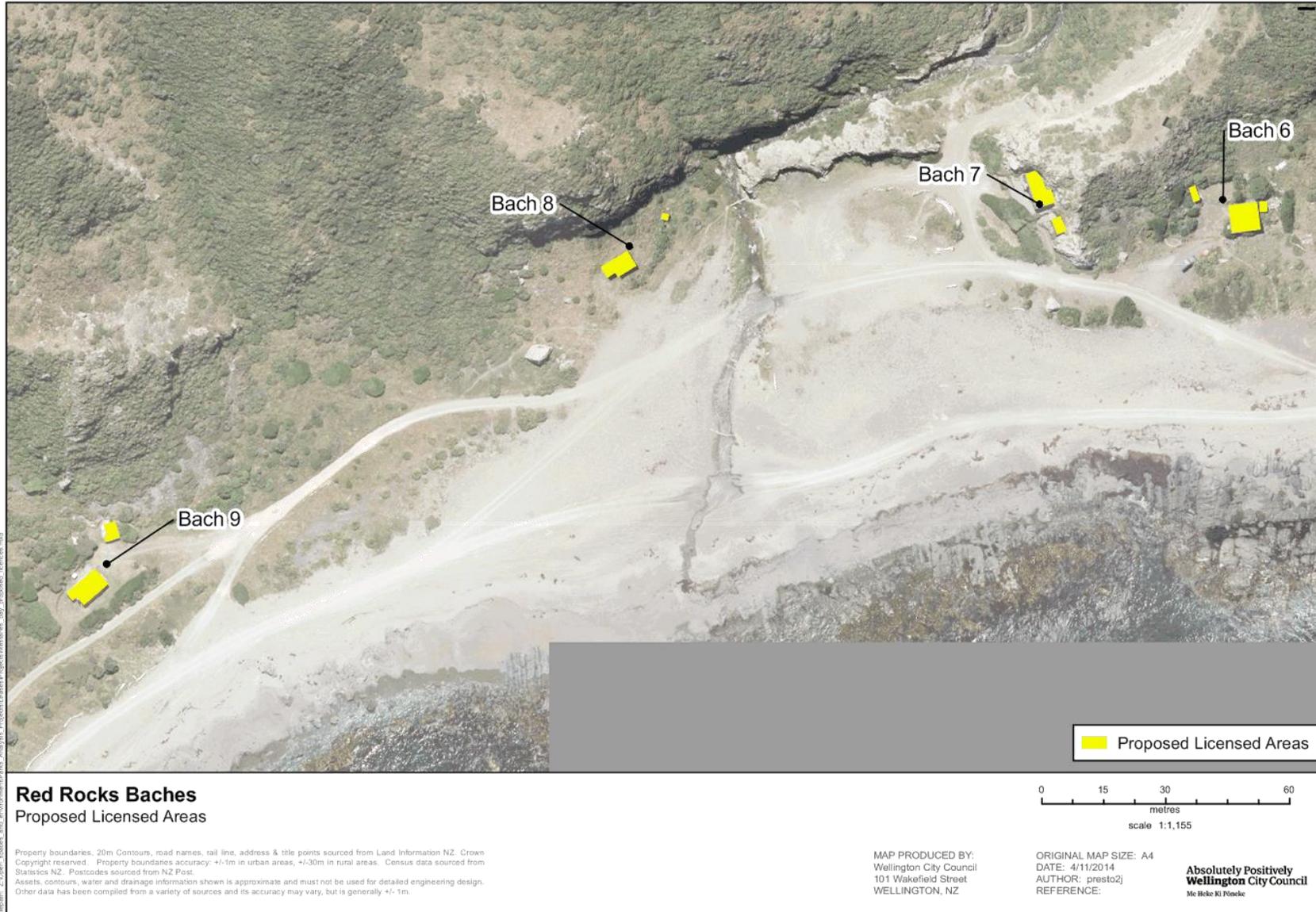
The proposed licences will be subject to the provisions of the Reserves Act 1977.

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

The proposed licences will have no substantial climate change impact

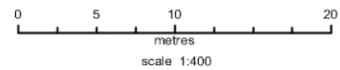
### **Communications Plan**

Not required





**Mestanes Bay Baches**  
**Proposed Licensed Areas**



Property boundaries, 20m Contours, road names, rail line, address & title points sourced from Land Information NZ. Crown Copyright reserved. Property boundaries accuracy: +/-1m in urban areas, +/-30m in rural areas. Census data sourced from Statistics NZ. Postcodes sourced from NZ Post. Assets, contours, water and drainage information shown is approximate and must not be used for detailed engineering design. Other data has been compiled from a variety of sources and its accuracy may vary, but is generally +/- 1m.

MAP PRODUCED BY:  
 Wellington City Council  
 101 Wakefield Street  
 WELLINGTON, NZ

ORIGINAL MAP SIZE: A4  
 AUTHOR: presto2j  
 DATE: 29/10/2014  
 REFERENCE:

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

**OCCUPATION LICENCE**  
**SOUTH COAST BACH [SITE NO. OR CODE#]**

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Between

**WELLINGTON CITY COUNCIL** (Council)

and

**[ NAME OF LICENSEE/ TENANT ]** (Licensee)

 **Simpson Grierson**

Barristers & Solicitors  
Auckland & Wellington, New Zealand  
[www.simpsongrierson.com](http://www.simpsongrierson.com)

**AGREEMENT DATED** **2014**

**PARTIES**

1. **WELLINGTON CITY COUNCIL** (Council)
2. **[ Name of Licensee / Tenant ]** (Licensee)

**BACKGROUND**

- A. The Council is the owner of the Licensed Area which is located on part of the Reserve comprised and described in Computer Freehold Register **WN41A/291** and classified as historic reserve, subject to the Reserves Act 1977.
- B. The Bach is one of a number of baches on a site that is registered as a Historic Area by Heritage New Zealand under section 31 of the Historic Places Act 1993.
- C. The Bach was erected on the Licensed Area and is owned by the Licensee. Prior to the execution of this Licence, no formal documentation is in place which authorises the Licensee's occupation of the Licensed Area, and the Licensee occupies the Licensed Area at the Council's discretion.
- D. The Council has agreed to formalise the terms of the Licensee's occupation of the Licensed Area by granting a licence of the Licensed Area to the Licensee under section 58A of the Reserves Act 1977.

**SIGNED** on behalf of **WELLINGTON CITY COUNCIL** as Licensor by:

\_\_\_\_\_  
Full name Signature

\_\_\_\_\_  
Full name Signature

**SIGNED** by **[Licensee's name]** as Licensee in the presence of:

\_\_\_\_\_  
**[Licensee's name]**

**Witness:**

\_\_\_\_\_  
Signature of witness

\_\_\_\_\_  
Full name of witness

\_\_\_\_\_  
Occupation of witness

\_\_\_\_\_  
Address of witness

REFERENCE SCHEDULE

<b>LICENSED AREA:</b>	The area comprising approximately [#] square metres more or less being the land on which the building known as the [#Name#] Bach [# and anything else eg outhouse and/or septic tank#] is located, as marked in [#colour#] on the attached plan.
<b>RESERVE:</b>	Historic Reserve (known as "Red Rocks/Pariwhero Reserve") being Lot 1 Deposited Plan 28821 as comprised and described in Computer Freehold Register WN41A/291
<b>COMMENCEMENT DATE:</b>	1 July 2015
<b>INITIAL TERM:</b>	11 years from the Commencement Date, subject to the expiry provisions below.
<b>RENEWAL TERMS:</b>	The Licensee is entitled to two rights of renewal:  (i) The renewal dates are: <ul style="list-style-type: none"><li>• 1 July 2026; and</li><li>• 1 July 2037;</li></ul> (ii) Each Renewal Term is for 11 years.
<b>EXPIRY DATE:</b>	The term of this Licence will expire upon the earliest of the following occurring:  (i) 30 June 2026; or (if this Licence is renewed) 30 June 2037; or (if this Licence is further renewed) 30 June 2048;  (ii) This Licence being surrendered by the Licensee; or  (iii) The death of the Licensee (or where there is more than one Licensee, the death of the last surviving Licensee); or  (iv) This Licence being cancelled pursuant to clause 14; or  (v) The Bach being partially or totally destroyed or becoming uninhabitable for any reason whatsoever (this will be assessed on a case by case basis, with advice from the Heritage New Zealand).

Occupation Licence

Page 3

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<b>FINAL EXPIRY DATE:</b>	The final expiry date of this Licence will be 30 June 2048;
<b>LICENCE FEE:</b>	\$500.00 plus GST payable annually in advance commencing on the Commencement Date.
<b>LICENCE FEE REVIEW DATES:</b>	Three years from the Commencement Date and every third anniversary of the Commencement Date thereafter
<b>INTEREST ON OVERDUE LICENCE FEE:</b>	20% per annum
<b>LICENSED USE:</b>	Short term Bach occupation
<b>COUNCIL'S CONTACT DETAILS:</b>	Property Advisor Property Wellington City Council PO Box 2199, 101 Wakefield Street WELLINGTON
<b>LICENSEE'S CONTACT DETAILS:</b>	Fax: 04 801 3002 [ # ]

**THIS AGREEMENT RECORDS THAT:**

**1. GRANT OF LICENCE**

- 1.1 The Council grants the Licence Rights to the Licensee for the Term beginning on the Commencement Date and ending on the Expiry Date, at the Licence Fee and subject to the terms of this Licence. The Licensee accepts those rights.

**2. RENEWAL**

- 2.1 **Preconditions:** The Licensee must give the Council three (3) months' notice in writing that the Licensee wishes to renew this Licence for a further Term. If:

- (a) the Licensee has not breached any of its obligations under this Licence; and  
(b) the Council approves the renewal of this Licence;

then the Council will at the Licensee's cost offer a new licence of the Licensed Area to the Licensee on the same terms and conditions as this Licence.

- 2.2 The Council will use its best endeavours to contact the Licensee prior to the date that the three (3) months' notice referred to in clause 2.1 above is required, to advise the Licensee that the Licence is due to expire if the Licensee does not elect to renew it.

- 2.3 **Documentation:** If so requested by the Council the Licensee will execute a Deed of Renewal or new licence under clause 2.1 in the form prepared by the Council's solicitor.

**3. LICENCE FEE REVIEW**

- 3.1 **Guardianship:** The Council acknowledges that the Licensee provides a guardianship role in the immediate and surrounding area of the Reserve and that this is reflected in the initial Licence Fee, which is lower than a current market licence fee. From time to time the Licensee may provide assistance and help to other users of the South Coast when appropriate (for example calling emergency services on behalf of an injured person).

- 3.2 **Licence Fee Review:** The annual Licence Fee will be reviewed every three(3) years on the Licence Fee Review Date in accordance with the cumulative upwards movement of the applicable December to December Consumer Price Index (CPI) (or any similar or equivalent Index in the event that the CPI ceases to be published) for each of the three previous years. To avoid doubt, the appropriate adjustment in the Licence Fee on each Licence Fee Review Date will be calculated cumulatively by adding each of the previous three annual CPI increases together.

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4. **PAYMENT OF LICENCE FEE**

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4.1 **Licence Fee:** The Licensee must pay the Licence Fee in full (with no deduction or set-off) to the Council annually in advance.

4.2 **Method:** All payments of the Licence Fee may be made to the Council either by direct bank payment, cash, cheque, or as the Council may otherwise direct.

5. **OUTGOINGS**

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5.1 **No Utilities:** The Licensee acknowledges that permanent reticulated services are not permitted to be installed to service the Bach.

6. **LICENSEE'S ACKNOWLEDGEMENT**

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6.1 The Licensee acknowledges and agrees that:

(a) **Vulnerable Natural Environment:** The Licensed Area is in a vulnerable natural environment that is prone to a number of hazards (including erosions, tsunamis, earthquakes, storm surges and other storm events) and that the Council is not responsible for any damage to the Bach or any injury or damage from such events; and

(b) **Access:** Access to and from the Bach along the South Coast is vulnerable to natural hazards and that the access route to the Bach is shared with the public and other users. The Licensee acknowledges that access may be closed off by the Council for operational reasons (for example, on Sundays to enable the public to walk along the area) or inaccessible as a result of hazards. The parties agree that the Council has no obligation to provide access to and from the Bach to the Licensee.

(c) **Reserve Gate:** The parties acknowledge and agree that the entrance gate to the Reserve will be locked during daylight hours on Sundays and at any other times stated in any prevailing Wellington City Council policy which may apply.

7. **GST**

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7.1 **Payment:** The Licensee must pay to the Council all GST payable on the Licence Fee and other money payable by the Licensee under this Licence. The Licensee must pay GST on the Licence Fee on each occasion when any part of that fee falls due for payment and on any other money payable by the Licensee on demand.

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**8. DEFAULT INTEREST**

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**8.1** If the Licensee fails to pay any instalment of the Licence Fee or any other money payable under this Licence for ten (10) Working Days after:

(a) **Due Date:** the due date for payment; or

(b) **Demand:** the date of the Council's demand, if there is no due date;

then the Licensee must on demand pay interest at the Default Interest Rate on the money unpaid from the due date or the date of the Council's demand (as the case may be) down to the date of payment.

**9. LIMITATION ON LICENCE RIGHTS**

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**9.1 Payment and Performance:** The Licence Rights are subject to the Licensee:

(a) **Payment:** paying all amounts due under this Licence on the due date; and

(b) **Performance:** performing all of the Licensee's obligations under this Licence.

**9.2 Assignment, etc:** The Licence Rights are personal to the Licensee. Subject to clause 9.3, the Licensee must not:

(a) **Assign:** assign or agree to assign this Licence or any of the Licence Rights;

(b) **Sub-license:** sub-license or agree to sub-license any of the Licence Rights; or

(c) **Security Interest:** grant or agree to grant any security interest (as defined in the Personal Property Securities Act 1999) in or over this Licence or the Licence Rights.

**9.3 Renting of Bach to third parties:** To avoid doubt, the Council acknowledges and agrees that the Licensee may not rent the Bach to third parties for accommodation purposes but the Bach may be used by invitees of the Licensee. The Licensee will be responsible for the acts or omissions of any invitee of the Licensee and if any invitee of the Licensee commits a breach of this Licence, then the Licensee will also be deemed to be in breach of this Licence.

**10. USE OF LICENSED AREA**

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**10.1 Limitation on Usage:** The Licensee may use the Licensed Area only for the Licensed Use and for no other purpose. The Licensee acknowledges that a change in the Licensed Use is expressly prohibited under this Licence and constitutes a breach of the Licensee's obligations, in which case clause 14 of this Licence shall apply.

- 10.2 Use of Licensed Area Not to Create Hazard:** The Licensee shall take all reasonable care to ensure that the Bach is not and does not become a fire hazard and shall take the same care to ensure that the Licensee's activities do not become a hazard to public health or safety or otherwise cause a nuisance to the Council or to other Licensees or to the public.
- 10.3 Rubbish:** The Licensee shall not allow any rubbish to accumulate or remain on or adjacent to the Licensed Area. The Licensee shall not dispose of any rubbish on any other part of the Reserve. If the Licensee fails to observe and perform this condition, the Council may remove and dispose of the rubbish at the cost of the Licensee.
- 10.4 Human Waste:** The Licensee must install and maintain toilet facilities for use by the Licensee, which have been approved by the Council, in a location and of a type appropriate to the area. These toilet facilities shall be kept in a sanitary condition at all time.
- 10.5 Water Supply:** The Licensee has the right to use water from any streams that run through the Reserve so long as it complies with Greater Wellington Regional Council policy. The Council will also comply with Greater Wellington Regional Council policy but has no responsibility to:
- (a) ensure that water from the streams is available for use by the Licensee;  
or
  - (b) ensure the quality of the water from the streams is suitable for use by the Licensee.
- 10.6 Pollution:** The Licensee shall not do or allow to be done anything which would pollute the Reserve or any stream or watercourse running through the Reserve.
- 10.7 Risk:** The Licensee acknowledges that the Licensee and all persons authorised by the Licensee to have access to the Licensed Area and to enter the Bach do so at their own risk.
- 11. CONDUCT ON THE LICENSED AREA**
- 
- 11.1 Noise:** The Lessee must limit noise levels to a moderate level and in particular must keep the noise level at the boundaries of the Licensed Area to within the requirements of the District Plan and any resource consent issued in respect of any activity on the Licensed Area.
- 11.2 Nuisance:** The Licensee must not use or permit the Licensed Area or Bach or any part of the Reserve to be used for any activity which is or may become dangerous, offensive, noxious, noisy, illegal or immoral or which is or may become a nuisance or annoyance to the Council or to other Licensees.
- 11.3 Evacuation Plan:** The Licensee is required to have an evacuation procedure in place for natural disasters (including but not limited to an earthquake, tsunami, landslide and storm events).

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**12. STANDARD OF BUILDINGS**

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**12.1 No New Buildings or Alternations:** The Licensee shall ensure that:

- (a) no new buildings or other structures or improvements are erected on the Licensed Area;
- (b) no structural alterations of any type or any other alterations increasing the external dimensions or load carrying capacity of the Bach are carried out.

**12.2 No Advertising, Painting or Changes to the External Appearance without Consent:** The Licensee must not:

- (a) advertise on the Bach; or
- (b) paint the Bach (with the exception of minor touch ups or repainting of the Bach on a like for like basis);
- (c) make changes to the external appearance of the Bach;

without first giving details and specifications (if appropriate) of the proposed work to the Council and obtaining the Council's prior written consent as landowner, in addition to any separate approval required from the Council as a regulatory authority.

**12.3 Maintain in Good Order:** The Licensee must keep and maintain to the satisfaction of the Council the exterior of the Bach in good, clean and substantial order, repair and condition. The Licensee is responsible for any repairs, replacement or maintenance which are associated with and may be required to the Bach from time to time.

**12.4 Licensee May Undertake Repairs:** The Licensee may, to comply with its obligations pursuant to clause 12.3 above, undertake repairs to the Bach provided that that any such repairs do not constitute a breach of clause 12.2(a) or 12.2(b).

**12.5 Notice to Remedy:** If the Council determines at any time that the Bach is not, in its opinion, in good, clean and substantial order, repair and condition then the Council shall give notice to the Licensee specifying the defect(s) and requiring the Licensee within a reasonable time of such notice to remedy the defect(s).

**12.6 Failure to Comply:** Failure to comply with any notice served under clause 12.5 will constitute a breach and clause 14 of this Licence shall apply.

**13. INSPECTION**

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**13.1 Right to Inspect:** The Licensee shall, at the Licensee's discretion (acting reasonably) permit the Council's staff to enter the Licensed Area and inspect the Bach at all reasonable times during daylight hours. Notice of the Council's intention to inspect the Licensed Area shall, where practicable, be given to the Licensee at least **seven (7) days** in advance.

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14. **DEFAULT AND CANCELLATION**

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14.1 **Cancellation for Breach:** The Council may (in addition to the Council's right to apply to the Court for an order for possession) cancel this Licence by re-entering the Licensed Area at the time or any time afterwards if:

- (a) **Payment of Licence Fee:** any instalment of the Licence Fee is in arrears for ten (10) Working Days after the due date for payment, or the date of the Council's demand (if there is no due date), and the Licensee has failed to remedy that breach within ten (10) Working Days after service on the Licensee of a notice in accordance with section 245 of the Property Law Act 2007;
- (b) **Performance:** the Licensee fails to perform or observe any of the Licensee's obligations under this Licence (other than the covenant to pay the Licence Fee) and the Licensee has failed to remedy that breach within the period specified in a notice served on the Licensee in accordance with section 246 of the Property Law Act 2007;

14.2 **Cancellation for Abandonment:** If, at any time after making any such enquiries as the Council thinks fit and having given the Licensee an opportunity to explain its use of the Licensed Area and the Bach, the Council is of the opinion that the Licensed Area and the Bach has been abandoned by the Licensee, then the Council may cancel this Licence by giving the Licensee not less than six (6) months' written notice.

15. **REMEDY BY COUNCIL**

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15.1 **Option for Council:** If the Licensee fails to pay any money payable under this Licence (other than the Licence Fee), or fails to perform or observe any of the Licensee's obligations under this Licence, the Council may remedy that breach. The Council is under no obligation to do so and will not limit or affect any of the Council's other rights, remedies or powers in doing so.

15.2 **Council's Costs:** If the Council spends money in remedying the Licensee's default under this Licence, the Licensee must pay to the Council on demand:

- (a) **Amount Spent:** the amount spent by the Council in remedying any default; and
- (b) **Default Interest:** interest at the Default Interest Rate on any amount spent calculated on a daily basis from the date of the Council's expenditure to the date that the Licensee reimburses the Council for that expenditure.

16. **REMOVAL ON EXPIRY OF TERM**

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16.1 **Removal on Expiry of Term:** The Licensee must remove the Bach and all other improvements installed by the Licensee on the Licensed Area (**Licensee's Property**), and repair any damage caused by that removal, prior to or on the expiry of the Term unless prior arrangements have been made between the

parties. To avoid doubt, the parties acknowledge that removal of the Bach will be assessed on a case by case basis, at Council's discretion, and in compliance with all local authority policies and legislation which may apply.

- 16.2 Removal on Cancellation:** If the Council cancels this Licence under clause 14, the Licensee must remove the Licensee's Property, and repair any damage caused by that removal, within five (5) Working Days of the cancellation unless prior arrangements have been made between the parties.
- 16.3 Failure to Comply:** If the Licensee fails to comply with either clause 16.1 or 16.2, the Council may remove the Licensee's Property and repair any damage caused by that removal. In that case, the Licensee must pay to the Council on demand all costs incurred by the Council in doing so. To avoid doubt, the parties acknowledge that removal of the Bach will be assessed on a case by case basis, at Council's discretion, and in compliance with all local authority policies and legislation which may apply.
- 16.4 Sale of Licensee's Property:** If the Licensee fails to comply with a demand under clause 16.3, then the Council may sell those items of the Licensee's Property removed by the Council in any manner the Council sees fit to meet the Council's costs of removal and apply the balance (if any) towards meeting the Council's claims against the Licensee. The Council will not have to pay compensation for the Licensee's Property to the Licensee.

#### 17. NO LEASE OR RESIDENTIAL TENANCY

- 17.1 Licence Not Lease:** The Licensee acknowledges that:
- (a) **In Personam Rights Only:** the Licensee's rights under this Licence are in personam rights only; and
  - (b) **No Lease Created:** the granting of this Licence does not create a lease or an interest in the Licensed Area or otherwise confer on the Licensee any rights of exclusive possession of the Licensed Area.
- 17.2 Residential Tenancies Act 1986:** The parties acknowledge that pursuant to section 5(1)(t) of the Residential Tenancies Act 1986 this Licence is not subject to and does not fall with the provisions of the Residential Tenancies Act 1986.
- 17.3 No Caveat:** The Licensee must not register a caveat over the computer freehold register to the Reserve relating to the Licensee's interest under this Licence.

#### 18. COSTS

- 18.1** The Licensee must pay to the Council on demand all reasonable costs (including legal costs), charges and other expenses which the Council may incur or for which the Council may become liable relating to:
- (a) **Remedying Breach:** the Council remedying the Licensee's breach of any term of this Licence;

- (b) **Exercise of Powers:** the Council's exercise or attempted exercise or enforcement of any power, right or remedy conferred on the Council by this Licence; and
- (c) **Proposals:** the consideration and approval (if given) of any proposals made by the Licensee to the Council in respect of this Licence.

## 19. RESOLUTION OF DISPUTES

19.1 **Disputes:** If any dispute, difference or question arises between the parties about:

- (a) **Interpretation:** the interpretation of this Licence;
- (b) **Licence:** anything contained in or arising out of this Licence;
- (c) **Rights, Liabilities or Duties:** the rights, liabilities or duties of the Council or the Licensee; or
- (d) **Other Matters:** anything else relating to the relationship of the Council and the Licensee under this Licence (including claims in tort as well as in contract);

the parties may refer that matter to informal mediation, if both parties agree, having regard to the nature of the dispute or difference between them and the potential delays and costs which might arise if that matter is referred to arbitration.

19.2 **Appointment of Mediator:** The parties must try to agree on the mediator, who must be a senior solicitor or barrister practising in the district in which the Reserve is situated. If they cannot agree, the president or any vice-president for the time being of the New Zealand Law Society (or his or her nominee) will nominate the mediator on either party's application. The mediator's decision will be final and binding on both parties.

19.3 **Arbitration:** If the parties do not agree to refer the dispute, difference or question to mediation under clause 19.1 within (5) five Working Days of that dispute, difference or question arising, then it will be referred to the arbitration of a single arbitrator under the Arbitration Act 1996.

19.4 **Arbitrator:** The parties must try to agree on the arbitrator. If they cannot agree, the president or any vice-president for the time being of the New Zealand Law Society (or his or her nominee) will nominate the arbitrator on either party's application.

19.5 **Action at Law:** The parties must go to arbitration under this section before they can begin any action at law (other than an application for injunctive relief or debt collection).

## 20. NOTICES

20.1 **Service of Notices:** Any notice or document required or authorised to be given or served under this Licence must be given or served:

- (a) **Sections 245 or 246 Property Law Act:** in the case of a notice under sections 245 or 246 of the Property Law Act 2007, in the manner prescribed by section 353 of that Act; and
  - (b) **Other Cases:** in all other cases, unless otherwise required by sections 352 to 361 of the Property Law Act 2007:
    - (i) in the manner authorised by sections 354 to 361 of the Property Law Act 2007; or
    - (ii) by personal delivery, or by posting by registered mail or ordinary mail, or by facsimile, or by email.
- 20.2 Time of Service:** In respect of the means of service specified in clause 21.1(b)(ii) any notice or other document will be treated as given or served and received by the other party:
- (a) **Personal Delivery:** when received by the addressee;
  - (b) **Post:** ten (10) Working Days after being posted to the addressee's last known address in New Zealand;
  - (c) **Email:** when acknowledged by the addressee by return email or otherwise in writing.
- 20.3 Signature of Notices:** Any notice or document to be given or served under this Licence must be in writing and may be signed by:
- (a) **Party:** the party giving or serving the notice;
  - (b) **Attorney etc:** any attorney for the party serving or giving the notice; or
  - (c) **Authorised Person:** the solicitor or any director, officer, employee or other agent who has authority to give or serve the notice.

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**21. COUNCIL AS REGULATORY AUTHORITY**

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**21.1** The Council has signed this Licence in its non-regulatory capacity, as landowner and administering body of the Reserve. This Licence does not bind the Council in its capacity as a regulatory authority in any way, and any consent or agreement the Council gives under this Licence is not an agreement or consent in its regulatory capacity and vice versa. When acting in its regulatory capacity, the Council is entitled to consider all applications to it without regard to this Licence. The Council will not be liable to the Licensee or any other party if, in its regulatory capacity, the Council declines or imposes conditions on any consent or permission that the Licensee or any other party seeks for any purpose associated with this Licence.

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**22. DEFINITIONS AND INTERPRETATION**

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**22.1 Definitions:**

**Act** means the Reserves Act 1977;

**Bach** means all structures, buildings and improvements erected on the Licensed Area either at the commencement of the Licence or during the Term;

**Council** means the Wellington City Council acting in its capacity as landowner and administering body under the Act;

**Expiry Date** means the expiry date of this Licence as determined by the provisions in the Reference Schedule;

**GST** means tax levied under the Goods and Services Tax Act 1985 and includes any tax levied in substitution for that tax;

**Initial Term** means the term from the Commencement Date until the Expiry Date of this Licence;

**Licence** means this Licence Agreement;

**Licence Fee** means the annual licence fee payable by the Licensee under this Licence, subject to review under clause 3;

**Licence Fee Review Dates** means the first anniversary of the Commencement Date and every year after that date;

**Licence Rights** means:

(a) **Licensed Use:** the non-exclusive right to carry on the Licensed Use on and from the Licensed Area; and

(b) **Access:** the non-exclusive right to have access to the Licensed Area through those parts of the Reserve that are necessary to give access to the Licensed Area in order to carry out the Licensed Use;

**Licensed Area** means that part of the Reserve more particularly outlined on the plan attached to this Licence;

**Licensed Use** means Short term Bach occupation;

**Licensee** means [licensee's name, licensee's address (add the word "at" or "of" before address)];

**Renewal Term** means the renewal terms defined in the Schedule;

**Reserve** means the reserve named in the Reference Schedule;

**Term** means the term of this Licence as defined in the Schedule, and includes the Initial Term and (if this Licence is renewed) the Renewal Term and (if this Licence is further renewed) any further Renewal Term; and

**Working Day** has the meaning given to it in the Property Law Act 2007;

- 22.2 Defined Expressions:** expressions defined in the main body of this Licence have the defined meaning in the whole of this Licence including the background;
- 22.3 Headings:** section, clause and other headings are for ease of reference only and do not form any part of the context or affect this Licence's interpretation;
- 22.4 Negative Obligations:** any obligation not to do anything includes an obligation not to suffer, permit or cause that thing to be done;
- 22.5 No Limitation:** references to anything of a particular nature either before or after a general statement do not limit the general statement unless the context requires;
- 22.6 Parties:** references to parties are references to parties to this Licence and include each party's executors, administrators and successors;
- 22.7 Persons:** references to persons include references to individuals, companies, corporations, partnerships, firms, joint ventures, associations, trusts, organisations, governmental or other regulatory bodies or authorities or other entities in each case whether or not having separate legal personality;
- 22.8 Plural and Singular:** singular words include the plural and vice versa;
- 22.9 Sections and Clauses:** references to sections and clauses are references to this Licence's sections and clauses; and
- 22.10 Statutes and Regulations:** references to a statute include references to regulations, orders, rules or notices made under that statute and references to a statute or regulation include references to all amendments to that statute or regulation whether by subsequent statute or otherwise.



## COMPLETION OF SKYLINE TRACK - PROJECT PLAN

### Purpose

1. To brief Councillors on the project plan for the completion of the Skyline Track, linking Johnsonville and Tawa.

### Summary

2. The aim of this project is to create a public walking and mountain bike track from Old Coach Road (Johnsonville) to Spicer Forest and the Council owned forest at 944 Ohariu Valley Road with a link to Redwood Bush in Tawa. The project plan breaks the development of this track into a number of sections. Some of these sections are dependent on the progress of private subdivisions. The track alignment will be secured through reserves agreements, resource consent conditions and a private agreement in upper Stebbings Valley. It is estimated that the track will be implemented in stages over the next two to three years.

### Recommendation

That the Environment Committee:

1. Receive the information.

### Background

3. The Environment Committee agreed to support the indicative route from Old Coach Road to Spicer Forest following the eastern side of Stebbings Valley along Marshall Ridge. The Committee was briefed on progress in September, and at that meeting requested a report back on a project plan, noting that the objective is to have part or all of the track completed by March 2016.

### Discussion

4. The aim of this project is to create a public walking and mountain bike track between Old Coach Road (Johnsonville) to Spicer Forest and the Council owned forest at 944 Ohariu Valley Road with a link to Redwood Bush in Tawa. There are a number of sections to this track, some of which are dependent on the progress of private subdivision developments. This means that officers are only able to estimate the timing for the completion of some stages. Based on these estimates the track is likely to be completed within two to three years. Key actions for each section are summarised in *Table 1*, and then described more fully below. Maps for each section are attached.

5. Project Plan Summary – *Table 1*.

Sections	Actions	Estimated Timing
Section 1: Old Coach Rd to Winsley Tce	Two new sections of track at completion of McLintock St North development and Winsley Tce development.	McLintock St Nth, 1-2 years Winsley Tce, unknown
Section 2: Winsley Tce to Stebbings Rd	Combination of existing reserve track and road footpath. Way-finding signs needed.	Following McLintock St and Winsley Tce

Section 3: Stebbings Rd to Marshall Ridge	New tracks and footpath developed as part of the Stebbings Valley development.	Within 2-3 years (depending on road openings and public access within subdivision development areas)
Section 4: Upper Stebbings	New track would be required based on an agreement with the land owner.	Within 2-3 years (depending on road openings and public access within subdivision development areas)
Section 5: 944 Ohariu Valley Rd to Spicer Forest	New track through forestry (existing Council land) and bush (private land) required.	Within 2-3 years (depending on previous sections access)

### Detailed Project Plan

6. Section 1 - Old Coach Rd to Winsley Tce (*see map, Attachment 1*)
- *Description:* The Old Coach Rd track, currently starting at the end of McLintock Street, will connect to McLintock Street (North) once this development is complete. Follow the formed footpath down McLintock Street (North), turn right onto Ohariu Valley Road, then left onto Ohariu Road, down a new track connecting with Winsley Tce which will be formed as part of the development there. Note that as part of the roading projects in this area, footpaths are expected along Ohariu Valley Rd and Ohariu Rd (currently planned for 2020/21).
  - *Land tenure:* The development of this section is dependent on the completion of the development at McLintock St (North), estimated within the next 1-2 years, and the development at Winsley Tce. Tracks would all be on reserve or road once development is completed.
  - *Timing:* Subject to completion of two developments – McLintock Street Nth, estimated within next 1-2 years. The Winsley Tce development is only part way through the consent process. The track connection is dependent on transfer of a proposed reserve to WCC. It is not possible to put a timeframe on at this stage in the development process.
  - *Track specifications:* Walking track (dual use), and footpath.
  - *Funding:* The development of new tracks through here will be through reprioritisation of the existing track budget (CX435).
7. Section 2 - Winsley Tce to Stebbings Rd (*see map, Attachment 2*)
- *Description:* Follows suburban footpaths along Winsley Tce and Furlong Crescent then connects with existing tracks through Churton Park Reserve and Lakewood Reserve. Exit at Westchester Drive just before the shopping centre. Then cross the road to the Greater Wellington flood detention and dam area, and northern end of old Stebbings Road.
  - *Land tenure:* Council land, existing roads and reserves.
  - *Timing:* Following Old Coach Road – Winsley Tce completion.
  - *Track specifications:* Footpaths and tracks currently exist. Way-finding signs required.
  - *Funding:* Way-finding signs funded from existing budgets.

8. Section 3 – Stebbings Rd to Marshall Ridge (*see map, Attachment 3*)
- *Description:* Option (A) is to follow the new track being built by the developer along Stebbings Stream to the first land-bridge. Then right onto and up a new suburban road from the land-bridge to the Marshall Ridge reservoir. Option (B) heads north-east to the Marshall Ridge reservoir via footpaths and walkway connections between streets through new residential development.
  - *Land tenure:* The development of this section is dependent on progress with the development of Lower Stebbings Valley (east side). Option A is through land to vest to Council as part of the existing South Stebbings Valley Reserves Agreement, and then legal road (not yet built). Option B is still being explored through resource consent processes (not yet consented or built).
  - *Timing:* Earthworks are completed but timing is dependent on subdivision staging, estimates from the developer are that it may be usable within the next 2-3 years.
  - *Track specifications:* Walking track (dual use), and footpaths to be completed by the developer.
  - *Funding:* Option A is being developed already as part of the existing Reserves Agreement. Option B may involve some track development costs which will be funded from existing resources.
9. Section 4 – Marshall Ridge to Upper Stebbings (*see map, Attachment 4*)
- *Description:* This track will follow Marshall Ridge. There are two options depending on agreements with private landowners. Option (A) passes through adjoining privately owned forestry land and Crown land, until joining with the privately owned native bush land at the top of Tawa. Option (B) goes down the gully within the Stebbings Valley development and then continues up Upper Stebbings Valley ridge adjacent to the bush. A branch from this track will link into the track network in Redwood Bush in Tawa.
  - *Land tenure:* Part of Marshall Ridge is to vest as Council reserve in accordance with the South Stebbings Valley Reserves Agreement. Council has contacted the two owners of the adjacent forestry block to see if they are interested in an easement or sale. They have not responded. The Ohau Land & Cattle Company (owners of north Stebbings Valley) has indicated that they are willing to enter into an agreement to provide for access along farmland adjacent to the native bush above Redwood, Tawa.
  - *Timing:* This would happen in sequence with Section 3 development. As with Section 3, timing is dependent on practical and safe access through areas of subdivision development.
  - *Track specifications:* Walking track (dual use), mainly along farmland.
  - *Funding:* Marshall Ridge track will be developed as part of the existing South Stebbings Valley Reserves Agreement. The remaining tracks will be developed through the reprioritisation of the existing track budget (CX435).
10. Section 5 – 944 Ohariu Valley Rd to Spicer Forest (*see map, Attachment 5*)
- *Description:* The track will continue adjacent to and through the bush around the head of the valley to a farm gate on the northern boundary of 944 Ohariu Valley forestry block (WCC owned). A track would need to be developed through the 944 Ohariu Valley block, then through a short section of bush owed by the Ohau Land & Cattle Company, then into Spicer Forest. A new track would also be needed within Spicer Forest to connect into the existing track network there including Te Araroa Walkway.

- *Land tenure:* A mix of Wellington City Council reserve land and part Ohau Land & Cattle Company.
- *Timing:* This would happen in sequence with Section 3 and 4 development.
- *Track specifications:* Walking track (dual use), through forestry and native bush.
- *Funding:* The development of new tracks through here will be through the reprioritisation of the existing track budget (CX435).

### Track specifications

11. In accordance with Wellington City Council's Open Space Access Plan (2004) walking tracks would have the following physical characteristics and user groups:
  - The track will be well defined and benched provided any negative environmental impacts are minimised. Dual use tracks need a well compacted surface that will not easily degrade.
  - Marking must enable relatively inexperienced users to easily find their way in either direction in all weather conditions.
  - Flights of steps must have an even tread surface (ie not muddy or rough). Steps must have a maximum riser height of 0.2m and a minimum tread length of 0.3m. No more than 15% of the total length of dual use track may have steps.
  - The minimum width may be reduced for short sections of track. A long section of dual use track at the minimum width must have passing bays.
  - Walking Tracks will be clearly signposted with directional signs (which include both walking times and distances) at entrances and junctions. Dual use tracks will be labelled.
  - Vegetation must give visitors a clear passage, an unimpeded view of the surface and good visibility on corners. Windfalls are to be cleared within 48 hours of notification.
  - *Walkers:* People who want a good walk for up to a full day return. Tracks usually to a high standard to enable ease of use by relatively inexperienced users with a low level of outdoor skills and fitness. Recommended footwear is light walking boots or trainers.
  - *Runners:* Allows for relatively inexperienced runners with moderate fitness levels.
  - *Bikers:* Where appropriate, mountain bikers permitted access. Require alternative route at steps when flight exceeds six steps.

### Costs

12. *Track development:* Two sections of the new track will be built by the developer as part of Reserves Agreement (Lower Stebbings Valley, and Marshall Ridge).
13. Other components of track development are estimated to cost \$148,000. Depending on the staging, this could be reprioritised from the current track budget (CX435) which has an increase in years 16/17 and 17/18 in anticipation of strategic track building, including the Harbour Escarpment walkway.
14. *Easement compensation and/or acquisition:* Should landowners associated with section 4 agree to an easement, it is expected they would require some payment against the easement or for partial acquisition of the land. This would also involve survey and legal fees. There is currently no Wellington City Council funding for these easements, and any negotiation with landowners would need to be subject to Council approving the funding.

### **Next Actions**

15. Access through the private land currently under subdivision development have already been secured, but the physical development depends on the timing to ensure practical and safe access through areas of subdivision development. Officers will continue to proactively engage with these developers.
16. Officers will work on securing an agreement with Ohau Land & Cattle Company for access through the Upper Stebbings area (Sections 4 and 5) to align with the Marshall Ridge access (Section 3).
17. Based on the current estimated timeframes of subdivision developments, the complete walkway should be able to be developed within the next two to three years.

### **Attachments**

Attachment 1.	Section 1 Map	Page 231
Attachment 2.	Section 2 Map	Page 232
Attachment 3.	Section 3 Map	Page 233
Attachment 4.	Section 4 Map	Page 234
Attachment 5.	Section 5 Map	Page 235

Author	Amber Bill, Open Space and Spec Parks Manager
Authoriser	Michael Oates, Open Space and Recreation Planning Manager

## **SUPPORTING INFORMATION**

### **Consultation and Engagement**

Engagement has already occurred with key landowners and stakeholders including Te Araroa Trust. This will continue as the project develops.

### **Treaty of Waitangi considerations**

The proposal is consistent with relevant policies. No specific consultation has been carried out at this stage.

### **Financial implications**

There will be costs associated with the development and maintenance of new tracks. The proposal is to fund the development by reprioritising existing capital funding for track development.

### **Policy and legislative implications**

The policy supports Council's overall vision of Wellington Towards 2040: Smart Capital. The policy supports Council activities as a facilitator of recreation partnerships and provider of recreation services. Agreement to the policy will contribute to Council meeting the outcome of offering a diverse range of quality recreation and leisure activities (see outcome 7.1 Recreation Opportunities). Completing the Skyline Track is one of the actions in Our Capital Spaces: an open spaces and recreation framework for Wellington.

### **Risks / legal**

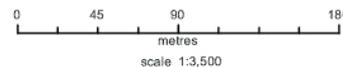
None identified.

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

No adverse impact.



**Section 1:**  
 Old Coach Road to Winsley Terrace



Property boundaries, 20m Contours, road names, rail line, address & title points sourced from Land Information NZ. Crown Copyright reserved. Property boundaries accuracy: +/-1m in urban areas, +/-30m in rural areas. Census data sourced from Statistics NZ. Postcodes sourced from NZ Post. Assets, contours, water and drainage information shown is approximate and must not be used for detailed engineering design. Other data has been compiled from a variety of sources and its accuracy may vary, but is generally +/- 1m.

MAP PRODUCED BY:  
 Wellington City Council  
 101 Wakefield Street  
 WELLINGTON, NZ

ORIGINAL MAP SIZE: A4  
 AUTHOR: gaskin2a  
 DATE: 5/11/2014  
 REFERENCE:

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

**Item 5.4 Attachment 2**



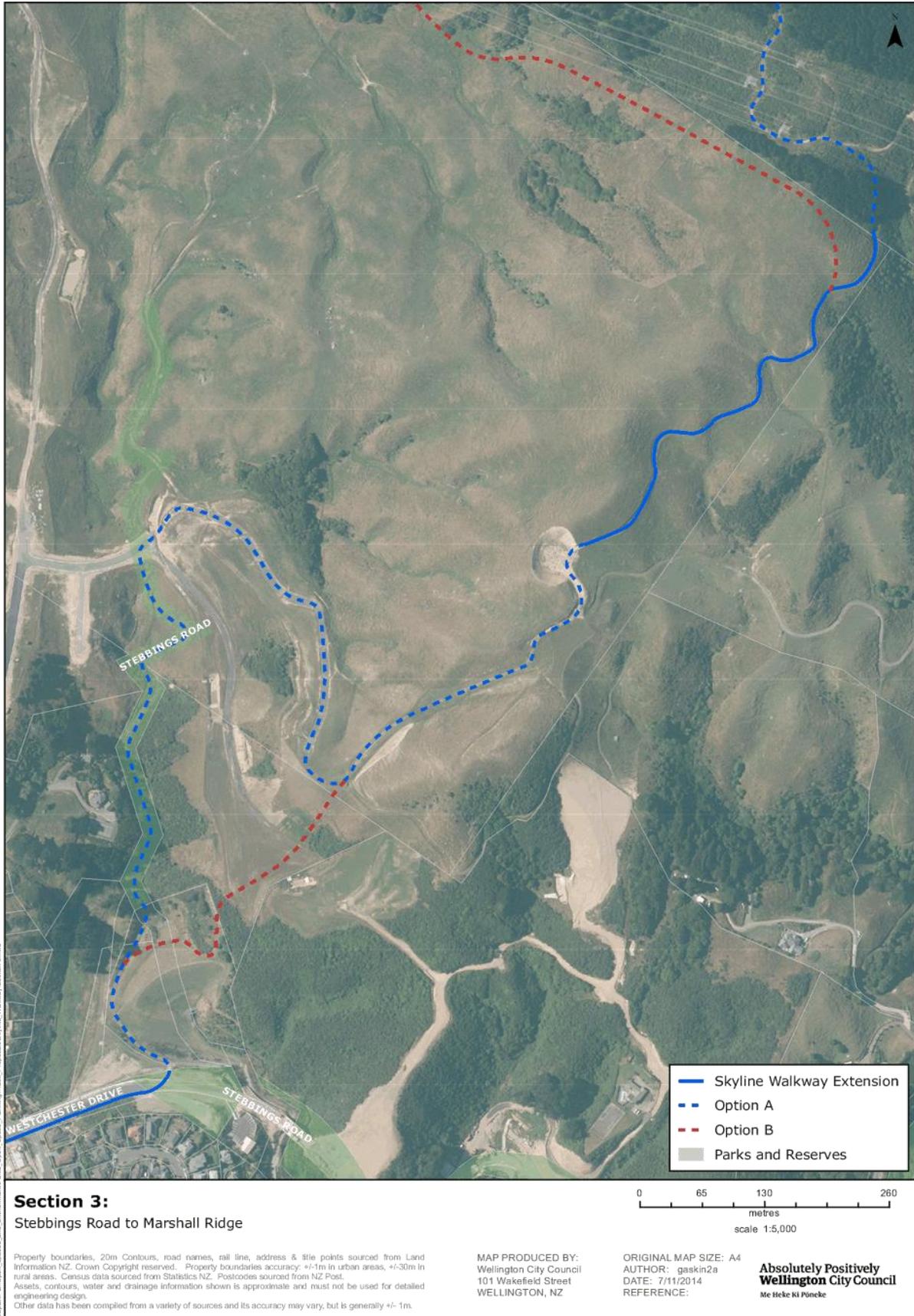
**Section 2:**  
**Winstley Terrace to Stebbings Road**

Property boundaries, 20m Contours, road names, rail line, address & title points sourced from Land Information NZ. Crown Copyright reserved. Property boundaries accuracy: +/-1m in urban areas, +/-30m in rural areas. Census data sourced from Statistics NZ. Postcodes sourced from NZ Post. Assets, contours, water and drainage information shown is approximate and must not be used for detailed engineering design. Other data has been compiled from a variety of sources and its accuracy may vary, but is generally +/- 1m.

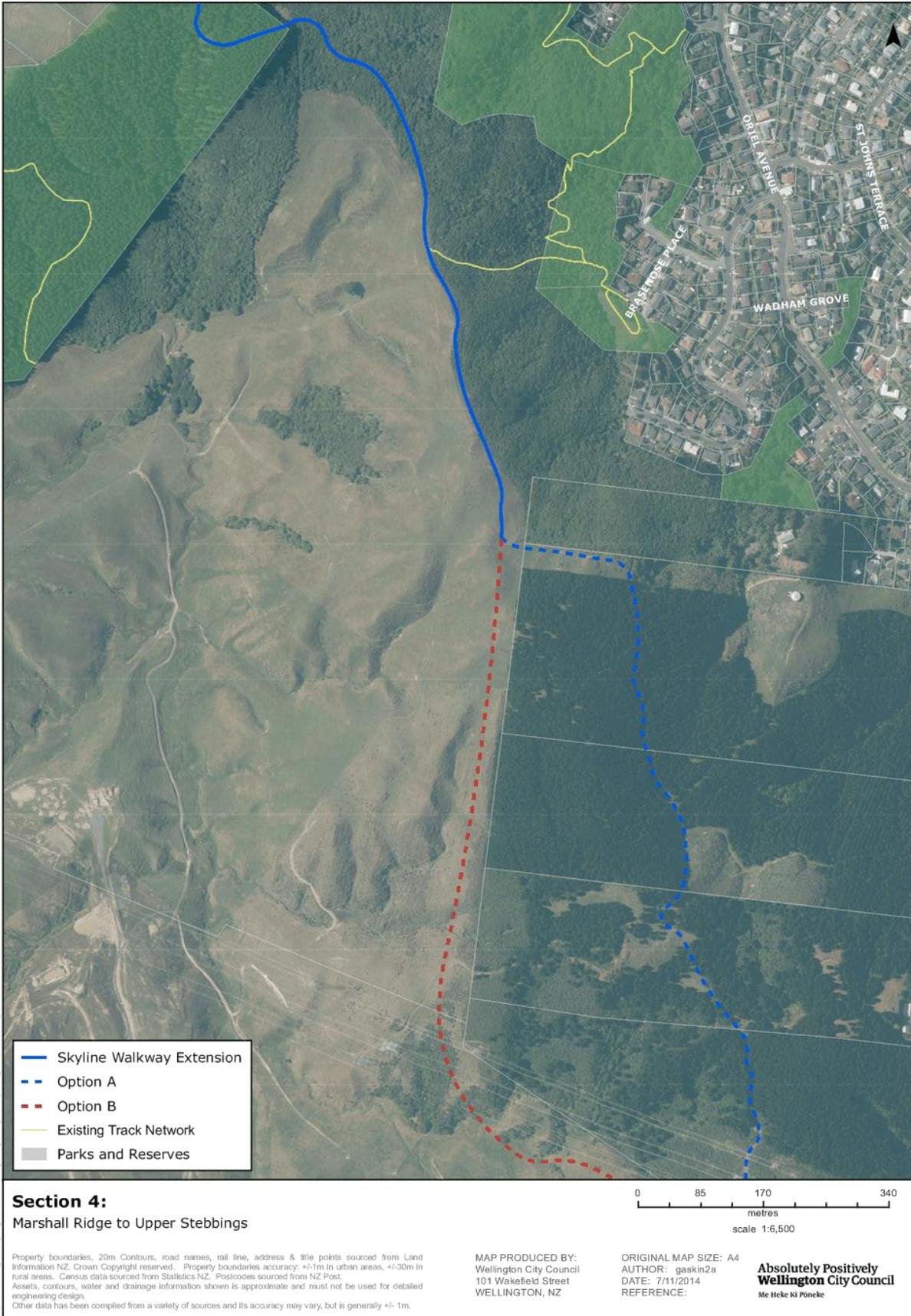
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ORIGINAL MAP SIZE: A4  
 AUTHOR: gaskin2a  
 DATE: 5/11/2014  
 REFERENCE:

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 Me Heke Ki Pōneke



**Item 5.4 Attachment 4**







## OUR LIVING CITY FUND - OCTOBER 2014

### Purpose

1. Provides recommendations for the distribution of the Council's Our Living City Fund.

### Summary

2. The Council provides grants to assist community groups to undertake projects that meet community needs. Grants are also a mechanism for achieving the Council's objectives and strategic priorities, especially those priorities that rely on community organisations carrying out specific activities.
3. The 2013 review of the grant criteria proposed a move away from generic criteria in favour of specific criteria for each fund. The review highlighted the need to move away from generic criteria in favour of specific criteria for each grant fund.

### Recommendations

That the Environment Committee:

1. Receive the information.
2. Agree to fund the applicants as listed below and in Attachment 2

Appln No	Organisation Name	Project Description	Total Cost	Amount requested	Recommended Amount	Comments
1	Adelaide Early Childhood Centre	Adelaide Community Garden	\$4,920	\$4,920	\$2,000	Support for community garden project, contributes to 'Healthy communities, including community gardens' focus area.
2	Aro Creative Inc	E-Cycle	\$630	\$50	\$50	Contribution to costs of community e-waste collection, seeking costs for staffing costs on the day.
3	Garden to Table Trust	Garden to Table in Wellington Schools	\$14,000	\$14,000	\$12,000	Support for start-up costs of projects in four local primary schools based on four activities- growing, harvesting, preparing and sharing fresh food. Promotes community connectedness.

**Item 5.5**

4	Great Harbour Way Trust under Cycle Aware Wellington Inc	Miramar Peninsula Ciclovias	\$14,760	\$14,760	\$2,000	Contribution to costs of cycling event, support recommended for same application through Social and Recreation Fund (\$4,000).
5	Living Streets Aotearoa Inc	Walk2Work Day 2015	\$6,330	\$4,100	\$2,000	Contribution to costs of event promoting walking and sustainable transport. Council can assist with promotion and publicity.
6	Local Food Network under Sustainability Trust	Local Food Week 2015	\$5,285	\$4,719	\$2,500	Celebration of local food via local food week events bringing together community gardens, restaurants and growers together.
7	Makara Peak Mountain Bike Park Supporters Inc	Makara Peak Supporters - Tools	\$2,103	\$2,103	\$2,000	Replacing worn out tools used by volunteers, hold an average of 50 volunteer 'work parties' every year. Contributes to biodiversity and pest management focus areas.
8	Mount Cook Preschool Incorporated	Outdoor Area Redevelopment - Design and Starting phase	\$1,960	\$1,960	\$220	Contribution to cost of installing two rainwater tanks in playground, delivers to 'water; conservation, efficiency and quality' and 'health communities' focus areas. Group can reapply for community garden contribution in March 2015.
		<b>Total:</b>	<b>\$49,988</b>	<b>\$46,612</b>	<b>\$22,770</b>	

## **Background**

4. The Our Living City Fund supports projects which serve to meet the “growing and enjoying our natural capital” and “reducing our environmental impact” goals of the Our Living City programme. The fund aims to support initiatives which provide opportunities for community enjoyment and kaitiakitanga of Wellington's natural environment. Projects should strengthen connections with nature which are acknowledged as a contributor to our quality of life.
5. This fund provides grants to community organisations for projects that meet the criteria for the fund (Attachment 1) and has supported a range of local volunteer driven initiatives.
6. The focus areas (priorities) for the fund are:
  - Green infrastructure and green urban networks.
  - Biodiversity and pest management, including beach, stream, and harbour cleanup.
  - Resilience to natural events.
  - Healthy communities, including community gardens.
  - Reducing emissions from stationary energy, transport, and waste and facilitating renewable energy development.
  - Water; conservation, efficiency and quality.

## **Discussion**

7. There are eight applications to the Our Living City Fund requesting a total of \$46,611.
8. This is the second of the three funding rounds for 2014-15, the closing date for which was 30 October 2014. The third and final round of 2014/15 will close on 23 March 2015 with applications considered by the Environment Committee on 23 April 2015.
9. Officers are recommending the Environment Committee support all eight projects with grants totalling \$22,770.
10. These recommendations (Attachment 2) are based on evidence of need, alignment with the Council's strategic goals, the fund criteria (Attachment 1) and the likely effectiveness of funding the project. Officers also take into account the management of previous funding (through accountability reports) and existing funding through other grants and contract funding.
11. Attachment 2 lists the applicant's organisation name, a brief project description, the total project cost, amount requested and general comments from Council Officers.
12. The original information provided through online application has been made available to members of the Committee.
13. The assessment process may include consultation with; the applicant, persons or organisations referred to in the application, Council officers from across the organisation- notably the Community, Sport and Recreation, Transport Planning and Community Services teams.
14. Applicants are given two working days where possible to respond to a request for more information, so some recommendations may be subject to change depending on responses received after this report has been written.
15. To ensure funds are used appropriately, conditions may be suggested should funding be approved. This is usually in cases where applicants need to use funds for a specific

aspect of their budget, to confirm with Council where activity might take place or if they are awaiting confirmation of sufficient funds from other sources.

**Next Actions**

16. The Environment Committee is asked to consider the applications received for the Our Living City Fund and decide whether or not it is appropriate to fund applicant organisations, and at what level.

**Attachments**

- Attachment 1. Our Living City Fund Criteria Page 242  
Attachment 2. Our Living City- October 2014 Recommendations Page 244

Author	Mark Farrar, Team Leader Funding and Relationships
Authoriser	Greg Orchard, Chief Operating Officer

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## **SUPPORTING INFORMATION**

### **Consultation and Engagement**

Council funds have been created to assist community initiatives in line with Council strategy. Council Officers engage and consult widely with a range of groups and organisations before funding applications are made and throughout the assessment process

### **Treaty of Waitangi considerations**

Funding application that could have implications for Maori are referred to WCC Treaty Relations Office for recommendations. For each of these grant funds there are specific criteria and questions relating to Maori, for the Our Living City Fund applicants are asked to describe how their project relates to concepts around the guardianship with mana whenua as kaitiaki of the natural environment.

### **Financial implications**

The Long Term Plan makes provision for community grants in several places - 2.1.6 - Community environmental initiatives, 3.1.4 - Grants and creative workforce, 4.1.4 – (Arts and) Cultural grants, and 5.2.4 - Grants (Social and Recreation). The Our Living City Fund under project C652.

### **Policy and legislative implications**

Consistent with long term plan Environmental and Social and Recreation strategy, Eco City and People Centred City.

### **Risks / legal**

No legal implications

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

The Our Living City Fund contributes to the achievement of the Council's climate change outcomes, particularly in relation to supporting community activity.

### **Communications Plan**

N/A

## **Attachment 1**

### **Criteria- Our Living City Fund**

This fund aims to improve Wellington's quality of life by strengthening urban-nature connections and building economic opportunities from a healthy environment

#### **About the fund**

The fund will support projects and activities like community conservation projects, community gardens, green infrastructure (living walls and roofs), and resilience to natural events, reducing emissions, reductions from stationary energy, transport, water and waste

#### **Fund objectives**

- To support community initiatives and projects those grows Wellington's natural capital and reduce our environmental impact.
- To support initiatives which provide opportunities for community enjoyment and kaitiakitanga of Wellington's natural environment.
- To strengthen Wellington's connections with nature to safeguard and develop one of our greatest strengths – our quality of life.

#### **Criteria**

The project makes a positive contribution to achieving the Council's Strategic outcomes:

##### **Towards 2040: Smart Capital strategy**

- **People Centred City:** Contributes to healthy, vibrant, affordable and resilient communities, with a strong sense of identity and 'place' expressed through urban form, openness and accessibility.
- **Connected City:** Supports a city with easy physical and virtual access to regional, national and global networks.
- **Eco-City:** Allows the city to proactively respond to environmental challenges and seize opportunities to grow the green economy.
- **Dynamic Central City:** Supports a central city of creativity, exploration and innovation, helping Wellington to offer the lifestyle, entertainment and amenity of a much bigger city.

##### **Long Term Plan 2012-22 priorities:**

- An inclusive place where talent wants to live
- A resilient city
- A well managed city
- Annual Plan priorities for the relevant year.

The project is Wellington-based and mainly benefits the people of Wellington. (Exceptions may be made for projects based elsewhere in the region, but which

significantly benefit Wellington City residents).

The applicant is a legally constituted community group or organisation.

The applicant provides evidence of sound financial management, good employment practice, clear and detailed planning, clear performance measures, and reporting processes.

The applicant outlines how physical accessibility has been built into project development.

The applicant outlines how pricing has been set to ensure access by a wide range of people or by the intended users.

The project should show evidence of community support, collaboration, and building partnerships with other organisations (e.g. social media interest, letters of support from other organisations/leaders).

The applicant must show that the project discernibly improves community wellbeing and adds value to the range of similar types of services in the community.

The Council respects mana whenua values and aspirations for the environment. Demonstrate how your project reflects an understanding of Wellington's history, how to care for the land and resources and an understanding of wāhi tapu.

#### **Focus Areas**

- Green infrastructure and green urban networks
- Biodiversity and pest management, including beach, stream, and harbour cleanup
- Resilience to natural events
- Healthy communities, including community gardens.
- Reducing emissions from stationary energy, transport, and waste and facilitating renewable energy development.
- Water; conservation, efficiency and quality

**Wellington City Council Recommendations - Our Living City Fund October 2014**

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1	Adelaide Early Childhood Centre	Adelaide Community Garden	\$4,920	\$4,920	\$2,000	Support for community garden project, contributes to 'Healthy communities, including community gardens' focus area.
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**Wellington City Council Recommendations - Our Living City Fund October 2014**

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		<b>Total:</b>	<b>\$49,988</b>	<b>\$46,612</b>	<b>\$22,770</b>	



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## **FORWARD PROGRAMME 2014**

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### **Purpose**

1. To present the Environment Committee with the forward programme, which outlines the papers that will be considered by the Committee.

### **Recommendation**

That the Environment Committee:

1. Receive the information.

### **Discussion**

2. The forward programme reflects organisational and political priorities and emerging issues that requires decisions from the Environment Committee. The forward programme attached outlines the work programme of the Committee for the remainder of the year.

### **Attachments**

Attachment 1. 2014 Forward Programme - Environment Committee

Page 248

Author	Cara des Landes, Governance Advisor
Authoriser	Lynlee Baily, Governance Team Leader

**Environment Committee - Forward Programme**

Updated 20 November 2014

**Tuesday, 16 December 2014**

	Report Title	Description	Portfolio	Officer	ELT Member Responsible	Interested ELT Member	PE	Council
Operational	Island Bay Seawall Project - Consultation Results and Advice on the Next Steps	The Environment Committee agreed for officers to initiate a public engagement exercise to get a better understanding of the community's preferred option for a long-term solution to manage coastal hazards in Island Bay. This report will provide an analysis of the public and stakeholder consultation. A decision on the next stage of the project will be sought from the Committee.		Zach Rissell	Brian Hannah	Anthony Wilson, Greg Orchard, Sally Dossor		TBC
Strategy	Biodiversity Strategy	This paper presents the draft Biodiversity Strategy and Action Plan (following the review of the 2007 Biodiversity Action Plan) and asks for approval to formally consult on the draft. This document will govern Council's biodiversity and biosecurity activities over the next 10 years.		Myfanwy Emeny	Anthony Wilson	Brian Hannah, Greg Orchard, Sally Dossor		
Operational	Proposal to name the Rongotai drainage reserve	A shared path is being built along a drainage reserve connecting Tirangi Road though to Queens Drive. Completion of the path is likely by the end of December with official opening planned for early 2015. It is proposed to name the currently unnamed series of reserves the Leonie Gill Reserve. The Mayor has requested the name and has the support of the family of the late Leonie Gill, Ward Councillors and Iwi.		Bec Ramsay	Anthony Wilson	Greg Orchard		

**TO BE SCHEDULED**

Environment Committee								
	Report Title	Description	Portfolio	Officer	ELT Member Responsible	Interested ELT Member	PE	Council
Implementation work/Monitoring	2014/2015 2nd Quarter Report	This report outlines progress towards the delivery of the 2014/15 Annual Plan as at 31 Decemberr 2014. Recommend that the Committee note the information		Richard Hardie/Warwick Hayes	Derek Fry			
	Preliminary work on possible options to remediate the Houghton Valley leachate	Oral Report						
Strategy/Policy	Drinking Water Fountains	Oral Report		Paul Andrews	Greg Orchard			
	Review of the Trade Waste bylaw	Legislative requirement to review by 2016. No significant problems with current bylaw. Trade Waste bylaw likely to be updated in 2015/16 to reflect the regional integration of trade waste regulation and Capacity's roles in this.		Wellington Water Ltd	Anthony Wilson	Brian Hannah		
Strategy/Policy	Feasibility of building a pipeline under the harbour and a reservoir at the Prince of Wales Park	Oral Report to inform decision-making as part of LTP		Greater Wellington	Anthony Wilson			
Strategy/Policy	City Growth Agenda	Evaluate natural environmental impacts (water, waste, climate change and the general environment)		Danny McComb	Derek Fry			
Strategy/Policy	Strategic Transport documents	Environmental impacts: Regional Land Transport Strategy, Government Transport Policy Statement, Public Transport Spine Study. Specific Transport Projects: Petone to Granada, Mt Vic Duplicated Tunnel, Cycling Infrastructure		Geoff Swainson	Anthony Wilson			
Strategy/Policy	District Plan Review	Appropriate chapters relating to the Natural Environment - briefing for councillors and chance for input. Decisions will be made by the Transport and Urban Development Committee		Alison Newbald	Anthony Wilson			
	South Coast Management Plan review			Mike Oates	Greg Orchard			

**Item 5.6 Attachment 1**

	Porirua Harbour and Catchment Strategy			Malcolm Sparrow				
	Spicer's Recreation Park			Mike Oates	Greg Orchard			
	Wellington Plan	Updates on progress of Spatial Plan Natural environment impacts		Warren Ulusele	Anthony Wilson			
	Our Living City update			Zach Rissel	Brian Hannah			
	Miramar Peninsula			Warren Ulusele	Anthony Wilson			
	International Peace Symbol in the Botanic Gardens.	Resolution from June Committee: Request Officers work with Mr Tingey to look at an alternative site and design options for a peace symbol and report back to the Environment Committee.		David Sole				