
ORDINARY MEETING

OF

GOVERNANCE, FINANCE AND PLANNING COMMITTEE

AGENDA

Time: 9.15am
Date: Thursday, 26 March 2015
Venue: Committee Room 1
Ground Floor, Council Offices
101 Wakefield Street
Wellington

MEMBERSHIP

Mayor Wade-Brown

Councillor Ahipene-Mercer
Councillor Coughlan
Councillor Eagle
Councillor Foster
Councillor Free
Councillor Lee
Councillor Lester (Chair)

Councillor Marsh
Councillor Pannett
Councillor Peck
Councillor Ritchie
Councillor Sparrow
Councillor Woolf
Councillor Young

Have your say!

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

AREA OF FOCUS

The Governance, Finance and Planning Committee is responsible for long-term planning, setting the strategic direction for the city, agreeing outcomes, priorities, performance frameworks and annual budgets. The Committee is responsible for the long-term plan, annual plan, annual report, and quarterly reports. The Committee also makes sure residents are kept informed about what the Council is doing, are able to have their say, and feel confident that their views count.

Quorum: 8 members

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1 Meeting Conduct

1.1 Apologies

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

1.2 Conflict of Interest Declarations

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

1.3 Confirmation of Minutes

The minutes of the meeting held on 17 February 2015 will be put to the Governance, Finance and Planning Committee for confirmation.

1.4 Public Participation

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

1.5 Items not on the Agenda

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

Matters Requiring Urgent Attention as Determined by Resolution of the Governance, Finance and Planning Committee.

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

Minor Matters relating to the General Business of the Governance, Finance and Planning Committee.

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

2. General Business

YOUTH COUNCIL ANNUAL REPORT 2014

Purpose

1. To report on the work and achievements of the Youth Council in 2014 and to signal the group's upcoming work programme.

Recommendation/s

That the Governance, Finance and Planning Committee:

1. Receive the information.
2. Note the work and achievements of the Youth Council in the period February 2014 to February 2015.

Background

2. The Youth Council's Terms of Reference¹, which were substantially changed in 2014 following a major review of the Council's advisory groups, require the Youth Council to publicly report progress against its work programme. The Youth Council may also raise issues with the Council through its Annual Report.

Discussion

3. The Youth Council has produced its Annual Report covering the period February 2014 to February 2015, which is attached as Attachment One.
4. The Youth Council believes that its new Terms of Reference, which were substantially revised as a result of the advisory group review, will help it further develop its capability and effectiveness. The group looks forward to providing advice to Councillors and officers earlier in decision processes. The Youth Council has started work on its approved work programme for 2015.
5. Highlights for February 2014 to February 2015 period include:
 - approval of a work programme which identifies the Council's priorities for the Youth Council over the next year
 - the recruitment of eleven new members and a new induction process
 - the development of a Youth Council Manual focused on 'how to get things done'
 - the preparation of six formal submissions on the Draft Annual Plan, Draft Urban Growth Plan, Psychoactive Substances Policy, Island Bay Seawall, North Kumutoto Development and Safer CBD Speed Limits proposal
 - two major youth engagement projects in collaboration with other organisations: a Youth Week event in May focused on youth mental health and the Film Welly 1-minute Film Competition, which showcased emerging youth talent in September and October.

¹ <http://wellington.govt.nz/~media/your-council/meetings/files/toryouth.pdf>

6. The approved work programme is included as Appendix One of the Youth Council's Annual Report, which also includes information about meeting attendance (Appendix Two) and membership (Appendix Three).

Next Actions

7. The Youth Council will elect a new Chair and Deputy Chair in March 2015 as the terms of Jack Marshall and Sean Johnson have ended.
8. The Youth Council will be recruiting to fill at least two vacancies in mid-2015.

Attachments

Attachment 1. Annual Report 2014 for the Youth Council

Page 10

Author	Simon Wright, Snr Advisor Consult&Engagement
Authoriser	Brian Hannah, Director Strategy and External Relations

SUPPORTING INFORMATION

Consultation and Engagement

The Youth Council has approved its Annual Report. No consultation has been undertaken for this report.

Treaty of Waitangi considerations

There are no Treaty of Waitangi considerations for this report.

Financial implications

There are no financial implications. The Youth Council is managed through existing budgets.

Policy and legislative implications

There are no policy or legislative implications associated with this report.

Risks / legal

There are no legal or other risks associated with this report.

Climate Change impact and considerations

There are no climate change impacts or considerations associated with this report.

Communications Plan

A communications plan is not required.

Wellington City Youth Council

Annual Report 2014

Purpose

The purpose of the Youth Council is to:

- Assist and advise the City Council on how to help grow a great City where young people thrive and contribute to the City Council's priorities.
- Bring extra insight to Council (a youth perspective) to solve problems facing a changing world.
- Develop the capabilities of its members (including leadership and engaging wider youth).

Terms of Reference Review

The Youth Council was pleased that its Terms of Reference were reviewed along with the other advisory groups' terms of reference in 2014.

Whilst this delayed the annual recruitment, the Youth Council was very pleased with this review. The updated Terms allow the Youth Council to continue to grow, and to begin to provide advice to *both* Councillors and now to Council Officers earlier in the development of work.

Annual Work Programme

As part of the 2014 Terms of Reference Review, a new process of agreeing a work programme between officers and the youth council was instituted (see Appendix One).

The Youth Council had previously conducted its own work programme planning process. The Youth Council will continue to conduct this internal process, as it allows the Youth Council to plan which consultations it feels are important to young people in Wellington City.

This new process sets which consultations and work programmes Officers feel that the Youth Council should contribute to, and provide advice on in the upcoming term. The aim of this work programme is to allow the Youth Council to be involved earlier in the development of consultations.

This programme was first set in October 2014, and contains consultations for the current term (July 2014 – June 2015).

As such, the Youth Council has already conducted work on several items on the Annual Work Programme, with the remainder to be conducted before the end of the current term.

Meetings

The Youth Council met twenty two times in 2014. The agendas and minutes of these meetings have been uploaded to the Wellington City Council's website. A table summarising meeting attendance is attached as Appendix Two. The attendance of individual members is summarised in Appendix Three.

Membership

The Youth Council was unable to conduct its annual recruitment in the usual period of time (January to February) due to the Terms of Reference review process.

After this process was completed in June, the Youth Council decided to change the term of members to July – June, which is in line with the Council's reporting year. It is hoped that this will bring benefits to the Youth Council, including greater retention of new members – as new members are more aware of their plans for the following year, and can commit to the full year term at a minimum.

After recruitment in July 2014, the Youth Council was restored to its full complement of twenty members, with eleven new members being appointed.

Tables listing the names of current Youth Councillors and of ex-members who have left the Youth Council since the 2013 Annual Report are provided in Appendix Three.

Youth Council Development

A new induction programme was developed in 2014 and improved on previous programmes. Members were provided with information about the Youth Council and about the Wellington City Council's governance processes and services. Members were also split into small teams to develop written advice on a live Council consultation and then had to present their advice in a mock oral submission.

The induction programme also included a session on Youth Council roles and expectations facilitated by Rod Baxter from the Boys' and Girls' Institute.

A major achievement in 2014 was the creation of a Youth Council Manual. This was written by senior members and documents current Youth Council processes and practices. It has a focus on 'how to get things done' and will be used to induct new members. The Manual will be updated periodically.

Member Development

A key purpose of the Youth Council is to develop the capabilities of its members; including leadership and engaging wider youth. To this end, members took part in the following events and programmes:

- 2 members attended the 'Valuing our vote' conference hosted by the Electoral Commission in May 2014
- 1 member and 1 ex-member participated in the UNICEF Youth vs MPs Election Debate at Parliament in July
- 4 members attended 'Speak Out 2014', a conference for Youth Councils from central New Zealand in July 2014

- 3 members participated in the 4-day LocalNZ workshop in November 2014 on 'How do regional goals align with national goals, and how might these goals need to change in order to aid regional growth?' The workshop was run by the McGuinness Institute with help from the New Zealand Treasury and the Wellington City Council
- 2 members participated in the Rotary Youth Leadership Award (RYLA) programme in January 2015
- 4 members attended the Child Friendly Cities Forum in February 2015. The Forum was hosted by UNICEF and the Wellington City Council.

Advice

The following is a list of the major pieces of work carried out by the Youth Council in 2014, and demonstrates how the Youth Council works on a wide variety of issues with Councillors and Council Officers.

2014/15 Annual Plan:

The Submission of the Youth Council on the 2014/15 Annual Plan showed support for Economic Growth, Cycling and Earthquake Strengthening. The Youth Council made an oral submission in supplement to this Submission.

Urban Growth Plan:

The Youth Council submitted to the Urban Growth Plan consultation in October 2014.

This submission supported development where this was in line with the 'Eco City' principles, and was serviced by high quality public transport routes.

The Youth Council will conduct further work on this plan when the next phase of consultation occurs in March 2015.

Psychoactive Substances:

The Youth Council conducted initial work with the Officer in charge of this consultation whilst this plan was being developed.

The Youth Council also submitted to the Public Consultation process, favouring stronger protection of sensitive sites, including no differentiation between primary and secondary schools.

Island Bay Seawall

The Youth Council submission on the Island Bay Seawall consultation favoured option four, with a focus on enhancing the natural environment.

Two Youth Councillors also made an oral submission to the Council on this consultation.

North Kumutoto Development

The Youth Council submission on this consultation focussed on the development of Site 8 as a public open space. The Youth Council proposed an open space for people of all ages.

The Youth Council also made an oral submission to Council on this consultation.

Safer CBD Speed Limits

The Submission to Council of the lowering of the CBD speed limit focused on safety in the central city, and making the CBD more people friendly.

Youth Participation Work

The Youth Council completed 2 major youth participation projects in 2014:

- A Youth Week event in May for approximately 60 young people called 'Sharing the Change'. The event was a collaboration between the Youth Council, Evolve and Youthline and focused on youth mental health
- The Film Welly 1-minute Film Competition showcased emerging youth talent in September and October. The project was done in collaboration with the Massey University College of Creative Arts. The prize sponsors were PWC, IWantMyName, Park Road Post Production, Photography by Woolf and the Ministry of Youth Development.

Acknowledgements

The Youth Council has appreciated the continued contribution of Councillor Woolf, who has encouraged us to strive for more over the past year.

The Youth Council greatly values and appreciated the continued support and services provided by Council Officers in the past year.

The Youth Council would also like to acknowledge those Councillors and Council Officers who seek to encourage greater participation of the Youth Council, and young people in the decision making process.

The Youth Council would also like to thank Rod Baxter from the Boys' and Girls' Institute, the students and staff from the College of Creative Arts at Massey University who help with the Film Welly competition, and Simon Makaro from Evolve.

Appendix One: Annual Work Programme 2014-2015

October 2014

Chair – Wellington Youth Council
Wellington City Council
101 Wakefield Street, PO Box 2199
WELLINGTON 6140

Dear Chair

Re: Letter setting the Work Programme for the Wellington Youth Council (WYC)

Purpose of this letter

I am writing to you as the Chair to clarify the Council's priorities and outline Council's expectations for the Youth Council over the next 12 months.

The WYC is part of Council and I know that your group wants to contribute in the best possible way to our City. This letter will help focus the work of the group so that Council officers can engage with you at an early stage and in an effective way.

WYC's work over the next 12 months

The City Council recently finalised its Annual Plan (AP) and is working on developing the 2015-25 Long Term Plan (LTP). It is important that the work of your advisory group aligns with the priorities of the AP and LTP.

We want you to bring your experience as a group to help solve problems and find solutions for the work streams below. This is consistent with your group having deeper and more-ongoing involvement with the work-streams of greatest priority to the City.

Key AP and LTP priorities	WYC input
<p>Member development: A key purpose of the Youth Council is to develop the capabilities of its members; including leadership and engaging wider youth. Council will facilitate the participation of members in development opportunities as they arise.</p>	<p>Work with officers to participate in the Rotary Young Leaders event, the Local NZ workshop being organised with the McGuinness Institute, regional youth council workshops and other relevant events and training throughout the year.</p>
<p>2015-25 Long-term Plan: The Council is developing its plan for the next ten years. As part of this work it is wanting to engage with young people in Wellington on its future direction and key projects that the Council is wanting to progress.</p>	<p>Work with officers to develop and deliver activities to engage young people in the 2015-25 long-term Plan.</p>
<p>Urban Growth Plan: The Urban Growth Plan will inform Council's focus and investment in urban development and</p>	<p>Work with officers to increase public and stakeholder understanding of the Plan. Work with officers to develop and implement key strategies</p>

transport as part of the LTP. It brings together and links the strategic approach to, and key projects in, these areas.	and projects as part of the Plan such as our approach to public transport and projects such as the redevelopment of Victoria Street.
Policies and Plans: The Council will be developing and reviewing key policies and plans over the course of the year. It will work with WYC members to develop, communicate and elicit feedback from the community on those pieces of work most relevant to young people.	Work with officers to develop, communicate and elicit feedback on key policies and plans including the Psychoactive Substances Policy, the South Coast management Plan and the Suburban Reserves Management Plan

As part of Council's wider engagement, the Council will also consult with other groups on the issues that we bring to WYC. Furthermore, the above list does not preclude the WYC from having input into other Council projects and policies as these become apparent during the year. Such items can be considered by WYC with the agreement of the Chair and the Council Liaison Officer.

Additional information on how we see WYC operating is set out in the Terms of Reference.

Meeting to discuss and agree the work programme

Once you have discussed the priorities and suggested work-streams outlined in this letter with the other members of your group, we would like to finalise and begin working on the programme with you. Please contact me with your response to this letter by Wednesday 22 October 2014.

I look forward to hearing from you.

Yours sincerely

Martin Rodgers
Manager, Research, Consultation & Planning

Appendix Two: Meeting Attendance

The following table summarises meeting attendance:

Meeting Date	Number of members at meeting	Total number of members	% attendance	Comments
19 Feb 2014	7	9	78%	
5 Mar 2014	9	9	100%	
19 Mar 2014	9	9	100%	
2 Apr 2014	7	9	78%	
16 Apr 2014	6	9	67%	Easter
30 Apr 2014	5	9	56%	
14 May 2014	8	9	89%	
28 May 2014	8	9	89%	
11 Jun 2014	8	9	89%	
25 Jun 2014	9	9	100%	
9 Jul 2014	6	9	67%	School holidays
23 Jul 2014	17	20	85%	
6 Aug 2014	18	20	90%	
20 Aug 2014	19	20	95%	
3 Sep 2014	18	20	90%	
17 Sep 2014	18	20	90%	School holidays
1 Oct 2014	12	20	60%	NCEA exams
15 Oct 2014	20	20	100%	
29 Oct 2014	17	20	85%	
12 Nov 2014	13	20	65%	
26 Nov 2014	15	20	75%	
10 Dec 2014	17	20	85%	

Appendix Three: Membership of the Youth Council and individual meeting attendance

The membership of the Youth Council as at 31 December 2014 was as follows:

Name	% Attendance	Name	% Attendance
Anya Bukholt-Payne	100	Julie Hillel	82
Aornanshe Shamoon	91	Justina Koh	64
Bing-Ling Lou	86	Morgan Watkins	68
Brittany Hogan	77	Niamh Hyde	100
Daisy Lutyens	77	Oliver Michie	77
Erin Lockhart	86	Petelo Leaupepe	82
Eva McGauley	82	Sean Johnson ¹	77
Grace Nunn	100	Sebastian Klinkum	82
Jack Comer-Hudson	100	Siobhan Davies	64
Jack Marshall ²	100	Timothy Rutherford	91

Ex-members who left since the Youth Council's Annual Report 2013 was presented:

Amanda Yong	Lily Simmons-Donaldson
Ben Ogilvie	Maddie Bell
Cameron Oldfield	Rawania Thompson
Devon Robinson	Teariki Nonu
Duncan Armstrong	

¹ Deputy Chair

² Chair

EARLY APPROVAL OF PUBLIC HEALTH CHARGES

Purpose

This report requests the early adoption of specific charges relating to health annual licensing activities.

Summary

1. Public health fees relating to the annual registration of food businesses are required by legislation to be paid by owners/operators by 1 July annually.
2. The movement in annual registration of health licensing fees are required to be approved by Council and implemented by officers by the end of April to ensure adequate time for owners/operators to make payment and receive re-registration by statutory deadlines.

Recommendation/s

That the Governance, Finance and Planning Committee:

1. Receive the information.
2. Approve the increase in health licensing fees with effect from 1 July 2015
3. Note that the early approval of health registration fees is necessary in order to allow customer to be notified in sufficient time to be fully paid up and registered (as legally required) by 1 July 2015.

Background

The Community Networks- Public Health business unit is seeking early approval for health fee increases in order to meet legislative requirements for registration for activities by 1 July 2015.

The fee increases have been considered as part of the wider Public Health fee movements submitted in Revenue and Finance papers considered for the Long Term Plan. Information was provided by Officers on the necessity and the appropriateness of the fees.

Discussion

Increase in Health Licence Fees

The fee increase relates to an increase in operational costs to implement proposed Food Act changes. These changes require significant regulatory support for local industry, and requirements for Territorial Authorities to meet accreditation standards for health activities. The increase in food licencing fees applies to commercial premises only.

Food premises registration and health licenses are legislatively required to be paid by 30 June each year in order for the owners/operators of those businesses to legally operate their premises. In order to meet this deadline a number of internal processes and system changes are required prior to applying fee changes. The Draft Long term Plan process would not allow this time for changes to be made, customers notified and payment to be made by customers before the 30 June deadline.

If early approval and implementation does not occur, then Council will not be able to apply the new fees for the current registration year, with implementation having to wait until 1 July 2016.

Next Actions

Implementation of the applicable fee increases will be undertaken by staff to ensure that food businesses can register in accordance with legislative requirements.

Attachments

Attachment 1. Schedule of Fees Requiring Early Approval

Page 22

Author	Alison Curtis, Manager Public Health Group
Authoriser	Martin Read, Manager Financial Strategy and Planning

SUPPORTING INFORMATION

Consultation and Engagement

The fee setting provisions in the Health (Registration of Premises) Regulations 1966, does not require public consultation to set fees, however fees must be set by resolution of Council. Fees are required to be notified a minimum of one month prior to the start of the registration year.

Treaty of Waitangi considerations

N/A

Financial implications

Fee increases are in accordance with Revenue and Financing Policy 5.3.3: Public Health Activity.

Policy and legislative implications

The paper supports Council activities as a regulator under the Health Act 1956, and its role as a regulator of public health activities. There are no policy implications.

Risks / legal

This report meets Councils legislative obligations.

Climate Change impact and considerations

N/A

Communications Plan

Communication with affected parties will be implemented by Officers to ensure affected businesses are aware of the change.

Item 2.2 Attachment 1

Schedule of Public Health Fees Requiring Early Approval

Public Health Regulations

Health Licensing and Inspection	Current Fee	Proposed Fee
Annual licence for registered food premises:		
Excellent Grade	\$185.00 - \$615.00	\$195.00 - \$645.00
Very Good Grade	\$310.00 - \$865.00	\$325.00 - \$900.00
Ungraded	\$370.00 - \$1,110.00	\$385.00 - \$1,160.00
Ungraded - high risk	\$495.00 - \$1,900.00	\$515.00 - \$1,985.00
VIP registration and verification	\$485.00 - \$1,850.00	\$505.00 - \$1,935.00
Health Licence		
Sports clubs (minimal food prep.)	\$155.00	\$160.00
Unregistered Eating Houses	\$215.00	\$225.00

WELLINGTON CITY COUNCIL STANDING ORDER AMENDMENTS

Purpose

1. The purpose of this report is for Council to consider proposed amendments to Standing Orders to include provision for attendance at meetings by means of audio and audio visual links as well as to refine a number of existing Standing Orders.

Summary

2. The Local Government Act 2002 has been amended to permit attendance at local authority meetings by audio link or audiovisual link, however this is not a requirement. Should Council determine that it will provide this service, the Act requires Council to amend its Standing Orders to provide for this form of participation at meetings.
3. The updating of Council's Standing Orders to provide for attendance at meetings via audio and audiovisual links, also provides an opportunity for Council to refine some of its existing Standing Orders to provide clarity and thereby support the smooth running of its meetings.

Recommendations

That the Governance, Finance and Planning Committee:

1. Receive the information.
2. Agree to provide audio and audiovisual links to Council and its Committee meetings in accordance with the new provisions in Standing Orders 2.19 and 2.20.
3. Amend Standing Orders in accordance with the Local Government Act 2002, Schedule 7, clause 27(3) to:
 - I. Include new clauses in attachment 1.
 - II. 3.21.2 Keeping of Minutes:
Amend to read -
"The Chief Executive or his/her designated representative must keep the minutes of meetings. The minutes must record ...
 - ***The names of those members present in person or by means of audio link or audiovisual link."***
 - III. 3.23.2 Agenda to provide for public participation
Amend to include the words –
"The public participation procedure does not apply in respect of any hearing, including the hearing of submissions where the local authority, committee or subcommittee sits in a quasi-judicial capacity."
 - IV. 3.23.3 Public participation where heard
Amend to read -
Public participation may be received by the local authority or any of its committees provided a written, oral or electronic application to address the

meeting setting forth the subject, has been lodged with the Chief Executive by 12:00 noon of the working day prior to the meeting concerned, and has been subsequently approved by the chairperson.

The chairperson may refuse requests for public participation:

- (a) that are repetitious or offensive;
 - 1.
- (b) where the person or group of people with a specific purpose or common view an interest group or organisation has been heard on the same item at committee prior to it being referred to Council for decision;
 - 2.
- (c) where the person or group of people with a specific purpose or common view an interest group or organisation has been heard on the same item at a subcommittee prior to it being referred to a committee for consideration or decision;
 - 3.
- (d) where the public participation relates to a matter that is subject to a statutory hearing process currently before the Council;
- (e) **where the item does not fall within the scope of the agenda for a Council meeting;**
- (f) **where meetings are scheduled for the purpose of oral hearings only.**

4.

- V. 3.12.1 Any member present may move a motion or amendment

Amend to read -

“If the mover of an agenda item wishes to move an amendment to the motion, they must state at the time of moving the motion that it is being moved ‘pro-forma’, and following the seconding of the motion, immediately propose an amendment to the motion.

- VI. 3.12.8 – Amendment once moved

Amend to read -

“Except for reports from statutory hearing committees, when a motion has been moved and seconded, then proposed by the chairperson for discussion, an amendment may be moved or seconded by any member who has not spoken to the motion, whether an original motion or a substituted motion.

*At a meeting of the Council, the mover or seconder of a motion for the adoption of the report of a committee may **with the leave of the meeting** only propose ~~or second an amendment for~~ **a minor amendment** for the purpose of clarifying the intent of the report to ensure appropriate process is followed.*

Notwithstanding the above, at a meeting of a committee, if the mover of an agenda item states the item is being moved ‘pro-forma’, the mover may also subsequently propose an amendment to the motion.”

- VII. 3.15.2 Second repeat where notice of motion rejected

Delete –

“If such a repeat notice of motion as provided for in Standing Order 3.15.1

is also rejected by the local authority, any further notice prior to the expiration of the original period of six months must be signed by a majority of all members, including vacancies.”

- VIII. Appendix E – Motions and Amendments: Amendment withdrawn by a majority decision
Replace “**SO 3.10.3**” with “**SO 3.12.4**”.

Background

4. The Local Government Act 2002 (Schedule 7, Part 1, 25A) was amended in August 2014 to include provision for attendance at meetings by audio or audiovisual link. The provision for elected members and other parties to attend meetings by audio or audiovisual link, must be included in Council’s Standing Orders if a local authority wants to utilise the provision.
5. Council undertook a review of its Standing Orders in the last triennium and adopted its Standing Orders in March 2013. Over the intervening period it has become apparent that some of the adopted Standing Orders require refining for the purpose of providing clarity, correcting drafting errors and clarifying process.
6. To assist with the smooth running of meetings and hearings, it is also proposed that a number of small amendments are made to Standing Orders. The Act requires that a vote of not less than 75% of the members present be held for alterations to Standing Orders.

Discussion

Audio/Audiovisual Links

7. Recent changes to the Act allow for elected members and members of the public to participate in Council and Committee meetings via audio or audiovisual link. There is no requirement for councils to make the technology available, however should Council choose to do so, it is required to make provision for this in its Standing Orders.
8. Local Government New Zealand has worked with the sector to develop appropriate clauses to reflect the change in model Standing Orders (Attachment 1). This provides the parameters within which the use of audio link and audiovisual links can be used and ensures it aligns with the requirements of the Act. It is recommended that Council makes provision for these changes, in exceptional circumstances for elected members, as it is consistent with the objective of facilitating participation and removing barriers for members and the public.
9. The key points for elected members wishing to participate in a meeting of the local authority via audio or audiovisual link are:
 - The presiding member of the meeting may permit attendance of a member by audio link or audiovisual link:
 - To accommodate the member’s illness or infirmity, or
 - In an emergency.
 - Members are required to be physically present at the meeting to count toward the quorum.
 - The member shall give the chairperson and the chief executive not less than two clear working days’ written notice. (Although in the cases of illness or infirmity or some emergency, it is not possible for a member to give two clear working days written notice, the member may give less notice.)

- The Council is required to take reasonable steps to facilitate the member's desire to attend by means of audio link or audiovisual link.
10. This will provide the opportunity for remote participation by the public at a Council or committee meeting. This aligns with the Council's aim to operate in an open and transparent manner.
11. A consequential amendment would also be required to Standing Order 3.21.2 (Keeping of Minutes):
- The Chief Executive or his/her designated representative must keep the minutes of meetings. The minutes must record ...
- The names of those members present ***both in person or by means of audio link or audiovisual link.***
12. Suitable equipment is available in Council's two ground floor meeting rooms at 101 Wakefield Street to facilitate the use of audio/audiovisual equipment at meetings.

Revisions to Other Clauses in Standing Orders

Public Participation

13. Standing Order 3.23.2 provides for 60 minutes of public participation to be set aside at the commencement of any meeting of the Council or its committees.
14. In Model Standing Orders (Standards New Zealand), it is noted that:
- "the public forum procedure does not apply in respect of any hearing, including the hearing of submissions where the local authority, committee or subcommittee sits in a quasi-judicial capacity."*
15. The Council's Standing Orders do not have this provision. Without it, 60 minutes of public participation must be allowed for at the commencement of all meetings, including oral hearings. This can make administration of the hearings process difficult and cause significant delays for submitters who are required to wait for the public participants to be heard.
16. Inclusion of the above note in Standing Order 3.23.2 would be consistent with the hearings process, enable a more efficient hearings process and reduce delay for the oral submitters.
- 3.23.2 *"A maximum of 60 minutes will be set aside for public participation at the commencement of any meeting of the Council or committee that is open to the public. This may be extended at the discretion of the chairperson.*
- The public participation does not apply in respect of any meeting that is scheduled for oral hearings, including where the local authority, committee or subcommittee sits in a quasi-judicial capacity."***
17. Under Standing Order 3.23.3 there is no restriction on the subject matter that can be spoken to during public participation at Council or its committee meetings. It is proposed that Standing Order 3.23.3 be amended to confine public participants attending Council meetings to matters that fall within the scope of the agenda, provided the matter is not sub-judice. This will support the efficient running of Council meetings.
18. Public participants will still have the opportunity to address Councillors at a Council meeting as long as it is confined to matters being considered by that meeting. No change is recommended to public participation at committee meetings.

19. It is recommended that Standing Order 3.23.3 be amended to include the addition of new clauses (e) and (f) as follows:

3.23.3 *Public participation may be received by the local authority or any of its committees provided a written, oral or electronic application to address the meeting setting forth the subject, has been lodged with the Chief Executive by 12:00 noon of the working day prior to the meeting concerned, and has been subsequently approved by the chairperson.*

The chairperson may refuse requests for public participation:

- (a) that are repetitious or offensive;*
- 5. (b) where the person or group of people with a specific purpose or common view an interest group or organisation has been heard on the same item at committee prior to it being referred to Council for decision;*
- 6. (c) where the person or group of people with a specific purpose or common view an interest group or organisation has been heard on the same item at a subcommittee prior to it being referred to a committee for consideration or decision;*
- 7. (d) where the public participation relates to a matter that is subject to a statutory hearing process currently before the Council;*
- (e) where the item does not fall within the scope of the agenda for a Council meeting;*
- (f) where meetings are scheduled for the purpose of oral hearings.*

Motions and Amendments

20. SO 3.12.1 - Any member present may move a motion or amendment: The wording in this Standing Order can cause confusion, resulting in movers moving into an amendment without first seeking a seconder to the original motion. To avoid doubt, the following replacement wording is recommended:

*“If the mover of an agenda item wishes to move an amendment to the motion, they must state at the time of moving the motion that it is being moved ‘pro-forma’, **and following the seconding of the motion**, immediately propose an amendment to the motion.”*

1. 21. SO 3.12.8 – Amendment once moved: The wording in this Standing Order requires clarification as it can also cause confusion. The following changes to wording are recommended:

“Except for reports from statutory hearing committees, when a motion has been moved and seconded, then proposed by the chairperson for discussion, an amendment may be moved or seconded by any member who has not spoken to the motion, whether an original motion or a substituted motion.

*At a meeting of the Council, the mover or seconder of a motion for the adoption of the report of a committee may only propose ~~or second an amendment for~~ **a minor***

amendment for the purpose of clarifying the intent of the report to ensure appropriate process is followed, **with the leave of the meeting.**

Notwithstanding the above, at a meeting of a committee, if the mover of an agenda item states the item is being moved 'pro-forma', the mover may also subsequently propose an amendment to the motion."

Repeat Notices of Motion

22. Standing Order 3.15.2 is a repeat of Standing Order 3.15.1, and should therefore be deleted as it is not required.
23. Standing Order 3.15.1 First repeat where notice of motion rejected
"When a motion which is the subject of a notice of motion has been considered and rejected by the local authority, a similar notice of motion which, in the opinion of the chairperson, is substantially the same in purport and effect may only be accepted within the next six months if signed by a majority of all members, including vacancies."
24. Standing Order 3.15.2 Second repeat where notice of motion rejected
~~"If such a repeat notice of motion as provided for in Standing Order 3.15.1 is also rejected by the local authority, any further notice prior to the expiration of the original period of six months must be signed by a majority of all members, including vacancies."~~

Appendix E – Motions and Amendments

25. Amendment Withdrawn by a Majority Decision – The reference to Standing Order 3.10.3 is incorrect and should be amended to "SO 3.12.4".

Next Actions

26. Update the Wellington City Council Standing Orders to include provision for attendance at meetings via audio or audiovisual link, and amendments as agreed.

Attachments

Attachment 1. Standing Order: Audio and Audiovisual Links

Page 30

Author	Anusha Guler, Manager Democratic Services
Authoriser	Sally Dossor, Director Governance

SUPPORTING INFORMATION

Consultation and Engagement

No consultation required.

Treaty of Waitangi considerations

No treaty considerations.

Financial implications

No financial implications.

Policy and legislative implications

The report seeks to give effect to recent legislative changes.

Risks / legal

The report seeks to give effect to recent legislative changes.

Climate Change impact and considerations

No climate change considerations.

Communications Plan

Communicate to the organisation and the public the availability of the new audio and audiovisual facilities.

2.19 ATTENDANCE AT MEETINGS BY MEMBERS OF THE LOCAL AUTHORITY OR OF ANY COMMITTEE OF THE LOCAL AUTHORITY BY AUDIO LINK OR AUDIOVISUAL LINK

Statutory provision for attendance at meetings by audio link or audiovisual link

2.19.1
“A member of a local authority, or of a committee of a local authority, has, unless lawfully excluded, the right to attend any meeting of the local authority or committee by means of audio link or audiovisual link if ... the presiding member at that meeting is satisfied that all conditions and requirements in the standing orders in relation to attendance at that meeting by means of audio link or audiovisual link are met.”
[Clauses 25A(1) and 27(5)(a), Schedule 7, LGA]

Definitions for the purposes of this Standing Order

2.19.2
“ ‘audio link’ means facilities that enable audio communication between participants at a meeting when 1 or more of them is not physically present at the place of the meeting
“ ‘audiovisual’ link means facilities that enable audio and visual communication between participants at a meeting when 1 or more of them is not physically present at the place of the meeting.”
[Clause 25A(7), Schedule 7, LGA]

Meetings to which Standing Order 2.19 applies

2.19.3
Subject to the provisos below the presiding member may permit attendance by a member at meetings of the local authority or of the committee by means of audio link or audiovisual link either generally or for specified meetings:
(a) If the member is representing the Council at some place which makes the member’s physical presence at the meeting impossible or impracticable,
(b) To accommodate the member’s illness or infirmity, or
(c) To accommodate unforeseen circumstances such that physical attendance is not possible,
Provided however that Standing Order 2.19 does not apply to meetings in the nature of hearings (for instance, hearings under the Local Government Act 2002 or the Resource Management Act 1991), and
Provided that the necessary audio or audiovisual technology is available to facilitate the member’s request.
[Clause 25A(1), Schedule 7, LGA]

Prior arrangements to enable a member of a local authority, or of a committee of a local authority to attend any meeting of the local authority or committee by means of audio link or audiovisual link under Standing Order 2.19

2.19.4

- (a) Where it is possible to do so, a member of the local authority or of any committee shall give the chairperson and the chief executive not less than two clear working days' written notice of the member's desire to attend a meeting of the local authority or of the committee by means of audio link or audiovisual link for specified meetings.
- (b) Where, because of the member's illness or infirmity or some emergency, it is not possible for a member to give the chairperson and chief executive not less than two working days' written notice of the member's desire to attend a meeting of the local authority or of the committee by means of audio link or audiovisual link the member may give less than two working days' written notice.
- (c) The chief executive shall take reasonable steps to seek to facilitate a member's desire to attend a meeting of the local authority or of the committee by means of audio link or audiovisual link.
- (d) An act or proceeding of the local authority or committee is not invalidated if a member's request under this Standing Order 2.19 is not accommodated or if there is any technological failure or defect in any audio link or audiovisual link for a meeting.

[Clauses 25A(1) and 27(5), Schedule 7, LGA]

Duties of the person presiding where a member of a local authority, or of a committee of a local authority, participates in a meeting under Standing Order 2.19

2.19.5

- (a) Where a member of a local authority, or of a committee of a local authority attends any meeting of the local authority or committee by means of audio link or audiovisual link the "person presiding must ... ensure that—
 - [(i)] technology for the audio link or audiovisual link is available and is of suitable quality; and
 - [(ii)] the procedure for the use of that technology in all the circumstances of the particular meeting will ensure that—
 - [A] all those participating in the meeting can hear and be heard by each other; and
 - [B] in relation to [Standing Order 2.19.1], the attendance of a member by means of audio link or audiovisual link does not reduce the accountability or accessibility of that person

in relation to the meeting; and
[c] **the requirements of Part 7 of the Local Government Official Information and Meetings Act 1987 are met.”**

- (b) Where a member of a local authority, or of a committee of a local authority, participates in a meeting under this Standing Order the chairperson may direct that the audio link or audiovisual link be terminated after taking into account relevant factors including:
- (i) That having people participating by audio link or audiovisual link has unreasonably increased or may unreasonably increase the length of the meeting,
 - (ii) The behaviour of the people participating by audio link or audiovisual link,
 - (iii) The style, degree and extent of inter-action between the different people participating by audio link or audiovisual link, and
 - (iv) Any distraction to those physically present at the meeting caused as a result of having people participating by audio link or audiovisual link.

[Clause 25A(1) and (3), Schedule 7, LGA]

Member not physically present at meeting not to be counted as present for the purposes of the quorum

2.19.6

- (a) **“Despite [Standing Order 2.20.1], a member of the local authority who is not physically present at the meeting is not to be counted as present for the purposes of clause 23 [of Schedule 7 of the Local Government Act 2002].”**

[Clause 25A(4), Schedule 7, LGA]

Local authority not required to make technology for an audio link or audiovisual link available

2.19.7

- “Nothing in this [Standing Order] requires [the] local authority to make technology for an audio link or audiovisual link available.”**

[Clause 25A(5), Schedule 7, LGA]

Giving or showing documents to a person appearing at a meeting by way of audio link or audiovisual link

2.19.8

- “A document may be given or shown to, or by, a person appearing at a meeting by way of audio link or audiovisual link—**

- (a) **by transmitting it electronically; or**
- (b) **by use of audiovisual link (if the person is appearing by audiovisual link); or**
- (c) **by any other manner that the person presiding thinks fit.”**

[Clause 25A(6), Schedule 7, LGA]

Local authority not responsible for the failure of any audio link or audiovisual link

2.19.9

“The local authority is not responsible for the consequences of any inadequacies or any failure of an audio link or audiovisual link, but if any member ceases to be able to participate in a meeting by reason of any technological failure or defect in any audio link or audiovisual link for the meeting that member shall be deemed to have ceased to be in attendance at the meeting.”
[Clause 25A(1), Schedule 7, LGA]

2.20 ATTENDANCE AT MEETINGS BY MEMBERS OF THE PUBLIC AT MEETINGS OF THE LOCAL AUTHORITY OR OF ANY COMMITTEE OF THE LOCAL AUTHORITY BY AUDIO LINK OR AUDIOVISUAL LINK

Statutory provision for attendance at meetings by audio link or audiovisual link

2.20.1

“A person other than a member of a local authority, or committee, may participate in a meeting of the local authority or committee by means of audio link or audiovisual link if ... the presiding member at that meeting is satisfied that all conditions and requirements in the standing orders are met in relation to—
(i) participation at that meeting by persons other than members; and
(ii) the use of audio link or audiovisual link for that participation.”

[Clauses 25A(2) and 27(5)(a), Schedule 7, LGA]

Definitions for the purposes of this Standing Order

2.20.2

“ ‘audio link’ means facilities that enable audio communication between participants at a meeting when 1 or more of them is not physically present at the place of the meeting
“ ‘audiovisual’ link means facilities that enable audio and visual communication between participants at a meeting when 1 or more of them is not physically present at the place of the meeting.”

[Clause 25A(7), Schedule 7, LGA]

Meetings to which Standing Order 2.20 applies

2.20.3

Subject to the provisos below the presiding member may permit a person other than a member of a local authority or committee,

to participate in a meeting by means of audio link or audiovisual link for specified meetings. When considering whether or not to grant such permission the presiding member may take into account factors such as:

- (a) The likely length of the meeting and the possibility that having people participating by audio link or audiovisual link may unreasonably increase the length of the meeting,
- (b) The potential behaviour of people participating by audio link or audiovisual link,
- (c) The likely style, degree and extent of inter-action between the different people participating by audio link or audiovisual link, and
- (d) The potential that having people participating by audio link or audiovisual link may have to distract those physically present at the meeting

[Clause 25A(2), Schedule 7, LGA]

Prior arrangements to enable a person other than a member of a local authority or committee to participate in a meeting under Standing Order 2.20

2.20.4

- (a) A person other than a member of a local authority or committee shall give the chairperson and the chief executive not less than two clear working days' written notice of that person's desire to participate in a specified meeting of the local authority or of the committee by means of audio link or audiovisual link.
- (b) The local authority shall take reasonable steps to seek to facilitate that person's desire to participate in a specified meeting of the local authority or of the committee by means of audio link or audiovisual link.
- (c) An act or proceeding of the local authority or committee is not invalidated if that person's request under this Standing Order 2.20 is not accommodated or if there is any technological failure or defect in any audio link or audiovisual link for a meeting.

[Clause 25A(2), Schedule 7, LGA]

Duties of the person presiding where a person other than a member of a local authority or committee participates in a meeting under Standing Order 2.20

2.20.5

- (a) Where a person other than a member of a local authority or committee participates in a meeting of the local authority or committee by means of audio link or audiovisual link the "person presiding must ... ensure that—
 - [(a)] technology for the audio link or audiovisual link is available and is of suitable quality; and
 - [(b)] the procedure for the use of that technology in all

the circumstances of the particular meeting will ensure that—

[(A)] all those participating in the meeting can hear and be heard by each other; and

[(B)] in relation to [Standing Order 2.20.1], the attendance of a member by means of audio link or audiovisual link does not reduce the accountability or accessibility of that person in relation to the meeting; and

[(c)] the requirements of Part 7 of the Local Government Official Information and Meetings Act 1987 are met.”

- (b) Where a person other than a member of a local authority or committee participates in a meeting under this Standing Order the meeting may direct that the audio link or audiovisual link be terminated after taking into account relevant factors including:
- (i) That having people participating by audio link or audiovisual link has unreasonably increased or may unreasonably increase the length of the meeting,
 - (ii) The behaviour of people participating by audio link or audiovisual link,
 - (iii) The style, degree and extent of inter-action between the different people participating by audio link or audiovisual link, and
 - (iv) Any distraction to those physically present at the meeting caused as a result of having people participating by audio link or audiovisual link.

[Clause 25A (2) and (3), Schedule 7, LGA]

Local authority not required to make technology for an audio link or audiovisual link available

2.20.6

“Nothing in this [Standing Order 2.20] requires [the] local authority to make technology for an audio link or audiovisual link available.”

[Clause 25A(5), Schedule 7, LGA]

Giving or showing documents to a person appearing at a meeting by way of audio link or audiovisual link

2.20.7

“A document may be given or shown to, or by, a person appearing at a meeting by way of audio link or audiovisual link—

- (a) by transmitting it electronically; or
- (b) by use of audiovisual link (if the person is appearing by audiovisual link); or
- (c) by any other manner that the person presiding thinks

fit.”

[Clause 25A(6), Schedule 7, LGA]

**Local authority not
responsible for the failure
of any audio link or
audiovisual link**

2.20.8

“The local authority is not responsible for the consequences of any technological failure or defect in any audio link or audiovisual link for a meeting.”

[Clause 25A(1), Schedule 7, LGA]

Consequential amendment to Standing Order 3.17.2:

In the third line of SO 3.17.2 after the phrase “the names of those members present;” add “the names of those members attending the meeting by means of audio link or audiovisual link;”

2014/15 SECOND QUARTER REPORT

Purpose

1. This report outlines progress towards the delivery of the 2014/15 Annual Plan as at 31 December 2014.

Recommendation/s

That the Governance, Finance and Planning Committee:

1. Note the information.

Background

2. The quarterly report informs councillors of progress against the annual plan, and also ensures the annual report does not contain any unexpected and significant variances from performance.

Discussion

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

Attachments

Attachment 1.	Second Quarter Report 2014/15	Page 39
Attachment 2.	Quarterly Report 1 October 2014 – 31 December 2014	Page 43

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

SUPPORTING INFORMATION

Consultation and Engagement
Not applicable.

Treaty of Waitangi considerations
Not applicable.

Financial implications

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

Policy and legislative implications

Not applicable.

Risks / legal

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

Climate Change impact and considerations

Not applicable.

Communications Plan

Not applicable.

QUARTERLY REPORT

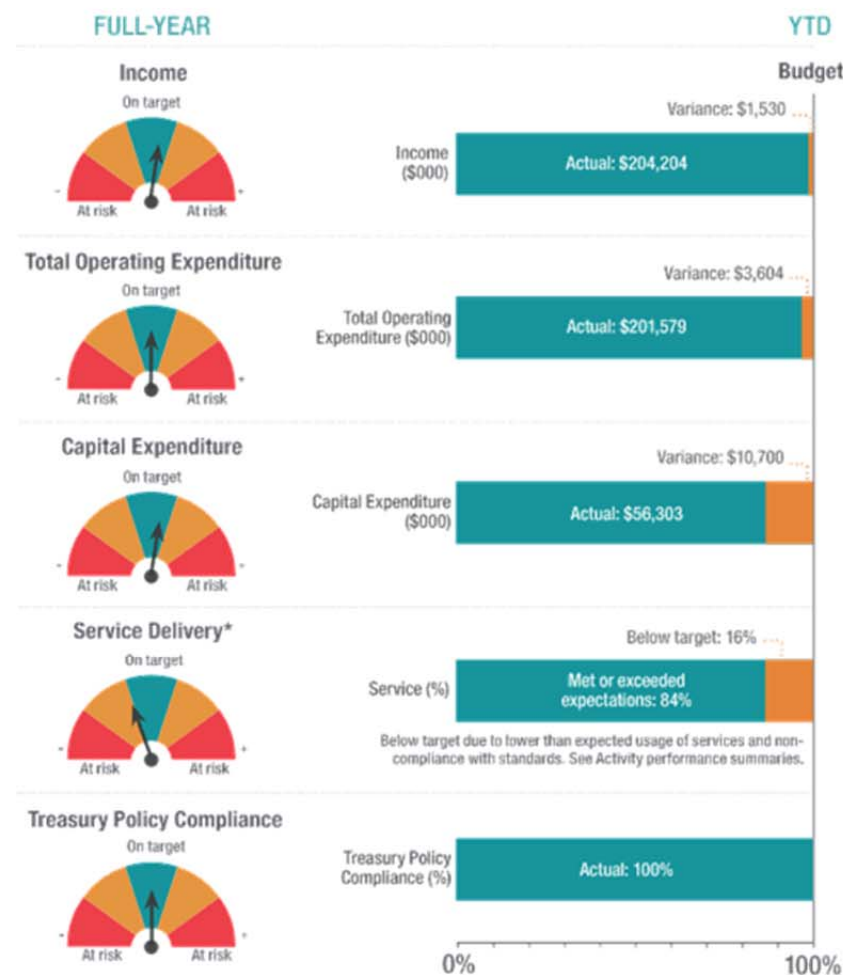
QUARTER TWO (1 OCTOBER – 31 DECEMBER 2014)

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

- income
 - total operating expenditure
 - capital expenditure
 - service delivery (KPI performance)
 - Treasury policy compliance.
- Areas where there is a risk to or significant variance from budgeted expectations are discussed in the performance summaries for each of the Council's seven activity areas.

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

HOW ARE WE PERFORMING?



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

FINANCIAL SNAPSHOT

STATEMENT OF FINANCIAL PERFORMANCE

The Council's consolidated financial performance for the period 1 July 2014 to 31 December 2014 is presented in this section. Positive numbers in the financial statements indicate a favourable variance from budget and negative numbers (represented by brackets) indicate an unfavourable variance from budget.

	YTD 2014/15			Full Year 2014/15	
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000
Rates Income	127,076	127,633	(557)	255,267	255,267
Other Income	1,271	1,341	(69)	13,546	13,681
Lease Income	18,255	18,266	(12)	36,254	36,574
Interest Income	0	22	(22)	8	44
Income from Activities	56,143	54,411	1,732	130,438	123,205
Development Contributions	1,459	1,000	459	2,000	2,000
Total Income	204,204	202,674	1,530	437,512	430,771
Personnel Expenditure	50,027	49,019	(1,008)	97,292	97,678
General Expenses	94,801	93,614	(1,187)	202,994	200,245
Financing Expenditure	9,938	11,520	1,583	21,941	23,041
Depreciation & Loss/Gain on Sale	46,812	51,029	4,217	98,585	102,164
Total Expenditure	201,579	205,183	3,604	420,811	423,127
Net Operating Surplus/(Deficit)	2,625	(2,509)	5,134	16,701	7,644

The year-to-date net operating surplus of \$2.625m is \$5.134m better than the budgeted deficit of \$2.509m. This favourable variance is attributable to a combination of factors as outlined below.

INCOME

Year-to-date total income is above budget by \$1.530m:

- Income from Activities is \$1.732m above budget mainly due to higher New Zealand Transport Agency funding (\$1.683m) for the capital roading programme and increased government funding from the housing upgrade programme (\$0.873m).
- Development Contributions are \$0.459m higher than budget for the first six months, due to higher income from several residential developments.
- Rates Income is \$0.557m under budget mainly due to water rates income being lower than expected. Partly offset by slightly higher than budgeted general rates income.

EXPENDITURE

Year-to-date total expenditure is under budget by \$3.604 million:

- Depreciation & Loss/Gain on Sale is \$4.217m under budget largely due to savings as a result of lower infrastructure asset values at 30 June 2014 than forecast. These differences will be permanent.
- Financing Expenditure is under budget by \$1.583m due to lower levels of borrowings and some delays in the capital programme in the first six months of the year.
- General Expenses are \$1.187m over budget mainly due to unbudgeted expenditure for events and sponsorships, which were approved by Council.
- Personnel Expenditure is \$1.008m over budget due to an increase in the annual leave accrual for the first six months and timing differences in other budgeted expenditure.

FULL YEAR FORECAST

The forecast Net Operating Surplus for the year is currently \$9.1m more than budget. This includes \$3.9m of depreciation savings resulting from lower infrastructure asset values at 30 June 2014, \$3.8m additional funding from the New Zealand Transport Agency funding in respect of the capital roading programme and \$3.8m additional government grant income from the housing upgrade programme. Offsetting these favourable forecast variances is lower revenue from pools, fitness centres, the ASB centre and building consents (\$1.5m), and Council-approved overspends for Community Events and the Events Development Fund (\$1.6m).

NET OPERATING EXPENDITURE

	YTD 2014/15			Full Year 2014/15	
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000
Governance	7,374	7,259	(114)	14,256	14,438
Environment	62,977	67,033	4,057	130,453	133,486
Economic Development	11,667	12,134	467	24,511	23,774
Cultural Wellbeing	10,067	9,394	(673)	18,000	17,190
Social and Recreation	26,159	25,933	(226)	46,353	50,228
Urban Development	9,496	9,310	(186)	19,242	19,270
Transport	11,591	12,371	781	25,035	25,028
Total Activity Area	139,331	143,434	4,104	277,850	283,414
Council	(141,956)	(140,925)	1,030	(294,550)	(291,058)
Total	(2,625)	2,509	5,134	(16,701)	(7,644)

CAPITAL EXPENDITURE

	YTD 2014/15			Full Year 2014/15	
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000
Governance	0	0	0	0	0
Environment	10,002	14,159	4,156	32,976	33,216
Economic Development	424	1,002	577	2,471	2,471
Cultural Wellbeing	3	1,261	1,258	2,321	2,321
Social and Recreation	14,889	17,111	2,222	34,537	30,775
Urban Development	6,753	7,434	681	23,493	23,058
Transport	17,527	18,289	762	43,783	39,803
Total Activity Area	49,597	59,255	9,658	139,580	131,644
Council	6,706	7,748	1,042	18,369	20,369
Total	56,303	67,003	10,700	157,949	152,013

STATEMENT OF BORROWINGS

Total committed borrowing facilities as at the end of December are \$441.5m providing headroom of \$110m. Our liquidity ratio is at 113% compared to the policy minimum of 110%.

	YTD 31 December 2014 \$000	30 June 2014 \$000
Facilities at start of year	460,500	429,000
New/matured facilities (net)	(19,000)	31,500
Facilities at end of period	441,500	460,500
Borrowings at start of year	348,000	341,000
Change in core borrowing + (-)	18,229	6,638
Repayment of loans + (-)	-	-
Change in working capital requirement + (-)	(34,729)	362
Net borrowings at end of period	331,500	348,000
Plus unutilised facilities	110,000	112,500
Total borrowing facilities available	441,500	460,500

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

TREASURY POLICY COMPLIANCE

At 31 December 2014 all of the core policy compliance requirements were achieved as shown as below.

PRUDENTIAL TREASURY LIMITS

Prudential limits	Policy limit (%)	Actual (%)	Compliance
Borrowings as a % of equity	<10	4.9	Yes
Borrowing as a % of income	<150	79.7	Yes
Net interest as a % of annual rates income	<20	8.5	Yes

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

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

Liquidity/funding risk (access to funds)	Policy limit (%)	Actual (%)	Compliance
Liquidity/funding risk (access to funds)	>110	113	Yes
Broken down: 0-3 year bucket	20-60	53	Yes
Broken down: 3-5 year bucket	20-60	27	Yes
Broken down: 5-10 year bucket	15-60	19	Yes

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

Item 2.4 Attachment 1

KEY PROGRAMMES		Q1 Actual (1 Jul–30 Sep 2014)	Q2 Actual (1 Oct–31 Dec 2014)	Q3 Planned (1 Jan–31 Mar 2015)	Q4 Planned (1 Apr–30 Jun 2015)
Committee	Programme	Milestones			
GOVERNANCE	ACCOUNTABILITY AND PLANNING	Annual Report adopted			
		Long-term plan: • Workshop series commenced.	Long-term plan: • Financial strategy. • Infrastructure strategy. • Programme overview.	Long-term plan: • Revenue and Financing policy. • Performance framework. • Adopt draft plan.	Long-term plan: • Consultation. • Adopt final plan.
		Mid-term capex review – \$15m investment package adopted and to be implemented, including: • Funding for Meet the Locals enclosure at Wellington Zoo. • Expansion of City to Sea Museum. • Victoria Street transformation in line with Central City Framework. • Urban catalyst projects.			
ECONOMIC GROWTH AND ARTS	ECONOMIC DEVELOPMENT	Region wide consultation on development of Wellington Regional Economic Development Agency (WREDA).	• WREDA established on 5 December 2014. • WREDA Chair (Peter Biggs) and Board appointed. • Recruitment process for WREDA Chief Executive commenced.	WREDA transition and implementation.	
	8 BIG IDEAS	Convention centre: • Public consultation undertaken.	Convention centre: • Final commercial terms agreed for Council consideration and final decision on proposal. • Developer subsequently indicated problems in finalising deal on proposed site.	Convention centre: • Progress options for delivery of the project and report back to Council.	Convention centre: • Progress agreed process and option for delivery of the project.
		Tech hub: • Developed Expression of Interest (EOI) documentation.	Tech hub: • EOI process completed and preferred provider identified.	Tech hub: • Complete contract negotiations with preferred provider. • Confirm timeline, cost and range of hub activities.	
		Airport runway extension: • Results of economic impact assessments received.	Airport runway extension: • Reports peer reviewed by council officers and external experts. • Report back to Council and approval of additional funding to complete RMA approvals process.	Airport runway extension: • Monitor progress of RMA approvals process. • Continue to develop business case for runway extension.	
	MAJOR EVENTS	Film museum: • Preliminary investigations and concept development continue.			
		World of Wearable-Arts – 25 Sep to 12 Oct. Beervana – 22 to 23 Aug. All Blacks v South Africa Test – 13 Sep. LUX Light Festival – 22 Aug to 1 Sep. Oktoberfest – 19 to 20 Sep.	SkyShow – 8 Nov. Toi Māori Art Market – 14 to 16 Nov. Rugby League Four Nations Final – 15 Nov. Capital Christmas – 10 to 24 Dec. New Year's Eve Festival – 31 Dec.	IRB Sevens – 6 to 7 Feb. Homegrown Music Festival – 7 Mar. ICC Cricket World Cup – 14 Feb to 29 Mar. Cuba-Dupa – 28 to 29 Mar.	Wellington Fashion Week – 8 to 12 Apr. World Water Ski Racing Championships – 9 to 20 Apr. WW100 and ANZAC Commemorations – 25 Apr. AFL match – 25 Apr. FIFA Under-20 World Cup – 30 May to 20 Jun.
COMMUNITY SPORTS AND RECREATION	HOUSING UPGRADE	Berkeley Dallard and Etona: • Construction completed and buildings reoccupied.			
		Arlington Site 1: • Business case under development.			Arlington Site 1: • Councillor workshop on proposed procurement strategy and development model analysis. • Commence procurement.
		Arlington Site 2: • RFP under development.	Arlington Site 2: • High-level brief issued to potential suppliers.	Arlington Site 2: • RFP to be issued.	Arlington Site 2: • RFP results evaluation. • Commence development of detailed design.

KEY PROGRAMMES

		Q1 Actual (1 Jul–30 Sep 2014)	Q2 Actual (1 Oct–31 Dec 2014)	Q3 Planned (1 Jan–31 Mar 2015)	Q4 Planned (1 Apr–30 Jun 2015)
Committee	Programme	Milestones			
COMMUNITY SPORTS AND RECREATION	HOUSING UPGRADE	Marshall Court: • Under construction.		Marshall Court: • Construction complete. • Units let to suitable occupants.	
		Kotuku: • Tender evaluation complete.	Kotuku: • Construction contract commenced.	Kotuku: • Under construction.	
	RECREATION UPGRADES	Keith Spry Pool: • Teaching pool and children's pool tanks completed. • Maintenance work started on existing pool.	Keith Spry Pool: • Upgrade work on new pools and change rooms continued.	Keith Spry Pool: • Upgrade work on new pools and change rooms to be completed in January 2015. • Hand over from contractor to the Council. Commence operational set-up of new pools and preparation for opening to the public. • Opening to the public on 28 February 2015.	
ENVIRONMENT	WATER UPGRADES	Seismic strengthening: • Strengthening of Maupuia No1 and No2 reservoirs completed. • Melrose reservoir design work completed.	Seismic strengthening: • Melrose reservoir tender completed.	Seismic strengthening: • Melrose reservoir construction commences. • Install auto-shut valve (ASV) at Roseneath No 2 reservoir. • Linden and Newlands reservoir design work underway.	Seismic strengthening: • Linden and Newlands reservoir design work completed. • ASV installations at Montgomery, Mt Wakefield and Broadmeadows reservoirs.
	NATURAL ENVIRONMENT	Our Capital Spaces: • Completed pre-engagement for review of Biodiversity Action Plan. • Completed sediment reduction plan for Porirua Harbour Strategy. • Established interagency planning group for the development of Watts Peninsula as a heritage park. • Funding approved for Mountain Bike Economic Growth Initiative (MBEGI) to develop business plan for Wellington as a premier mountain bike destination.	Our Capital Spaces: • Biodiversity Strategy approved by Environment Committee to formally consult. • Consultation on draft Suburban Reserves Management Plan completed. • MBEGI undertaking economic modelling for visitor mountain biking activity in Wellington.	Our Capital Spaces: • Consultation on Biodiversity Strategy (22 January to 6 March with oral submissions on 19 March). • Consultation on Mt Victoria Master Plan.	Our Capital Spaces: • Final Biodiversity Strategy to Environment Committee for approval. • Mt Victoria Master Plan completed. • MBEGI completed business plan for Wellington as a premier mountain bike destination.
	Island Bay Seawall: • Project and engagement plans agreed by the Environment Committee.	Island Bay Seawall • Consultation and engagement completed. • Environment Committee agreed to repair the seawall and continue planning work on long-term solutions (options three and four), which will be implemented by 2018–21.	Island Bay Seawall: • Agree project plan for next phase of the project • Initiate detailed planning, design and consultation of options three and four.	Island Bay Seawall: • Complete planning work for seawall repairs. • Continue detailed planning, design and consultation of options three and four.	
TRANSPORT AND URBAN DEVELOPMENT	CITY RESILIENCE	Earthquake strengthening of Council buildings: • Clarrie Gibbons Building strengthening completed. • Network Newtown strengthening commenced. • Truby King House chimney strengthening completed. • Thistle Hall strengthening continues.	Earthquake strengthening of Council buildings: • Network Newtown strengthening nearly completed. • Portico demolition commenced. • Band Rotunda design work commenced. • Planning for strengthening chapel and crematorium at Karori Cemetery commenced. • Thistle Hall strengthening completed.	Earthquake strengthening of Council buildings: • Portico demolition completed. • Band Rotunda strengthening plan and tendering process completed. • Thistle Hall contract maintenance period completed. • Planning for strengthening chapel and crematorium at Karori Cemetery completed.	Earthquake strengthening of Council buildings: • Band Rotunda remediation complete.
		Application submitted to the Rockefeller Foundation's "100 Resilient Cities" programme.	Application to "100 Resilient Cities" programme successful.	Appoint Chief Resilience Officer to lead development of a city resilience strategy.	
		Town Hall strengthening project is awaiting further information on options. Alternative use continues to be worked on.			

KEY PROGRAMMES

		Q1 Actual (1 Jul–30 Sep 2014)	Q2 Actual (1 Oct–31 Dec 2014)	Q3 Planned (1 Jan–31 Mar 2015)	Q4 Planned (1 Apr–30 Jun 2015)		
Committee	Programme	Milestones					
TRANSPORT AND URBAN DEVELOPMENT	CITY RESILIENCE	<p>Hataitai Bus Tunnel:</p> <ul style="list-style-type: none"> Portal strengthening design and tender documents completed and issued. Public notification of works and stakeholder briefings. 	<p>Hataitai Bus Tunnel:</p> <ul style="list-style-type: none"> Contract awarded and work to strengthen portals commenced in November 2014. Work is progressing on both sides of tunnel with 26% completed to date. <p>Seatoun Tunnel:</p> <ul style="list-style-type: none"> Received draft assessment report. 	<p>Hataitai Bus Tunnel:</p> <ul style="list-style-type: none"> Work to strengthen portals continues with 90% completed by end of quarter. <p>Seatoun Tunnel:</p> <ul style="list-style-type: none"> Contract for professional services for strengthening work to be tendered. 	<p>Hataitai Bus Tunnel:</p> <ul style="list-style-type: none"> Work to strengthen portals completed. <p>Seatoun Tunnel:</p> <ul style="list-style-type: none"> Complete detailed design for strengthening work. 		
	WATERFRONT FRAMEWORK	North Kumutoto project:	<ul style="list-style-type: none"> Council decision on building, long-term lease and public space projects. 	<ul style="list-style-type: none"> Application for resource consent submitted. 	<ul style="list-style-type: none"> Resource consent application process continues. 		
		TSB Arena and Shed 6:	<ul style="list-style-type: none"> Investigations commenced. 	<ul style="list-style-type: none"> Detailed planning completed and tender documentation prepared. 	<ul style="list-style-type: none"> Work underway to renew exterior cladding. 		
	URBAN DEVELOPMENT	Parliamentary precinct:	<ul style="list-style-type: none"> Contractor appointed for Cenotaph upgrade. Construction commenced 1 September. 	<ul style="list-style-type: none"> All demolition and ground works completed. Work commenced on new staircase and paving. 	<ul style="list-style-type: none"> Work completed and space opened up for public use. 		
		Memorial park:	<ul style="list-style-type: none"> Arras Tunnel opened and park construction commenced. 	<ul style="list-style-type: none"> Park construction underway. Australian Memorial construction commenced. 	<ul style="list-style-type: none"> Park construction complete. 	<ul style="list-style-type: none"> Park opening and Anzac day commemoration. 	
		Kilbirnie town centre phase two:	<ul style="list-style-type: none"> Deferred pending confirmation of design brief. 	<ul style="list-style-type: none"> Design brief still to confirmed following consultation. Concept design in progress. 	<ul style="list-style-type: none"> Detailed design completed and contract awarded (subject to suitable design being confirmed). 	<ul style="list-style-type: none"> Construction underway (subject to suitable design being confirmed). 	
		Victoria Street:	<ul style="list-style-type: none"> Funding and concept design approved and detailed design commenced. 	<ul style="list-style-type: none"> Detailed design completed and construction commenced. 	<ul style="list-style-type: none"> Full construction work underway with construction commencing in southern block. 	<ul style="list-style-type: none"> Major construction works completed by end of June. Minor additional works may continue. 	
		Lombard Lane:	<ul style="list-style-type: none"> Design brief being confirmed. 	<ul style="list-style-type: none"> Concept design completed. 	<ul style="list-style-type: none"> Detailed design commenced, in consultation with adjacent developer to ensure works are coordinated. 	<ul style="list-style-type: none"> Tender documents prepared and construction programme agreed with developer. 	
		TRANSPORT	Island Bay to City Cycle route:	<ul style="list-style-type: none"> Section one (Shorland Park to Wakefield Park) design and consultation. Section two (Wakefield Park to John St) planning and preparation for public consultation. 	<ul style="list-style-type: none"> Section one (Shorland Park to Wakefield Park) design and consultation completed. Committee agreed to final design. Section two (Wakefield Park to John St) planning and preparation for public consultation. 	<ul style="list-style-type: none"> Council vote deferred while cycling masterplan is developed in more detail. 	
			Johnsonville road improvements:	<ul style="list-style-type: none"> Broderick Rd Bridge construction started. 	<ul style="list-style-type: none"> Broderick Rd Bridge construction continues. 	<ul style="list-style-type: none"> Broderick Rd Bridge construction continues. State Highway One off-ramp work commences. Other work commences: Signal works, street and crossing upgrades, and pedestrian and cycling improvements. 	<ul style="list-style-type: none"> Broderick Rd Bridge construction completed. State Highway One off-ramp work continues. Other work continues: Signal works, street and crossing upgrades, and pedestrian and cycling improvements.
	Public Transport Spine:		<ul style="list-style-type: none"> Undertake core spine assessments to determine physical corridor constraints and detailed assessment of core routes based on integration with the Council's cycle planning. 				

QUARTERLY REPORT

1 October 2014 – 31 December 2014

PERFORMANCE SUMMARY: BY ACTIVITY AREA

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1. GOVERNANCE

Pārongo ā-Tāone

We want to maintain confidence in our decision-making.

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

WHAT WE DO

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

SIGNIFICANT VARIANCES TO PERFORMANCE¹:

SERVICE DELIVERY

Measure	Actual	Target	Var	Variance explanation
Council, committee and subcommittee reports that are made available to the public five days prior to the meeting (%)	68%	80%	(15%)	We achieved an 80% result for this measure in the second quarter. We continued to achieve 100% for our statutory target to making reports available two days prior to meetings.
Satisfaction with City Archive services and facilities	100%	90%	11%	

NET OPERATING EXPENDITURE

Activity	YTD			Full Year	
	Actual	Budget	Variance	Forecast	Budget
	\$000	\$000	\$000	\$000	\$000
1.1 Governance, Information & Engagement	7,307	7,147	(160)	14,031	14,213
1.2 Māori Engagement (mana whenua)	67	112	46	225	225
TOTAL	7,374	7,259	(114)	14,256	14,438

CAPITAL EXPENDITURE

No significant variances.

¹ Areas where performance varied from budgeted expectations by more than 10%.

2. ENVIRONMENT

Taiao

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

WHAT WE DO

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

HIGHLIGHTS OF THIS QUARTER

Gardens and green open spaces

- Our Natural Capital - Wellington's draft Biodiversity Strategy and Action Plan was approved by the Environment Committee for public consultation.
- 10,000 plants were collected by residents for planting in the road reserve or reserve adjoining their property.
- Pest Fest was held at Waitangi Park during Conservation Week. It was attended by over 800 people with 300 ecosourced native plants swapped in return for weeds from people's gardens.
- Otari Wilton's Bush won an international Green Flag Award from the Parks Forum
- We completed consultation on the draft Suburban Reserves Management Plan. We received more than 250 submissions and two online petitions.
- We completed preparation for the WW1 poppy field sowed seeds on the Remembrance Ridge site in the Botanic Garden.
- The Truby King Open Day was held in early November. The 1-3pm sessions in the house and in the garden were fully subscribed.
- The Lady Norwood Rose Garden was nominated for a World Rose Federation Award.
- The 2014 Botanic Gardens Management Plan was approved and signed off by Councillors
- We completed track and trail work in Centennial Reserve, Pohill Reserve, Mt Victoria, Skyline Walkway, and Trelissick Park.
- The Welly Walks app was updated by Positively Wellington Tourism. New walks are in development by teams across council.

Climate change and smart energy

- Smart Energy challenge – the pilot challenge won the renewables innovation category at the National NZI Sustainable Business Network Awards and the 2015 Smart Energy Challenge is underway.
- Smart Energy challenge – Aro Solar installed a solar PV system on the Aro Valley Community Centre and went through the Live the Dream social enterprise accelerator programme this summer to help take their concept to the next stage.
- Four schools received solar panel installations as part of the Council's funding partnership with Genesis Energy to bring the Schoolgen programme to Wellington.
- Energy assessments were piloted in five Wellington office buildings as part of the Smart Building's Challenge, a funding partnership between Council and EECA, aiming to help property owners reduce energy use and make better use of building data.

Water, wastewater and stormwater

- We renewed water mains in Frederik St, Adelaide Rd/King St, The Esplanade, Houghton Bay Rd, Hungerford Rd and Hobart St.
- We improved the earthquake resilience of the Churton North reservoir.
- We renewed sewer drains in Cambridge Tce, Crofton Rd, Cecil Rd, Harrold st, Herald Tce and Ross St.
- Stormwater drains were replaced in Rixon Grove and Coombe Street.

Conservation attractions

- Celebrations were held in December to celebrate the 5th birthday of The Nest Te Kōhanga, the Zoo's award-winning animal hospital and centre for native wildlife.
- Do at the Zoo, the Zoo's annual celebration of Conservation Week was held on November 8. Highlighting the Zoo's international conservation projects and the links between Wellington Zoo and the rest of the world, over 1,700 visitors attended this event.
- We had 1,340 ZEALANDIA by Night visits for the quarter.
- The first known successful Tieke (Saddleback) nest outside the sanctuary was recorded during the quarter.

SIGNIFICANT VARIANCES TO PERFORMANCE²:

SERVICE DELIVERY

Measure	Actual	Target	Var	Explanation
Visitors to Otari-Wilton's Bush	43,082	38,752	11%	A new marketing campaign highlighted Otari-Wilton's Bush. We also had an increase in cruise ship visitors and tour groups.
Visitors to Botanic Garden	714,209	651,638	10%	We had an increase in visitors during the Spring Festival partly due to good weather. We also had an increase in cruise ship visitors.
WCC Corporate energy use: main CCOs	4,260,780	5,576,780	24%	In previous years this measure included Wellington Waterfront Limited, which is now included in the WCC general result
WCC Corporate energy use: WCC general	10,729,322	9,664,410	(11%)	This result now includes City Shaper (previously called Wellington Waterfront Limited), which was previously included in the main CCOs result.
Freshwater sites (%) within acceptable faecal coliform counts	81%	95%	(15%)	Investigations are ongoing for the four areas where water quality is poor. We have corrected the faults we have found so far.
Zealandia – education programme attendees	3,813	4,506	(15%)	The Trust expects to achieve its year-end target.

NET OPERATING EXPENDITURE

Activity	YTD			Full Year	
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000
2.1 Gardens, Beaches and Open Space	13,332	14,032	700	28,308	28,176
Year to date variance is mainly related to the timing of contract spend and savings in rates for the Town belt, where some land has been reclassified for rating purposes.					
2.2 Waste Reduction & Energy Conservation	454	523	70	499	280
Forecast variance relates to contaminated soil revenue which is expected to below the level assumed.					
2.3 Water	18,203	19,930	1,727	37,294	39,879
Year to date and forecast variances relate to savings on insurance costs and depreciation, following the revaluation of infrastructure assets.					
2.4 Wastewater	19,700	20,161	462	40,636	40,377
2.5 Stormwater	8,258	9,324	1,065	17,587	18,647
Year to date and forecast variances relate to savings on insurance costs and depreciation, following the revaluation of infrastructure assets.					
2.6 Conservation Attraction	3,030	3,063	33	6,128	6,126
TOTAL	62,977	67,033	4,057	130,453	133,486

² Areas where performance varied from budgeted expectations by more than 10%.

CAPITAL EXPENDITURE

Activity	YTD			Full Year	
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000
2.1 Gardens, Beaches and Open Space	1,376	1,289	(87)	2,493	3,073
2.2 Waste Reduction & Energy Conservation	206	236	30	979	979
2.3 Water	3,066	5,993	2,927	13,343	13,004
Some projects have started later than anticipated but are expected to be completed by the end of the year.					
2.4 Wastewater	1,951	3,304	1,353	7,745	7,745
Some projects have started later than anticipated but are expected to be completed by the end of the year.					
2.5 Stormwater	2,860	2,300	(560)	4,255	4,255
Programme is ahead of schedule.					
2.6 Conservation Attraction	543	1,036	493	4,160	4,160
Year to date variance is timing related. All projects are due to be completed by the end of the year.					
TOTAL	10,002	14,159	4,156	32,976	33,216

3. ECONOMIC DEVELOPMENT

Whanaketanga ōhanga

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

WHAT WE DO

- City promotions and business support

HIGHLIGHTS OF THIS QUARTER

Venues

- We commissioned a review of the city's major entertainment venues as part of the initial work to determine the feasibility of an indoor arena.

Events

- WOW had record audiences with two extra shows and 55,000 attendees.
- On November 15, we hosted the final of the rugby league four nations tournament, which was won by the Kiwis.
- Capital Christmas activation – the city was festive with Christmas dressing on the iconic Wellington Railway Station and Cable Car. Street performances throughout December brought the CBD shopping quarters alive.

Destination Wellington

- A large multi-national subsidiary have confirmed Wellington for their web development team
- Disney confirmed Wellington as their filming destination for *Pete's Dragon*, creating 300 jobs for five months.
- Legendary pictures confirmed Wellington as their filming destination for *KRAMPLUS*.

Wellington Museums Trust

- Museums Wellington and Capital E had a very successful collaboration with the Celebrating Everything Polish Festival – welcoming around 5,000 visitors across both sites.
- Capital E's monthly movie collaboration with New Zealand Children's Film Foundation was popular with additional screenings being added to meet demand and completely selling out during the December season.
- Capital E's October School Holiday Programme - Book Bazaar – had 1,200 attendees and Wishful Woodland in December attracted over 1,100 visitors and volunteers to help partner charity, Foster Hope.
- City Gallery hosted a special reception for the artists and gallerists from this year's Maori Art Market; and the final day of the Hotere exhibition drew a capacity crowd.

Innovation

- We participated in a consortium response to the Government's ICT Graduate School request for Expressions of Interest.
- We supported Wellington's first civic hackathon in Miramar.

Tourism

- In December Jetstar announced that it will introduce four flights a week from Wellington to Melbourne, commencing in March 2015.
- Jetstar flights between Wellington and Gold Coast commenced in December.

- Fiji Airways announced a year-round direct route between Wellington and Nadi in December.
- The cruise ship season commenced on 7 October, with almost 80 cruise ship visits expected this season.

SIGNIFICANT VARIANCES IN PERFORMANCE³:

SERVICE DELIVERY

Measure	Actual	Target	Var	Explanation
Estimated attendance at Council supported events	186,564	165,000	13%	Estimated attendance at the LUX festival in the first quarter was above target.
Te Papa visitors	553,564	639,500	(13%)	

NET OPERATING EXPENDITURE

Description	YTD			Full Year	
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000
3.1 City Promo & Business Support	11,667	12,134	467	24,511	23,774
Year to date favourable variance is mainly due to delays in the payments of some grant-related funding that will now occur in the second half of the year. The forecast adverse variance relates to the Council-approved overspend for the Major Events Fund.					
TOTAL	11,667	12,134	467	24,511	23,774

CAPITAL EXPENDITURE

Outcome Description	YTD			Full Year	
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000
3.1 City Promo & Business Support	424	1,002	577	2,471	2,471
Under budget on Positively Wellington Venues projects - TSB Arena and other venues renewal works are behind schedule. Costs are expected to be in line with budget at year end.					
TOTAL	424	1,002	577	2,471	2,471

³ Areas where performance varied from budgeted expectations by more than 10%.

4. CULTURAL WELLBEING

Oranga ahurea

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

WHAT WE DO

- Arts and cultural activities

HIGHLIGHTS OF THIS QUARTER

- More than 10,000 people attended the Diwali Festival with a strong representation of the local Indian Community as well as international performers.
- Sky Show attracted more than 100,000 people. The show was moved to the Saturday after Guy Fawkes day to make it easier for families to attend.
- Santa Parade was attended by 65,000 people with more than 6,000 people attending the Santa's After Party at Frank Kitts Park.
- The free multimedia event "Lest We Forget" occurred during the 100 year anniversary of troops leaving New Zealand for World War One. More than 50 wall stories were put up around the city and a projection show was exhibited in key three historic sites.
- Approximately 10,000 attendees attended the New Year's Eve celebrations with the Wellington Orchestra and fireworks being highlights.
- 26 arts and cultural projects, including events, performances and workshops were funded a total of \$109,000 during this quarter.
- Sheyne Tuffery's railway-inspired large scale mural on the facade of Johnsonville Countdown on Moorefield Road was launched in December. A zoo inspired mural on a bus shelter at Rintoul Street, Newtown was designed and painted by local artist Michelle Carlton.
- Toi Pōneke delivered five exhibitions – 1260 by Justine Fletcher, Shadows Out Of Time by Natalie Smith, Cahoot by Whitireia NZ students, Handshake 2 by thirteen NZ art jewellers exhibiting experimental work, Toi Pōneke Residents Exhibition.
- The Toi Pōneke 2015 Gallery Exhibitions and Whitireia NZ Artist and Resident were selected.
- We decided to fund four projects under the Public Art Fund. They are Remembrance by Chris Bennewith, Rainscape by Debbie Fish, Time Machine by MOM (Margarita Ianev) and The Mokopuna Island Project by Mike Ting
- Kedron Parker's soundscape, Kumutoto Stream, became a permanent installation in Woodward St Tunnel.
- A new exhibition, Huts of Welling Town by artists Kemi & Niko & Co. was installed in the Courtenay Place Park light boxes in December.
- The international contemporary artist Christian Thompson was the first artist to work and exhibit at Te Whare Hēra Gallery, the visual space dedicated to the Wellington International Artist Residency programme, which opened in December.
- We selected new artworks by Lucien Rizos, Shannon Te Ao and Shaun Waugh for the City Art Collection.

SIGNIFICANT VARIANCES IN PERFORMANCE⁴:

SERVICE DELIVERY

Measure	Actual	Target	Var	Explanation
Total visits to museums and galleries (including Carter Observatory)	321,025	291,562	10%	There were a number of very successful public programmes this quarter, including Celebrating Everything Polish Festival and The Big Halloween. Both of these programmes were collaborations between the Museum of Wellington City & Sea and Capital E.
Estimated attendance at Arts and Cultural festivals	325,910	294,000	11%	Results bolstered by attendance for Skyshow (150,000) and the Santa Parade (70,000)

NET OPERATING EXPENDITURE

Outcome Description	YTD			Full Year	
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000
4.1 Galleries and Museums	10,067	9,394	(673)	18,000	17,190
Year to date and forecast unfavourable variances relate to the Council-approved overspend for the Community Events Programme.					
TOTAL	10,067	9,394	(673)	18,000	17,190

CAPITAL EXPENDITURE

Outcome Description	YTD			Full Year	
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000
4.1 Galleries and Museums	3	1,261	1,258	2,321	2,321
Year to date variance is timing related with all projects expected to be completed by the end of the year.					
TOTAL	3	1,261	1,258	2,321	2,321

⁴ Areas where performance varied from budgeted expectations by more than 10%.

5. SOCIAL AND RECREATION

Pāpori me te hākinakina

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

WHAT WE DO

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

HIGHLIGHTS OF THIS QUARTER

Recreation promotion and support

- We hosted the New Zealand under 14 Water Polo Champs, Wellington Regional Swim Champs, Boccie Nationals, Le Penina Pacifica Tournament, North Island Junior Volleyball Champs, International Handball Federation Trophy Oceania, NZ Futsal National League and Football Remembers 1914-2014.
- We hosted NZ Fiji Football tournament and NZ Community Football Cup at Wakefield Park, So They Can - Charity fun run at Newtown Park and a National Age Group Football Tournament at various parks.
- We finished replacing the roof on the Newtown Park grandstand.
- We completed renewal works at Martin Luckie Pavilion.
- We completed renewal of the Hazlewood Ave play area and Makara Model School playgrounds.
- We won two awards for the South Coast Kids Track, through the Wellington Airport Community Awards and New Zealand Recreation Association.

Community support

- We officially opened the upgraded Berkeley Dallard and Etona Apartments.
- We were highly commended by the International Association for Public Participation for our engagement work with housing tenants. We were also highly commended at the NZ Open Source Awards for our computer hubs which give housing tenants free access to use computers and internet with support.
- In November the Community, Sport and Recreation Committee agreed that the Johnsonville Library project proceed to the design phase for a new library, developed as a community hub together with the Johnsonville Community Centre and Keith Spry Pool, subject to final funding decisions in the Long Term Plan.
- In December we ran a cans for fines promotion. Over 3,000 cans were collected with \$3 being waived for each can received. All cans were passed to local food banks.
- We funded 27 community projects (allocating \$89,648) through the Social and Recreation Fund.
- The Thistle Hall community centre and the free community-based computer hub, Smart Newtown, reopened after earthquake strengthening work was completed.
- We selected 340 Cricket World Cup volunteers for Wellington.
- We installed four emergency water tanks in schools.
- In conjunction with Barrier Free Trust, we developed a simple-to-use web guide to assist in integrating accessibility into building upgrades and maintenance. This is the first of its kind in the country (see barrierfreenz.org.nz/tools/best-practice-accessibility-guidelines.html)

Public Health and safety

- Local Host started their service in the Newtown, Kilbirnie and Miramar
- We are working in partnership with the Central Neighbourhood Policing Team on a number of initiatives including the “Eyes On” shoplifting prevention pilot also working with Cuba Street retailers (30 shops so far)
- We are partnering with the Department of Corrections to use the community probations team to assist with Graffiti removal – especially managing the graffiti on the network of military bunkers
- We partnered with NEC to host a series of workshops at the NEC Innovation Centre to explore Safe City solutions for Wellington – particularly using smart technologies. This has resulted in an innovative pilot project – using the Cuba Precinct as a living lab.

SIGNIFICANT VARIANCES IN PERFORMANCE⁵:

SERVICE DELIVERY

Measure	Actual	Target	Variance	Variance Explanation
Sports fields – % of scheduled games that are played	88%	80%	10%	Lower demand and favourable winter weather resulted in fewer restrictions and closures.
Artificial sportsfields % utilisation: off peak winter	25%	15%	67%	Winter sports tournaments and school holiday programmes increased use of facilities.
Artificial sportsfields % utilisation: peak winter	68%	80%	(15%)	Opening of the Alex Moore Park turf increased availability of facilities, which decreased utilisation overall.
College artificial sports fields % utilisation for WCC hours: winter	56%	80%	(30%)	There was a reduction in peak weekend use due to more sport being played on the new Alex Moore Park turf.
Visits to facilities: ASB Sports centre (peak)	156,208	179,408	(13%)	Weekday evening usage reduced after two leagues were withdrawn for the period. Weekend daytime usage was moderate although it was expected given the season.
ASB Sports Centre courts utilisation (off-peak)	39%	35%	11%	The youth in sport programme is keeping off-peak usage above target.
ASB Centre courts utilisation (peak)	48%	71%	(32%)	Weekday evening usage reduced after two leagues were withdrawn for the period. Weekend daytime usage was moderate although it was expected given the season.
Libraries website visitor sessions	1,821,377	600,000	204%	In 2012/13 we changed the measurement methodology. We expected results to decrease and we reduced the target accordingly. The expected decrease has not occurred and we will review the target during the development of the next long-term plan.
Library programmes – estimated attendees	40,809	35,000	17%	This year, we increased the target for this measure but results are still above forecast. We will review the target during the development of the next long-term plan.
Number of uses of Leisure Card	60,253	50,209	20%	Use is consistent with the same period last year.
Occupancy rates (%) of Wellington City Council Community Centres and Halls	37%	45%	(18%)	We changed the methodology for this measure, which now combines community centres and community halls. We also set a new stretch target that we will struggle to meet by year-end.
Dog control – complaints received (5 of registered dogs)	2%	3%	22%	Reduction in complaints in November and December is likely due to dogs being in kennels or being taken on holiday.
Percentage of planned inspections carried out for high-risk premises (category 3)	60%	50%	20%	After a slow start to the year, we are on track to achieve this target at year end.
Percentage of inspections carried out for high-risk premises (category 3) carried out during high trading hours.	30%	25%	18%	After a slow start to the year, we are on track to achieve this target at year end.

⁵ Areas where performance varied from budgeted expectations by more than 10%.

NET OPERATING EXPENDITURE

Outcome Description	YTD			Full Year	
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000
5.1 Recreation Promotion & Support	13,859	12,812	(1,047)	26,142	25,126
Revenue is unfavourable mainly in the fitness centres and the ASB Sports centre. Also labour costs are over budget partly due to the introduction of the Wellington Wage. This has meant a higher allocation of corporate overheads to this activity.					
5.2 Community Support	7,924	9,010	1,086	11,595	16,821
Under budget primarily due to Social Housing. The key variances are the timing of the recognition of the Crown grant for the Housing Upgrade Project and savings in interest, insurance and depreciation.					
5.3 Public Health and Safety	4,376	4,111	(265)	8,616	8,281
Over budget due to additional labour costs which has also flowed through to a higher allocation of corporate overheads to this activity.					
TOTAL	26,159	25,933	(226)	46,353	50,228

CAPITAL EXPENDITURE

Outcome Description	YTD			Full Year	
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000
5.1 Recreation Promotion & Support	3,982	4,250	269	7,243	7,243
Under budget due to the Keith Spry Pool Upgrade and Renewal works being slightly behind schedule.					
5.2 Community Support	9,959	12,195	2,235	26,203	22,222
Under budget due to Housing works behind budget. This relates to both the Housing Upgrade Project and renewal work. The Housing Upgrade Project is currently expected to be ahead of schedule by year end.					
5.3 Public Health and Safety	948	666	(282)	1,090	1,310
Over budget as work is ahead of budgeted schedule.					
TOTAL	14,889	17,111	2,222	34,537	30,775

6. URBAN DEVELOPMENT

Tāone Tupu Ora

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

WHAT WE DO

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

HIGHLIGHTS OF THIS QUARTER

- An application was received for a 5 storey commercial building on Site 10, Wellington Waterfront. The application includes the creation of public open space on the adjoining site. The applicant has requested direct referral to the Environment Court.
- The first tranche of special housing areas approved by Council in the first quarter have now been approved by Government as part of the implementation of the Wellington Housing Accord.
- We have been working with Bond Street residents and retailers to coordinate the Bond Street activation project. Retailers are developing a street webpage to leverage off the project.
- The Civic Square beach installation has seen high volumes of young people using the square.
- We completed concept designs for a green wall that will be installed into Civic Square to promote the use of vertical gardens and sustainability in the city. A green wall conference is planned for later in the year.

SIGNIFICANT VARIANCES IN PERFORMANCE⁶:

SERVICE DELIVERY

Measure	Actual	Target	Var	Variance Explanation
Land Information Memorandums (LIMs) issued within 10 days	80%	100%	(20%)	We have received record numbers of applications for the year-to-date, which has affected our performance. Results improved in December 2014 as we focused on improving our performance and the number of applications reduced.
Noise control (excessive noise) complaints investigated within one hour	99%	90%	10%	All but four of the 502 noise complaints received were investigated within one hour.
Resource consents that are monitored within three months of project commencement	99%	90%	10%	This quarter all resource consents were monitored within three months of project commencement.
Earthquake strengthened council buildings: programme achievement	Partially-Achieved	Achieved	n/a	Work on the Town Hall and Portico are ongoing.

⁶ Areas where performance varied from budgeted expectations by more than 10%.

NET OPERATING EXPENDITURE

Description	YTD			Full Year	
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000
6.1 Urban Planning and Policy	5,124	5,822	698	11,358	11,951
Year to date and forecast favourable variances relate to higher than budgeted Waterfront property lease and parking revenue, including the unbudgeted naming rights income for TSB Arena.					
6.2 Building & Development Control	4,373	3,488	(884)	7,884	7,319
Building and Resource Consent volumes and income lower than budgeted.					
TOTAL	9,496	9,310	(186)	19,242	19,270

CAPITAL EXPENDITURE

Description	YTD			Full Year	
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000
6.1 Urban Planning and Policy	4,531	3,543	(988)	17,935	17,500
Current variance is predominantly due to timing of expenditure on the Parliamentary Precinct and Victoria Street projects. Forecast variance is predominantly due to additional expenditure on the Parliamentary Precinct project which is funded by unbudgeted external grant revenue.					
6.2 Building & Development Control	2,222	3,891	1,669	5,558	5,558
Under budget as the Earthquake Strengthening programme is behind schedule.					
TOTAL	6,753	7,434	681	23,493	23,058

7. TRANSPORT

Waka

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

WHAT WE DO

- Transport
- Parking.

HIGHLIGHTS OF THIS QUARTER

Parking

- The planning for the Parking Sensor Trial has been completed with an initial install of the sensors to be completed early in 2015. The trial will conclude late June 2015 with results presented thereafter.

Transport

This quarter we:

- completed 7.7 km of footpath renewals and 3.8 km kerb and channel renewals
- replaced or fitted 150 raised road markers (cat's-eyes) repainted 207 Traffic Arrows and 103 km of centre-line or solid white line
- repaired or replaced nearly 5,000 signs and poles and 1.5km of handrails
- repaired 10 bus shelters.
- approved 1,530 Corridor Access Requests for utility network maintenance and other temporary activities on the transport network, monitoring activity as appropriate.
- provided 505 approvals for significant temporary traffic management plans
- sourced LED street lights to replicate the original design lights for the Kelburn Viaduct. The lights will be fitted in early 2015.

SIGNIFICANT VARIANCES IN PERFORMANCE⁷:

SERVICE DELIVERY

No significant variances.

NET OPERATING EXPENDITURE

Outcome Description	YTD			Full Year	
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000
7.1 Transport	18,654	19,432	778	38,912	39,114
Year to date variance is mainly timing related.					
7.2 Parking	(7,064)	(7,061)	3	(13,877)	(14,086)
Currently in line with budget. However revenue from parking enforcement is under budget and is expected to be unfavourable to budget at year-end. This is being offset by lower than anticipated labour costs and other savings in general operating costs.					
TOTAL	11,591	12,371	781	25,035	25,028

⁷ Areas where performance varied from budgeted expectations by more than 10%.

CAPITAL EXPENDITURE

Outcome Description	YTD			Full Year	
	Actual \$000	Budget \$000	Variance \$000	Forecast \$000	Budget \$000
7.1 Transport	17,474	18,259	785	43,603	39,623
Forecast variance relates to the Johnsonville triangle project and is funded by unbudgeted NZTA revenue.					
7.2 Parking	53	30	(23)	180	180
TOTAL	17,527	18,289	762	43,783	39,803