

Absolutely Positively  
**Wellington City Council**

Me Heke Ki Pōneke

# Ordinary Meeting of Te Kaunihera o Pōneke | Council

## Rārangi Take | Agenda

9:30am Thursday Rāpare, 7 September Mahuru 2023

Ngake (16.09), Level 16, Tahiwī,

113 The Terrace

Pōneke | Wellington



## **MEMBERSHIP**

Mayor Whanau (Chair)  
Deputy Mayor Foon (Deputy Chair)  
Councillor Abdurahman  
Councillor Apanowicz  
Councillor Brown  
Councillor Calvert  
Councillor Chung  
Councillor Free  
Councillor Matthews  
Councillor McNulty  
Councillor O'Neill  
Councillor Pannett  
Councillor Paul  
Councillor Randle  
Councillor Wi Neera  
Councillor Young

### **Have your say!**

*You can make a short presentation to the Councillors, Committee members, Subcommittee members or Community Board members at this meeting. Please let us know by noon the working day before the meeting. You can do this either by phoning 04-803-8337, emailing [public.participation@wcc.govt.nz](mailto:public.participation@wcc.govt.nz) or writing to Democracy Services, Wellington City Council, PO Box 2199, Wellington, giving your name, phone number, and the issue you would like to talk about. All Council and committee meetings are livestreamed on our YouTube page. This includes any public participation at the meeting.*

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# 1. Meeting Conduct

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## 1.1 Karakia

The Chairperson will open the meeting with a karakia.

<b>Whakataka te hau ki te uru, Whakataka te hau ki te tonga. Kia mākinakina ki uta, Kia mātaratara ki tai. E hī ake ana te atākura. He tio, he huka, he hauhū. Tihei Mauri Ora!</b>	Cease oh winds of the west and of the south Let the bracing breezes flow, over the land and the sea. Let the red-tipped dawn come with a sharpened edge, a touch of frost, a promise of a glorious day
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At the appropriate time, the following karakia will be read to close the meeting.

<b>Unuhia, unuhia, unuhia ki te uru tapu nui Kia wātea, kia māmā, te ngākau, te tinana, te wairua I te ara takatū Koia rā e Rongo, whakairia ake ki runga Kia wātea, kia wātea Āe rā, kua wātea!</b>	Draw on, draw on Draw on the supreme sacredness To clear, to free the heart, the body and the spirit of mankind Oh Rongo, above (symbol of peace) Let this all be done in unity
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## 1.2 Apologies

The Chairperson invites notice from members of:

1. Leave of absence for future meetings of the Wellington City Council; or
2. Apologies, including apologies for lateness and early departure from the meeting, where leave of absence has not previously been granted.

## 1.3 Announcements by the Mayor

## 1.4 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.

## 1.5 Confirmation of Minutes

The minutes of the meeting held on 29 June 2023 will be put to the Te Kaunihera o Pōneke | Council for confirmation.

## 1.6 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 Wellington City Council***

The Chairperson shall state to the meeting.

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

The item may be allowed onto the agenda by resolution of the Wellington City Council.

***Minor Matters relating to the General Business of the Wellington City Council***

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

**1.7 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 31.2 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.

## 2. General Business

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# APPROVAL OF THE UPDATED WELLINGTON REGIONAL LEADERSHIP COMMITTEE AGREEMENT AND TERMS OF REFERENCE

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### Kōrero taunaki | Summary of considerations

#### Purpose

1. This report to Te Kaunihera o Pōneke | Council:
  - a. Seeks approval for the amended Terms of Reference for the Wellington Regional Leadership Committee (WRLC) to incorporate the Future Development Strategy (FDS), and
  - b. Appoints one elected member, to be a member of the Joint Committee Subcommittee for the FDS for the purposes of hearing submissions

#### ...Strategic alignment with community wellbeing outcomes and priority areas

Aligns with the following strategies and priority areas:

- |  |  |
|--|--|
| <b>Strategic alignment with priority objective areas from Long-term Plan 2021–2031</b> | <input checked="" type="checkbox"/> Sustainable, natural eco city                                      |
|  | <input checked="" type="checkbox"/> People friendly, compact, safe and accessible capital city         |
|  | <input type="checkbox"/> Innovative, inclusive and creative city                                       |
|  | <input checked="" type="checkbox"/> Dynamic and sustainable economy                                    |
|  | <input checked="" type="checkbox"/> Functioning, resilient and reliable three waters infrastructure    |
|  | <input checked="" type="checkbox"/> Affordable, resilient and safe place to live                       |
|  | <input checked="" type="checkbox"/> Safe, resilient and reliable core transport infrastructure network |
|  | <input type="checkbox"/> Fit-for-purpose community, creative and cultural spaces                       |
|  | <input checked="" type="checkbox"/> Accelerating zero-carbon and waste-free transition                 |
|  | <input checked="" type="checkbox"/> Strong partnerships with mana whenua                               |

#### Relevant Previous decisions

On 24 February 2021 Council approved the terms of reference for and appointments to the Wellington Regional Leadership Committee.

#### Significance

The decision is **rated high significance** in accordance with schedule 1 of the Council's Significance and Engagement Policy.

#### Financial considerations

- |                              |   |   |
|------------------------------|---|---|
| <input type="checkbox"/> Nil | <input checked="" type="checkbox"/> Budgetary provision in Annual Plan / Long-term Plan | <input type="checkbox"/> Unbudgeted \$X |
|------------------------------|---|---|

2.

#### Risk

- |   |                                 |                               |                                  |
|---|---------------------------------|-------------------------------|----------------------------------|
| <input checked="" type="checkbox"/> Low | <input type="checkbox"/> Medium | <input type="checkbox"/> High | <input type="checkbox"/> Extreme |
|---|---------------------------------|-------------------------------|----------------------------------|

3. This is a complex workstream involving councils from across the region – ensuring that the decisionmaking is organised across all of these authorities generates risk.

Author	Sean Audain, Manager Strategic Planning
Authoriser	Liam Hodgetts, Chief Planning Officer



## Taunakitanga | Officers' Recommendations

Officers recommend the following motion

That Te Kaunihera o Pōneke | Council:

- 1) Receive the information.
- 2) Note that on 24 February 2021 the Council resolved to establish the Wellington Regional Leadership Committee and for Wellington City Council to become a member of it.
- 3) Agree that the Wellington Regional Leadership Committee continues as a joint committee under clause 30(1)(b) of Schedule 7 of the Local Government Act 2002, with the amended terms set out in the attached Joint Committee Agreement (dated 2023), with the amendments in effect from the date the Wellington Regional Leadership Committee Joint Committee Agreement is signed by all local authority parties.
- 4) Note the main amendments provide for the Wellington Regional Leadership Committee to:
  - a. undertake the work necessary to inform, prepare and finalise the Future Development Strategy in accordance with the National Policy Statement for Urban Development 2020.
  - b. establish a Joint Committee Subcommittee to hear submissions on the draft Future Development Strategy (and any updates) and make recommendations to the Wellington Regional Leadership Committee on those submissions (which will make the final decision on the Future Development Strategy).
  - c. undertake regular reviews of the Future Development Strategy.
  - d. prepare the implementation plan in support of the Future Development Strategy.
  - e. implement the Future Development Strategy.
- 5) Authorise the Wellington Regional Leadership Committee to appoint a Joint Committee Subcommittee for the Future Development Strategy to hear and make recommendations on submissions received on the draft Future Development Strategy to be developed under the National Policy Statement for Urban Development 2020 (and any updates to that Strategy).
- 6) Approve the amended Wellington Regional Leadership Committee Joint Committee Agreement, including the amended Terms of Reference for the Joint Committee and the new Terms of Reference for the Joint Committee Subcommittee for the Future Development Strategy.
- 7) Delegate all powers and functions to the Wellington Regional Leadership Committee set out in the amended Wellington Regional Leadership Committee Joint Committee Agreement, including the amended Terms of Reference for the Joint Committee and the new Terms of Reference for the Joint Committee Subcommittee for the Future Development Strategy.
- 8) Note that the Wellington Regional Leadership Committee is a joint committee of all local authorities that are parties to the Wellington Regional Leadership Committee Joint Committee Agreement, and it includes members representing iwi and the Crown.
- 9) Authorise the Mayor to sign the amended Wellington Regional Leadership Committee Joint Committee Agreement on behalf of the Council.
- 10) Appoint one elected member, to be a member of the Joint Committee Subcommittee for the Future Development Strategy for the purposes of hearing submissions on the draft Future Development Strategy (or any updates to it) and making recommendations on those submissions to the Wellington Regional Leadership Committee.

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## **Whakarāpopoto | Executive Summary**

4. The purpose of this report is to:
  - a. Seek approval for the amended Terms of Reference for the Wellington Regional Leadership Committee (WRLC) to incorporate the Future Development Strategy (FDS), and
  - b. Appoint one elected member, to be a member of the Joint Committee Subcommittee for the FDS for the purposes of hearing submissions
5. Similar reports are being considered by councils around the Greater Wellington Region and Horowhenua

## **Takenga mai | Background**

### ***The Future Development Strategy***

6. The Future Development Strategy is a statutory document, for “Tier 1 and 2” councils such as Wellington City. The Future Development Strategy is required under the National Policy Statement – Urban Development in time to inform 2024 Long Term Plans (LTPs). This means we need to complete a draft Future Development Strategy by third quarter 2023 to enable councils to include any financial and other implications in the drafts of their LTP. In order to draft efficiently and at the metropolitan scale urban development and large infrastructure investments operate and are planned at the Local Governments in the WRLC have drafted a Future Development Strategy for the region jointly.
7. Officers from local government and central government have been working on the content of the Future Development Strategy since August 2022 and the list below outlines workshops and meetings that the Wellington Regional Leadership Committee (WRLC), councils, iwi and others have had on the Future Development Strategy:
  - a. Various presentations to incoming councils on the WRLC and the Future Development Strategy – though October to December 2023, in February 2023 and to the last council in June 2023.
  - b. A Future Development Strategy workshop with the WRLC – 1 February 2023
  - c. A Future Development Strategy update paper to the WRLC at its meeting - 7 March 2023
  - d. A combined Wellington City Council/Porirua City Council workshop – 29 March 2023
  - e. A combined Wairarapa councils workshop – 4 April 2023
  - f. A combined Upper Hutt City Council/Hutt City Council workshop – 5 April 2023
  - g. An iwi workshop – 11 April 2023 and various one on meetings with iwi
  - h. A combined Horowhenua District Council/Kāpiti Coast District Council workshop – 13 April 2023
  - i. Three separate workshops in the Wairarapa, one with each Council – 3 May 2023
  - j. A workshop with iwi members on the statement of iwi/hapu aspirations for urban development – 15 May 2023

- k. A workshop with the WRLC on elements of the Future Development - 15 May 2023.
  - l. A Future Development Strategy update paper to the WRLC at its meeting - 13 June 2023
  - m. A booth on the Future Development Strategy and a workshop session on the Future Development Strategy at the WRLC Annual Partners Forum - 26 June 2023.
  - n. A separate workshop in Martinborough for SWDC – 5 July 2023
8. The Future Development Strategy team has also been working with developers and infrastructure providers on the Strategy, as required under the National Policy Statement – Urban Development.
  9. The Future Development Strategy is nearing completion and is expected to be taken in draft to the WRLC meeting on 19 September 2023 for approval for consultation. This, however, cannot be done without agreement from all ten councils on changes to the WRLC Agreement and TOR as discussed below.

***The WRLC Agreement and Terms of Reference (TOR)***

10. The current Wellington Regional Leadership Committee (WRLC) Agreement and Terms of Reference (TOR) [Attachment 1] includes the development and implementation of the Wellington Regional Growth Framework, as a spatial plan for the region. At the time of developing the Agreement the Future Development Strategy was not contemplated as a tool and therefore, the WRLC Agreement and Terms of Reference do not give the WRLC the powers/functions relating to a Future Development Strategy.
11. The WRLC includes both the Mayor from each council as the substantive member and the Deputy Mayor from each council as the alternate member.
12. The WRLC Secretariat has received legal advice [Attachment 2] that states: “It is beyond the scope of the WRLC powers to approve the Future Development Strategy, draft or final, on behalf of the member Councils at present. Those decisions on the Future Development Strategy currently must be made by each individual Council.”
13. This is because the current WRLC Agreement and TOR identifies that the WRLC is responsible for the Wellington Regional Growth Framework (WRGF) specifically, rather than a more general responsibility for regional spatial planning, which is and has always been the intent for the WRLC.
14. As a comparison for instance the Agreement has the WRLC responsible for “regional economic development” in a more general term, rather than stating a specific document.
15. Therefore, for the WRLC to be involved in the Future Development Strategy process (in any manner), an update needs to be made to the WRLC Agreement and TOR.
16. This is being undertaken in two steps:
  - a. Step 1: The WRLC to agree which option for signoff of the draft Future Development Strategy, signoff of the final Future Development Strategy and the establishment of a Hearings Panel it endorses. This decision was made at the WRLC meeting on 13 June 2023 and discussion on the process for this is covered in this paper.

- b. Step 2: As required by the Local Government Act, any changes to the WRLC Agreement and TOR, needs to be agreed by all ten councils that are party to the WRLC. This paper covers this step, and a similar paper is being considered during August and September 2023 by the other nine councils who are party to the WRLC.
17. This paper seeks Council's approval for Step 2. Similar reports are also being presented to the other WRLC Councils, and a discussion Step 1 is included below.

## **Kōrerorero | Discussion**

### ***Step 1: WRLC consideration of the options for signoff of the Future Development Strategy***

18. The WRLC was provided with a recommendation at its meeting in September 2022 as follows: *"Agrees to support the option a. as outlined in paragraph 20 of this report and update the Agreement and Terms of Reference for the Wellington Regional Leadership Committee to enable the Committee to sign off the draft and final of the Future Development Strategy and form a subcommittee to undertake hearings on the Future Development Strategy."*
19. No decision was made at the September 2022 meeting due to the lack of local government representatives at the meeting. This recommendation was proposed to be raised at both the December 2022 and March 2023 WRLC meetings.
20. However, making a decision on the Future Development Strategy signoff and updated WRLC Agreement and TOR was put on hold and not taken forward at the December 2022 and March 2023 meetings as:
  - a. The WRLC requested in September 2022 that it be provided further information, regarding decision making on the Future Development Strategy (FDS) and any proposed amendments to the WRLC Agreement and TOR.
  - b. There were five new Mayors and many new councillors across the region following the local body elections in October 2022 and it was felt that these people needed to be brought up to speed on what regional spatial planning is, what a Future Development Strategy is and options and implications for the Future Development Strategy signoff by the WRLC.
  - c. Mana whenua had not had enough time (capacity related) to engage in the Future Development Strategy and signoff process as would be preferred.
21. To assist in b and c above a number of workshops were undertaken as outlined elsewhere in this paper. The workshops covered - what is regional spatial planning, what is the Future Development Strategy and the Future Development Strategy signoff options.
22. At its meeting on 13 June 2023 the WRLC was provided with a paper which outlined options for approval of the Future Development, both draft and final and establishment of a hearing subcommittee.
23. Four options were considered by the WRLC. These options had previously been explained and discussed at the workshops held with councils in March, April, May and July 2023 as noted elsewhere in this paper.
24. The four options are covered in the table below and Option 1 which was agreed to by the WRLC at its meeting on 13 June 2023 is covered in more detail below

Options	Ability to meet statutory timeframes?	Iwi partners involved?	Additional costs (staff time or budget)?	FDS reflects a joined-up vision for our region?	Alignment with future Spatial Planning Act (SPA)	Rating (out of 10)
1. WRLC signoff draft FDS and final FDS and undertake hearings	Yes - project plan in place that reflects this option.	Iwi part of WRLC Central government part of WRLC	Budget allocated and on track	Yes, through WRLC	Yes, SPA is likely to require a joint committee with mana whenua	10/10
2. Set up a subcommittee or new committee of just Tier 1 councils and iwi	Maybe/ unlikely depending on time taken to set up new committee	Maybe dependent on being part of new committee	Slightly more legal costs to craft new agreement, but not significant	Mostly through new subcommittee representation	Somewhat i.e. does not include whole region	7/10
3. WRLC signoff the draft FDS and undertake hearings and each council signoff the final FDS	Delay likely if agreement can't be reached on final FDS (i.e. if 1 or more councils don't agree on content)	Not at final FDS stage unless allowed for in council standing orders	Iwi will need to attend multiple for final sign off meetings. Individual council officers to prepare and present reports for final FDS	Risk that agreement may not be reached on FDS.  May in effect have 10 FDS documents.	No	5/10
4. Each council sign off the draft FDS, WRLC hold hearings and sign off the final FDS	Delays likely if agreement can't be reached on draft FDS  (i.e. if 1 or more councils don't agree on content)	Worse than option 3 for iwi partners as key decisions will be made at the draft FDS stage	Slight increase in work for each council and dedicated staff will need to be available	Risk that agreement may not be reached on FDS.  May in effect have 10 FDS documents.	Maybe	5/10

25. Option 1 (the option approved by the WRLC and included in the changes to the WRLC Agreement and TOR) includes:
- a. One on one workshops with each council and iwi entity on the content of the Future Development Strategy for their overview and comment – before the draft goes to the WRLC – underway.
  - b. Engagement with certain parties and consideration of the matters as required by clauses 3.14 and 3.15 of the NPS-UD – before the draft goes to the WRLC – underway.
  - c. The WRLC signing off the draft Future Development Strategy

- 
- d. The WRLC Secretariat and Future Development Strategy Project lead managing the submissions hearings and report back process.
  - e. A hearings panel consisting of one representative from each local government and iwi entities on the WRLC (if they choose to).
  - f. Workshops/briefings to provide councils and iwi entities with an understanding of proposed changes from the submissions and hearings to the Future Development Strategy
  - g. The WRLC signing off the final Future Development Strategy
26. Assuming all councils approve changes to the WRLC Agreement and TOR by mid-September 2023 (the last likely council meeting timing) then the Future Development Strategy is likely to be finalised in early 2024 (i.e. Feb/March) with engagement and hearings being undertaken in 2023.
27. Option 1 was selected because:
- a. Regional spatial planning is a key function of the WRLC as it was initially set up. If other options had been selected, it raises a question about why have the WRLC in the first place. It should be noted that Ministers are on the WRLC for the regional spatial planning aspects only.
  - b. This option aligns strongly with the future direction given for the proposed Spatial Planning Act (SPA). The SPA will be replacing the RMA and will require regional level spatial strategies (called “RSS”) to be developed through regional committees made up of central and local government and mana whenua. Undertaking the Future Development Strategy process jointly through the WRLC will put this region in a good place to prepare future Regional Spatial Strategies which will be an update of the Future Development Strategy.
  - c. The WRLC generally works on a consensus model and it is expected that key decisions are made on this basis. So in effect if alignment cannot be achieved then decisions are brought back to the table for further discussion – for instance if there is a lack of agreement on the draft Future Development Strategy.
  - d. From an efficiency perspective option 1 would only require one resolution from each Council at the start of the process rather than needing to obtain multiple Council resolutions throughout the process (ie for the draft Future Development Strategy and the final Future Development Strategy).
  - e. This is the best option for iwi members on the WRLC
  - f. It is the preferred option of and has been endorsed by the WRLC Secretariat, the Future Development Strategy Core Team and Steering Group, the WRLC Senior Staff Group, the WRLC CEO Group and iwi members on the WRLC.
28. Reflecting the statutory context for the Future Development Strategy (required under the National Policy Statement on Urban Development), Central Government would not participate in the hearings or formally signoff the Future Development Strategy. This is the same for all the options.
29. The recommendation provided below was approved at the 13 June 2023 WRLC meeting: ***“Agrees to support the progression of Option 1 as outlined in paragraphs 20-23 of this report which includes the Committee making decisions to commence the Future Development Strategy consultation and preparation process, approve the draft***

*Future Development Strategy (statement of proposal) and commence special consultative procedure, to engage in consultation and set up a hearing panel to hear submissions on the Future Development Strategy, and approve the final Future Development Strategy (with reporting to the Councils at relevant steps).”*

30. Therefore Step 1 is now complete.

**Step 2: Changes to the WRLC Agreement and TOR.**

31. Each of the ten councils has previously approved an initial WRLC Agreement and Terms of Reference and then an updated one. This will be the second update to the WRLC Agreement and Terms of Reference.
32. The current WRLC Agreement and TOR has been updated to align with the recommendation at the 13 June 2023 WRLC meeting. A clean copy and a track changed copy [Attachments 3 and 4] of the updated WRLC Agreement and TOR are attached.
33. As required by the Local Government Act, any changes to the WRLC Agreement and TOR, need to be agreed by all ten councils that are party to the WRLC. This will be undertaken at council meetings which will be occurring between July and September 2023.
34. At a summary level the changes related to the WRLC undertaking the activity of the Future Development Strategy are:
  - a. Adding the Future Development Strategy as a “Specific Responsibility” of the WRLC including the detailed actions of what this includes.
  - b. The wording requirements, in a number of places, for the WRLC to set up a subcommittee to hear submissions and the delegations to do so – including what this means in terms of actions.
  - c. Adding the Future Development Strategy and related activity such as the work to develop the Future Development Strategy, hold hearings and approve the Future Development Strategy into the delegations of the WRLC.
  - d. The ability for the subcommittee to have an independent chair if needed (the subcommittee may decide not to do this but the changes allow for this in case).
  - e. A new Appendix 2 which is the Terms of Reference for the Joint Committee Subcommittee for the Future Development Strategy (to undertake the hearings). This includes information on its purpose, responsibilities, membership and delegations.
35. As any change to the WRLC Agreement and TOR requires all ten councils to agree the changes and it a long and administratively heavy process, we are also taking the opportunity to make some other changes to the WRLC Agreement and TOR. These are:
  - a. Some tidy ups in the document. For example the old version referred to both persons and Ministers when talking about the Crown members, the Administering Authority was noted but not explained
  - b. Removing reference to an independent chair for the WRLC itself – there has been some comments about perhaps not having an independent chair in the future. We don’t know if this will happen yet but to avoid having to go back to ten councils again if it was decided to not have an independent chair in the

future, the language in the WRLC Agreement and TOR has been softened e.g. now an option rather than a must

36. If one or more councils does not pass the resolutions in this paper ie does not agree to the changes to the WRLC Agreement and TOR to enable the WRLC to carry out the stated activities for the Future Development Strategy, or wants to make large changes to the Agreement, then next steps would likely be:
- a. Hold an extraordinary meeting of the WRLC to understand its next preference for the signoff of the Future Development Strategy.
  - b. Make any further relevant changes to the WRLC Agreement and TOR
  - c. Set up dates for another ten council meetings
  - d. Prepare a new pack of background information/analysis for council papers
  - e. Have ten councils consider another paper with the new process.
37. We estimate that this would take us to the end of 2023 which means engagement on the draft Future Development Strategy cannot be undertaken until at least February 2024 with the final signed off mid-2024.

#### ***Hearings subcommittee***

38. The updated WRLC Agreement and TOR provides for a Joint Committee Subcommittee for the purpose of hearing submissions on the Future Development Strategy. Some points about the subcommittee are:
- a. Appendix 2 of the updated WRLC Agreement and TOR provides all the information on the hearings subcommittee.
  - b. The new WRLC Agreement and TOR allows for each council and each iwi entity to have a member on the hearings subcommittee. This is reflected in the recommendations of this paper. It is not a must to appoint someone, but the option is provided to enable all parties to continue to be part of the process if so chosen.
  - c. At this stage we are not clear on how long the hearings will last. Our only reference point so far is the Nelson/Tasman Future Development Strategy where there was a week of hearings.
  - d. We are planning to hold hearings across the region e.g. Wellington city, the western corridor, the Wairarapa to make it easier for those who are wanting to make an oral submission. Those on the hearings subcommittee will need to attend all hearings across the region.
  - e. The hearings subcommittee will be provided with resource to manage submissions and submitters who want to be heard, an expert to write up the findings from the hearings and submissions and may have access to an independent chair for the hearings if required.
  - f. The hearings subcommittee will make recommendations for changes to the draft Future Development Strategy for the WRLC for consideration.

#### **Kōwhiringa | Options**

39. The options with regards to the recommendations in this paper are:
- a. Approve the recommendations as written including nominating someone for the hearings subcommittee



- b. Approve the recommendations as written but do not nominate anyone for the hearings subcommittee
- c. Do not approve the recommendations

## **Whai whakaaro ki ngā whakataunga | Considerations for decision-making**

### **Alignment with Council's strategies and policies**

- 40. The amendment of the WRLC Joint Committee Agreement enables the hearings for and approval of the FDS which reflects Council's strategic direction.

### **Engagement and Consultation**

- 41. Engagement and consultation has been undertaken with developers and infrastructure providers as required to by the National Policy Statement – Urban Development. We need to engage with them as part of developing the Future Development Strategy.
- 42. Internal engagement has included:
  - a. Multiple discussions at WRLC Senior Staff Group meetings from September 2022 through to now. In all these discussions the preferred options as reflecting in the updated WRLC Agreement and TOR has been endorsed.
  - b. Multiple discussions at WRLC CEO meetings from September 2022 through to now. In all these discussions the preferred options as reflecting in the updated WRLC Agreement and TOR has been endorsed.
  - c. Discussion at workshops with WRLC iwi members on the Future Development Strategy with them endorsing the recommended changes and approach.
  - d. Explanation and discussion at numerous council workshops as highlighted elsewhere in this report.
  - e. Discussion at WRLC workshops since September 2022.

### **Implications for Māori**

- 43. The decision making and hearing subcommittee option endorsed by the WRLC for the Future Development Strategy will enable iwi partners to the WRLC to participate in the Future Development Strategy decision making. This is the best option for iwi partners as:
  - a. Iwi members of the WRLC will have an option just like councils do to put someone on the hearings subcommittee.
  - b. Iwi members will be at the WRLC meetings when the draft and final Future Development Strategy is signed off.
  - c. Other options considered by the WRLC where councils only signed off either the draft or final Future Development Strategy would rely on
  - d. Council standing orders enabling iwi members to sit at the council table and vote on either the draft and/or final Future Development Strategy
  - e. Iwi partners having to go to multiple council meetings in their rohe to participate in the signoff/s.

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### **Financial implications**

44. The costs of the Future Development Strategy have been budgeted at \$510,000 with these costs split between all council partners. The costs for the WRLC signing off the draft and final and undertaking hearings will be paid for from this budget.
45. By undertaking the process regionally, we will be able to stick to this budget and ensure that knowledge that is gained through this process stays in house.

### **Legal considerations**

46. Legal advice on this matter is attached
47. Key points from this advice are:
  - a. Our view is that it is beyond the scope of the WRLC powers to approve the FDS, draft or final, on behalf of the member Councils at present. All decisions on the FDS currently must be made by each individual Council.
  - b. In order to streamline the process for the FDS across all 10 Councils, the Agreement could be amended in order to include the FDS within WRLC's specific responsibilities. Such an amendment should state that the WRLC has authority to make decisions to commence the FDS consultation and preparation process, approve the draft FDS (statement of proposal) and commence SCP, to engage in consultation and hear submissions on the FDS as part of the SCP, and approve the final FDS (with reporting to the Councils at relevant steps).
  - c. Together with amendment to the Agreement, each Council would need to resolve to delegate its decisions on the FDS and its role in consultation and the SCP to the WRLC.
  - d. Pursuant to clause 32 of Schedule 7 of the LGA, the delegation of a decision on the FDS is not prevented.

### **Risks and mitigations**

48. A significant risk of this work is reaching consensus across all 10 Councils. This risk will be mitigated by the Advisory Group members and regular communication from the WRLC.

### **Disability and accessibility impact**

49. The draft Future Development Strategy will encourage good design to support accessibility.

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

50. The draft Future Development Strategy includes objectives to create better climate change outcomes.

### **Communications Plan**

51. The WRLC will lead the communications for this work.




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

52. No considerations

## Ngā mahinga e whai ake nei | Next actions

53. All 10 council's need to approve the updated agreement and Terms of Reference and appoint a member to the Advisory Group. It is estimated that this will be complete by the end of 2023. Engagement on the draft Future Development Strategy will be able to commence around February 2024, the appointed elected member will attend the hearings and WRLC will report back on progress. The final sign off is planned for mid-2024.
54. The appointed elected member will attend the hearings and WRLC will report back on progress.

## Attachments

Attachment 1.	Wellington Regional Leadership Committee Agreement and Terms of Reference <a href="#">↓</a> 	Page 20
Attachment 2.	Legal Advice regarding WRCL TOR <a href="#">↓</a> 	Page 39
Attachment 3.	WRLC Agreement and TOR - updated post June 2023 WRLC TOR meeting - track version - with amendments from Councils. <a href="#">↓</a> 	Page 47

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**Wellington Regional Leadership  
Committee  
Joint Committee Agreement  
July 2021**

## **Wellington Regional Leadership Committee - Joint Committee Agreement**

### **Purpose**

This agreement is made pursuant to Clause 30A, Schedule 7 of the Local Government Act 2002 (LGA 2002). The purpose is for a Joint Committee of Carterton District Council, Greater Wellington Regional Council, Hutt City Council, Kapiti Coast District Council, Masterton District Council, Porirua City Council, South Wairarapa District Council, Upper Hutt City Council, Wellington City Council, Horowhenua District Council and mana whenua to take responsibility for key matters of regional importance where a collective voice and collective regional planning and action is required.

The parties are wanting to work together with central government on matters that are of regional importance and are cross boundary and inter-regional in nature. The role of the Joint Committee is to set direction and monitor activities from those plans related to the direction on all matters, with particular focus on:

- Regional economic development
- Regional recovery
- Wellington regional growth framework (joint spatial plan under the [Urban Growth Partnerships](#) and [Urban Growth Agenda](#))

The Joint Committee does not undertake delivery activity – this is undertaken elsewhere by entities such as local authorities and Council-Controlled Organisations.

This agreement focuses on the Joint Committee, including its membership and delegations.

The Joint Committee is a formal Joint Committee pursuant to the LGA 2002 (Clauses 30 and 30A, Schedule 7). The Joint Committee will be deemed to not be discharged at or following each triennial local government election (in line with Clause 30 (7) of Schedule 7, LGA 2002).

There are some parties to this agreement (ie Crown and iwi) who do not appoint members to the Joint Committee directly.

### **Membership**

The membership of the Joint Committee is comprised of:

- the Mayor of Carterton District Council
- the Mayor of Horowhenua District Council
- the Mayor of Hutt City Council
- the Mayor of Kāpiti Coast District Council
- the Mayor of Masterton District Council
- the Mayor of Porirua City Council
- the Mayor of South Wairarapa District Council
- the Mayor of Upper Hutt City Council
- the Mayor of Wellington City Council
- the Chair of Wellington Regional Council

- a person nominated by the Joint Committee itself and appointed by the Administering Authority to be the independent chairperson of the Joint Committee

The members of the Joint Committee may also include:

- a person nominated by Te Rūnanga o Toa Rangatira Inc (Ngāti Toa Rangatira) and appointed by the Administering Authority
- a person nominated by the Port Nicholson Block Settlement Trust (Taranaki Whānui) and appointed by the Administering Authority
- a person nominated by Rangitāne Tū Mai Rā Trust and appointed by the Administering Authority
- a person jointly nominated by Ngāti Kahungunu ki Wairarapa Trust (Ngāti Kahungunu ki Wairarapa) and Ngāti Kahungunu ki Wairarapa Tamaki Nui ā Rua Settlement Trust and appointed by the Administering Authority
- a person nominated by Raukawa ki te Tonga and appointed by the Administering Authority
- a person nominated by Āti Awa ki Whakarongotai Charitable Trust (Ātiwawa ki Whakarongotai) and appointed by the Administering Authority
- a person nominated by Muaūpoko Tribal Authority Inc (Muaūpoko hapū) and appointed by the Administering Authority
- up to three persons nominated by the Crown (Cabinet) and appointed by the Administering Authority

In respect of those members who are persons nominated by a particular entity or body (and then appointed by the Administering Authority), for the avoidance of doubt, if no nomination occurs then the Administering Authority need not make an appointment to the Joint Committee in respect of that entity or body. The membership of the Joint Committee will be accordingly reduced to the extent that there is no nomination/appointment (including for the purposes of calculating the number of vacancies for establishing a quorum). Such appointment may be made if and when a relevant nomination occurs.

The territorial authorities that are parties to this agreement must appoint the relevant Mayor to be a member of the Joint Committee. This is so that those Mayors are counted for the purposes of determining the number of members required to constitute a quorum – see clause 30A(6A) of Schedule 7 of the Local Government Act 2002.

The local authorities that are parties to this agreement may, in addition to the appointment of the relevant Mayor or Chair, appoint an alternate who, in exceptional circumstances where the Mayor or Chair is not able to attend a Joint Committee meeting, is entitled to attend that Joint Committee meeting as a member of the Joint Committee (and appointed by the relevant local authority). The appointment of alternates does not affect the normal calculation of a quorum.

The iwi that are parties to this agreement may, in addition to the appointment of the person nominated for each iwi and appointed by the Administering Authority, each nominate an alternate for appointment by the Administering Authority who, in exceptional circumstances where the appointed person is not able to attend a Joint Committee meeting, is entitled to

attend that Joint Committee meeting as a member of the Joint Committee. The appointment of alternates does not affect the normal calculation of a quorum.

The Ministers, nominated by the Crown and appointed by the Administering Authority, may each nominate an alternate for appointment by the Administering Authority who, in exceptional circumstance where the appointed person is not able to attend a Joint Committee meeting, is entitled to attend that Joint Committee meeting as a member of the Joint Committee. The appointment of alternates does not affect the normal calculation of a quorum.

A Deputy Chairperson is to be appointed by the Joint Committee from the existing membership. In accordance with standing orders, the Deputy Chairperson may preside at meetings in the absence of the Chairperson (including before the Joint Committee nominates an independent chairperson and that person is appointed by the Administering Authority).

#### *General*

The membership of the Wellington Regional Leadership Committee shall be limited to a maximum of 21 members (including the independent chairperson). In accordance with Clause 30A of Schedule 7 to the Local Government Act 2002, the quorum at a meeting of the Joint Committee shall be half of the members if the number of members (including vacancies) is an even number, or a majority of members if the number of members (including vacancies) is an odd number. In accordance with clause 30A(6)(c)(iii) of Schedule 7 of the Local Government Act 2002, for a quorum to be established there must be present at least 5 members appointed by local authorities.

The standing orders of the Administering Authority apply to the Joint Committee. The Joint Committee will adopt a memorandum of understanding setting out the principles that guide the Joint Committee's work and the approach that the Joint Committee will take.

#### *Expectations around member voting based on Joint Committee programme and agenda*

When the Joint Committee is addressing matters that are not within the Wellington Regional Growth Framework programme, it is expected that the Ministers of the Crown will not exercise their voting rights (and may elect not to attend the relevant meetings or parts of meetings).

#### **Observers**

The Joint Committee allows for observers. Observers will be entitled to speak at meetings but will not be members of the Joint Committee.

At each meeting, the independent chairperson shall recognise those observers attending in accordance with these provisions and the persons recognised by the independent chairperson shall have speaking rights at the meeting.

The attendance at any public excluded session by observers shall only be permitted with the prior approval of the independent chairperson.

#### **Meeting Frequency**

Meetings will be held once every two months, or as necessary and determined by the independent chairperson.

Notification of meetings and the publication of agendas and reports shall be conducted in accordance with the requirements of Part 7 of the Local Government Official Information and Meetings Act 1987 and will be undertaken by the Administering Authority.

**Specific Responsibilities**

The Wellington Regional Leadership Committee has the following specific responsibilities in support of its overall purpose:

Wellington Regional Growth Framework

1. Oversee the development and implementation of the Wellington Regional Growth Framework.
2. Recommend to the Wellington Regional Growth Framework partners how funding and resources should be applied to support implementation of the Wellington Regional Growth Framework.
3. Monitor the implementation of the Wellington Regional Growth Framework and associated workstreams.
4. Review and keep up to date the Wellington Regional Growth Framework as circumstances change.
5. Recommend to the Wellington Regional Growth Framework partners actions to achieve alignment with council, central government and iwi plans, strategies and policies.
6. Facilitate engagement and consultation with stakeholders and the community on the Wellington Regional Growth Framework.
7. Develop submissions and advocate to external organisations on matters relating to the Wellington Regional Growth Framework.
8. Engage with neighbouring regions on cross-boundary matters relating to the Wellington Regional Growth Framework.

Regional Economic Development

1. Provide leadership in regional, sustainable economic development, including establishing partnerships with key agencies involved in economic development. Acknowledging that constituent local authorities also have leadership roles within their cities and districts.
2. Develop and keep up to date a regional economic development plan to guide the collective work of the region, in line with the desired future outlined in the Wellington Regional Growth Framework.
3. Monitor and report on the status of the regional economy, emerging risks and opportunities and progress towards the implementation of the regional economic development plan and transition to a low carbon economy.
4. Develop submissions and advocate to external organisations on matters relating to regional economic development.
5. Recommend to Greater Wellington Regional Council (as a joint shareholder of Wellington NZ) the allocation of the regional targeted rate for economic development to initiatives and activities based on the regional economic development plan.

Regional Economic Recovery

1. Provide leadership in regional economic recovery, including establishing partnerships with key agencies involved in recovery, acknowledging that constituent local authorities also have leadership roles within their cities and districts.
2. Develop and keep up to date a programme of regional economic recovery initiatives, which incorporate alignment with the region's climate change goals.



3. Coordinate the implementation of a programme of regional economic recovery initiatives through local authorities, council controlled organisations and other partners.
4. Monitor and report on the impacts of regional economic recovery on the region, emerging risks and opportunities and progress towards implementation of the programme of regional economic recovery initiatives.
5. Develop submissions and advocate to external organisations on matters relating to regional economic recovery including developing regional proposals for partnerships and funding assistance.

### Delegations

Each local authority delegates to the Joint Committee, in accordance with the terms of reference, the following responsibilities:

1. Approval of all plans and implementation programmes necessary to fulfil the specific responsibilities of the Joint Committee, including:
  - Wellington Regional Growth Framework and the Wellington Regional Growth Framework Implementation Plan
  - Regional Economic Development Plan
  - Regional Economic Recovery Implementation Plan
2. Approval of all submissions and advocacy statements necessary to fulfil the specific responsibilities of the Joint Committee
3. The setting of the Joint Committee's meeting schedule.

### Responsibilities

The table below identifies key parties related to this agreement and the Wellington Regional Leadership Committee and their responsibilities.

Party	Responsibilities
Wellington Regional Leadership Committee	Decision making related to the Specific Responsibilities in this agreement and TOR; Joint regional voice and advocacy; Select and nominate the independent chairperson (for appointment to the Joint Committee by the Administering Authority); Agree 3 year rolling work programme consistent with WRGF, Economic Plan and other relevant directional documents.
Independent Chairperson	Chair the Joint Committee meetings; Approve attendance as required in public excluded sessions; Approve speaking rights as required at Joint Committee meetings; Liaise with members of the Joint Committee as required Approve (in consultation with the Senior Staff Group) content of meeting agendas.
Chief Executives Group	Provide support and advice to the Joint Committee; Agree funding amounts and splits (rolling 3-year programme).
Senior Staff Group (2 <sup>nd</sup> Tier Managers)	Recommend work programme to the Joint Committee;

Party	Responsibilities
	Recommend funding arrangements and allocations; Manage reports to the Joint Committee; Review work being undertaken and recommend changes if required; Align work programmes within home organisations.
Joint Secretariat	Coordinate the work of the Joint Committee (in consultation with the independent chairperson); Provide administrative support to the Joint Committee on all aspects of its business; Lead work streams as required; Manage joint communications and consultation; Support the work of the Joint Committee, including monitoring, research and independent advice as required.
Delivery agencies e.g. Councils, Council Controlled Organisations	Provide information and research; Draft papers for the Joint Committee; Attend meetings as required; Deliver aspects of the work programme (e.g. economic development activities).
Administering Authority	Administer standing orders; Employing joint secretariat staff; Payment of the meeting fees and independent chairpersons honorarium; Appointing members to the Joint Committee (who are to be appointed by the Administering Authority).

**Administration Funding**

Funding will be provided by the Wellington Region’s local authorities for the administration of the Joint Committee, a new joint secretariat, and iwi participation in the Joint Committee through a regional targeted rate set by Greater Wellington Regional Council. .

Horowhenua District Council will make an annual funding contribution on a proportional population basis. This funding contribution is calculated by dividing the total annual amount levied through the Wellington Region targeted rate by the total population of the Wellington Region, to arrive at a per capita amount, and then multiplying that per capita amount by the population of Horowhenua District to determine the annual Horowhenua District Council contribution.

Funding will be provided by central government as a contribution to the administration of the Joint Committee and the joint secretariat at an amount to be agreed.

The funding will support the administration of the Joint Committee and the joint secretariat that supports the Joint Committee which will undertake the following:

1. Providing administrative support to the Joint Committee and the Senior Staff Group
2. Managing the work programme of the Joint Committee, including policy advice function and monitoring and research as required
3. Provision of independent advice to support the work programme as required

**Variation of this Agreement**

This agreement may be varied by the parties from time to time but only with the endorsement of the Wellington Regional Leadership Committee.

**EXECUTION**

**SIGNED** for and on behalf of  
**CARTERTON DISTRICT COUNCIL:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing

**SIGNED** for and on behalf of  
**HOROWHENUA DISTRICT COUNCIL:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing

**SIGNED** for and on behalf of **HUTT CITY COUNCIL**:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing

**SIGNED** for and on behalf of **KĀPITI COAST DISTRICT COUNCIL**:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing

**SIGNED** for and on behalf of **MASTERTON DISTRICT COUNCIL**:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing

**SIGNED** for and on behalf of **PORIRUA CITY COUNCIL:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing

**SIGNED** for and on behalf of **SOUTH WAIRARAPA DISTRICT COUNCIL:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing

**SIGNED** for and on behalf of **UPPER HUTT CITY COUNCIL:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing

**SIGNED** for and on behalf of  
**WELLINGTON CITY COUNCIL:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing

**SIGNED** for and on behalf of  
**WELLINGTON REGIONAL COUNCIL:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing

**SIGNED** for and on behalf of **NGĀTI TOA**  
**RANGATIRA:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing

**SIGNED** for and on behalf of **TARANAKI WHĀNUI:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing

**SIGNED** for and on behalf of **RANGITĀNE TŪ MAI RĀ TRUST**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing

**SIGNED** for and on behalf of **NGĀTI KAHUNGUNU KI WAIRARAPA TRUST (NGĀTI KAHUNGUNU KI WAIRARAPA) AND NGĀTI KAHUNGUNU KI WAIRARAPA TAMAKI NUI Ā RUA SETTLEMENT TRUST:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing

**SIGNED** for and on behalf of **RAUKAWA  
KI TE TONGA:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing

**SIGNED** for and on behalf of **ĀTIAWA KI  
WHAKARONGOTAI:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing

**SIGNED** for and on behalf of **MUAŪPOKO  
HAPŪ:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing



**SIGNED** for and on behalf of **CENTRAL GOVERNMENT:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing

## **Appendix 1: Wellington Regional Leadership Committee Terms of Reference**

### **Purpose**

The purpose of the Wellington Regional Leadership Committee is to take responsibility for key matters of regional importance – Wellington Regional Growth Framework, Regional Economic Development, and Regional Recovery - where a collective voice and collective planning and action is required.

The Wellington Regional Leadership Committee (Joint Committee) is a Joint Committee, established in accordance with clauses 30 and 30A of Schedule 7 to the Local Government Act 2002.

The Joint Committee has members from all the nine councils wholly within the Wellington Region and the Horowhenua District Council, mana whenua and members from central Government.

### **Specific Responsibilities**

The Wellington Regional Leadership Committee specific responsibilities include:

#### Wellington Regional Growth Framework

1. Oversee the development and implementation of the Wellington Regional Growth Framework.
2. Recommend to the Wellington Regional Growth Framework partners how funding and resources should be applied to support implementation of the Wellington Regional Growth Framework.
3. Monitor the implementation of the Wellington Regional Growth Framework and associated workstreams.
4. Review and keep up to date the Wellington Regional Growth Framework as circumstances change.
5. Recommend to the Wellington Regional Growth Framework partners actions to achieve alignment with council, central government and iwi plans, strategies and policies.
6. Facilitate engagement and consultation with stakeholders and the community on the Wellington Regional Growth Framework.
7. Develop submissions and advocate to external organisations on matters relating to the Wellington Regional Growth Framework.
8. Engage with neighbouring regions on cross-boundary matters relating to the Wellington Regional Growth Framework.

#### Regional Economic Development

1. Provide leadership in regional economic development, including establishing partnerships with key agencies involved in economic development. Acknowledging that constituent local authorities also have leadership roles within their cities and districts.
2. Develop and keep up to date a regional economic development plan to guide the collective work of the region, in line with the desired future outlined in the Wellington Regional Growth Framework.

3. Monitor and report on the status of the regional economy, emerging risks and opportunities and progress towards the implementation of the regional economic development plan and transition to a low carbon economy.
4. Develop submissions and advocate to external organisations on matters relating to regional economic development.
5. Recommend to Greater Wellington Regional Council (as a joint shareholder of Wellington NZ) the allocation of the regional targeted rate for economic development to initiatives and activities based on the regional economic development plan.

Regional Economic Recovery

1. Provide leadership in regional economic recovery, including establishing partnerships with key agencies involved in recovery, acknowledging that constituent local authorities also have leadership roles within their cities and districts.
2. Develop and keep up to date a programme of regional economic recovery initiatives, which incorporate alignment with the region's climate change goals.
3. Coordinate the implementation of a programme of regional economic recovery initiatives through local authorities, council controlled organisations and other partners.
4. Monitor and report on the impacts of regional economic recovery on the region, emerging risks and opportunities and progress towards implementation of the programme of regional economic recovery initiatives.
5. Develop submissions and advocate to external organisations on matters relating to regional economic recovery including developing regional proposals for partnerships and funding assistance.

**Membership**

The membership of the Joint Committee is comprised of:

- the Mayor of Carterton District Council
- the Mayor of Horowhenua District Council
- the Mayor of Hutt City Council
- the Mayor of Kāpiti Coast District Council
- the Mayor of Masterton District Council
- the Mayor of Porirua City Council
- the Mayor of South Wairarapa District Council
- the Mayor of Upper Hutt City Council
- the Mayor of Wellington City Council
- the Chair of Wellington Regional Council
- a person nominated by the Joint Committee itself and appointed by the Administering Authority to be the independent chairperson of the Joint Committee

The members of the Joint Committee may also include:

- a person nominated by Te Rūnanga o Toa Rangatira Inc (Ngāti Toa Rangatira) and appointed by the Administering Authority
- a person nominated by the Port Nicholson Block Settlement Trust (Taranaki Whānui) and appointed by the Administering Authority
- a person nominated by Rangitāne O Wairarapa Inc (Rangitāne O Wairarapa) and appointed by the Administering Authority

- a person nominated by Ngāti Kahungunu ki Wairarapa Trust (Ngāti Kahungunu ki Wairarapa) and Ngāti Kahungunu ki Wairarapa Tamaki Nui ā Rua Settlement Trust and appointed by the Administering Authority
- a person nominated by Raukawa ki te Tonga and appointed by the Administering Authority
- a person nominated by Āti Awa ki Whakarongotai Charitable Trust (Ātiwawa ki Whakarongotai) and appointed by the Administering Authority
- a person nominated by Muaūpoko Tribal Authority Inc (Muaūpoko hapū) and appointed by the Administering Authority
- up to three persons nominated by the Crown (Cabinet) and appointed by the Administering Authority

In respect of those members who are persons nominated by a particular entity or body (and then appointed by the Administering Authority), for the avoidance of doubt, if no nomination occurs then the Administering Authority need not make an appointment to the Joint Committee in respect of that entity or body. The membership of the Joint Committee will be accordingly reduced to the extent that there is no nomination/appointment (including for the purposes of calculating the number of vacancies for establishing a quorum). Such appointment may be made if and when a relevant nomination occurs.

The territorial authorities that are parties to this agreement must appoint the relevant Mayor to be a member of the Joint Committee. This is so that those Mayors are counted for the purposes of determining the number of members required to constitute a quorum – see clause 30A(6A) of Schedule 7 of the Local Government Act 2002.

The local authorities that are parties to this agreement may, in addition to the appointment of the relevant Mayor or Chair, appoint an alternate who, in exceptional circumstances where the Mayor or Chair is not able to attend a Joint Committee meetings, is entitled to attend that Joint Committee meetings as a member of the Joint Committee (and appointed by the relevant local authority). The appointment of alternates does not affect the normal calculation of a quorum.

The iwi that are parties to this agreement may, in addition to the appointment of the person nominated for each iwi and appointed by the Administering Authority, each nominate an alternate for appointment by the Administering Authority who, in exceptional circumstances where the appointed person is not able to attend a Joint Committee meeting, is entitled to attend that Joint Committee meeting as a member of the Joint Committee. The appointment of alternates does not affect the normal calculation of a quorum.

The Ministers, nominated by the Crown and appointed by the Administering Authority, may each nominate an alternate for appointment by the Administering Authority who, in exceptional circumstance where the appointed person is not able to attend a Joint Committee meeting, is entitled to attend that Joint Committee meeting as a member of the Joint Committee. The appointment of alternates does not affect the normal calculation of a quorum.

A Deputy Chairperson is to be appointed by the Joint Committee from the existing membership. In accordance with standing orders, the Deputy Chairperson may preside at meetings in the absence of the independent chairperson (including before the Joint Committee nominates an independent chairperson and that person is appointed by the Administering Authority).

#### *General*

The membership of the Wellington Regional Leadership Committee shall be limited to a maximum of 21 members (including the independent chairperson).

#### *Expectations around member voting based on Joint Committee programme and agenda*

When the Joint Committee is addressing matters that are not within the Wellington Regional Growth Framework programme, it is expected that the Ministers of the Crown will not exercise their voting rights (and may elect not to attend the relevant meetings or parts of meetings)

#### **Observers**

The Joint Committee allows for observers. Observers will be entitled to speak at meetings but will not be members of the Joint Committee.

At each meeting, the independent chairperson shall recognise those observers attending in accordance with these provisions and the persons recognised by the independent chairperson shall have speaking rights at the meeting.

The attendance at any public excluded session by observers shall only be permitted with the prior approval of the independent chairperson.

#### **Voting**

Each member has one vote. In the case of an equality of votes the independent chairperson has a casting vote.

#### **Meetings**

The Joint Committee will arrange its meetings in separate parts, relating to the specific focus areas of: Wellington Regional Growth Framework; Regional Economic Development; and Regional Recovery.

Meetings will be held once every two months, or as necessary and determined by the independent chairperson.

The Joint Committee will set its own meeting schedule.

#### **Quorum**

In accordance with Clause 30A of Schedule 7 to the Local Government Act 2002, the quorum at a meeting of the Joint Committee shall be half of the members if the number of members (including vacancies) is an even number, or a majority of members if the number of members (including vacancies) is an odd number. In accordance with clause 30A(6)(c)(iii) of Schedule 7 of the Local Government Act 2002, for a quorum to be established there must be present at least 5 members appointed by local authorities.

Notification of meetings and the publication of agendas and reports shall be conducted in accordance with the requirements of Part 7 of the Local Government Official Information and Meetings Act 1987 and will be undertaken by the administering local authority.

### **Delegations**

Each local authority delegates to the Joint Committee, and in accordance with the terms of reference, the following responsibilities:

1. Approval of all plans and implementation programmes necessary to fulfil the specific responsibilities of the Joint Committee, including:
  - a. Wellington Regional Growth Framework and Wellington Regional Leadership Committee Implementation Plan
  - b. Regional Economic Development Plan
  - c. Regional Economic Recovery Implementation Plan
2. Approval of all submissions and advocacy statements necessary to fulfil the specific responsibilities of the Joint Committee.
3. The setting of the Joint Committee's meeting schedule.

### **Remuneration and expenses**

Each party shall be responsible for remunerating its representative(s) on the Joint Committee.

Members who represent organisations or entities other than local authorities (being iwi members) shall be eligible for compensation for Joint Committee activity including travel, meeting time, and preparation for meetings paid by the administering local authority. This amount is to be agreed in advance.

An alternate, attending the Joint Committee on behalf of an iwi member, shall be eligible to receive the meeting fee and travel allowances payable to the member in respect of the meeting the alternate formally attends.

### **Standing Orders**

The Joint Committee shall apply the standing orders of the Administering Authority.

### **Duration of the Joint Committee**

In accordance with clause 30(7) of Schedule 7 of the Local Government Act 2002, the Wellington Regional Leadership Committee is not deemed to be discharged following each triennial local government election.

### **Servicing**

The Joint Committee is serviced by a joint secretariat. The administering local authority shall be responsible for the administration of the Committee.

### **Council decisions on the Joint Committee's recommendations**

Where a Council makes specific decisions on the Joint Committee's recommendations, these will be reported to the Joint Committee. Where the decision is materially different from the Joint Committee's recommendation the report will set out the reasons for that decision.

### **Variation of this Terms of Reference**

These terms of reference may be varied from time to time. It is envisaged that changes may be made to add or remove specific responsibilities as the circumstances require. Changes will be approved by the parties to the agreement establishing the Wellington Regional Leadership Committee on the recommendation of the Joint Committee.



**DLA Piper New Zealand**  
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20 Customhouse Quay  
Wellington 6011  
PO Box 2791  
Wellington 6140  
New Zealand  
T +64 4 472 6289  
dlapiper.com

Our ref: 1034241

19 August 2022

Kim Kelly  
WRLC Programme Director  
Wellington Regional Leadership Committee  
**By email**

Dear Kim,

**Subject to legal professional privilege**

**FUTURE DEVELOPMENT STRATEGY DECISION MAKING**

- 1 The Wellington Regional Leadership Committee (**WRLC**) are intending to prepare a Future Development Strategy (**FDS**) under the National Policy Statement for Urban Development 2020 (**NPS-UD**) for the wider Wairarapa-Wellington-Horowhenua region.
- 2 You have asked who has the power to approve both the draft FDS (for consultation) and final FDS. The answer to this question will have implications for the timing of the FDS process (in terms of the need for decisions to be made at various Council meetings).
- 3 In summary, our views are:
  - 3.1 It is beyond the scope of the WRLC powers to approve the FDS, draft or final, on behalf of the member Councils at present. Those decisions on the FDS currently must be made by each individual Council.
  - 3.2 To streamline the process for the joint FDS across the Wairarapa-Wellington-Horowhenua region, the Joint Committee Agreement (and terms of reference) could be amended in order to include the

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FDS within WRLC's specific responsibilities.<sup>1</sup> The amendment to the Agreement should state that the WRLC has authority to make decisions to commence the FDS consultation and preparation process, approve the draft FDS (statement of proposal), to engage in consultation and hear submissions on the FDS as part of the special consultative procedure (SCP), and approve the final FDS. The Amendments could also put in place arrangements required to create a subcommittee to hear submissions on the FDS (so that this task does not fall to the WRLC), including adding members to the joint committee and providing for that subcommittee. Together with amendment to the Agreement, each Council would need to resolve to delegate its decisions on the FDS and its role in consultation and the SCP to the WRLC.<sup>2</sup>

3.3 This process would require only one resolution (and delegations) by each Council at the start of the FDS process and would facilitate a coordinated approach throughout the consultation and engagement process and would involve mana whenua, rather than requiring multiple Council resolutions from each Council to approve the draft and the final FDS (and potentially fractured hearings by each Council). It would also ensure that any actions taken by the WRLC in relation to the FDS are within its mandate.

3.4 Alternatively, the Councils could create a new joint committee to deal with the FDS or put in place other arrangements (such as coordinating hearings but reserving decisions on the FDS to each Council). The new joint committee would need to comply with the requirements of clauses 30, 30A and 31 of Schedule 7 to the Local Government Act 2002 (LGA) in terms of membership, quorums and arrangements. The new joint committee could provide for mana whenua membership and make provision for an appropriate subcommittee to hear submissions (just as would be the case for a variation to the WRLC).

4 We set out the analysis supporting these conclusions below.

#### Background

5 The WRLC operates pursuant to the Joint Committee Agreement July 2021 (**Agreement**) made under Clause 30A, Schedule 7 of the Local Government Act 2002 (LGA) and which contains the committee's terms of reference. There are 10 Council members<sup>3</sup> of the WRLC, an independent Chair and it may also include members from various mana whenua entities<sup>4</sup> and Crown representatives.

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<sup>1</sup> Pursuant to clause 30 and 30A of Schedule 7 of the LGA as a joint committee.

<sup>2</sup> Pursuant to clause 32 of Schedule 7 of the LGA, the delegation of a decision on the FDS is not prevented.

<sup>3</sup> The mayors of Carterton District Council, Hutt City Council, Kāpiti Coast District Council, Masterton District Council, Porirua City Council, South Wairarapa District Council, Upper Hutt City Council, Wellington City Council, Horowhenua District Council and the chair of Wellington Regional Council.

<sup>4</sup> A person nominated by Te Rūnanga o Toa Rangitira Inc, Port Nicholson Block Settlement Trust, Rangitāne Tū Mai Rā Trust, Ngāti Kahungunu ki Wairarapa Trust, Raukawa ki te Tonga, Āti Awa ki Whakarongotai Charitable Trust, Muaūpoko Tribal Authority Inc.





- 6 The Agreement sets out the Council powers delegated to the Committee as follows (which are also reflected in the terms of reference):

**Delegations**

Each local authority delegates to the Joint Committee, in accordance with the terms of reference, the following responsibilities:

1. Approval of all plans and implementation programmes necessary to fulfil the specific responsibilities of the Joint Committee, including:
  - Wellington Regional Growth Framework and the Wellington Regional Growth Framework Implementation Plan
  - Regional Economic Development Plan
  - Regional Economic Recovery Implementation Plan
2. Approval of all submissions and advocacy statements necessary to fulfil the specific responsibilities of the Joint Committee.
3. The setting of the Joint Committee's meeting schedule.

- 7 Consistent with this statement in the Agreement we understand that all Councils resolved to:<sup>5</sup>

(v) Appoint and establish the Wellington Regional Leadership Committee as a joint committee under clause 30(1)(b) of Schedule 7 of the Local Government Act 2002 on the terms set out in the Joint Committee Agreement and with effect from the date that the Joint Committee Agreement is signed by all local authority parties.

(ix) Make the following delegations to the Joint Committee:

- a) Approval of all plans and implementation programmes necessary to fulfil the specific responsibilities of the Joint Committee, including:
  1. Wellington Regional Growth Framework and the Wellington Regional Growth Framework Implementation Plan
  2. Regional Economic Development Plan
  3. Regional Economic Recovery Implementation Plan

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<sup>5</sup> Minutes of Upper Hutt City Council Policy Meeting 17 February 2021 for example.



## Analysis

### *Process for FDS approval*

- 8 The NPS-UD anticipates that the Councils go through a series of steps when preparing a FDS:
- 8.1 Clause 3.14 of the NPS-UD relating to what the FDS is to be informed by,
  - 8.2 Clause 3.15 of the NPS-UD, which sets out who must be engaged with by the Councils when preparing the draft FDS,
  - 8.3 Clause 3.15 of the NPS-UD, which requires the SCP to be used to make the FDS.
- 9 The draft FDS that is necessary for use in the SCP will need to be adopted by the Councils as part of the statement of proposal, which commences the SCP.<sup>6</sup>
- 10 The SCP (section 83(1)(b)-(e) of the LGA) also requires that Councils undertake the following steps, while complying with the principles of consultation in section 82<sup>7</sup>:
- 10.1 ensure that the following is publicly available:
    - 10.1.1 the statement of proposal; and
    - 10.1.2 a description of how the local authority will provide persons interested in the proposal with an opportunity to present their views to the local authority in accordance with section 82(1)(d); and
    - 10.1.3 a statement of the period within which views on the proposal may be provided to the local authority (the period being not less than 1 month from the date the statement is issued); and
  - 10.2 make the summary of the information contained in the statement of proposal prepared in accordance with paragraph (a)(ii) (or the statement of proposal, if a summary is not prepared) as widely available as is reasonably practicable as a basis for consultation; and
  - 10.3 provide an opportunity for persons to present their views to the local authority in a manner that enables spoken (or New Zealand sign language) interaction between the person and the local authority, or any representatives to whom an appropriate delegation has been made in accordance with Schedule 7; and
  - 10.4 ensure that any person who wishes to present his or her views to the local authority or its representatives—

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<sup>6</sup> Sections 83 and 87(2)-(3) of the LGA.

<sup>7</sup> *Karaka Point Environs Residents Inc v Marlborough DC* [2013] NZHC 2577.



- 10.4.1 is given a reasonable opportunity to do so; and
  - 10.4.2 is informed about how and when he or she may take up that opportunity.
- 11 This means that each Council will need to give notice of the proposal and hear and consider submissions on the FDS (unless that function is delegated). We have not considered here the delegations for each Council which may already exist on a general basis concerning the SCP requirements and/or FDS specifically, given the number of Councils involved and the scope of your question. However, this may be an analysis that you wish to undertake as part of deciding the best way for a FDS to be prepared, consulted on, made publicly available, submitted on, and finalised when there are 10 Councils involved.
- 12 Accordingly, in light of the required steps above, the key Council decisions required to be made in relation to the FDS are:
- 12.1 To prepare and consult on the contents of the FDS (in accordance with the requirements of the NPS-UD).
  - 12.2 The adoption of the statement of proposal (and summary if required), being the draft FDS under section 83(1) and section 87(2)(a) of the LGA.
  - 12.3 The decision to approve the final FDS, after hearing submissions.

***Who can make these decisions on the FDS now?***

- 13 The 'specific responsibilities' of WRLC are set out in the Agreement as being the:
- 13.1 Wellington Regional Growth Framework (focused solely on the Framework document),
  - 13.2 Regional Economic Development (focused on providing leadership in this area, monitoring and reporting on it, advocated on regional economic development matters and developing a regional economic development plan) and
  - 13.3 Regional Economic Recovery (focused on providing leadership in this area, monitoring and reporting on it, advocating on regional economic recovery matters and developing a programme of regional economic recovery initiatives and coordinating their implementation).
- 14 In our view, these delegations do not provide the power to WRLC to make decisions relating to the FDS, including approving a draft or final FDS or any other step in the consultation and engagement process for the FDS. There are no Council resolutions that we have been made aware of which delegate these decisions on the FDS to the WRLC either.
- 15 Accordingly, our view is that it is beyond the scope of the WRLC powers to approve the FDS, draft or final, on behalf of the member Councils at present. All decisions on the FDS currently must be made by each individual Council.



*What can be done to streamline the process?*

- 16 In order to streamline the process for the FDS across all 10 Councils, the Agreement could be amended in order to include the FDS within WRLC's specific responsibilities.<sup>8</sup> Such an amendment should state that the WRLC has authority to make decisions to commence the FDS consultation and preparation process, approve the draft FDS (statement of proposal) and commence SCP, to engage in consultation and hear submissions on the FDS as part of the SCP, and approve the final FDS (with reporting to the Councils at relevant steps).
- 17 The Agreement expressly allows for amendment to its terms, stating:
- This agreement may be varied by the parties from time to time but only with the endorsement of the Wellington Regional Leadership Committee.
- 18 The terms of reference also provide for variation, stating:
- These terms of reference may be varied from time to time. It is envisaged that changes may be made to add or remove specific responsibilities as the circumstances require. Changes will be approved by the parties to the agreement establishing the Wellington Regional Leadership Committee on the recommendation of the Joint Committee.
- 19 Together with the amendment to the Agreement, each Council would need to make a resolution specifically delegating its functions and decisions on the FDS, including its role in the SCP to the WRLC.<sup>9</sup> In making these delegations it should be clear who will hear the submissions on the FDS and make the relevant decisions and/or recommendations – ie, will it be the full membership or a subcommittee of the WRLC.
- 20 If this process was adopted only one resolution (and delegation) would be required by each Council (and the WRLC) at the start of the FDS process agreeing to amend the Agreement/terms of reference and delegating the FDS process and decision making to the WRLC, rather than needing to obtain multiple Council resolutions, including to approve the draft and final FDS from each Council. It would also ensure that as this is a wider Wairarapa-Wellington-Horowhenua region strategy, that it remains consistent and cohesive, as one entity will be making the decisions. Mana whenua are able to nominate members to the WRLC and therefore, be involved in this process.
- 21 The key issue in this approach is who would hear and determine/make recommendations on any submissions on the FDS as this can be a time-consuming process. The Council members of the WRLC are all the Mayors of the Councils (and the Chair of the regional council), and Mayors are members of every committee of a Council under the LGA.<sup>10</sup> The Mayors of each Council may not have the necessary time available to commit to that process, so there may be a need for another entity to undertake that step and make recommendations back to the WRLC.

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<sup>8</sup> Pursuant to clause 30 and 30A of Schedule 7 of the LGA as a joint committee.

<sup>9</sup> Pursuant to clause 32 of Schedule 7 of the LGA, the delegation of a decision on the FDS is not prevented.

<sup>10</sup> Section 41A(5) of the LGA.



- 22 From a practical perspective the best approach may be for each local authority to appoint additional members to the WRLC, who could then form a subcommittee to hear the submissions on the FDS and make recommendations concerning submissions to inform the final decision to approve the FDS. The Agreement and terms of reference for the WRLC would need to be updated to reflect that approach.
- 23 The issue arising is whether there could be a subcommittee of the WRLC (being a joint committee. Under clause 30(1) of Schedule 7 of the LGA:
- (1) A local authority may appoint—
    - (a) the committees, subcommittees, and other subordinate decision-making bodies that it considers appropriate; and
    - (b) a joint committee with another local authority or other public body in accordance with clause 30A.
  - (2) A committee may appoint the subcommittees that it considers appropriate unless it is prohibited from doing so by the local authority.
- 24 'Committee' is defined in section 5 of the LGA in such a way that makes it clear that a joint committee can have a subcommittee.<sup>11</sup> Accordingly, the WRLC could validly appoint a subcommittee to hear submissions on the FDS. The subcommittee appointments would need to comply with clause 31 of Schedule 7 of the LGA, which requires that:
- (3) The members of a committee or subcommittee may, but need not be, elected members of the local authority, and a local authority or committee may appoint to a committee or subcommittee a person who is not a member of the local authority or committee if, in the opinion of the local authority, that person has the skills, attributes, or knowledge that will assist the work of the committee or subcommittee.
  - (4) Despite subclause (3),—
    - (a) at least 1 member of a committee must be an elected member of the local authority; and
    - (b) an employee of a local authority acting in the course of his or her employment may not act as a member of any committee unless that committee is a subcommittee
- 25 This issue would need to be considered and addressed at the time of Council resolutions concerning the mandate of the WRLC on the FDS, but it would allow for involvement of mana whenua in the subcommittee.

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<sup>11</sup> committee includes, in relation to a local authority,—  
(a) a committee comprising all the members of that local authority; and  
(b) a standing committee or special committee appointed by that local authority; and  
(c) a joint committee appointed under clause 30 of Schedule 7; and  
(d) any subcommittee of a committee described in paragraph (a) or paragraph (b) or paragraph (c)



- 26 The alternative, if no changes are made to the WRLC Agreement/terms of reference and the Councils' delegations, is that all the decisions on the FDS and the SCP process will need to be made by each Council individually, unless some other arrangement is put in place.
- 27 The Councils could choose to create a new joint committee for the purposes of the FDS (pursuant to clause 30A and 30(1)(b) of Schedule 7 to the LGA) or put in place other arrangements (such as coordinating hearings but reserving decisions on the FDS to each Council). The joint committee could be tasked with hearing submissions on the FDS jointly and making decisions on it. The new joint committee could include members additional to the Mayors (for example, in the Nelson/Tasman example, the Joint Committee was all the elected members from both Councils, a total of 27 members) who could then form a joint committee subcommittee to hear submissions on the FDS, as discussed above. Mana Whenua could be included in the new joint committee on a similar basis as in the WRLC (in reliance on clause 31(3) of the LGA which applies to joint committees pursuant to the definition of 'committee') and could also be included in the joint subcommittee. In the Nelson/Tasman case, they appointed 3 Tasman elected members, the Nelson Mayor and 2 other Nelson elected members and up to 3 iwi representatives.
- 28 While an available option, this might be less efficient than using the WRLC, which is already established.
- 29 Please do not hesitate to call and discuss.

Yours sincerely

A blue ink signature of Kerry Anderson, consisting of a stylized 'K' followed by a series of horizontal strokes.

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# **Wellington Regional Leadership Committee**

## **Joint Committee Agreement**

**Dated                      2023**

## **Wellington Regional Leadership Committee - Joint Committee Agreement**

### **Purpose**

This agreement is made pursuant to Clause 30A, Schedule 7 of the Local Government Act 2002 (LGA 2002). The purpose is for a Joint Committee of Carterton District Council, Greater Wellington Regional Council, Hutt City Council, Kāpiti Coast District Council, Masterton District Council, Porirua City Council, South Wairarapa District Council, Upper Hutt City Council, Wellington City Council, Horowhenua District Council and iwi to take responsibility for key matters of regional importance where a collective voice and collective regional planning and action is required.

The parties listed above are wanting to work together with central government on matters that are of regional importance and are cross boundary and inter-regional in nature. The role of the Joint Committee is to set direction and monitor activities from those plans related to the direction on all matters, with particular focus on:

- Regional economic development
- Regional economic recovery
- Wellington regional growth framework (joint spatial plan under the [Urban Growth Partnerships](#) and [Urban Growth Agenda](#)) Urban development and specifically, the preparation and approval and regular review and implementation of a Future Development Strategy under the National Policy Statement on Urban Development 2020 (including preparing, finalising and making publicly available a Housing and Business Development Capacity Assessment and undertaking any other work necessary to inform the draft Future Development Strategy) and the preparation of the implementation plan for this Strategy.

This agreement focuses on the Joint Committee, including its membership and delegations.

The Joint Committee is a formal Joint Committee pursuant to the LGA 2002 (Clauses 30 and 30A, Schedule 7). The Joint Committee will be deemed to not be discharged at or following each triennial local government election (in line with Clause 30 (7) of Schedule 7, LGA 2002).

There are some parties to this agreement (ie Crown and iwi) who do not appoint members to the Joint Committee directly.

### **Administering Authority**

The Administering Authority referred to in this Agreement is Greater Wellington Regional Council.

### **Membership**

The membership of the Joint Committee is comprised of:

- the Mayor of Carterton District Council
- the Mayor of Horowhenua District Council



- the Mayor of Hutt City Council
- the Mayor of Kāpiti Coast District Council
- the Mayor of Masterton District Council
- the Mayor of Porirua City Council
- the Mayor of South Wairarapa District Council
- the Mayor of Upper Hutt City Council
- the Mayor of Wellington City Council
- the Chair of Wellington Regional Council
- a person nominated by the Joint Committee itself and appointed by the Administering Authority to be the Chairperson of the Joint Committee. Before nominating the person, the Joint Committee is required to consider whether the Chairperson should be independent.

The members of the Joint Committee may also include:

- a person nominated by Te Rūnanga o Toa Rangatira Inc (Ngāti Toa Rangatira) and appointed by the Administering Authority
- a person nominated by the Port Nicholson Block Settlement Trust (Taranaki Whānui) and appointed by the Administering Authority
- a person nominated by Rangitāne Tū Mai Rā Trust and appointed by the Administering Authority
- a person nominated by Ngāti Kahungunu ki Wairarapa Tāmaki nui-a-Rua Settlement Trust and appointed by the Administering Authority
- a person nominated by Raukawa ki te Tonga and appointed by the Administering Authority
- a person nominated by Āti Awa ki Whakarongotai Charitable Trust (Ātiwawa ki Whakarongotai) and appointed by the Administering Authority
- a person nominated by Muaūpoko Tribal Authority Inc (Muaūpoko hapū) and appointed by the Administering Authority
- up to three Ministers nominated by the Crown (Cabinet) and appointed by the Administering Authority

In respect of those members who are persons nominated by a particular entity or body (and then appointed by the Administering Authority), for the avoidance of doubt, if no nomination occurs then the Administering Authority need not make an appointment to the Joint Committee in respect of that entity or body. The membership of the Joint Committee will be accordingly reduced to the extent that there is no nomination/appointment (including for the purposes of calculating the number of vacancies for establishing a quorum). Such appointment may be made if and when a relevant nomination occurs.

The territorial local authorities that are parties to this agreement must appoint the relevant Mayor to be a member of the Joint Committee. This is so that those Mayors are counted for the purposes of determining the number of members required to constitute a quorum – see clause 30A(6A) of Schedule 7 of the Local Government Act 2002. The local authorities that are parties to this agreement may, in addition to the appointment of the relevant Mayor or Chair, appoint an alternate who, in exceptional circumstances where the Mayor or Chair is not able to attend a Joint Committee meeting, is entitled to attend that Joint Committee meeting

as a member of the Joint Committee (and appointed by the relevant local authority). If an alternate is appointed, it must be the Deputy Mayor or Deputy Chair. The appointment of alternates does not affect the normal calculation of a quorum.

The local authorities that are parties to this agreement may also nominate one elected member to the Administering Authority for appointment as a member of the Joint Committee Subcommittee. The iwi who are parties to this agreement may also nominate one person to the Administering Authority for appointment as a member of the Joint Committee Subcommittee. The Joint Committee Subcommittee's purpose is to hear submissions on the draft Future Development Strategy and make recommendations on those submissions to the Joint Committee (which retains the decision to approve the final Future Development Strategy). If the Joint Committee reviews the Future Development Strategy in accordance with the National Policy on Urban Development 2020 and it determines updating of the Future Development Strategy is required, then the Joint Committee Subcommittee will hear submissions on any draft updates to the Future Development Strategy and make recommendations on those submissions to the Joint Committee (which retains the decision to approve the final updated Future Development Strategy). The iwi that are parties to this agreement may, in addition to the appointment of the person nominated for each iwi and appointed by the Administering Authority, each nominate an alternate for appointment by the Administering Authority who, in exceptional circumstances where the appointed person is not able to attend a Joint Committee meeting, is entitled to attend that Joint Committee meeting as a member of the Joint Committee. The appointment of alternates does not affect the normal calculation of a quorum.

The Ministers, nominated by the Crown (Cabinet) and appointed by the Administering Authority, may each nominate an alternate for appointment by the Administering Authority who, in exceptional circumstances where the appointed Minister is not able to attend a Joint Committee meeting, is entitled to attend that Joint Committee meeting as a member of the Joint Committee. The appointment of alternates does not affect the normal calculation of a quorum. If an alternate for the Minister of the Joint Committee is not appointed, then any person who attends on behalf of a Minister will be treated as an observer. A Deputy Chairperson is to be appointed by the Joint Committee from the existing membership. In accordance with standing orders, the Deputy Chairperson may preside at meetings in the absence of the Chairperson (including before the Joint Committee nominates a Chairperson and that person is appointed by the Administering Authority).

*General*

The membership of the Wellington Regional Leadership Committee shall be limited to a maximum of 21 members (including the Chairperson). In accordance with Clause 30A of Schedule 7 to the Local Government Act 2002, the quorum at a meeting of the Joint Committee shall be half of the members if the number of members (including vacancies) is an even number, or a majority of members if the number of members (including vacancies) is an odd number. In accordance with clause 30A(6)(c)(iii) of Schedule 7 of the Local Government Act 2002, for a quorum to be established there must be present at least 5 members appointed by local authorities.

The standing orders of the Administering Authority apply to the Joint Committee. The Joint Committee will adopt a memorandum of understanding setting out the principles that guide the Joint Committee's work and the approach that the Joint Committee will take.

*Expectations around member voting based on Joint Committee programme and agenda*  
When the Joint Committee is addressing regional economic development matters or regional economic recovery matters, it is expected that the Ministers of the Crown will not exercise their voting rights (and may elect not to attend the relevant meetings or parts of meetings).

### **Observers**

The Joint Committee allows for observers. Observers will be entitled to speak at meetings but will not be members of the Joint Committee.

At each meeting, the Chairperson shall recognise those observers attending in accordance with these provisions and the persons recognised by the Chairperson shall have speaking rights at the meeting.

The attendance at any public excluded session by observers shall only be permitted with the prior approval of the Chairperson.

### **Meeting Frequency**

Meetings will be held once every two-three months, or as necessary and determined by the Chairperson.

Notification of meetings and the publication of agendas and reports shall be conducted in accordance with the requirements of Part 7 of the Local Government Official Information and Meetings Act 1987 and will be undertaken by the Administering Authority.

### **Specific Responsibilities**

The Wellington Regional Leadership Committee has the following specific responsibilities in support of its overall purpose:

#### *Wellington Regional Growth Framework*

1. Oversee the development and implementation of the Wellington Regional Growth Framework, including regional climate change projects and a regional housing action plan.
2. Recommend to the Wellington Regional Growth Framework partners how funding and resources should be applied to support implementation of the Wellington Regional Growth Framework.
3. Monitor the implementation of the Wellington Regional Growth Framework and associated workstreams.
4. Review and keep up to date the Wellington Regional Growth Framework as circumstances change.
5. Recommend to the Wellington Regional Growth Framework partners actions to achieve alignment with council, central government and iwi plans, strategies and policies.
6. Facilitate engagement and consultation with stakeholders and the community on the Wellington Regional Growth Framework.
7. Develop submissions and advocate to external organisations on matters relating to the Wellington Regional Growth Framework.
8. Engage with neighbouring regions on cross-boundary matters relating to the Wellington Regional Growth Framework.

Regional Economic Development

1. Provide leadership in regional, sustainable economic development, including establishing partnerships with key agencies involved in economic development. Acknowledging that constituent local authorities also have leadership roles within their cities and districts.
2. Develop and keep up to date a regional economic development plan to guide the collective work of the region, in line with the desired future outlined in the Wellington Regional Growth Framework.
3. Monitor and report on the status of the regional economy, emerging risks and opportunities and progress towards the implementation of the regional economic development plan and transition to a low carbon economy.
4. Develop submissions and advocate to external organisations on matters relating to regional economic development.
5. Recommend to Greater Wellington Regional Council (as a joint shareholder of Wellington NZ) the allocation of the regional targeted rate for economic development to initiatives and activities based on the regional economic development plan.

Regional Economic Recovery

1. Provide leadership in regional economic recovery, including establishing partnerships with key agencies involved in recovery, acknowledging that constituent local authorities also have leadership roles within their cities and districts.
2. Develop and keep up to date a programme of regional economic recovery initiatives, which incorporate alignment with the region's climate change goals.
3. Coordinate the implementation of a programme of regional economic recovery initiatives through local authorities, council controlled organisations and other partners.
4. Monitor and report on the impacts of regional economic recovery on the region, emerging risks and opportunities and progress towards implementation of the programme of regional economic recovery initiatives.
5. Develop submissions and advocate to external organisations on matters relating to regional economic recovery including developing regional proposals for partnerships and funding assistance.

Future Development Strategy

1. [Prepare, finalise and make publicly available the Housing and Business Development Capacity Assessment and undertake any other work necessary](#) under the National Policy Statement for Urban Development 2020 [to inform the draft Future Development Strategy](#).
2. Consult and engage in order to prepare a draft Future Development Strategy under the National Policy Statement for Urban Development 2020.
3. Prepare a draft Future Development Strategy.
4. Approve a draft Future Development Strategy and any other documentation necessary as part of the special consultative procedure in accordance with the LGA 2002.
5. Commence and engage in the special consultative procedure in accordance with the LGA 2002 for the Future Development Strategy
6. Appoint a Joint Committee Subcommittee to hear the submissions on the draft Future Development Strategy (and any draft updates to that Strategy in accordance with National Policy Statement for Urban Development 2020), which will make recommendations to the Joint Committee on those submissions.

7. Approve the final Future Development Strategy after considering the recommendations of the Joint Committee Subcommittee on submissions on the draft Future Development Strategy.
8. Review the Future Development Strategy in accordance with the National Policy on Urban Development 2020 and decide whether updating of the Future Development Strategy is required. If so, complete the same process for consultation as applies to the preparation of the Future Development Strategy set out above.
9. Approve any updated Future Development Strategy under the National Policy Statement for Urban Development 2020, after considering the recommendations of the Joint Committee Subcommittee on submissions on the draft updated Future Development Strategy.
10. [Prepare the implementation plan required for the Future Development Strategy \(or updated one\) and oversee the implementation of the](#) Future Development Strategy.

### **Delegations**

Each local authority delegates to the Joint Committee, in accordance with the terms of reference in Appendix 1, the following responsibilities:

1. Approval of all plans and implementation programmes necessary to fulfil the specific responsibilities of the Joint Committee, including:
  - Wellington Regional Growth Framework and the Wellington Regional Growth Framework Implementation Plan
  - Regional Economic Development Plan
  - Regional Economic Recovery Implementation Plan
2. Approval of all submissions and advocacy statements necessary to fulfil the specific responsibilities of the Joint Committee
3. Undertaking the work required to inform a draft Future Development Strategy under the National Policy Statement for Urban Development 2020 (including [preparing, finalising and making publicly available the Housing and Business Development Capacity Assessment](#)) and undertaking consultation and engagement in order to prepare a draft Future Development Strategy under the National Policy Statement for Urban Development 2020, preparing that draft, approving the draft and documentation necessary as part of the special consultative procedure, commencing and concluding the special consultative procedure in accordance with the LGA 2002 and approving the final Future Development Strategy, after considering the recommendations of the Joint Committee Subcommittee on submissions on the draft Strategy.
4. Appointing a Joint Committee Subcommittee to hear the submissions on the draft Future Development Strategy and giving it the power to make recommendations on those submissions to the Joint Committee (which retains the power to make the decision to approve the final Future Development Strategy). The Joint Committee Subcommittee will operate in accordance with the Terms of Reference in Appendix 2 to this agreement.
5. Review the Future Development Strategy in accordance with the National Policy on Urban Development 2020 and decide whether updating of the Future Development Strategy is required. If so, complete the same process for consultation as applies to the preparation of the Future Development Strategy set out above.
6. Approve any updated Future Development Strategy under the National Policy Statement for Urban Development 2020, after considering the recommendations of the Joint

Committee Subcommittee on submissions on the draft updated Future Development Strategy.

7. [Prepare the implementation plan required for the Future Development Strategy \(or updated one\) and oversee the implementation of the](#) Future Development Strategy.
8. The setting of the Joint Committee’s meeting schedule.

**Responsibilities**

The table below identifies key parties related to this agreement and the Wellington Regional Leadership Committee and their responsibilities.

Party	Responsibilities
Wellington Regional Leadership Committee	Decision making related to the Specific Responsibilities in this agreement and TOR, including Regional economic development, Regional economic recovery, Wellington regional growth framework, Future Development Strategy (and implementation of the Future Development Strategy); Appointing a Joint Committee Subcommittee to hear the submissions on the draft Future Development Strategy and giving it the power to make recommendations on those submissions to the Joint Committee (and the same for any updated Future Development Strategy); Joint regional voice and advocacy; Select and nominate the Chairperson (for appointment to the Joint Committee by the Administering Authority); Agree 3 year rolling work programme consistent with WRGF, Economic Plan and other relevant directional documents.
Joint Committee Subcommittee for Future Development Strategy	To run an appropriate hearing process to hear the submissions on the draft Future Development Strategy (and any updated one) and to make recommendations on those submissions to the Joint Committee, so the Joint Committee can approve the final Future Development Strategy (or any updated one).
Chairperson	Chair the Joint Committee meetings; Approve attendance as required in public excluded sessions; Approve speaking rights as required at Joint Committee meetings; Liaise with members of the Joint Committee as required Approve (in consultation with the Senior Staff Group) content of meeting agendas.
Chief Executives Group	Provide support and advice to the Joint Committee; Agree funding amounts and splits (rolling 3-year programme).
Senior Staff Group (2 <sup>nd</sup> Tier Managers)	Recommend work programme to the Joint Committee; Recommend funding arrangements and allocations;

Party	Responsibilities
	Manage reports to the Joint Committee; Review work being undertaken and recommend changes if required; Align work programmes within home organisations.
Joint Secretariat	Coordinate the work of the Joint Committee (in consultation with the Chairperson); Provide administrative support to the Joint Committee on all aspects of its business; Lead work streams as required; Manage joint communications and consultation; Support the work of the Joint Committee, including monitoring, research and independent advice as required.
Delivery agencies e.g. Councils, Council Controlled Organisations, WREMO	Provide information and research; Draft papers for the Joint Committee; Attend meetings as required; Deliver aspects of the work programme (e.g. economic development activities).
Administering Authority	Administer standing orders; Employing joint secretariat staff; Payment of the meeting fees and Chairpersons honorarium; Appointing members to the Joint Committee (who are to be appointed by the Administering Authority).

### Administration Funding

Funding will be provided by the Wellington Region's local authorities for the administration of the Joint Committee and Joint Committee Subcommittee, a joint secretariat, and iwi participation in the Joint Committee and Joint Committee Subcommittee through a regional targeted rate set by Greater Wellington Regional Council.

Horowhenua District Council will make an annual funding contribution on a proportional population basis. This funding contribution is calculated by dividing the total annual amount levied through the Wellington Region targeted rate by the total population of the Wellington Region, to arrive at a per capita amount, and then multiplying that per capita amount by the population of Horowhenua District to determine the annual Horowhenua District Council contribution.

Funding will be provided by central government as a contribution to the administration of the Joint Committee and Joint Committee Subcommittee and the joint secretariat at an amount to be agreed.

The funding will support the administration of the Joint Committee, the Joint Committee Subcommittee and the joint secretariat that supports the Joint Committee and Joint Committee Subcommittee which will undertake the following:

1. Providing administrative support to the Joint Committee, Joint Committee Subcommittee and the Senior Staff Group
2. Managing the work programme of the Joint Committee and Joint Committee Subcommittee, including policy advice function and monitoring and research as required

3. Provision of independent advice to support the work programme and Joint Committee Subcommittee as required

**Variation of this Agreement**

This agreement may be varied by the parties from time to time but only with the endorsement of the Wellington Regional Leadership Committee.

**EXECUTION**

**SIGNED** for and on behalf of  
**CARTERTON DISTRICT COUNCIL:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing

**SIGNED** for and on behalf of  
**HOROWHENUA DISTRICT COUNCIL:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing

**SIGNED** for and on behalf of **HUTT CITY COUNCIL:**

\_\_\_\_\_



\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing

**SIGNED** for and on behalf of **KĀPITI  
COAST DISTRICT COUNCIL:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing

**SIGNED** for and on behalf of  
**MASTERTON DISTRICT COUNCIL:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing

**SIGNED** for and on behalf of **PORIRUA  
CITY COUNCIL:**

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing

**SIGNED** for and on behalf of **SOUTH  
WAIRARAPA DISTRICT COUNCIL:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing

**SIGNED** for and on behalf of **UPPER  
HUTT CITY COUNCIL:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing

**SIGNED** for and on behalf of  
**WELLINGTON CITY COUNCIL:**

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing

**SIGNED** for and on behalf of  
**WELLINGTON REGIONAL COUNCIL:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing

**SIGNED** for and on behalf of **NGĀTI TOA  
RANGATIRA:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing

**SIGNED** for and on behalf of **TARANAKI  
WHĀNUI:**

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing

**SIGNED** for and on behalf of **RANGITĀNE  
TŪ MAI RĀ TRUST**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing

**SIGNED** for and on behalf of **NGĀTI  
KAHUNGUNU KI WAIRARAPA TĀMAKI  
NUI-A-RUA SETTLEMENT TRUST:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing

**SIGNED** for and on behalf of **RAUKAWA  
KI TE TONGA:**

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing

**SIGNED** for and on behalf of **ĀTIAWA KI WHAKARONGOTAI:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing

**SIGNED** for and on behalf of **MUAŪPOKO HAPŪ:**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing

**SIGNED** for and on behalf of **CENTRAL GOVERNMENT:**

\_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of person signing

**Dated:** **2023**

## **Appendix 1: Wellington Regional Leadership Committee Terms of Reference**

### **Purpose**

The purpose of the Wellington Regional Leadership Committee is to take responsibility for key matters of regional importance – Wellington Regional Growth Framework, Regional Economic Development, Regional Economic Recovery, and the Future Development Strategy - where a collective voice and collective planning and action is required.

The Wellington Regional Leadership Committee (Joint Committee) is a Joint Committee, established in accordance with clauses 30 and 30A of Schedule 7 to the Local Government Act 2002.

The Joint Committee has members from all the nine councils wholly within the Wellington Region and the Horowhenua District Council, iwi and members from central Government.

### **Administering Authority**

The Administering Authority for the Wellington Regional Leadership Committee is Greater Wellington Regional Council.

### **Specific Responsibilities**

The Wellington Regional Leadership Committee specific responsibilities include:

#### Wellington Regional Growth Framework

1. Oversee the development and implementation of the Wellington Regional Growth Framework, including regional climate change projects and a regional housing action plan.
2. Recommend to the Wellington Regional Growth Framework partners how funding and resources should be applied to support implementation of the Wellington Regional Growth Framework.
3. Monitor the implementation of the Wellington Regional Growth Framework and associated workstreams.
4. Review and keep up to date the Wellington Regional Growth Framework as circumstances change.
5. Recommend to the Wellington Regional Growth Framework partners actions to achieve alignment with council, central government and iwi plans, strategies and policies.
6. Facilitate engagement and consultation with stakeholders and the community on the Wellington Regional Growth Framework.
7. Develop submissions and advocate to external organisations on matters relating to the Wellington Regional Growth Framework.
8. Engage with neighbouring regions on cross-boundary matters relating to the Wellington Regional Growth Framework.

#### Regional Economic Development

1. Provide leadership in regional economic development, including establishing partnerships with key agencies involved in economic development. Acknowledging that constituent local authorities also have leadership roles within their cities and districts.

2. Develop and keep up to date a regional economic development plan to guide the collective work of the region, in line with the desired future outlined in the Wellington Regional Growth Framework.
3. Monitor and report on the status of the regional economy, emerging risks and opportunities and progress towards the implementation of the regional economic development plan and transition to a low carbon economy.
4. Develop submissions and advocate to external organisations on matters relating to regional economic development.
5. Recommend to Greater Wellington Regional Council (as a joint shareholder of Wellington NZ) the allocation of the regional targeted rate for economic development to initiatives and activities based on the regional economic development plan.

*Regional Economic Recovery*

1. Provide leadership in regional economic recovery, including establishing partnerships with key agencies involved in recovery, acknowledging that constituent local authorities also have leadership roles within their cities and districts.
2. Develop and keep up to date a programme of regional economic recovery initiatives, which incorporate alignment with the region's climate change goals.
3. Coordinate the implementation of a programme of regional economic recovery initiatives through local authorities, council controlled organisations and other partners.
4. Monitor and report on the impacts of regional economic recovery on the region, emerging risks and opportunities and progress towards implementation of the programme of regional economic recovery initiatives.
5. Develop submissions and advocate to external organisations on matters relating to regional economic recovery including developing regional proposals for partnerships and funding assistance.

*Future Development Strategy*

1. [Prepare, finalise and make publicly available the Housing and Business Development Capacity Assessment and undertake any other work necessary](#) under the National Policy Statement for Urban Development 2020 [to inform the draft Future Development Strategy](#).
2. Consult and engage in order to prepare a draft Future Development Strategy under the National Policy Statement for Urban Development 2020.
3. Prepare a draft Future Development Strategy.
4. Approve a draft Future Development Strategy and any other documentation necessary as part of the special consultative procedure in accordance with the LGA 2002.
5. Commence and engage in the special consultative procedure in accordance with the LGA 2002 for the Future Development Strategy
6. Appoint a Joint Committee Subcommittee to hear the submissions on the draft Future Development Strategy (and any draft updates to that Strategy in accordance with National Policy Statement for Urban Development 2020), which will make recommendations to the Joint Committee on those submissions.
7. Approve the final Future Development Strategy after considering the recommendations of the Joint Committee Subcommittee on submissions on the draft Future Development Strategy.
8. Review the Future Development Strategy in accordance with the National Policy on Urban Development 2020 and decide whether updating of the Future Development Strategy is



- required. If so, complete the same process for consultation as applies to the preparation of the Future Development Strategy set out above.
9. Approve any updated Future Development Strategy under the National Policy Statement for Urban Development 2020, after considering the recommendations of the Joint Committee Subcommittee on submissions on the draft updated Future Development Strategy.
  10. [Prepare the implementation plan required for the Future Development Strategy \(or updated one\) and oversee the implementation of the](#) Future Development Strategy.

### **Membership**

The membership of the Joint Committee is comprised of:

- the Mayor of Carterton District Council
- the Mayor of Horowhenua District Council
- the Mayor of Hutt City Council
- the Mayor of Kāpiti Coast District Council
- the Mayor of Masterton District Council
- the Mayor of Porirua City Council
- the Mayor of South Wairarapa District Council
- the Mayor of Upper Hutt City Council
- the Mayor of Wellington City Council
- the Chair of Wellington Regional Council
- a person nominated by the Joint Committee itself and appointed by the Administering Authority to be the Chairperson of the Joint Committee. Before nominating the person, the Joint Committee is required to consider whether the Chairperson should be independent.

The members of the Joint Committee may also include:

- a person nominated by Te Rūnanga o Toa Rangatira Inc (Ngāti Toa Rangatira) and appointed by the Administering Authority
- a person nominated by the Port Nicholson Block Settlement Trust (Taranaki Whānui) and appointed by the Administering Authority
- a person nominated by Rangitāne O Wairarapa Inc (Rangitāne O Wairarapa) and appointed by the Administering Authority
- a person nominated by Ngāti Kahungunu ki Wairarapa Tāmaki nui-a-Rua Settlement Trust and appointed by the Administering Authority
- a person nominated by Raukawa ki te Tonga and appointed by the Administering Authority
- a person nominated by Āti Awa ki Whakarongotai Charitable Trust (Ātiwawa ki Whakarongotai) and appointed by the Administering Authority
- a person nominated by Muaūpoko Tribal Authority Inc (Muaūpoko hapū) and appointed by the Administering Authority
- up to three Ministers nominated by the Crown (Cabinet) and appointed by the Administering Authority

In respect of those members who are persons nominated by a particular entity or body (and then appointed by the Administering Authority), for the avoidance of doubt, if no nomination

occurs then the Administering Authority need not make an appointment to the Joint Committee in respect of that entity or body. The membership of the Joint Committee will be accordingly reduced to the extent that there is no nomination/appointment (including for the purposes of calculating the number of vacancies for establishing a quorum). Such appointment may be made if and when a relevant nomination occurs.

The territorial authorities that are parties to this agreement must appoint the relevant Mayor to be a member of the Joint Committee. This is so that those Mayors are counted for the purposes of determining the number of members required to constitute a quorum – see clause 30A(6A) of Schedule 7 of the Local Government Act 2002.

The local authorities that are parties to this agreement may, in addition to the appointment of the relevant Mayor or Chair, appoint an alternate who, in exceptional circumstances where the Mayor or Chair is not able to attend a Joint Committee meetings, is entitled to attend that Joint Committee meetings as a member of the Joint Committee (and appointed by the relevant local authority). If an alternate is appointed, it must be the Deputy Mayor or Deputy Chair. The appointment of alternates does not affect the normal calculation of a quorum. The local authorities that are parties to this agreement may also nominate one elected member to the Administering Authority for appointment as a member of the Joint Committee Subcommittee. The iwi who are parties to this agreement may also nominate one person to the Administering Authority for appointment as a member of the Joint Committee Subcommittee. The Joint Committee Subcommittee's purpose is to hear submissions on the draft Future Development Strategy and make recommendations on those submissions to the Joint Committee (which retains the decision to approve the final Future Development Strategy). If the Joint Committee reviews the Future Development Strategy in accordance with the National Policy on Urban Development 2020 and it determines updating of the Future Development Strategy is required, then the Joint Committee Subcommittee will hear submissions on the draft updates to the Future Development Strategy and make recommendations on those submissions to the Joint Committee (which retains the decision to approve the final updated Future Development Strategy).

The iwi that are parties to this agreement may, in addition to the appointment of the person nominated for each iwi and appointed by the Administering Authority, each nominate an alternate for appointment by the Administering Authority who, in exceptional circumstances where the appointed person is not able to attend a Joint Committee meeting, is entitled to attend that Joint Committee meeting as a member of the Joint Committee. The appointment of alternates does not affect the normal calculation of a quorum.

The Ministers, nominated by the Crown (Cabinet) and appointed by the Administering Authority, may each nominate an alternate for appointment by the Administering Authority who, in exceptional circumstances where the appointed Minister is not able to attend a Joint Committee meeting, is entitled to attend that Joint Committee meeting as a member of the Joint Committee. The appointment of alternates does not affect the normal calculation of a quorum. If an alternate nominated for any Minister on the Joint Committee is not appointed, then any person who attends on behalf of the Minister will be treated as an observer.

A Deputy Chairperson is to be appointed by the Joint Committee from the existing membership. In accordance with standing orders, the Deputy Chairperson may preside at meetings in the absence of the Chairperson (including before the Joint Committee nominates an Chairperson and that person is appointed by the Administering Authority).

#### *General*

The membership of the Wellington Regional Leadership Committee shall be limited to a maximum of 21 members (including the Chairperson).

#### *Expectations around member voting based on Joint Committee programme and agenda*

When the Joint Committee is addressing regional economic development matters or regional economic recovery matters, it is expected that the Ministers of the Crown will not exercise their voting rights (and may elect not to attend the relevant meetings or parts of meetings)

#### **Observers**

The Joint Committee allows for observers. Observers will be entitled to speak at meetings but will not be members of the Joint Committee.

At each meeting, the Chairperson shall recognise those observers attending in accordance with these provisions and the persons recognised by the Chairperson shall have speaking rights at the meeting.

The attendance at any public excluded session by observers shall only be permitted with the prior approval of the Chairperson.

#### **Voting**

Each member has one vote. In the case of an equality of votes the Chairperson has a casting vote.

#### **Meetings**

The Joint Committee will arrange its meetings in separate parts, relating to the specific focus areas of: Wellington Regional Growth Framework; Regional Economic Development; Regional Recovery and Future Development Strategy.

Meetings will be held once every two-three months, or as necessary and determined by the Chairperson.

The Joint Committee will set its own meeting schedule.

#### **Quorum**

In accordance with Clause 30A of Schedule 7 to the Local Government Act 2002, the quorum at a meeting of the Joint Committee shall be half of the members if the number of members (including vacancies) is an even number, or a majority of members if the number of members (including vacancies) is an odd number. In accordance with clause 30A(6)(c)(iii) of Schedule 7 of the Local Government Act 2002, for a quorum to be established there must be present at least 5 members appointed by local authorities.

Notification of meetings and the publication of agendas and reports shall be conducted in accordance with the requirements of Part 7 of the Local Government Official Information and Meetings Act 1987 and will be undertaken by the administering local authority.

### **Delegations**

Each local authority delegates to the Joint Committee, and in accordance with the terms of reference, the following responsibilities:

1. Approval of all plans and implementation programmes necessary to fulfil the specific responsibilities of the Joint Committee, including:
  - a. Wellington Regional Growth Framework and Wellington Regional Leadership Committee Implementation Plan
  - b. Regional Economic Development Plan
2. Regional Economic Recovery Implementation Plan Approval of all submissions and advocacy statements necessary to fulfil the specific responsibilities of the Joint Committee.
3. Undertaking the work required to inform a draft Future Development Strategy under the National Policy Statement for Urban Development 2020 (including [preparing, finalising and making publicly available the Housing and Business Development Capacity Assessment](#)) and undertaking consultation and engagement in order to prepare a draft Future Development Strategy under the National Policy Statement for Urban Development 2020, preparing that draft, approving the draft and documentation necessary as part of the special consultative procedure, commencing and concluding the special consultative procedure in accordance with the LGA 2002 and approving the final Future Development Strategy, after considering the recommendations of the Joint Committee Subcommittee on submissions on the draft Strategy.
4. Appointing a Joint Committee Subcommittee to hear the submissions on the draft Future Development Strategy and giving it the power to make recommendations on those submissions to the Joint Committee (which retains the power to make the decision to approve the final Future Development Strategy). The Joint Committee Subcommittee will operate in accordance with the Terms of Reference in Appendix 2 to this agreement.
5. Reviewing the Future Development Strategy in accordance with the National Policy on Urban Development 2020 and deciding whether updating of the Future Development Strategy is required. If so, completing the same process for consultation as applies to the preparation of the Future Development Strategy set out above.
6. Approval of any updated Future Development Strategy under the National Policy Statement for Urban Development 2020, after considering the recommendations of the Joint Committee Subcommittee on submissions on the draft updated Future Development Strategy.
7. [Prepare the implementation plan required for the Future Development Strategy \(or updated one\) and oversee the implementation of the](#) Future Development Strategy. The setting of the Joint Committee's meeting schedule.

### **Remuneration and expenses**

Each party shall be responsible for remunerating its representative(s) on the Joint Committee.

Members who represent organisations or entities other than local authorities (being iwi members) shall be eligible for compensation for Joint Committee activity including travel, meeting time, and preparation for meetings paid by the administering local authority. This amount is to be agreed in advance.

An alternate, attending the Joint Committee on behalf of an iwi member, shall be eligible to receive the meeting fee and travel allowances payable to the member in respect of the meeting the alternate formally attends.

**Standing Orders**

The Joint Committee shall apply the standing orders of the Administering Authority.

**Duration of the Joint Committee**

In accordance with clause 30(7) of Schedule 7 of the Local Government Act 2002, the Wellington Regional Leadership Committee is not deemed to be discharged following each triennial local government election.

**Servicing**

The Joint Committee is serviced by a joint secretariat. The Administering Authority shall be responsible for the administration of the Joint Committee.

**Council decisions on the Joint Committee's recommendations**

Where a Council makes specific decisions on the Joint Committee's recommendations, these will be reported to the Joint Committee. Where the decision is materially different from the Joint Committee's recommendation the report will set out the reasons for that decision.

**Variation of this Terms of Reference**

These terms of reference may be varied from time to time. It is envisaged that changes may be made to add or remove specific responsibilities as the circumstances require. Changes will be approved by the parties to the agreement establishing the Wellington Regional Leadership Committee on the recommendation of the Joint Committee.

**Appendix 2: Joint Committee Subcommittee for Future  
Development Strategy - Terms of Reference**

**Purpose**

The purpose of this Joint Committee Subcommittee is to hear submissions on:

- The Draft Future Development Strategy prepared under the National Policy Statement on Urban Development 2020 and make recommendations on those submissions to the Joint Wellington Regional Leadership Committee.
- Any draft updates to the Future Development Strategy, in accordance with the National Policy on Urban Development 2020 and make recommendations on those submissions to the Joint Wellington Regional Leadership Committee.

The Joint Committee Subcommittee is a Joint Subcommittee, established in accordance with clauses 30 and 30A of Schedule 7 to the Local Government Act 2002. The Joint Committee Subcommittee will be deemed to not be discharged at or following each triennial local government election (in line with clause 30(7) of Schedule 7 of the Local Government Act 2002).

**Administering Authority**

The Administering Authority for the Joint Committee Subcommittee is Greater Wellington Regional Council.

**Specific Responsibilities**

The specific responsibilities of this Joint Committee Subcommittee include:

- Hearing submissions on the Draft Future Development Strategy and any draft updates to the Future Development Strategy
- Deliberating on the draft Future Development Strategy and any draft updates to the Future Development Strategy, taking into account all submissions
- Making recommendations to the Joint Wellington Regional Leadership Committee on those submissions and any suggested amendments to the Draft Future Development Strategy (or updated Strategy as the case may be).

**Membership**

The membership of the Joint Committee Subcommittee may include:

- one elected member nominated by the Carterton District Council and appointed by the Administering Authority.
- one elected member nominated by the Horowhenua District Council and appointed by the Administering Authority.
- one elected member nominated by the Hutt City Council and appointed by the Administering Authority.
- one elected member nominated by the Kāpiti Coast District Council and appointed by the Administering Authority.
- one elected member nominated by the Masterton District Council and appointed by the Administering Authority.
- one elected member nominated by the Porirua City Council and appointed by the Administering Authority.
- one elected member nominated by the South Wairarapa District Council and appointed by the Administering Authority.

- one elected member nominated by the Upper Hutt City Council and appointed by the Administering Authority.
- one elected member nominated by the Wellington City Council and appointed by the Administering Authority.
- one elected member nominated by the Wellington Regional Council and appointed by the Administering Authority.
- a person nominated by Te Rūnanga o Toa Rangatira Inc (Ngāti Toa Rangatira) and appointed by the Administering Authority
- a person nominated by the Port Nicholson Block Settlement Trust (Taranaki Whānui) and appointed by the Administering Authority
- a person nominated by Rangitāne O Wairarapa Inc (Rangitāne O Wairarapa) and appointed by the Administering Authority
- a person nominated by Ngāti Kahungunu ki Wairarapa Tāmaki nui-a-Rua Settlement Trust and appointed by the Administering Authority
- a person nominated by Raukawa ki te Tonga and appointed by the Administering Authority
- a person nominated by Āti Awa ki Whakarongotai Charitable Trust (Ātiawa ki Whakarongotai) and appointed by the Administering Authority
- a person nominated by Muaūpoko Tribal Authority Inc (Muaūpoko hapū) and appointed by the Administering Authority.
- a person nominated by the Joint Committee Subcommittee itself and appointed by the Administering Authority to be the independent Chairperson of the Joint Committee Subcommittee. The Chairperson is required to have prior experience in sitting on Hearing Panels.

In respect of the members above (persons nominated by a particular entity or body and then appointed by the Administering Authority), for the avoidance of doubt, if no nomination occurs then the Administering Authority need not make an appointment to the Joint Committee Subcommittee in respect of that entity or body. The membership of the Joint Committee Subcommittee will be accordingly reduced to the extent that there is no nomination/appointment (including for the purposes of calculating the number of vacancies for establishing a quorum). Such appointment may be made if and when a relevant nomination occurs.

If the territorial local authorities that are parties to this agreement nominate the Mayor to be a member of the Joint Committee Subcommittee and the Mayor is appointed by the Administering Authority, then the Mayor will be counted for the purposes of determining the number of members required to constitute a quorum – see clause 30A(6A) of Schedule 7 of the Local Government Act 2002.

The total membership of the Joint Committee Subcommittee shall be limited to a maximum of 18 members (including the independent Chairperson).

### **Voting**

Each member has one vote. In the case of an equality of votes the independent Chairperson has a casting vote.



**Meetings**

The Joint Committee Subcommittee will set its own meeting schedule.

**Quorum**

In accordance with Clause 30A of Schedule 7 to the Local Government Act 2002, the quorum at a meeting of the Joint Committee Subcommittee shall be half of the members if the number of members (including vacancies) is an even number, or a majority of members if the number of members (including vacancies) is an odd number.

In accordance with clause 30A(6)(c)(iii) of Schedule 7 of the Local Government Act 2002, for a quorum to be established there must be present at least half of the members nominated by local authorities and appointed by the Administering Authority.

**Delegations**

The Joint Committee Subcommittee is delegated the following powers in accordance with these terms of reference:

- Hearing submissions on the Draft Future Development Strategy and any draft updates to the Future Development Strategy.
- Deliberating on the draft Future Development Strategy and any draft updates to the Future Development Strategy, taking into account all submissions.
- Making recommendations to the Joint Wellington Regional Leadership Committee on those submissions and any suggested amendments to the Draft Future Development Strategy (or updated Strategy as the case may be).

**Standing Orders**

The Joint Committee Subcommittee shall apply the standing orders of the Administering Authority.

**Remuneration and expenses**

Each party shall be responsible for remunerating its representative(s) on the Joint Committee Subcommittee.

Members who represent organisations or entities other than local authorities (being iwi members) shall be eligible for compensation for Joint Committee Subcommittee activity including travel, meeting time, and preparation for meetings paid by the Administering Authority. This amount is to be agreed in advance.

**Servicing**

The Joint Committee Subcommittee is serviced by a joint secretariat. The Administering Authority shall be responsible for the administration of the Subcommittee.

**Wellington Regional Leadership Committee decisions on the Joint Committee Subcommittee's recommendations**

Where the Wellington Regional Leadership Committee makes decisions on the Joint Committee Subcommittee's recommendations, these will be reported to the local authorities and iwi members listed under 'Membership' above, whether they have a member appointed to the Joint Committee Subcommittee or not.

**Variation of this Terms of Reference**

These terms of reference may be varied from time to time. It is envisaged that changes may be made to add or remove specific responsibilities as the circumstances require. Changes will be approved by the parties to the agreement establishing the Wellington Regional Leadership Committee on the recommendation of that Joint Committee.

# ANNUAL DOG REPORT 2022-23

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## Kōrero taunaki | Summary of considerations

### Purpose

1. This report to Te Kaunihera o Pōneke | Council asks the Council to accept this report which is a statutory requirement under the Dog Control Act 1996.

### Strategic alignment with community wellbeing outcomes and priority areas

Aligns with the following strategies and priority areas:

- Sustainable, natural eco city
- People friendly, compact, safe and accessible capital city
- Innovative, inclusive and creative city
- Dynamic and sustainable economy

### Strategic alignment with priority objective areas from Long-term Plan 2021–2031

- Functioning, resilient and reliable three waters infrastructure
- Affordable, resilient and safe place to live
- Safe, resilient and reliable core transport infrastructure network
- Fit-for-purpose community, creative and cultural spaces
- Accelerating zero-carbon and waste-free transition
- Strong partnerships with mana whenua

### Relevant Previous decisions

Not applicable

### Financial considerations

- Nil       Budgetary provision in Annual Plan / Long-term Plan       Unbudgeted \$X

2. This is a historical report which does not have any impact on budgetary considerations.

### Risk

- Low       Medium       High       Extreme

3. As above, this is a historical report there are not risks to Council adopting this report.

Author	Judith Austin, Approvals & Process Innovation TL
Authoriser	Mark Pattermore, Manager, Consenting and Compliance Liam Hodgetts, Chief Planning Officer

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## **Taunakitanga | Officers' Recommendations**

Officers recommend the following motion

That Te Kaunihera o Pōneke | Council:

- 1) Receive the information.
- 2) Agree the content of the Annual Dog Control Report 2022-23.
- 3) Adopt the Annual Dog Control Report 2022-23.

## **Whakarāpopoto | Executive Summary**

4. Council is required to adopt an annual dog control report as a requirement of the Dog Control Act 1996.
5. Council is required to advertise to the public the existence of the annual dog control report.
6. This report fulfils Wellington City Council's statutory requirement for the dog registration year 1 July 2022 to 30 June 2023.

## **Takenga mai | Background**

7. Section 10A of the Dog Control Act 1996 states that:
  1. A territorial authority must, in respect of each financial year, report on the administration of:
    - a. Its dog control policy adopted under section 10; and
    - b. Its dog control practices
  2. The report must include, in respect of each financial year, information relating to-
    - a. The number of registered dogs in the territorial authority district
    - b. The number of probationary owners and disqualified owners in the territorial authority district.
    - c. The number of dogs in the territorial authority classified as dangerous under section 31 and the relevant provision under which the classification is made.
    - d. The number of dogs in the territorial authority district classified as menacing under section 33A and 33C and the relevant provision under which the classification is made.
    - e. The number of infringement notices issued by the territorial authority.
    - f. The number of dog-related complaints received by the territorial authority in the previous year and the nature of those complaints.
    - g. The number of prosecutions undertaken by the territorial authority under this Act.

## **Ngā mahinga e whai ake nei | Next actions**

8. Once adopted, section 10A(3) of the Dog Control Act states that the territorial authority must give public notice of the report –

- (a) By means of a notice published in –
    - 1) 1 or more daily newspapers circulating in the territorial authority district; or
    - 2) 1 or more other newspapers that have at least an equivalent circulation in that district to the daily newspapers circulating in that district; and
  - (b) By any means that the territorial authority thinks desirable in the circumstances;
  - (c) The territorial authority must also, within 1 month after adopting the report, send a copy of it to the Secretary for Local Government at the Department of Internal Affairs.
9. Once adopted, the report will be publicised by a notice in the Post newspaper.

## **Attachments**

Attachment 1. Annual Dog Report 2022/23 [↓](#) 

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## **Annual Dog Control Report**

### **2022-23**

#### **Introduction**

The Wellington City Council, as a territorial authority, is required to manage and enforce provisions pursuant to the Dog Control Act 1996 (the Act) and subsequent amendments in 2003, 2004, 2006, and 2010. S10A of the Act requires the Council to report annually to the Secretary of Local Government on its Dog Control Policy and practices. This report fulfils this statutory requirement for the dog registration year: 1 July 2022 to 30 June 2023.

#### **The Council's Dog Control Policy and Practices**

The Council adopted a Dog Policy in December 2009 making provisions relating to the control of dogs in public places, which are enforceable under the Wellington Consolidated Bylaw 2008 – Part 2: Animals. The objectives of the policy are to:

- Ensure that the owners of dogs comply with their obligations under the Act; that dogs are well cared for, and Wellingtonians are able to enjoy dog ownership;
- Prevent any danger caused by dogs to the public and to wildlife and natural habitats;
- Minimise the risk of distress and nuisance caused by dogs to the public and to wildlife and natural habitats;
- Actively promote the responsible ownership of dogs; and
- Provide for the reasonable exercise and recreational needs of dogs and their owners.

A review of the current Policy was undertaken during 2015/16 and a further review is currently in process. The Council adopted the finalised Dog Policy on 17 August 2016 and set areas where dogs can exercise off-leash.

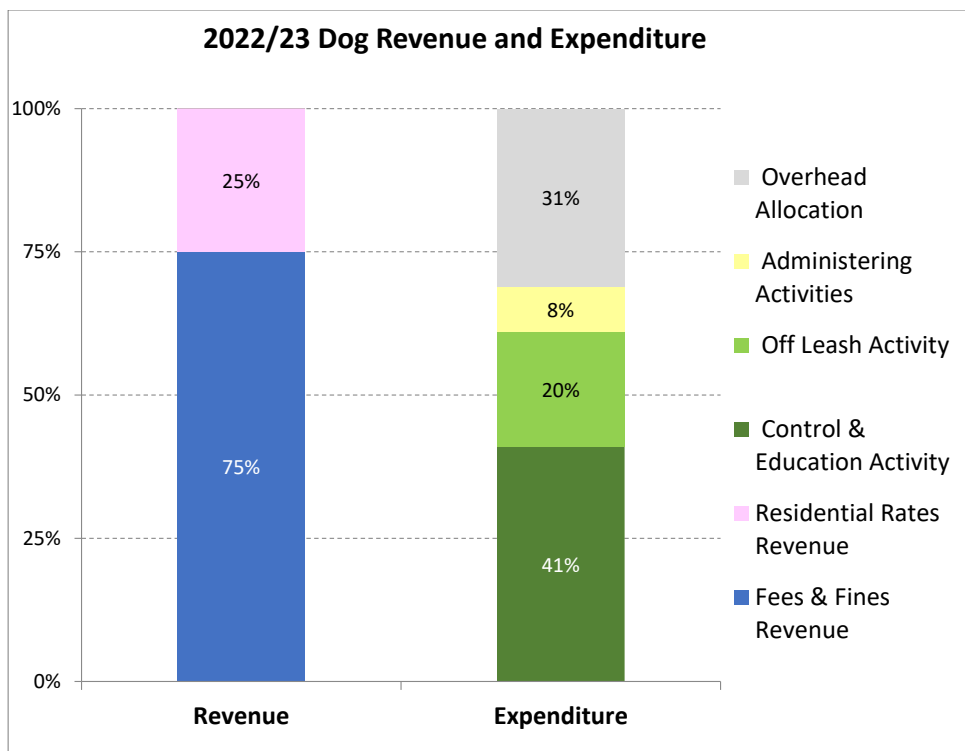
#### **Fees**

Dog Registration fees, fines, and impound fees contribute approximately 75% to the cost of dog control in Wellington City. The Council also operates a responsible dog owner scheme which provides a discounted rate for dog owners who meet the relevant criteria. Dog registration fees are set by Council resolution and have not seen an increase for the registration periods from 2019 to 2023. Following public consultation and Council Resolution, this year registration fees have increased by the Consumer Price Index (CPI) of 3.5% for the 2023-24 registration period. The fee structure has also been simplified to allow for implementation of an online registration process

Fees are used for:

- Dog control activities including law enforcement, patrols, and complaint and attack investigations.
- Education programmes for schools, community groups, and businesses.
- Signs and promotion of the Council’s animal bylaw and dog policy.
- Providing shelter facilities.
- Managing the dog registration programme – this includes forms, tags, maintaining the National Dog Database, and related promotional material.

The graph below sets out the level of income and expenditure in relation to dog control activities during the year:



There has been a small increase in revenue this year, due to infringements being issued for noncompliance under the Dog Control Act 1996, including failure to register a dog.

Increases in expenditure reflect the increased costs of services from Hutt City Council’s contract for Animals Services. Other increases in expenditure come from an increase to the operations as more areas are made available to dogs in line with cost increases from

Wellington City Council Parks, Sports & Recreation team, this has increased from in 2020/2021 registration year by 4% from 16% to 20% for the 2022/23 registration year.

### **Key Achievements**

#### **Cyclone Gabrielle – Animal Welfare**

In response to an official request for assistance issued by the Ministry for Primary Industries, our Animal Services assisted Hawkes Bay in reuniting displaced dogs with their owners, working closely with animal welfare organisations Huha and the SPCA. Hawkes Bay Animal Services had lost its communications and resources due to the state of emergency.

Our role involved:

- Hawkes Bay's Animal Services lost their communications and resources, our Animal Control Officers assisted by receiving dog microchip information and retrieving owner information from the National Dog Database, facilitating emotional reunions with their owners.
- Two Animal Control Officers were dispatched to the stricken area where an animal shelter had been established. This involved housing dogs, where the owners were displaced themselves, and decontaminating dogs removing toxic flood water and silt from their fur.

#### **Going Paperless – administrative efficiencies**

To reduce our waste and provide an enhanced customer experience, dog registration is now completely online. With an average of 200 new dog registrations being processed a month, Wellington City Council is making registering your dog easier, faster, and more efficient by going paperless for the 2023/24 registration period.

Instead of the traditional printed forms, dog owners can easily register, or re-register, their dogs online, through user-friendly digital forms. You can find the new dog registration form and re-registration form on our website. Our customer services centre has been on hand to assist those not familiar with online processes.

The new system will save a lot of time and paper and is a good follow-up to the sustainable introduction of the reusable metal One Tag in 2021 - which has saved an estimated 50,000 plastic tags from being produced in Wellington since the initiative began. We are currently still working on online processes that will enable dog owners to change their details, let us know when they change address and to notify us when their dog has died. With nearly 16,000 dogs in the Wellington City Council region, going digital will streamline the process for Council and our customers. This year the number of existing dog owners receiving paper renewal forms has reduced from 5,000 to 1,000. The next re-registration period will be entirely paperless.



### **Hapa – online infringement system.**

A new infringement software 'Hapa' has been developed and implemented in a further effort to reduce improve efficiency. This digital process allows our officers to issue infringements via their mobile devices and reduces the time needed in office administration. This will also allow our Animal Services team to be more present in the field and more time on patrols.

Mobile devices also help our officers to access dog owners and dog information and systems in the field, a useful tool when coming across wandering dogs.

We have also introduced a new approach in relation to owners failing to register or re-register dogs, to simple 2-step reminders delivered digitally.

### **Dog Attacks**

We are still receiving high numbers of dog attacks and/or aggressive dog behaviour being reported. This appears to be an issue nationwide.

Contributing factors are possibly due to the rising dog population, roaming dogs, inadequate confinement, and dogs being walked off lead. The number of uncontrolled dog reports has increased by 26%.

### **Probationary owners and disqualified owners**

Under the Dog Control Act 1996, dog owners who commit and are issued with three separate infringement offences within 24 months must be disqualified or put on probation.

No disqualifications or probationary classifications were applied to any dog owners during the 2022/2023 year.

### **Number of dog owners prosecuted by Wellington City Council**

Prosecution considerations are undertaken in line with the Department of Internal Affairs guidelines, generally in the event of a serious harm attack, or ongoing offending. No dog owners were prosecuted during the 2022/2023 year. One prosecution consideration was undertaken, but due to the actions taken by the owner to secure and control their dog we are confident that the dog no longer poses a risk to the public.

### **Community Engagement**

Wellington City Council contracts the operations of its animal management field services function to Hutt City Council with a team of experienced Animal Control Officers based at our Animal Control Centre at Moa Point.

The Animal Services Team has officers dedicated to various wards in the city which allows for the officers to interact with dog owners and the public in those areas. A benefit of this is the officer's local knowledge of each ward, allowing officers to respond to complaints and requests for service in a timely manner.

As part of our 2022-23 community engagement obligations, we provided dog safety training to a range of front-line workers including Downers, Wellington Predator Free, Brownies, St Johns , and WCC staff.

**Responsible dog owner training**

To qualify for responsible dog owner approval (RDO), dog owners are required to apply to the Council and provide proof that they have attended a training course and a pass certificate on completion.

We received 258 RDO applications that required property inspections as part of the RDO approval process.

Animal Services provides a free training course focussed on educating dog owners. The course focuses on the owner's knowledge rather than training the dog and covers extensive information regarding dog ownership, owner responsibilities, wildlife-sensitive areas, dog control laws, and council bylaws.

Animal Services ran 4 courses between October 2022 and April 2023 with a total of 148 attendees. The courses were well received, and feedback has been that this was a great customer service and education tool. It also provides an opportunity for dog owners to meet animal control officers in a positive learning environment.

We are committed to running more of these courses in the future as they prove to be very popular, and excellent feedback we received from those that attend.

**Proactive Patrols**

During the past 12 months officers spent over 260 hours carrying out 569 proactive patrols mostly in our wildlife-sensitive and frequently reported locations. These patrols were conducted between the hours of 7 am -7 pm. Officers identified 232 compliance breaches and were able to take enforcement action on 173 of them ranging from verbal warnings, written warnings, and Infringement Notices. During these patrols, Officers sighted 1098 dog owners behaving responsibly and abiding by the WCC bylaws.

For the upcoming year, you can expect to see more Animal Control Officers patrolling our coastal areas where our penguins and endangered bird species are nesting. Increased patrolling is also programmed for Makara Peak to protect our growing Kiwi population.

**Dog Control Statistics**

**Table 1: Dogs in the register**

Year	2022/2023	2021/2022	2020/2021	2019/2020	2018/2019	2017/2018
Number	15,812	15,631	14,676	14,110	13,578	13,335

**Table 2: Dangerous and Menacing dogs**

The total number of dogs that have been classified as dangerous during 2022/2023 under s31 of the Dog Control Act 1996

Category	2022/23	2021/22	2020/21	2019/20	2018/19
Dangerous by owner conviction s31(1)(a)	0	0	0	0	0
Dangerous by sworn evidence s31(1)(b)	8	20	8	4	5
Dangerous by owner admitting in writing s31(1)(c)	0	0	0	0	0
<b>Total dangerous dogs</b>	<b>8</b>	<b>20</b>	<b>8</b>	<b>4</b>	<b>5</b>

**Table 3:** The total number of dogs that have been classified as **menacing** during 2022/2023 (s33A and s33C):

Category	2022/23	2021/22	2020/21	2019/20	2018/19
Menacing by behaviour s33A(1)(b)(i)	7	18	2	0	2
Menacing by breed characteristics s33A(1)(b)(ii)	16	39	19	9	15
Menacing by schedule 4 breed s33C(1)	16	0	6	14	5
<b>Total menacing dogs</b>	<b>39</b>	<b>57</b>	<b>27</b>	<b>25</b>	<b>22</b>

**Table 4: Infringements**

All unpaid registrations were followed up with an infringement notice resulting in 197 notices being issued to dog owners.

Infringements	2022/23	2021/22	2020/21	2019/20	2018/19
	357	135	114	103	101

**Table 5: Dog related complaints:**

Category	2022/23	2021/22	2020/21	2019/20	2018/19
Attacks on people	65	63	37	53	56
Attacks on animals	78	94	65	99	77
Barking dogs	446	370	527	455	660
Uncontrolled dogs	697	512	529	650	731
Miscellaneous	605	510	574	731	655
Total number of dog-related complaints	<b>1891</b>	<b>1549</b>	<b>1732</b>	<b>2118</b>	<b>2179</b>

**Table 6: Miscellaneous animal complaints**

Category	2022/23	2021/22	2020/21	2019/20	2018/19
Challenging	107	105	94	79	95
Education	3	2	11	44	0
Fouling	17	29	24	50	55
Relinquish	21	6	0	4	2
Stray Pickups	398	385	440	544	501
Welfare	16	4	5	10	2
Stock at large	43	50	81	41	64
Totals	<b>605</b>	<b>581</b>	<b>655</b>	<b>772</b>	<b>719</b>

# RE-APPOINTMENT OF EXISTING MEMBERS OF THE DISTRICT LICENSING COMMITTEE

## Kōrero taunaki | Summary of considerations

### Purpose

1. This report to Te Kaunihera o Pōneke | Council seeks re-appointment of existing members of the District Licensing Committee whose tenure expires at the end of September 2023.

### Strategic alignment with community wellbeing outcomes and priority areas

Aligns with the following strategies and priority areas:

- Sustainable, natural eco city
- People friendly, compact, safe and accessible capital city
- Innovative, inclusive and creative city
- Dynamic and sustainable economy

### Strategic alignment with priority objective areas from Long-term Plan 2021–2031

- Functioning, resilient and reliable three waters infrastructure
- Affordable, resilient and safe place to live
- Safe, resilient and reliable core transport infrastructure network
- Fit-for-purpose community, creative and cultural spaces
- Accelerating zero-carbon and waste-free transition
- Strong partnerships with mana whenua

### Relevant Previous decisions

Outline relevant previous decisions that pertain to the decision being considered in this paper.

### Significance

The decision is **rated medium significance** in accordance with schedule 1 of the Council's Significance and Engagement Policy.

**Financial considerations** – re-appointment of the DLC members set out in the paper has no budgetary implications.

- Nil       Budgetary provision in Annual Plan / Long-term Plan       Unbudgeted \$X

**Risk** – If Council chooses not to re-appoint these DLC members, there is the risk that processing times for alcohol licence applications will be extended to unacceptable levels.

- Low       Medium       High       Extreme

Author	Helen Jones, Manager Public Health Group
Authoriser	Mark Pattermore, Manager, Consenting and Compliance Liam Hodgetts, Chief Planning Officer



## Taunakitanga | Officers' Recommendations

Officers recommend the following motion

That the Te Kaunihera o Pōneke | Council:

- 1) Receive the information.
- 2) Agree to re-appoint the District Licensing Committee (DLC) members that are subject to the discussion in this paper.

## Whakarāpopoto | Executive Summary

2. This report seeks approval from Council to re-appoint 3 DLC members to the Committee as their current tenures expire on 30 September 2023.

## Takenga mai | Background

3. DLCs were established under the Sale and Supply of Alcohol Act 2012 (the Act). A DLC comprises a Chairperson or Commissioner and 2 other members appointed from a Council approved members list.
4. The DLC is charged under the Act with dealing with alcohol licensing matters for Council.
5. DLCs can be chaired by either an elected member of Council or a Commissioner appointed by Council.
6. The tenure of 6 members of the Wellington DLC on 30 September 2023. Officers have contacted each of these individuals to enquire whether they would like to renew their membership of the DLC.
7. 3 existing members, Rex Woodhouse, Zoe Doole and Kiri Rikihana have indicated that they do not wish to renew their membership.
8. The 3 remaining members, Bill Acton, Kate Thomson and Brad Olsen have indicated that they wish to renew their membership for the maximum term permitted under the Act, which is 5 years.
9. It should be noted that both Bill Acton and Kate Thomson were previously appointed as both Commissioners and list members. Brad Olsen was appointed as a list member only.

## Kōrerorero | Discussion

10. The Act states that DLC list members must have '*experience relevant to alcohol licensing matters*'.
11. In relation to Commissioners, the Act requires them to be someone who: *is of good standing in the community and has the necessary knowledge, skills and experience relating to matters that are likely to become before the Committee.*
12. The Act does not define or set out the *necessary knowledge skill and experience relating to matters that are likely to become before the committee* nor does it give a definition of *good standing in the community or experience relevant to alcohol licensing matters.*
13. In order to assist territorial authorities with the selection and appointment of DLC members, a guide has been developed jointly by Local Government New Zealand, The New Zealand Society of Local Government Managers and the Health Promotion

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Agency entitled *Selecting and appointing district licensing committees – a guide for Councils*.

14. Officers have used this guide when seeking to source suitable candidates as DLC members. A copy of the guide can be found here:

[3.1 AL1168 Selecting and appointing DLCs.pdf \(alcohol.org.nz\)](#)

15. Elected members have previously sought details of the range of skills and experience demonstrated by our current DLC members. This is summarised in a document attached to this report (**Attachment 1**)
16. Summary details of the DLC members seeking re-appointment are set out below. Copies of their CVs (plus a reference for Kate Thomson) are attached to this report.
17. **Kate Thomson**

Kate was appointed as a list member in 2013 and then as both a commissioner and list member of the DLC in 2018 for a period of 5 years. Prior to becoming a member of the DLC Kate took the lead role at the Ministry of Justice as principal senior advisor implementing changes to the Sale of Liquor Act 1989 (which was subsequently superseded by the Sale and Supply of Alcohol Act 2012) Kate has recently taken on a leadership role within the DLC, ensuring that DLC members are up to date on legislative changes and there is consistency in terms of decision making across the Committee. In addition to sitting as a commissioner and occasionally as a list member during hearings, Kate also adjudicates on the majority of non-contentious applications received by Council's alcohol licensing team.

#### **Bill Acton**

Bill was also appointed as both a commissioner and list member in 2018 for a period of 5 years. Bill is an experienced lawyer and is competent in assessing evidence and reaching outcomes that are legally compliant. He has experience in the tribunal environment and currently acts as a Commissioner for the Gambling Commission. The overall aim of the Commission is to ensure that gambling is undertaken in a responsible way. The decisions are largely made on the papers though public hearings can be held if there is a sufficient element of public interest. The Commission is acutely aware of possible health harms from excessive gambling, particularly for vulnerable communities. There are many similarities that can be seen in Bill's role with the DLC and the Gambling Commission. During the past 5 years Bill has built up significant experience in sitting as both a list member and commissioner on alcohol licence hearings.

#### **Brad Olsen**

Brad was appointed as a list member in 2018 for a period of 5 years. Prior to being appointed as a list member Brad was a member of Wellington City Council's Youth Council. In 2016 he received the Queen's Young Leader Award and in 2020 was the youth category winner in the Young Wellingtonian of the Year. Brad was originally appointed to the DLC as he brought the youth perspective to the Committee and this perspective was deemed valuable in relation to being cognisant of the potential for alcohol related harm for younger Wellingtonians.

With 5 years' experience of adjudicating at DLC hearings Brad is a valued member of the Committee but both Brad and officers recognise that he can no longer be deemed



to be a 'youth' representative. Additional candidates are currently being sought via an ongoing and targeted recruitment campaign.

## **Kōwhiringa | Options**

18. Officers preferred option is for Council to approve the re-appointment of Kate Thomson, Bill Acton (as both commissioners and list members) and Brad Olsen (as list member) for the full 5-year term.
19. Council does have the option of renewing membership for less than the full 5-year period.

## **Whai whakaaro ki ngā whakataunga | Considerations for decision-making**

### **Alignment with Council's strategies and policies**

20. Maintaining a cadre of DLC members aligns with Council's Alcohol Management Strategy:

- *This strategy focuses on the role that the Council can play in creating the kind of City that encourages safe alcohol consumption.*

[The Right Mix - Alcohol Management Strategy \(wellington.govt.nz\)](https://www.wellington.govt.nz/the-right-mix-alcohol-management-strategy)

This paper also aligns with the Chief Executive's KPIs:

- *Demonstrate progress on customer centric regulatory processes, including a focus on hospitality...*

Additionally it ties into the Strategic Plan of Council's City Consenting and Compliance Team:

- *Provide exceptional regulatory services to enable a safe, sustainable and inclusive capital city.*

## **Engagement and Consultation**

21. This process does not require engagement or consultation with the community and is deemed to be of medium significance as per Council's significance and engagement policy (see statement below on risk and mitigations).

## **Implications for Māori**

22. There are no known implications for Māori in relation to this paper, although it should be noted that there is currently an ongoing recruitment exercise for further DLC members, It is recognised that there is currently no Māori representation within the Committee membership and officers are working with Council's Māori Partnerships team to seek expressions of interest from Māori.

## **Financial implications**

23. There are no financial implications in relation to the decision required in this paper.

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## **Legal considerations**

24. The Sale and Supply of Alcohol Act states:

**For appointment as list members:**

- that each territorial authority must appoint 1 or more licensing committees as, in its opinion, are required to deal with licensing matters for its district.
- That the territorial authority must establish, maintain, and publish its own list of persons approved to be members of the territorial authority's licensing committee.
- A territorial authority must not approve a person to be included on the list unless that person has experience relevant to alcohol licensing matters.
- A person may be approved for inclusion on the list for a period of up to 5 years and may be approved for any 1 or more further periods of up to 5 years.

25. **For appointment as commissioners:**

- The Chief Executive of a territorial authority, may on the recommendation of the territorial authority, appoint a commissioner or commissioners to any of the territorial authority's licensing committees and any person so appointed has all the functions, powers, and duties of the chairperson of the licensing committee.
- The chief executive may only appoint a person as commissioner if that person is of good standing in the community and has the necessary knowledge, skill and experience relating to matters that are likely to come before the committee.

## **Risks and mitigations**

26. If the tenure of these existing commissioners and list members is not renewed this will significantly reduce the current cadre of members available to adjudicate on alcohol licence applications. This will delay the processing time for alcohol licence applications to an unacceptable level at a time when the Hospitality Industry is still recovering from the restraints placed on it during the COVID pandemic.
27. It should be noted that officers are currently in the process of seeking expressions of interest for additional DLC list members in order to increase the pool of available members.

## **Disability and accessibility impact**

28. There are no disability and accessibility considerations in relation to this paper.

## **Climate Change impact and considerations**

29. There are no climate change impacts and considerations in relation to this paper.

## **Communications Plan**

30. If the reappointments are approved, the relevant page of WCC.s website will be updated with renewed expiry dates for each individual.

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

31. There are no health and safety considerations in relation to this paper.

### **Ngā mahinga e whai ake nei | Next actions**

32. Once approved for re-appointment the relevant DLC members will be informed accordingly and Council's website will be updated.

### **Attachments**

Attachment 1. Summary of DLC experience [!\[\]\(a03a7eb2f4046e1d3c76772003e549ea\_img.jpg\) !\[\]\(844169987a590ed8c7e31d5d18950e8d\_img.jpg\)](#)

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**Attachment 1**

**Wellington District Licensing Committee – Summary of experience relevant to alcohol licensing**

<b>Experience</b>	<b>Legally qualified</b>	<b>Youth</b>	<b>Maori</b>	<b>Hospitality Industry</b>	<b>Tribunals</b>	<b>Health</b>	<b>Alcohol Regulation</b>	<b>comments</b>
<b>Commissioners</b>								
Kate Thomson	x						x	Previous advisor on Sale of Liquor Act 1989 at Ministry of Justice
Bill Acton	x				x			Currently also a Commissioner for the Gambling commission – similarities in considering potential for harm, particularly with vulnerable communities
Saar Cohen-Ronen	x						x	List member of Porirua DLC
<b>List members</b>								
Kate Thomson	x						x	As above
Bill Acton	x				x			As above
Saar Cohen-Ronen	x						x	As above
Sandra Kirby						x		Ex manager of Canterbury Community Council on Alcohol and other drugs
Brad Olsen		x						Ex youth Council
Simon Tendeter								EX member of Wellington Alcohol forum /career in social care
Juliet Philpott	x						x	Ex legal advisor to Wellington City Council on the Sale and Supply of Alcohol Act 2012
Dan Mills				x			x	Previous owner of an online alcohol sales business

# ANNUAL REPORT ON INCOME RECEIVED FROM AND COSTS INCURRED IN ALCOHOL LICENSING FOR YEAR 22-23

## Kōrero taunaki | Summary of considerations

### Purpose

1. This report to Te Kaunihera o Pōneke | Council asks the Council to accept this report which is a statutory requirement under the Sale and Supply of Alcohol Act 2012

### Strategic alignment with community wellbeing outcomes and priority areas

Aligns with the following strategies and priority areas:

#### Strategic alignment with priority objective areas from Long-term Plan 2021–2031

- Sustainable, natural eco city
- People friendly, compact, safe and accessible capital city
- Innovative, inclusive and creative city
- Dynamic and sustainable economy
- Functioning, resilient and reliable three waters infrastructure
- Affordable, resilient and safe place to live
- Safe, resilient and reliable core transport infrastructure network
- Fit-for-purpose community, creative and cultural spaces
- Accelerating zero-carbon and waste-free transition
- Strong partnerships with mana whenua

#### Relevant Previous decisions

N/A

### Financial considerations

- Nil
 |  Budgetary provision in Annual Plan / Long-term Plan
 |  Unbudgeted \$X

2. No financial considerations in relation to this historical report

### Risk

- Low
 |  Medium
 |  High
 |  Extreme

3. As above this is a historical report so low risk

Author	Kay Sedcole, Operations & Business Development Team Leader
Authoriser	Mark Pattermore, Manager, Consenting and Compliance Liam Hodgetts, Chief Planning Officer

## **Taunakitanga | Officers' Recommendations**

Officers recommend the following motion

That the Te Kaunihera o Pōneke | Council:

- 1) Receive the information.
- 2) Adopt the Annual Report of Alcohol licensing income and costs for the year July 2022 – June 2023.

## **Whakarāpopoto | Executive Summary**

**This report is a legislative requirement of the Sale and Supply of Alcohol Act 2012. It sets out the income received from, and the costs incurred in alcohol licensing for the year 22-23. Takenga mai | Background**

4. Under the Sale and Supply of Alcohol Act 2012 the fees regulations introduced a national risk based licencing fees framework for alcohol licensing.
5. The Ministry of Justice is the Government Department which administers the Sale Supply of Alcohol 2012. The legislation aims for territorial authorities to recover the costs incurred in administering the alcohol licensing system. The Regulation 19 report is a tool to help determine whether this is being achieved.
6. The fees regulations set default fees for on-licences, off-licences, and club licences. They distinguish between application fees and annual fees. The fees regulations set fees for other licence types including manager certificates, temporary authorities, special licences, temporary licences, and permanent club charters.
7. Wellington City Council has introduced an alcohol fees bylaw which facilitates fees being charged that are different to the national default fees.
8. Regulation 19 reports provide information on costs, income and levels of cost recovery, and improve transparency and accountability. They are also intended to provide reliable data for the Ministry of Justice review of fees, which are required to be undertaken every 5 years. This review is due to be undertaken this year.
9. Regulation 19 of the Sale and Supply of Alcohol (fees) Regulations 2013 requires that: Every territorial authority must, each year, prepare and make publicly available a report showing its income from fees payable in relation to, and its costs incurred in:
  - (a) the performance of the functions of its licensing committee under the Act, and
  - (b) the performance of the functions of its inspectors under the Act, and undertaking enforcement activities under the Act

## **Kōrerorero | Discussion**

10. The attached table sets out this year's cost recovery rate which is 62%. The target approved by Council is 85% cost recovery.
11. In February 2022 Council approved a Pandemic Response Plan as a way of assisting the hospitality industry to recover from the restrictions placed on it due to Covid. The Plan took effect on March 1<sup>st</sup> 2022, measures included

- \$1 fee for a variation to an alcohol licence to include an outdoor dining area
- \$1 annual alcohol fee for holders of on-premises licenses and club licenses
- No charge for reissuing of a special license for an event that has been postponed due to Covid.

These measures concluded on February 28, 2023.

12. The reduced fees have inevitably affected the level of income received for the alcohol licensing function. It should be noted that: -
13. 9 months of reduced fees fall within this reporting period. This has had a significant effect on this year's income.
14. The lack of availability of rooms at Wellington City Council has resulted in the need to rent external venues to hold some hearings.
15. The Licensing Committee has had some members resign over the past year, so officers have introduced an additional retention payment to retain and attract new members. This retention payment is in addition to the national tribunal rate.
16. Additional staff have been recruited to assist with backlogs of applications, particularly in relation to processing duty manager applications. This is in response to feedback from the hospitality industry about processing times of applications. Officers report that this has been successful in reducing the backlog.
17. The report for the year 2019-2020 indicated that the cost recovery rate for alcohol licensing should be 85%, as directed by Council. It is noted that this has been an unusual year in relation to cost recovery for alcohol licensing due to the Pandemic Response Plan. Officers advise that now fees are being charged at the full rate, next years cost recovery report will give a more accurate indication in relation to reaching 85% cost recovery.

### **Ngā mahinga e whai ake nei | Next actions**

18. Once the report is adopted, a copy will be made available on Wellington City Council's website and a copy will be sent to the Ministry of Justice

### **Attachments**

Attachment 1. Summary of cost recovery rate alcohol licensing [↓](#) 

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The income and costs for Wellington City Council for this period are as follows:

	2023
<b>Total fees received</b>	<b>1,064,755</b>
Fees paid to ARLA* (Alcohol Regulatory Licensing Authority)	73,580
Cost of performance of the DLC functions (up to licence issue)	267,094
Cost of performance of inspectors functions (compliance activities)	1,026,172
Overhead costs (see table below for breakdown)	348,425
Cost of enforcement activities	-
<b>Total cost to Council</b>	<b>1,715,271</b>
<b>Cost recovery rate</b>	<b>62%</b>

\*NB: In Wellington, enforcement activities - issuing infringement notices is carried out by the police, not the alcohol licensing inspectors

<b>Breakdown of overhead costs</b>	
Other employment costs	4,326
Staff recruitment costs	250
Direct IT costs	-
Telecommunication costs	-
Travel and accommodation costs	-
Administration costs	23,517
Campus overhead costs	140,777
IT overhead costs	179,555
<b>Total</b>	<b>348,425</b>



# ACTIONS TRACKING

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## Kōrero taunaki | Summary of considerations

### Purpose

1. This report provides an update on the past actions agreed by Te Kaunihera o Pōneke | Council at its previous meetings.

### Strategic alignment with community wellbeing outcomes and priority areas

Aligns with the following strategies and priority areas:

- Sustainable, natural eco city
  - People friendly, compact, safe and accessible capital city
  - Innovative, inclusive and creative city
  - Dynamic and sustainable economy
- Strategic alignment with priority objective areas from Long-term Plan 2021–2031**
- Functioning, resilient and reliable three waters infrastructure
  - Affordable, resilient and safe place to live
  - Safe, resilient and reliable core transport infrastructure network
  - Fit-for-purpose community, creative and cultural spaces
  - Accelerating zero-carbon and waste-free transition
  - Strong partnerships with mana whenua

### Relevant Previous decisions

### Financial considerations

- Nil       Budgetary provision in Annual Plan / Long-term Plan       Unbudgeted \$X

### Risk

- Low       Medium       High       Extreme

Author	Alisi Folaumoetu'i, Democracy Advisor
Authoriser	Stephen McArthur, Chief Strategy & Governance Officer

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## **Taunakitanga | Officers' Recommendations**

Officers recommend the following motion

That Te Kaunihera o Pōneke | Council:

1. Receive the information.

## **Whakarāpopoto | Executive Summary**

2. This report lists the dates of previous Council meetings and the items discussed at those meetings.
3. Each clause within the resolution has been considered separately and the following statuses have been assigned:
  - In progress: Resolutions with this status are currently being implemented.
  - Completed: Clauses which have been completed, either by officers subsequent to the meeting, or by the meeting itself (i.e. by receiving or noting information).
4. All in progress actions will be included in the subsequent monthly updates but completed actions will only appear once.

## **Takenga mai | Background**

5. At the 13 May 2021 Council meeting, the recommendations of the Wellington City Council Governance Review were endorsed and agreed to be implemented.
6. The purpose of this report is to ensure that all resolutions are being actioned over time. It does not take the place of performance monitoring or full updates. The committee could resolve to receive a full update report on an item if it wishes.

## **Kōrerorero | Discussion**

7. Of the 44 resolutions of Te Kaunihera o Pōneke | Council in June 2023:
  - 38 are complete
  - 6 are in progress
8. 51 in progress actions have been carried forward from the previous action tracking report. 43 are still in progress.
9. Further detail is provided in Attachment One.

## **Attachments**

Attachment 1. [Actions Tracking - September](#)  

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Date	ID	Title	Clause number	Clause	Status	Comment
Wednesday, 30 June 2021	2	2.5 Implementation of Parking Charges	7	Request officers to investigate off-street parking opportunities with both council and privately run public parking buildings for evening and weekend parking throughout the year.	In progress	Under investigation
Thursday, 26 August 2021	3	2.1 Aho Tini 2030 Arts, Culture & Creativity Strategy and Action Plan	6	Agree that officers report back to Council with an update on the timeline and programme for major Council controlled venues reopening including any future planned maintenance and upgrade proposals.	In progress	The St James Theatre has now reopened. The Wellington Town Hall is still under construction and expected to reopen in early 2025. Preliminary work is underway on possible upgrades to a number of venues and will form part of LTP planning.
Thursday, 26 August 2021	4	2.1 Aho Tini 2030 Arts, Culture & Creativity Strategy and Action Plan	7	Agree officers to report back to Committee by March 2022 on how better access to Council venues and community facilities can be achieved for the local arts and creative community groups and audiences. The review should include whether the venues and community facilities subsidies are equitable across the city and are the most appropriate mechanism of support and whether other models could better support the local community, arts and creative sectors; and local audiences.	Completed	As updated in previous meetings, for this element of Aho Tini, the initial date proved unworkable due to Covid/internal resource issues. An additional workstream, a Strategic Investment Plan, has also been added related to areas of interest for Finance. The consultants' report has now been received and will be scheduled for the appropriate Council meeting.
Thursday, 26 August 2021	6	2.2. Annual Dog Control Report 2020-21	4	Agree that officers report back through the Animal Bylaw/Dog Policy process later this year on metrics for the objectives set out in the Annual Dog Report.	In progress	
Thursday, 26 August 2021	8	2.2. Annual Dog Control Report 2020-21	6	Request officers bring back options for better resourcing of Animal Control in order to help protect our wildlife. Resourcing could include partnership opportunities, shared resourcing and fee reallocation and/or increase, as well as investigating the provision of off-leash dog facilities.	In progress	
Thursday, 26 August 2021	9	2.6 Strategy and Policy Work Programme	3	Note that once agreed, the programme will be included in the relevant Committee Forward Programmes.	In progress	Council paper coming in October 2023
Thursday, 30 September 2021	14	3.1.1 Report of the Pūroro Hātepe   Regulatory Processes Committee Meeting of 8 September 2021 PROPOSED ROAD STOPPING - KNIGGES AVENUE, TE ARO	2	Agree to dispose of the Land.	Completed	11/08/23 - Settlement occurred 3 August
Thursday, 28 October 2021	21	2.1 Tākina Operating Arrangements	5	Agree for officers to work with Te Papa Tongarewa on the implementation of Living Wage for staff working within Tākina Events, and to bring this plan and related costs back to Council prior to the opening of Tākina.	In progress	Has been implemented and at this stage at no additional cost to Council. Will need to update Committee if this changes and Takina Events seek to recoup the costs.
Wednesday, 15 December 2021	27	3.1 The Gifting of the name Te Aro Mahana	2	Agree to formally recognise the gift of the name Te Aro Mahana for the new play area within Frank Kitts Park and accordingly name the newly developed play area Te Aro Mahana.	In progress	The name will be formally gifted when the play area is ready to be opened.
Thursday, 24 February 2022	31	3.1 Report of the Pūroro Rangaranga   Social, Cultural and Economic Committee Meeting of 3 February 2022	2	Agree to dispose of the Land, in order to give effect to the exchange.	In progress	
Thursday, 31 March 2022	35	2.1 WCC should promote a local bill to repeal the Wellington City Milk-supply Act 1919	2	Ask that the Mayor write to Parliament requesting that repealing the Wellington City Milk Supply Act 1919 be included in an appropriate future omnibus Bill.	In progress	
Thursday, 31 March 2022	38	4.2 Report of the Pūroro Waihangā   Infrastructure Committee Meeting of 23 March 2022: PROPOSED DISPOSAL - PART OF 39 CHAPMAN STREET, JOHNSONVILLE	2	Agree to dispose of the Land to the adjoining owner at 15 Chesterton Street, Johnsonville.	In progress	29/08/23 - Owner has revised draft sale and purchase to review. Waiting on outcome for rezoning submission for the PDP.
Thursday, 28 April 2022	43	3.2 Report of the Pūroro Waihangā   Infrastructure Committee Meeting of 27 April 2022 LAND DISPOSAL (ISOLATION STRIPS) - HANSON STREET SERVICE LANE, MOUNT COOK	2	Agree to dispose of the Land to the adjoining owner of 25 Hanson Street (Lot 1 DP 358660, ROT 238839), for amalgamation with that property.	In progress	21/08/2023. Council's lawyers are arranging for new titles which will trigger settlement. Expecting settlement late July 2024.
Thursday, 31 March 2022	44	4.1 Report of the Pūroro Tahua   Finance and Performance Committee Meeting of 17 March 2022: DEVELOPMENT CONTRIBUTIONS POLICY REPORT BACK ON CONSULTATION AND FINAL VERSION FOR APPROVAL	3	Note that the Policy will be reviewed in time for the 2024 Long-Term Plan and at that time reserves acquisition will be fully included.	In progress	In Progress - draft due Q3 2023/24.

Thursday, 30 June 2022	3.2 Report of the Pūrora Maherehere   Annual Plan/Long-Term Plan 54 Committee Meeting of 1 June 2022: Town Hall Development Update	1.a	1) Agree to increase the capex budget for the Town Hall project to \$182.4m through the following detailed budget adjustments: a. Move existing contingency balance of \$10.3m (Activity 2117) in 2022/23 to the Town Hall Project (Activity 2076) in 2023/24,	In progress	
Thursday, 30 June 2022	3.2 Report of the Pūrora Maherehere   Annual Plan/Long-Term Plan 55 Committee Meeting of 1 June 2022: Town Hall Development Update	1.b	1) Agree to increase the capex budget for the Town Hall project to \$182.4m through the following detailed budget adjustments: b. Increase the above by \$1.7m to represent the full balance of the agreed contingency in the budget,	In progress	
Thursday, 30 June 2022	3.2 Report of the Pūrora Maherehere   Annual Plan/Long-Term Plan 56 Committee Meeting of 1 June 2022: Town Hall Development Update	1.c	1) Agree to increase the capex budget for the Town Hall project to \$182.4m through the following detailed budget adjustments: c. Increase the Town Hall project budget by the addition project budget requirement of \$37.1m, \$24m in 2023/24 and \$13.1m in 2024/25.	In progress	
Thursday, 30 June 2022	2.1 Reserves Act 1977 : Easements over Duncan Park and Play Area 67 (Tawa)	2	Agree to grant stormwater and wastewater easements, pursuant to Section 48 of the Reserves Act 1977, to the owners of 324 and 326 Main Road, Tawa, over Council recreation reserve land at Duncan Park and Play Area, being part of Lot 26 Deposited Plan 15397 and held on ROT WN790/45.	In progress	The Applicant will implement the pipes as part of the building project. The builder will contact Reserves Planner prior to this work to arrange a Temporary Vehicle Access Permit from the Park Ranger team. The easement areas will be surveyed and legalised after the pipes have been laid and the reserve reinstated.
Thursday, 30 June 2022	2.1 Reserves Act 1977 : Easements over Duncan Park and Play Area 68 (Tawa)	3	Delegate to the Chief Executive the power to carry out all steps to effect the easements.	In progress	
Thursday, 30 June 2022	2.1 Reserves Act 1977 : Easements over Duncan Park and Play Area 69 (Tawa)	4	Note that the works within the easement areas will be subject to the relevant bylaw, building and/or resource consent requirements.	In progress	
Thursday, 30 June 2022	2.1 Reserves Act 1977 : Easements over Duncan Park and Play Area 70 (Tawa)	5	Note that the works to install the stormwater and wastewater lateral pipes will proceed in accordance with final Parks, Sport and Recreation agreement to all reserve management, work access and reinstatement plans.	In progress	
Thursday, 30 June 2022	2.1 Reserves Act 1977 : Easements over Duncan Park and Play Area 71 (Tawa)	6	Note that under the Instrument of Delegations for Territorial Authorities dated 12 July 2013, the Minister of Conservation has delegated the authority to grant easements over reserve land under Section 48 of the Reserves Act 1977 to Council.	In progress	
Thursday, 30 June 2022	2.1 Reserves Act 1977 : Easements over Duncan Park and Play Area 72 (Tawa)	7	Note that approval to grant these easements will be conditional on: a. The applicant being responsible for all costs associated with the creation of the easements, including any of Council's fair and reasonable costs. b. The requirement for public notice under Section 48(2) of the Reserves Act 1977 being waived as the reserve is not likely to be materially altered or permanently damaged and the rights of the public are not likely to be permanently affected by the granting of these easements.	In progress	
Thursday, 30 June 2022	3.4.1 Report of the Pūrora Hātepe   Regulatory Processes Committee Meeting of 8 June 2022: Background to Oral Submissions and Decision on Objections to Proposed Road Stopping – 24 Cave Road, Houghton Bay.	2	Delegate to the Chief Executive Officer the power to approve and conclude any action relating to Environment Court proceedings, if required.	In progress	21/08/2023. All objectors have now withdrawn. Still waiting for applicant to decide if they want to continue.
Thursday, 30 June 2022	80 2.2 Sludge Minimisation Facility Business Case	4	Request officers bring back to Council options for sludge disposal, in the event that the Sludge Minimisation Facility cannot be built in time to meet the 2026 deadline.	In progress	
Wednesday, 6 July 2022	2.2 Let's Get Wellington Moving: MRT/SHI Preferred Programme 105 Option	20	Endorse LGWM on behalf of partners, including mana whenua, preparing a proposal for a Specified Development Project with Kainga Ora, noting that LGWM will report back to partners with final recommendations on a Specified Development Project proposal.	In progress	Work with Kainga Ora on an Specified Development Project is underway.

Wednesday, 6 July 2022	2.2 Let's Get Wellington Moving: MRT/SHI Preferred Programme 113 Option	28	Note that the LGWM will regularly report back to partner shareholding governing bodies against progress milestones in the preparation of the Detailed Business Case	In progress	LGWM will regularly report back to partners.
Thursday, 25 August 2022	2.2 Decision on Shelly Bay Road upgrade options following 648 community engagement	8a	Agree that: The Shelly Bay Road upgrade will be comprised of the work undertaken by the Developer to deliver the consented design, followed by any localised upgrades which will be delivered by WCC within the existing road corridor and the current \$2.4m LTP budget. The WCC work will prioritise active transport modes and aim to enhance the recreational value of Shelly Bay Road as part of Te Motu Kairangi.	In progress	
Thursday, 25 August 2022	2.2 Decision on Shelly Bay Road upgrade options following 649 community engagement	8b	Agree that: Officers will further explore the long-term opportunities to upgrade Shelly Bay Road in such a way that will enable the road to meet Waka Kotahi design guidance (as a minimum) and the Great Harbour Way plan (as an aspiration), noting that: (i) No opex costs have been set aside for this work; (ii) Given lead in times, these opportunities will not be able to be implemented until after their consented design has been delivered; and (iii) As no budget (other than the initial \$2.4m capex) is included for any of these options in the long term plan, all options would be subject to future Council decision making processes. (iv) Request an initial report be undertaken in time for the 2023/4 Draft Annual Plan to request any necessary feasibility funding, noting that, until any funding is provided, there would be no resources to progress this part of the work.	In progress	
Thursday, 25 August 2022	2.2 Decision on Shelly Bay Road upgrade options following 650 community engagement	8c	Agree that: Officers to start the process to investigate a 30km/hr speed limit on Shelly Bay Rd between the Miramar cutting and the Shelly Bay development, either through the Speed Management Review process or the standard speed review process, whichever is faster.	In progress	
Thursday, 25 August 2022	2.2 Decision on Shelly Bay Road upgrade options following 651 community engagement	9	Note that, given the constraints identified and the levels of community interest in achieving a higher level of service, officers have also investigated how to improve the level of service for active mode users (beyond that provided by the consented design), without delivering a shared path that meets Waka Kotahi design guidance. This has included consideration of the process by which any such change could be delivered.	In progress	
Thursday, 25 August 2022	2.2 Decision on Shelly Bay Road upgrade options following 653 community engagement	10	Agree that officers will progress localised upgrades to the consented design in accordance with the discussion contained below.	In progress	
Thursday, 25 August 2022	3.1 Report of the Pūroro Hātepe   Regulatory Processes Committee Meeting of 10 August 2022: Proposed Road Stopping - Land Adjoining 28 Hapua Street, Hataitai	2	Agree to dispose of the Land.	In progress	29/08/23 - Waiting on new title
Thursday, 25 August 2022	673 4.1 Sludge Minimisation Facility Project Funding	All Clauses	All clauses - public	In progress	
Thursday, 30 September 2021	692 4.1 Mākara Cemetery - potential land acquisition	All clauses	All clauses - public	In progress	
Thursday, 29 September 2022	2.3 Annual Report on Income received from and costs incurred in 704 alcohol licensing	2	Adopt the Annual Report of Alcohol licensing income and costs for the year 2021-2022	Completed	
Thursday, 29 September 2022	2.4 Development Contributions Remission Request for 4 Oxford 710 Terrace	5	Agree to increase the budget for Social and Recreational Grant Pool (1124) in the year which Development Contribution relating to this development falls due and debt fund this grant at the time.	Completed	
Thursday, 29 September 2022	2.4 Development Contributions Remission Request for 4 Oxford 711 Terrace	6	Agree to reduce the budget for the Environmental and Accessibility Fund (1220) by \$383k in order to fund the above grant.	Completed	

Thursday, 29 September 2022	755	4.1 Land Acquisition Taranaki Street	All clauses	All clauses	In progress	
Thursday, 15 December 2022	1100	2.2 CHP Transition: Trust Deed Approval	6	Agree that \$0.5m of establishment funds will be gifted to the Trust following settlement to meet early transition costs (with further settlement funds to be gifted when the full Board is in place).	Completed	
Thursday, 15 December 2022	1157	3.3.1 Report of the Koata Hātepe   Regulatory Processes Committee Meeting of 14 December 2022: NEW GROUND LEASE FOR VICTORIA BOWLING CLUB	1	Approve a new lease pursuant to the Wellington Town Belt Act 2016 for Victoria Bowling Club Incorporated for a 10-year term with a further renewal term of 10 years.	In progress	Negotiating terms of the lease with club.
Thursday, 15 December 2022	1158	3.3.2 Report of the Koata Hātepe   Regulatory Processes Committee Meeting of 14 December 2022: PROPOSED ROAD STOPPING – LAND ADJOINING 76 ADJOINING 76 ORANGI KAUPAPA ROAD, NORTHLAND	2 (c)	c.Delegate to the Chief Executive Officer the power to conclude all matters in relations to the road stopping and disposal of the Land, including all legislative matters, issuing relevant public notices, declaring the road stopped, negotiating the terms of the sale or exchange, imposing any reasonable covenants, and anything else necessary.	In progress	21/08/2023. At Step 6 of the road stopping process. Surveyor now instructed and waiting for WCC Legal team to provide estimate. Note: this project now transferred to Seth Bocknek to manage.
Thursday, 15 December 2022	1159	3.3.2 Report of the Koata Hātepe   Regulatory Processes Committee Meeting of 14 December 2022: PROPOSED ROAD STOPPING – LAND ADJOINING 76 ADJOINING 76 ORANGI KAUPAPA ROAD, NORTHLAND	2 (c)	c.Delegate to the Chief Executive Officer the power to conclude all matters in relations to the road stopping and disposal of the Land, including all legislative matters, issuing relevant public notices, declaring the road stopped, negotiating the terms of the sale or exchange, imposing any reasonable covenants, and anything else necessary.	In progress	21/08/2023. At Step 6 of the road stopping process. Surveyor now instructed and waiting for WCC Legal team to provide estimate. Note: this project now transferred to Seth Bocknek to manage.
Thursday, 15 December 2022	1160	3.3.2 Report of the Koata Hātepe   Regulatory Processes Committee Meeting of 14 December 2022: PROPOSED ROAD STOPPING – LAND ADJOINING 76 ADJOINING 76 ORANGI KAUPAPA ROAD, NORTHLAND	3	Delegate to the Chief Executive Officer the power to conclude all matters in relations to the road stopping and disposal of the Land, including all legislative matters, issuing relevant public notices, declaring the road stopped, negotiating the terms of the sale or exchange, imposing any reasonable covenants, and anything else necessary.	In progress	21/08/2023. At Step 6 of the road stopping process. Surveyor now instructed and waiting for WCC Legal team to provide estimate. Note: this project now transferred to Seth Bocknek to manage.
Thursday, 15 December 2022	1197	4.2 Progressing the Sludge Minimisation Facility	All clauses	All clauses	Completed	
Thursday, 15 December 2022	1219	4.4 Land Acquisition - Aotea Quay	All clauses	All clauses	In progress	
Thursday, 20 April 2023	1487	2.1 Election Matters	2	Agree that a representation review be undertaken in the 2025-2028 triennium for the 2028 local election	In progress	
Thursday, 20 April 2023	1489	2.1 Election Matters	4	Agree that Officers will report back to Council when data from Census 2023 is available as information for the 2025-2028 triennium representation review.	In progress	Current indications are that this data is expected in mid-2024.
Thursday, 20 April 2023	1491	2.3 Forward Programme	1	Receive the information.	Completed	
Thursday, 20 April 2023	1544	4.2 LAND ACQUISITION - OHARIU VALLEY ROAD, OHARIU	All clauses	All clauses.	In progress	
Thursday, 20 April 2023	1558	4.3 Te Kāinga Project Decision	All clauses	All clauses	In progress	
Thursday, 1 June 2023	1605	2.4 Sport Facilities Fees and Charges Review	2	Agree to complete the review into Council's sport facilities fees and charges	In progress	
Thursday, 1 June 2023	1606	2.4 Sport Facilities Fees and Charges Review	3	Note the draft Terms of Reference as outlined in Attachment 2. Officers will further consult and confirm the draft Terms of Reference with the working group.	Completed	
Thursday, 1 June 2023	1607	2.4 Sport Facilities Fees and Charges Review	4	Agree to delegate to the Mayor and Chief Executive to finalise the Terms of Reference following the input of the working group made up of representative codes and any participating councils.	Completed	Terms of Reference has been finalised. KCDC, Upper Hutt CC, Porirua CC all partaking in the review. Hutt CC will provide information only.

Thursday, 1 June 2023	1608 2.4 Sport Facilities Fees and Charges Review	5	Agree to delegate to the Mayor and Chief Executive the appointment of an independent Chair, informed by a recommendation from the working group.	Completed	
Thursday, 1 June 2023	1609 2.4 Sport Facilities Fees and Charges Review	6	Agree to delegate to the Mayor and Chief Executive the appointment of an independent consultant informed by a recommendation from the independent chair and working group.	In progress	Working towards the procurement process for RFQ for the review
Thursday, 29 June 2023	1770 2.1 Notice of Motion Regarding State of Palestine	1	Direct officers to initiate a Friendly City relationship with Ramallah, with the longer-term intent of building a Sister City relationship in line with criteria set by the International Relations Policy once it has been updated in 2024.	In progress	An action plan for engagement with Ramallah is currently being drafted.
Thursday, 29 June 2023	1771 2.5 2023/24 Annual Plan Adoption	1	Receive the information	Completed	
Thursday, 29 June 2023	1772 2.5 2023/24 Annual Plan Adoption	2	Note that the Kōrau Tōtōpū   Long-term Plan, Finance, and Performance Committee considered the results of community engagement, including the issues raised in written and oral submissions, at its meeting of 31 May 2023;	Completed	
Thursday, 29 June 2023	1773 2.5 2023/24 Annual Plan Adoption	3	Note that the 2023/24 Annual Plan (attached as Attachment 1) has been prepared based on the decisions and recommendations of the Committee meeting of 31 May 2023;	Completed	
Thursday, 29 June 2023	1774 2.5 2023/24 Annual Plan Adoption	4	Note that the addition of IFF capital funding in relation to the Sludge Minimisation project of \$126.2m has largely contributed to a net surplus of \$64.8m, compared to a net deficit of \$69.8m included in the Community Engagement.	Completed	
Thursday, 29 June 2023	1775 2.5 2023/24 Annual Plan Adoption	5	Agree that it is financially prudent to forecast a surplus of \$64.8m;	Completed	
Thursday, 29 June 2023	1776 2.5 2023/24 Annual Plan Adoption	6	Note that the rates limit set in the Long-Term Plan of \$475m is exceeded in 2023/24;	Completed	
Thursday, 29 June 2023	1777 2.5 2023/24 Annual Plan Adoption	7	Note the closing borrowings is forecasted to be \$1.5b in 2023/24 and a debt to revenue ratio of 211 percent including insurance headroom;	Completed	
Thursday, 29 June 2023	1778 2.5 2023/24 Annual Plan Adoption	8	Note the Department of Internal Affairs has completed a review of the Draft Annual Plan in relation to affordable waters reform;	Completed	
Thursday, 29 June 2023	1779 2.5 2023/24 Annual Plan Adoption	9	Adopt the 2022/23 Annual Plan (Attachment 1) comprising of: a. Part A: Introduction and Summary b. Part B: Our work for the year c. Part C: Financial Information d. Part D: Our Council e. Part E: Online Appendices	Completed	
Thursday, 29 June 2023	1780 2.5 2023/24 Annual Plan Adoption	10	Note that following Council's adoption of the 2023/24 Annual Plan, the rates for the 2023/24 year (1 July 2023 to 30 June 2024) are set by Council as required by section 23 of the Local Government (Rating) Act 2002 and, as outlined in the 2023/24 Rates Setting paper in the 29 June Council agenda.	Completed	
Thursday, 29 June 2023	1781 2.5 2023/24 Annual Plan Adoption	11	Delegate to the Chief Executive and the Mayor the authority to make any editorial changes that may arise as part of the publication process.	Completed	

Thursday, 29 June 2023	1782 2.6 2023/24 Rates setting	1	Note the rates stated in the following recommendations for the year commencing 1 July 2023 and concluding on 30 June 2024 are set excluding GST. GST will be applied when rates are assessed for 2023/24 for each lot of rateable land.	Completed
Thursday, 29 June 2023	1783 2.6 2023/24 Rates setting	2	Funding Impact Statements), agree under section 23 of the Local Government (Rating) Act 2002 (LGRA) to set the following rates for the year commencing on 1 July 2023 and concluding on 30 June 2024: a. General Rate A differential general rate under section 13 of the LGRA as an amount per dollar of capital value on each rating unit as follows: • A rate of 0.168632 cents per dollar of capital value on every rating unit in the Base differential rating category. • A rate of 0.623160 cents per dollar of capital value on every rating unit in the Commercial, Industrial and Business differential rating category. b. Targeted rate for water supply A targeted rate for water supply under section 16 and section 19 of the LGRA as follows: set the following due dates for the payment of rates for the 2023/24 year: With the exception of targeted water rates which are charged via a water meter, all rates will be payable in four equal instalments, with due dates for payment being: Instalment Number: Due Date: Instalment One 1 September 2023 Instalment Two 1 December 2023 Instalment Three 1 March 2024 Instalment Four 1 June 2024 Targeted water rates that are charged via a water meter on rating units incorporated under the Commercial, Industrial and Business differential will be invoiced on a one or two-month cycle and are due at the date one month after the invoice date, as specified on the invoice. Targeted water rates that are charged via a water meter on rating units incorporated	Completed
Thursday, 29 June 2023	1784 2.6 2023/24 Rates setting	3		Completed



Thursday, 29 June 2023	1785 2.6 2023/24 Rates setting	4	2002 (LGRA) to apply penalties to unpaid rates as follows: a. A penalty of 10 percent on the amount of any part of an instalment remaining unpaid after a due date in recommendation (3) above, to be added from the day outlined as the relevant penalty date shown below, Instalment Number: Due Date: Penalty Date: Instalment One 1 September 2023 6 September 2023 Instalment Two 1 December 2023 6 December 2023 Instalment Three 1 March 2024 6 March 2024 Instalment Four 1 June 2023 6 June 2024 b. An additional penalty of 10 percent on any amount of rates assessed in previous years and remaining unpaid at 7 July 2023. The penalty will be applied on 7 July 2023. c. A further additional penalty of 10 percent on rates to which a penalty has already been added under recommendation 4(b) if the rates remain unpaid	Completed
Thursday, 29 June 2023	1786 2.6 2023/24 Rates setting	5	Note that the Council's policy on remission of rates penalties is included in the Council's Rates Remission Policy and that the authority to remit penalties is delegated to the Chief Executive, Chief Financial Officer, Manager Financial Operations, and the Rates Team Leader.	Completed
Thursday, 29 June 2023	1787 2.6 2023/24 Rates setting	6	Note that rates shall be payable by: • Cash or eftpos at the City Service Centre, 12 Manners Street, 8am to 5pm Monday to Friday. • Cash or eftpos at selected New Zealand Post outlets using a bar coded rates invoice, 9am to 5pm Monday to Friday. • Using our "rates easipay" direct debit system. • Internet banking and telephone banking options. • Credit card on the Council website.	Completed
Thursday, 29 June 2023	2.3 Let's Get Wellington Moving: Golden Mile and Thorndon Quay/Hutt Road Funding.	1	1788 Receive the information.	Completed
Thursday, 29 June 2023	2.3 Let's Get Wellington Moving: Golden Mile and Thorndon Quay/Hutt Road Funding.	2	1789 Approve the Golden Mile funding at P95 of \$139.4 million of which the WCC share is \$67.53 million.	Completed
Thursday, 29 June 2023	2.3 Let's Get Wellington Moving: Golden Mile and Thorndon Quay/Hutt Road Funding.	3	1790 Approve the Thorndon Quay Hutt Road funding at P95 of \$93.6 million of which the WCC share is \$45.2 million.	Completed
Thursday, 29 June 2023	2.3 Let's Get Wellington Moving: Golden Mile and Thorndon Quay/Hutt Road Funding.	4	1791 Note that certain further decisions will be referred to Council (or Committee as appropriate) including land purchase where required.	Completed
Thursday, 29 June 2023	2.3 Let's Get Wellington Moving: Golden Mile and Thorndon Quay/Hutt Road Funding.	5	1792 Note that Wellington City Council's share of costs to undertake these works will be met by reprioritising existing funding within the LTP which is currently earmarked for City Streets projects. Future decisions about City Streets will be brought to Council for approval in due course.	Completed
Thursday, 29 June 2023	1793 2.4 Golden Mile Traffic Resolution and Detailed Design	1	Receive the information	Completed

Thursday, 29 June 2023	1794 2.4 Golden Mile Traffic Resolution and Detailed Design	2	Note the submissions received, the summary of submissions and responses to themes and design feedback.	Completed
Thursday, 29 June 2023	1795 2.4 Golden Mile Traffic Resolution and Detailed Design	3	Approve the Let's Get Wellington Moving – Golden Mile Traffic Resolutions: a. TR 22-23-GM1: Lambton Quay corridor from Bowen Street to Willis Street (including side streets) b. TR 23-23-GM1: Willis Street corridor - from Lambton Quay to Manners Street (including side streets) c. TR25-23-GM1: Courtenay Place corridor from Taranaki Street to Cambridge Terrace (including side streets) with subsequent updates as detailed below. d. TR 28-23 – Golden Mile Revitalisation, implementation of an Authorisation System to manage access to the proposed Special Vehicle Lanes for the Golden Mile.	Completed
Thursday, 29 June 2023	1796 2.4 Golden Mile Traffic Resolution and Detailed Design	4	Approve operation for special vehicle lanes for Lambton Quay, Willis Street, and reducing the hours of operation to Courtenay Place to 7am to 7pm daily. a. This will enable general traffic access to the corridor earlier in the day at 7pm rather than 9pm, which means food delivery services will have better access to the Golden Mile at key times, and better enable pick-ups and drop-offs on Courtenay Place, including St James Theatre drop offs.	Completed
Thursday, 29 June 2023	1797 2.4 Golden Mile Traffic Resolution and Detailed Design	5	Approve adjusting the times when motor vehicles may access the Courtenay Place service road loop to correspond with the revised special vehicle lane times of operation (above). This will enable all motor vehicles to access the shared space between 7pm and 7am, which will mean food delivery services have better access to the Golden Mile at key times but has implications for off-road cycling in Courtenay Place.	Completed
Thursday, 29 June 2023	1798 2.4 Golden Mile Traffic Resolution and Detailed Design	6	Approve the Golden Mile – Transform (Lambton Quay, Willis Street, Courtney Place) developed 60% Detail Design and 80% Streetscape Design.	Completed
Thursday, 29 June 2023	1799 2.4 Golden Mile Traffic Resolution and Detailed Design	7	Note that approval for funding reprioritisation is being sought separately (refer Let's Get Wellington Moving: Golden Mile and Thorndon Quay/Hutt Road funding).	Completed
Thursday, 29 June 2023	1800 2.4 Golden Mile Traffic Resolution and Detailed Design	8	Approve the suspension of any changes to Manners Street between Taranaki and Cuba Street until there is more certainty on any planned streetscape enhancement for Lower Cuba Street. This will allow people continue to access Lower Cuba Street on bikes via Manners Street and avoid redundant changes to the street or rework.	Completed

Thursday, 29 June 2023	1801 2.4 Golden Mile Traffic Resolution and Detailed Design	9	Approve vehicles that are permitted to use loading bays within the corridor to ensure any vehicle authorised to use the special vehicle lanes may use these loading bays regardless of whether they are a commercial vehicle. This is to ensure that any vehicle with special circumstances authorisation (e.g., a private car) can use the bays for loading and unloading. Current wording in draft TRs is "Loading Zone P10, At All Times, Goods COUNCIL 29 JUNE 2023 Minutes of the Te Kaunihera o Pōneke   Council 29/06/2023 Page 30 Vehicles And Authorised Vehicles Only". Change will remove the words "Goods Vehicles and Authorised Vehicles Only".	Completed
Thursday, 29 June 2023	1802 2.4 Golden Mile Traffic Resolution and Detailed Design	10	Approve a P10 Loading Zone (with no restriction on vehicle type) on Johnston Street (close to the Golden Mile). This requires the removal of one additional P120 metered car park.	Completed
Thursday, 29 June 2023	1803 2.4 Golden Mile Traffic Resolution and Detailed Design	11	Approve adding mobility parking permit holders as an additional category of vehicle authorisation and providing that authorisations of 6 or 12 months can be granted for such permit holders, so that people and organisations with such permits can access the Golden Mile on a longer-term basis.	Completed
Thursday, 29 June 2023	1804 2.4 Golden Mile Traffic Resolution and Detailed Design	12	Agree to maintain a high level of service for public transport users on the Golden Mile.	Completed
Thursday, 29 June 2023	1805 2.4 Golden Mile Traffic Resolution and Detailed Design	13	Establish a Business Advisory Group to engage with members of the Wellington Business Community to inform the design and delivery of LGWM projects.	In progress
Thursday, 29 June 2023	1806 2.4 Golden Mile Traffic Resolution and Detailed Design	14	Instruct officers to develop clear criteria and rules for the exemption permitting system and report these back to Council to make a final decision.	In progress
Thursday, 29 June 2023	1807 2.4 Golden Mile Traffic Resolution and Detailed Design	14	Note Council's expectation that the iwi working group continue to be engaged with proactively and appropriately.	Completed
Thursday, 29 June 2023	1808 2.4 Golden Mile Traffic Resolution and Detailed Design	12.a	a) Agree for the Mayor and interested Elected Members to meet with Greater Wellington Regional Council and Waka Kotahi to review the location and design of bus stops along the Golden Mile in the next two months and to report back to Council on any improvements that can be made to the allocation of bus stops to maintain the existing high level of service.	In progress



# FORWARD PROGRAMME

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## Kōrero taunaki | Summary of considerations

### Purpose

Briefly outline the purpose of the paper

1. This report provides the Forward Programme for Te Kaunihera o Pōneke | Council for the next two meetings.

### Strategic alignment with community wellbeing outcomes and priority areas

Aligns with the following strategies and priority areas:

- Sustainable, natural eco city
- People friendly, compact, safe and accessible capital city
- Innovative, inclusive and creative city
- Dynamic and sustainable economy
  
- Functioning, resilient and reliable three waters infrastructure
- Affordable, resilient and safe place to live
- Safe, resilient and reliable core transport infrastructure network
- Fit-for-purpose community, creative and cultural spaces
- Accelerating zero-carbon and waste-free transition
- Strong partnerships with mana whenua

**Strategic alignment with priority objective areas from Long-term Plan 2021–2031**

### Relevant Previous decisions

### Financial considerations

- Nil       Budgetary provision in Annual Plan / Long-term Plan       Unbudgeted \$X

### Risk

- Low       Medium       High       Extreme

Author	Alisi Folaumoetu'i, Democracy Advisor
Authoriser	Stephen McArthur, Chief Strategy & Governance Officer

### **Taunakitanga | Officers' Recommendations**

Officers recommend the following motion

That Te Kaunihera o Pōneke | Council:

1. Receive the information.

### **Whakarāpopoto | Executive Summary**

2. The Forward Programme sets out the reports planned for Te Kaunihera o Pōneke | Council meetings that require consideration.
3. The Forward Programme is a working document and is subject to change on a regular basis.

### **Kōrerorero | Discussion**

4. Wednesday 25 October 2023

- Adoption of the Annual Report
- District Licensing Committee Annual Report for the year 2022-23

Wednesday 1 November 2023

- Rating Policy Review - Oral submissions

### **Attachments**

Nil

### 3. Committee Reports

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## REPORT OF THE KŌRAU TŌTŌPŪ | LONG-TERM PLAN, FINANCE, AND PERFORMANCE COMMITTEE MEETING OF 23 FEBRUARY 2023

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**Members:** Mayor Whanau, Deputy Mayor Foon, Councillor Abdurahman, Councillor Apanowicz, Councillor Brown, Councillor Calvert, Councillor Chung, Councillor Free, Pouiwi Holden, Hohaia Pouiwi, Liz Kelly, Councillor Matthews, Councillor McNulty, Councillor O'Neill, Councillor Pannett, Councillor Paul, Councillor Randle, Councillor Wi Neera, Councillor Young

**The Kōrau Tōtōpū | Long-term Plan, Finance and Performance Committee recommends:**

#### QUARTER 2 PERFORMANCE REPORT

##### Recommendations

That Te Kaunihera o Pōneke | Council

- 1) Approve an operational (opex) budget increase of \$3.3m for Wellington Water Limited in the current financial year relating to reactive maintenance (\$2m) and the Karori treatment plant (\$1.3m)
- 2) Approve a capital (capex) budget increase of \$5.75m for Tākina (Wellington Convention and Exhibition Centre)
- 3) Approve the following budget changes relating to Better off Funding for the 2022/23 financial year:
  - a. Increase operational (opex) budget relating to the Subsurface Digital Twin project by \$600k;
  - b. Increase capital (capex) budget relation to the Subsurface Digital Twin project by \$73k;
  - c. Increase opex budget relating to Climate action focused community engagement by \$300k;
  - d. Note that a further budget adjustment relating to the Social Housing CHP tenant support fund will be requested through the Quarter 3 report, once the CHP establishment has been finalised

**Attachments**  
Nil

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# REPORT OF THE KŌRAU TŌTŌPŪ | LONG-TERM PLAN, FINANCE, AND PERFORMANCE COMMITTEE MEETING OF 31 MAY 2023

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**Members:** Mayor Whanau, Deputy Mayor Foon, Councillor Abdurahman, Councillor Apanowicz (Deputy Chair), Councillor Brown, Councillor Calvert, Councillor Chung, Councillor Free, Pouwi Hohaia, Pouwi Kelly, Councillor Matthews (Chair), Councillor McNulty, Councillor O'Neill, Councillor Pannett, Councillor Paul, Councillor Randle, Councillor Wi Neera, Councillor Young

The Kōrau Tōtōpū | Long-term Plan, Finance and Performance Committee recommends:

## QUARTER 3 PERFORMANCE REPORT

### Recommendations

That Te Kaunihera o Pōneke | Council

1. Approve an increase to Wellington Water Limited's (WWL) CAPEX budget by \$15m from \$50m to \$65m as a bring forward from the 2023/24 financial year;
2. Approve an increase to the project Capex budget for the Ngaio Gorge project by \$3.1m from \$10.3m to \$13.4m to cater for the total variation costs of contract works, professional services and labour;

The agenda from the Kōrau Tōtōpū | Long-term Plan, Finance and Performance Committee meeting of 31 May 2023 can be accessed here: [Long-term Plan, Finance, and Performance Committee - 31 May 2023, 9.30AM - Meetings - Wellington City Council](#)

The minutes from the Kōrau Tōtōpū | Long-term Plan, Finance and Performance Committee meeting of 31 May 2023 can be accessed here: [Minutes of Kōrau Tōtōpū | Long-term Plan, Finance, and Performance Committee - Wednesday, 31 May 2023 \(wellington.govt.nz\)](#)

### Attachments

Nil



# REPORT OF THE UNAUNAHĪ MĀHIRAHĪRA | AUDIT AND RISK COMMITTEE MEETING OF 16 AUGUST 2023

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**Members:** Mayor Whanau, Councillor Chung, Pouiwi Kelly, Councillor Pannett, Councillor Randle, Bruce Robertson, Wendy Venter.  
Councillor Randle (not present at the time of voting), Councillor Apanowicz (absent – apology accepted).

**The Unaunahi Māhirahira | Audit and Risk Committee recommends:**

## HEALTH AND SAFETY PERFORMANCE REPORT

### Recommendation

That Te Kaunihera o Pōneke | Council

- 1) Receive the information.

The agenda for the Unaunahi Māhirahira | Audit and Risk Committee meeting on 16 August 2023 can be accessed here: [Agenda of Unaunahi Māhirahira | Audit and Risk Committee - Wednesday, 16 August 2023 \(wellington.govt.nz\)](#)

The minutes for the Unaunahi Māhirahira | Audit and Risk Committee meeting on 16 August 2023 can be accessed here: [Minutes of Unaunahi Māhirahira | Audit and Risk Committee - Wednesday, 16 August 2023 \(wellington.govt.nz\)](#)

### Attachments

Attachment 1. Health and Safety Report to ARC 16 August 2023  

Page 116

**UNAUNAHĪ MĀHIRAHĪRA | AUDIT AND RISK  
COMMITTEE**  
16 AUGUST 2023

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## HEALTH AND SAFETY PERFORMANCE REPORT

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### Kōrero taunaki | Summary of considerations

#### Purpose

1. This report to Unaunahi Māhirahira | Audit and Risk Committee is to review the Council's health and safety performance for the period 1 April 2023 to 30 June 2023.

#### Strategic alignment with community wellbeing outcomes and priority areas

Aligns with the following strategies and priority areas:

- Sustainable, natural eco city
- People friendly, compact, safe and accessible capital city
- Innovative, inclusive and creative city
- Dynamic and sustainable economy

#### Strategic alignment with priority objective areas from Long-term Plan 2021–2031

- Functioning, resilient and reliable three waters infrastructure
- Affordable, resilient and safe place to live
- Safe, resilient and reliable core transport infrastructure network
- Fit-for-purpose community, creative and cultural spaces
- Accelerating zero-carbon and waste-free transition
- Strong partnerships with mana whenua

#### Relevant Previous decisions

#### Financial considerations

- Nil       Budgetary provision in Annual Plan / Long-term Plan       Unbudgeted \$X

2.

#### Risk

- Low       Medium       High       Extreme

3.

Authors	Thomas Fowler, Principal Advisor Health & Safety Services Wendi Henderson, Health, Safety & Security Manager
Authoriser	Meredith Blackler, Chief People and Culture Officer

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### **Taunakitanga | Officers' Recommendations**

Officers recommend the following motion:

That the Unaunahi Māhirahira | Audit and Risk Committee:

1. Receive the information.
2. Recommend that Te Kaunihera o Pōneke | Council:
  - a. Receive the information.

### **Whakarāpopoto | Executive Summary**

4. The Report provides information that aligns with the Office Due Diligence responsibilities under the Health and Safety at Work Act 2015 (HSAW), specifically having:
  - Knowledge of work health and safety matters.
  - An understanding of the nature of operations and the hazards and associated risks.
  - Appropriate resources and processes to eliminate or minimise risk.
  - Appropriate resources to receive and consider information.
  - Verification of the provision and use of resources and processes.
  - Processes for compliance with duties or obligations under the HSWA.
5. This report comprises qualitative commentary on activities that have occurred in the last three months, and are presented in three categories:
  - Risks.
  - Relationships.
  - Resources.
6. The dashboard reporting (attachment 1) provides quantitative leading and lagging indicators to measure health and safety performance within the Council.
7. This style of reporting is based on the Business Leader's Health and Safety Forum: 'Monitoring what matters in Health and Safety' – a guide for CEOs. The Council is a member of the Business Leader's Forum.

### **Takenga mai | Background**

8. Not applicable.

**UNAUNAHĪ MĀHIRAHIRA | AUDIT AND RISK  
COMMITTEE**  
**16 AUGUST 2023**

**Kōrerorero | Discussion**

**Risks**

**Annual ACC Accredited Employer Audit**

9. The Council has maintained its status as a tertiary provider through the ACC Accredited Employer Programme (AEP) after a successful two-day independent audit in July of our injury management practices. Tertiary is the highest level an organisation can be certified as through the programme.
10. Being part of the AEP means the Council can manage its own workplace injuries on behalf of ACC, following a strong set of standards that promote great injury management and safe return to work.
11. While this year's audit was focused specifically on our injury management activity, rather than our entire safety management system, the auditor commented on the volume of work that has been completed in the last 12 months on continuous improvement of health and safety outside of just injury management.
12. The auditor mentioned in his closing remarks on the number of positive comments made regarding injury management during the individual case studies and group focus sessions, verifying the quality of the support we are providing staff who have been injured while at work.
13. There will be a small list of minor recommendations made regarding further continuous improvement that we will receive when the full report is made available to us later in August. These recommendations will be included into our existing work programme as have recommendations made previously.

**COVID-19**

14. The Council requires all staff to record any positive COVID-19 test results in our health and safety reporting system so there is accurate data to understand the ongoing impacts of the pandemic.

Number of active cases over time



15. COVID-19 numbers in our workforce continue to remain low as they did last quarter. This reflects the relatively low numbers of COVID-19 in the region also.
16. As expected, our reinfection rate of recent cases (those within the last three months) has increased from last quarter – now sitting at 50% compared to 44% for the three months prior. The longer COVID-19 circulates in the community, the more we expect this to rise.
17. There are no definitive understood impacts of long-COVID but we are monitoring various sources to identify what more can be done when it is better understood.
18. With the Winter months we were anticipating an increase in COVID-19 numbers, but this has not eventuated. Instead there is anecdotal feedback of general seasonal illnesses circulating as normal. Messages regarding staying home if you are sick have been circulated with staff (supporting the same national public health advice).
19. In anticipation of seasonal illness, we delivered the annual influenza vaccination programme in June which saw over 600 vaccinations administered across the workforce. This is the most vaccinations distributed through the programme to date.

## **Relationships**

### **Contractors Breakfast and Safe to Speak campaign**

20. A number of the Health and Safety Business Partners recently attended the annual contractor breakfast – an event where all our major contractors in the region come together to network and share knowledge.
21. Hosting this event helps improve relationships with contractors engaged by Wellington City Council, building better awareness and knowledge of our shared duties and how we can continuously improve how we work together.
22. During the event the business partner team presented a group video focused on “Safe to Speak”.
23. The video featured members of the Health and Safety Business Partner team across various Wellington City Council sites talking about the importance of having a culture and environment where it is safe to speak.
24. It is one example of the culture and behaviour work the business partner team are delivering every day, finding ways to share important messages and build trust and confidence with the organisation and with our partners.
25. The video, and its message will be used internally where appropriate to help all staff understand why Safe to Speak is important and what they can do to make it a reality for everyone.

## **Resources**

### **A Safer Tomorrow: Our Workplace Health and Safety Strategy**

26. A Safer Tomorrow: Our Workplace Health and Safety Strategy has been approved by the Council's Executive Leadership Team.
27. The strategy content was presented to Elected Members in July and is in the final stages of design before it is published in August.

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**UNAUNAHĪ MĀHIRAHIRA | AUDIT AND RISK  
COMMITTEE**  
**16 AUGUST 2023**

- 
28. The strategy was developed with input from across the organisation, and includes input from Elected Members.
  29. The strategy sets the Council's vision of having a proactive workplace safety culture by 2028.
  30. We will monitor the impact of the strategy closely, including adjusting our regular reporting framework and undertaking a new external safety culture audit later this year to highlight any change in maturity since the last audit in 2021.

**Evolving our Safety Management System**

31. Work continues on the evolution of the Council's Safety Management System, our collective set of policies, procedure, guidance and practices that make up how the Council manages safety across its operations.
32. A gap analysis of our existing system against the elements set out in ISO45001 has been undertaken, with work now being done to update any outdated or missing documentation. Aligning our future SMS to ISO45001 means the system the Council is using will meet an internationally recognised standard which offers up greater efficiencies when verifying safety management in practice i.e. potential changes to the standards of the ACC Accredited Employers Programme.

**Our Employee Assistance Programme (EAP)**

33. For this quarter there were 231 total EAP hours used, up from 122 used in the previous quarter.
34. The average utilisation rate for 2023 is currently 9.4%, which is down from 13% and 11.2% in 2021 and 2022 respectively.
35. During the peak of the pandemic, EAP was a key support mechanism offered for staff. Other organisations also saw increases in EAP utilisation through the 21 and 22 calendar years.
36. In the Council, our utilisation has returned to pre-pandemic levels.
37. For the last 12 months, the prime presenting reason for accessing EAP has been related to personal issues. Further to this, the number of staff citing work stress as a reason for accessing the service has dropped significantly (a 44% decrease) between October 22 and June 23.
38. Of those who provided feedback following their use of EAP, 90% stated their ability to focus and apply themselves at work either improved, or improved a lot. 8% said they stayed the same, and 2% said it had declined.

**Future Dashboard Reporting**

39. Following the launch of A Safer Tomorrow, the dashboards used to monitor and report on health and safety performance will adjust.
40. A number of metrics and deliverables are outlined in the strategy which need to be integrated into existing reporting activities.
41. This means future dashboard reports attached to this paper will look different to what has been presented in the past.



- 42. These adjustments will mean you get additional detail on various health and safety metrics, and see, in practice, the impact the strategy is having on our overall safety performance and maturity uplift.
- 43. The updated dashboards will be ready for the next quarters' report.

**Ngā mahinga e whai ake nei | Next actions**

- 44. None

**Attachments**

- Attachment 1. Health and Safety Performance Dashboards (Quarter 4 FY22/23)

## Health and Safety Quarterly Performance Report

### Reporting Period 1 April 2023 – 30 June 2023

Wellington City Council (WCC) has a responsibility to regularly monitor its health and performance to ensure it is on track to meet both its related policy expectations and safety strategy. To monitor its performance, WCC will collect data and use a range of indicators as part of regular reporting protocols. These measures include a balance of leading and lagging indicators and are selected to outline improving, consistent or deteriorating H&S performance.

### Section 1: Lead indicators

Lead indicators provide information about trends which may lead to an accident, injury, or disease. Insights from lead indicators help prioritise proactive HS activity to further improve health and safety performance and reduce the probability of serious accidents.

1.1 Key lead indicators						
Metric	Q4	Prev	Change	FYTD	Prev	Diff
Active health and safety representatives (HSR)	160	145	15	160	125	35
Health and safety representatives trained	15	0	15	38	51	-13
Leadership training attendance	0	6	-6	22	33	-11
Physical first aid training	16	44	-28	105	1	104
Mental health first aid training	38	29	9	127	9	118
Resilience training	22	12	10	67	60	7
Failed random drug and alcohol tests	2	0	2	2	1	1
Early intervention physio (Mirimiri) sessions	1	0	1	3	1	2
Early intervention physio (European) sessions	9	5	4	32	36	-4was
Employee assistance programme hours	231	149	82	835	722	113
Elected member critical risk observations	10	1	9	16	1	15
Executive team critical risk observation	7	2	5	24	20	4
Near misses reported	225	316	-91	978	961	17

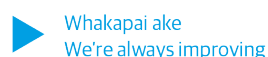
### Insights

Despite not training as many as we had last financial year, at the end of this year we have had a net increase of 35 active health and safety representatives (HSR), meaning better representation and worker engagement with health and safety across the organisation. This is in large part driven by the increased capacity of the business partner team to build proactive relationships within the organisation and encourage more volunteers to take up the role.

We have temporarily paused our health and safety leadership training programme while we reconfigure what it looks like now that a new strategy has been set. Expect to see these numbers rise in the coming financial year.

Both mental and physical first aid training finished the year with an increase on what had been delivered in the last. We continue to receive positive feedback from our partnership with St John delivering these essential skill trainings to the organisation.

This quarter we had two failed random drug and alcohol tests out of 33 administered. The appropriate processes were followed when the results of these two tests were confirmed.



# Health and Safety Quarterly Performance Report

Use of the employee assistance programme increased this quarter and is up on the last financial year. We have worked closely with our provider to improve understanding of the service and how staff can access it which has contributed to an increased use. Personal reasons continue to be our top prime presenting reason for accessing the service.

Both Elected Members and the Executive Leadership Team have increased the number of critical risk observations undertaken this financial year. Updates made to how these observations are co-ordinated seem to have made it easier for all parties to attend.

While the volume of near misses reported this quarter is down from last, our total annual comparison shows a slight increase. More work needs to be done to improve health and safety reporting understanding which will be a focus through the health and safety strategy, enabled by the business partner team.

## Section 2: Lag indicators

**Lag indicators** measure loss events that have occurred. They quantify WCC's HS performance in terms of past incident statistics. We use these indicators to measure the outcomes of WCC's management of HS. Noting, they provide insufficient information to ensure the success of the health and safety management process since they promote reactive rather than proactive management.

### 2.1 Key lag indicators

Metric	Q4	Prev	Change	FYTD	Prev	Diff
Work related ACC injury claims	11	6	5	37	58	-21
Claim costs to date	\$6082	\$2512	\$3570	\$20,769	\$30,024	-\$9255
Number of workdays lost	24.75	8	16.75	81.75	104	-22.25
Personal confrontation incidents	248	160	88	799	813	-14
High risk events	33	42	-9	157	144	13

### Insights

We have finished this financial year with a total reduction of work-related ACC claims by 21. This has then had positive impacts on both the number of workdays lost this year and our total claims cost. This reduction follows a trend from the last two financial years of steady reduction in workplace injuries.

While our total annual number of personal confrontation events is down on last year, the number of high-risk events is up – which has been heavily influenced by personal confrontation as a critical risk.

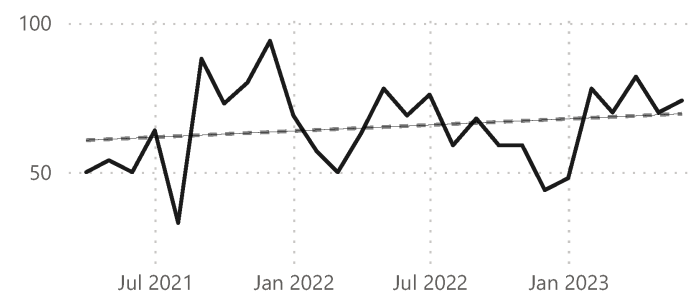
In the last financial year, we had 51 high risk personal confrontation events, making up 35% of the total recorded high-risk events; however, in this financial year that number increased to 91 high risk personal confrontation events, representing 58% of the total recorded high-risk events in FY22/23. We continue to work with different business units to identify new ways to further mitigate the personal confrontation risk.



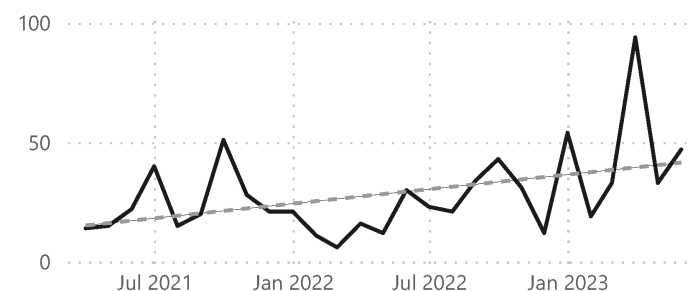
## Section 3: Trends and graphs

### 3.1 Two-year risk trends

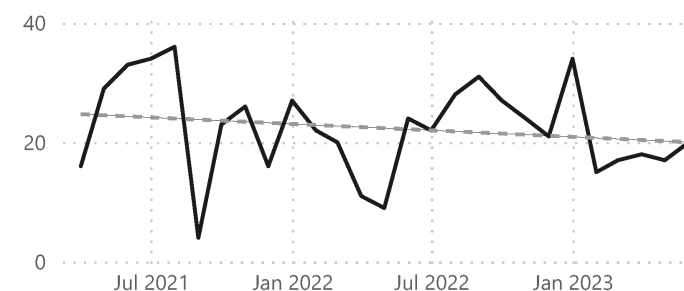
Personal confrontation



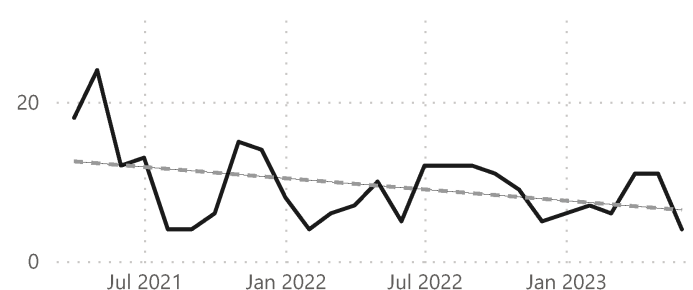
Events on/in WCC facilities or land



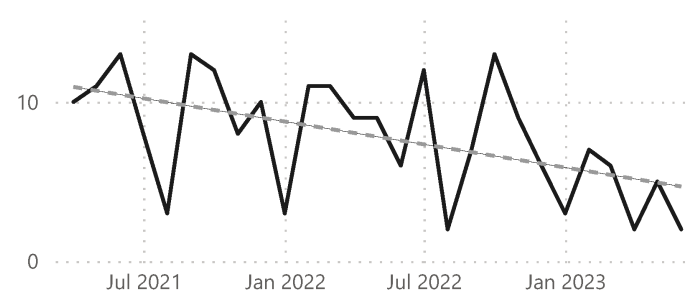
Near, on or in water



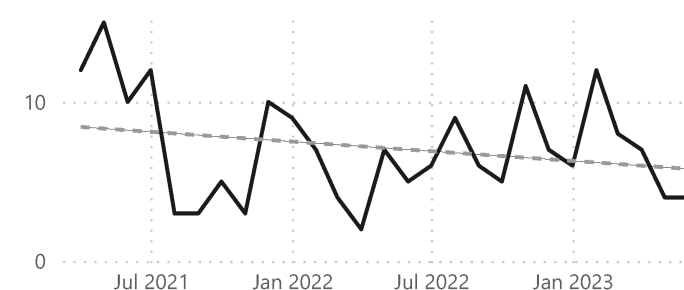
Surface conditions



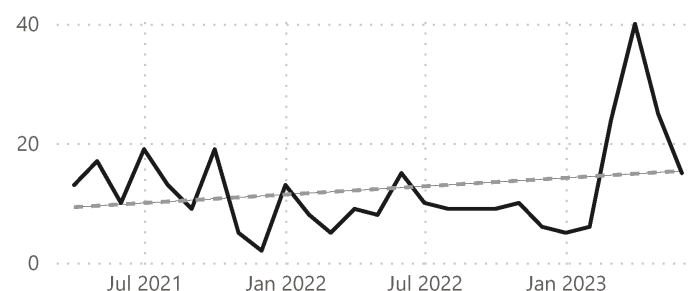
Manual handling



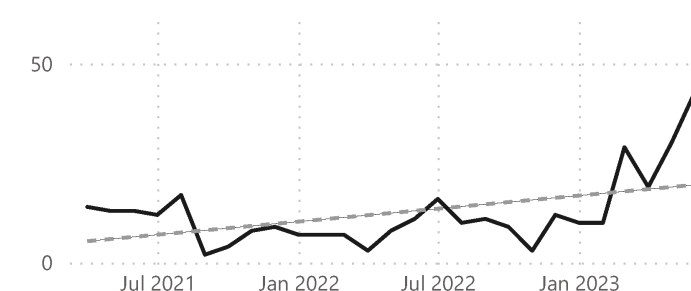
Biological agents



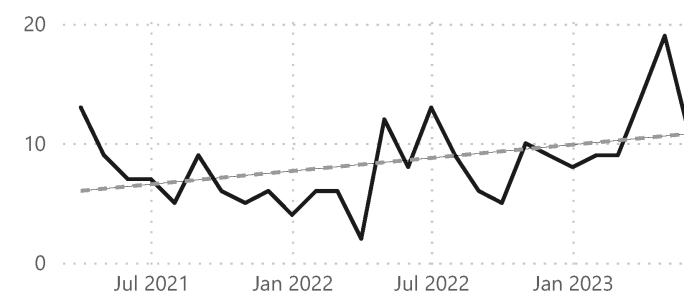
Health and impairment



Asset failure



Vehicles (including bicycles)



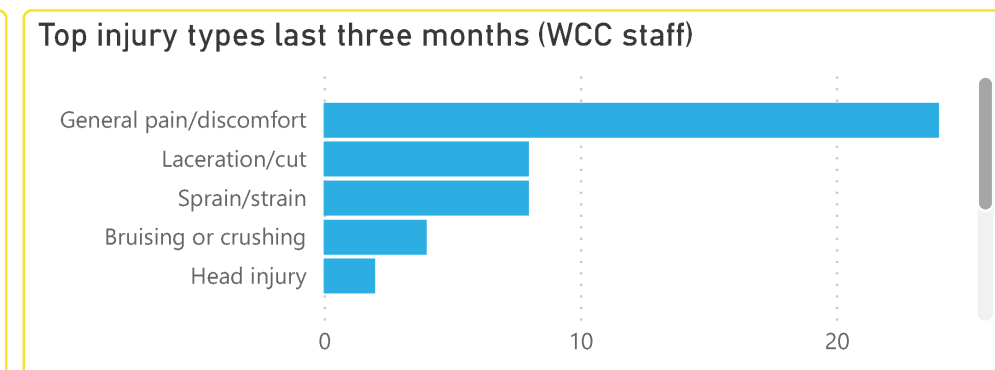
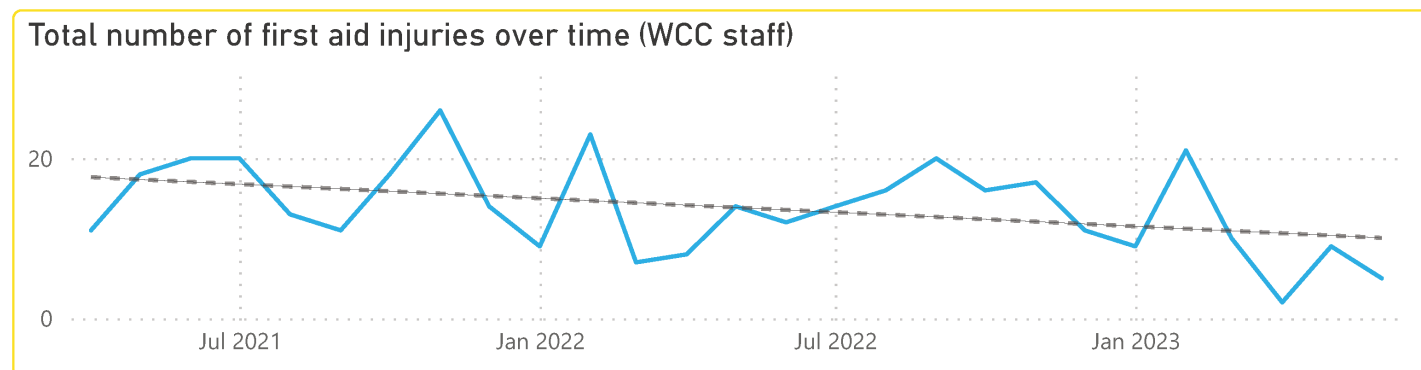
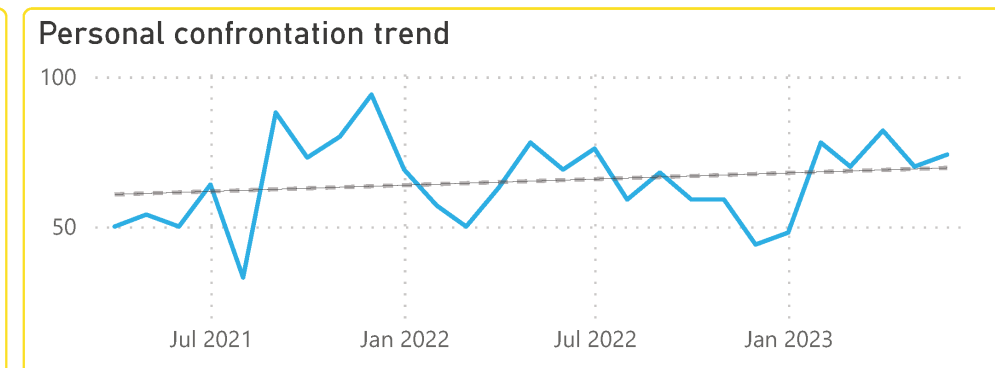
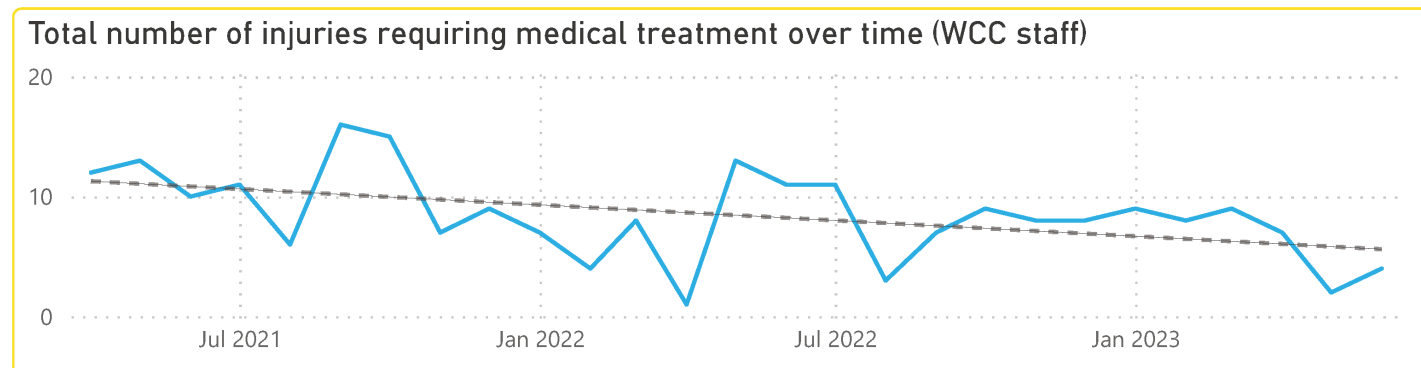
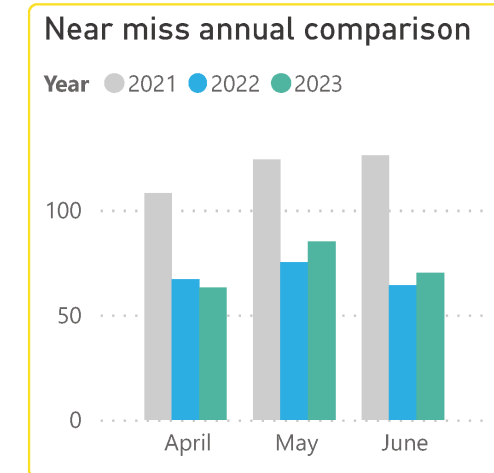
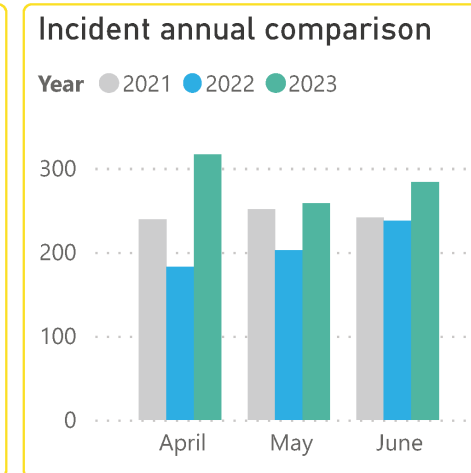
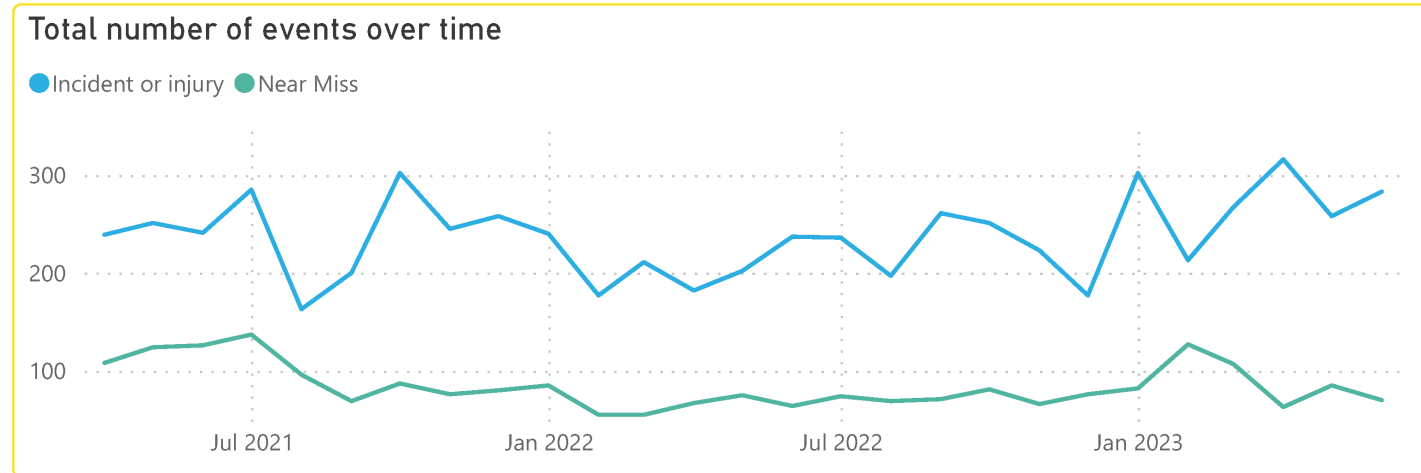
### Insights

The introduction of our new reporting system has had temporary impacts on our trend information; this is in large part due to the increased awareness of correct event risk classifications. In our previous system it was difficult to classify events correctly, and what we have seen in the last three months is events being classified differently than they had before. For example, the decrease in events near, on or in water is largely attributed to the move of faecal related incidents being classified now under health and impairment – which is what caused the spike in May as seen in the graph on the bottom left. It will take some time to educate the business further on risk classifications which will provide more robust trend information in the future.

Given its our most common presenting hazard source – the trend for personal confrontation still mirrors what is being experienced on the ground. As mentioned in the previous insights, personal confrontation is increasingly representing our high-risk events meaning the level of aggression being displayed by the public is increasing.

## Health and Safety Quarterly Performance Report

### 3.2 Two-year incident, injury and near miss trends (1 April 2021 to 31 March 2023)



#### Insights

Compared to the last financial year there has been an increase in both incident and near miss reporting. This doesn't necessarily mean there is more happening; rather better access to reporting tools has meant we are receiving more reports than we had previously. This means more can be done to prevent future events of the same nature happening. That said, the number of injuries (both requiring medical treatment or first aid) have reduced this financial year compared to last and are displaying a strong declining trend. Pain and discomfort continues to be our most reported injury type, further supporting our ongoing need for the early intervention physiotherapy programme.

# REPORT OF THE KŌRAU TŪĀPAPA | ENVIRONMENT AND INFRASTRUCTURE COMMITTEE MEETING OF 3 AUGUST 2023

---

**Members:** Deputy Mayor Foon, Councillor Abdurahman, Councillor Apanowicz, Councillor Brown, Councillor Calvert, Councillor Chung, Councillor Free, Pouiwi Hohaia, Pouiwi Kelly, Councillor Matthews, Councillor McNulty, Councillor O'Neill, Councillor Pannett, Councillor Paul, Councillor Randle, Councillor Wi Neera, Councillor Young.  
Mayor Whanau (absent – apology accepted)

**The Kōrau Tūāpapa | Environment and Infrastructure Committee recommends:**

## PROPOSED LAND ACQUISITION - KAIWHARAWHARA

### Recommendation

That Te Kaunihera o Pōneke | Council:

- 1) Agree to acquire approximately 98m<sup>2</sup> of land being *part of* 1 Curnow Way, Kaiwharawhara, legally described at Lot 15 DP 321404 and held on ROT 85348 (the Land).

The agenda from the Kōrau Tūāpapa | Environment and Infrastructure Committee meeting of 3 August 2023 can be accessed here: [Agenda of Kōrau Tūāpapa | Environment and Infrastructure Committee - Thursday, 3 August 2023 \(wellington.govt.nz\)](https://www.wellington.govt.nz/agenda-of-korau-tuapapa-environment-and-infrastructure-committee-thursday-3-august-2023)

The minutes from the Kōrau Tūāpapa | Environment and Infrastructure Committee meeting of 3 August 2023 can be accessed here: [Minutes of Kōrau Tūāpapa | Environment and Infrastructure Committee - Thursday, 3 August 2023 \(wellington.govt.nz\)](https://www.wellington.govt.nz/minutes-of-korau-tuapapa-environment-and-infrastructure-committee-thursday-3-august-2023)

### Attachments

Nil





# REPORT OF THE KOATA HĀTEPE | REGULATORY PROCESSES COMMITTEE MEETING OF 22 JUNE 2023

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**Members:** Councillor Abdurahman, Councillor Calvert, Councillor Free, Pouiwi Hohaia, Councillor McNulty, Councillor Paul.  
Mayor Whanau and Pouiwi Kelly (absent – apologies accepted).

**The Koata Hātepe | Regulatory Processes Committee recommends:**

## **NEW COMMUNITY RECREATION LEASES: NETBALL WELLINGTON CENTRE AND KILBIRNIE TENNIS CLUB**

### **Recommendation**

That Te Kaunihera o Pōneke | Council

- 1) Approve new ground leases for Netball Wellington Centre and Kilbirnie Tennis Club, as required under the Wellington Town Belt Act 2016.

The agenda from the Koata Hātepe | Regulatory Processes Committee meeting of 22 June 2023 can be accessed here: [Agenda of Koata Hātepe | Regulatory Processes Committee - Thursday, 22 June 2023 \(wellington.govt.nz\)](#)

The minutes from the Koata Hātepe | Regulatory Processes Committee meeting of 22 June 2023 can be accessed here: [Minutes of Koata Hātepe | Regulatory Processes Committee - Thursday, 22 June 2023 \(wellington.govt.nz\)](#)

### **Attachments**

Nil



# REPORT OF THE KOATA HĀTEPE | REGULATORY PROCESSES COMMITTEE MEETING OF 24 AUGUST 2023

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**Members:** Mayor Whanau, Councillor Abdurahman, Councillor Calvert, Councillor Free, Pouiwi Kelly, Councillor McNulty, Councillor Paul. Pouiwi Holden (absent – apology accepted).

The Koata Hātepe | Regulatory Processes Committee recommends:

## **PROPOSED ROAD STOPPING – LAND ADJOINING 7 LEMNOS AVENUE, KARORI**

### **Recommendations**

That Te Kaunihera o Pōneke | Council:

- 1) Declare that the approximately 50 m<sup>2</sup> (subject to survey) of unformed legal-road land in Lemnos Avenue (the Land) adjoining 7 Lemnos Avenue (Lot 13 Deposited Plan 3361, held on ROT WN312/108) is not required for a public work and is surplus to Council's operational requirements.
- 2) Agree to dispose of the Land.
- 3) Delegate to the Chief Executive Officer the power to conclude all matters in relation to the road stopping and disposal of the Land, including all legislative matters, issuing relevant public notices, declaring the road stopped, negotiating the terms of the sale or exchange, imposing any reasonable covenants, and anything else necessary.

## **PROPOSED ROAD STOPPING – LAND ADJOINING 161 HAPPY VALLEY ROAD, ŌWHIRO BAY**

### **Recommendations**

That Te Kaunihera o Pōneke | Council:

- 1) Declare that the approximately 82 m<sup>2</sup> (subject to survey) of unformed legal-road land in Happy Valley Road (the Land) adjoining 161 Happy Valley Road (Lot 24 DP 21734, held on CT WN911/43) is not required for a public work and is surplus to Council's operational requirements.
- 2) Agree to dispose of the Land.
- 3) Delegate to the Chief Executive Officer the power to conclude all matters in relation to the road stopping and disposal of the Land, including all legislative matters, issuing relevant public notices, declaring the road stopped, negotiating the terms of the sale or exchange, imposing any reasonable covenants, and anything else necessary.

The agenda for the Koata Hātepe | Regulatory Processes Committee meeting of 24 August 2023 can be accessed here: [wellington.govt.nz/-/media/your-council/meetings/committees/regulatory-processes-committee/2023/08/regs-agenda.pdf](https://wellington.govt.nz/-/media/your-council/meetings/committees/regulatory-processes-committee/2023/08/regs-agenda.pdf)

The minutes for the Koata Hātepe | Regulatory Processes Committee meeting of 24 August 2023 can be accessed here:

[Minutes of Koata Hātepe | Regulatory Processes Committee - Thursday, 24 August 2023 \(wellington.govt.nz\)](https://www.wellington.govt.nz/koata-hatepe/regulatory-processes-committee/minutes/24-august-2023)

**Attachments**

Nil

## 4. Public Excluded

### Recommendation

That the Te Kaunihera o Pōneke | Council:

1. Pursuant to the provisions of the Local Government Official Information and Meetings Act 1987, exclude the public from the following part of the proceedings of this meeting namely:

General subject of the matter to be considered	Reasons for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
4.1 Disposal of Airspace	<p>7(2)(b)(ii) The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.</p> <p>7(2)(i) The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p>	<p>s48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7.</p>