

Absolutely Positively
Wellington City Council

Me Heke Ki Pōneke

Ordinary Meeting of Te Kaunihera o Pōneke | Council

Rārangi Take | Agenda

9:30am Rāpare Thursday, 1 Pīpiri June 2023

Ngake (16.09), Level 16, Tahiwī,

113 The Terrace

Pōneke | Wellington



MEMBERSHIP

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

Have your say!

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

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1. Meeting Conduct

1.1 Karakia

The Chairperson will open the meeting with a karakia.

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

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

The Chairperson invites notice from members of:

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

1.3 Announcements by the Mayor

1.4 Conflict of Interest Declarations

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

1.5 Confirmation of Minutes

The minutes of the meeting held on 20 April 2023 will be put to the Te Kaunihera o Pōneke | Council for confirmation.

1.6 Items not on the Agenda

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

Matters Requiring Urgent Attention as Determined by Resolution of the Wellington City Council

The Chairperson shall state to the meeting.

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

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

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

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

1.7 Public Participation

A maximum of 60 minutes is set aside for public participation at the commencement of any meeting of the Council or committee that is open to the public. Under Standing Order 31.2 a written, oral or electronic application to address the meeting setting forth the subject, is required to be lodged with the Chief Executive by 12.00 noon of the working day prior to the meeting concerned, and subsequently approved by the Chairperson.

2. General Business

HEALTH AND SAFETY PERFORMANCE REPORT

Kōrero taunaki | Summary of considerations

Purpose

1. This report to Te Kaunihera o Pōneke | Council is to review the Council's health and safety performance for the period 1 January 2023 to 31 March 2023.

Strategic alignment with community wellbeing outcomes and priority areas

Aligns with the following strategies and priority areas:

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

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

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

Relevant Previous decisions

Financial considerations

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

2.

Risk

- Low Medium High Extreme

3.

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

Taunakitanga | Officers' Recommendations

Officers recommend the following motion

That Te Kaunihera o Pōneke | Council:

1. Receive the information.

Whakarāpopoto | Executive Summary

1. The Report provides information that aligns with the Officer due diligence responsibilities under the Health and Safety at Work Act 2015 (HSWA), specifically having:
 - Knowledge of work health and safety matters
 - An understanding of the nature of operations and the hazards and associated risks
 - Appropriate resources and processes to eliminate or minimise risk
 - Appropriate resources to receive and consider information
 - Verification of the provision and use of resources and processes
 - Processes for compliance with duties or obligations under the HSWA.
2. This report comprises qualitative commentary on activities that have occurred in the last four months, and are presented in three categories:
 - Risks
 - Relationships
 - Resources.
3. The dashboard reporting (attachment 1) provides quantitative leading and lagging indicators to measure health and safety performance within Council.
4. This style of reporting is based on the Business Leader's Health and Safety Forum: 'Monitoring what matters in Health and Safety' – a guide for CEOs. The Council is a member of the Business Leader's Forum.
5. Additionally, this report also provides an update on the progress against developing a five-year health and safety strategy.
6. This report was presented to the Unaunahi Māhirahira | Audit and Risk Committee on 10 May.

Takenga mai | Background

7. Not applicable.

Kōrerorero | Discussion

Risk

Critical risk observations

8. Late in 2022, an updated approach to how critical risk observations for officers (both elected members and the executive leadership team) was confirmed.
9. The updated approach began at the end of February with a new schedule of observations.
10. Early feedback has been that the overall process is much easier than it has been previously.
11. That is reflected in the forward programme where there are more officers booked in for visits than ever before.

12. While the attached report will not reflect the increase in activity, the next quarter's dashboards will clearly demonstrate the positive impact these changes have made on being able to complete these observations.

COVID-19

13. The Council requires all positive COVID-19 cases in its workforce to be reported so there is accurate data to understand the ongoing impacts of the pandemic.

Number of active cases over time



14. Case numbers within our workforce remain low this quarter, as they did in the last, reflecting the same trends as within the community.
15. As has been previously reported, the number of reinfections continues to rise. This is expected given decreasing immunity between either vaccinations or initial infection. The reinfection rate in our workforce this quarter rose to 44%, from 35% last quarter.
16. With the winter season approaching it is expected we will see some increase in COVID-19 numbers, alongside other seasonal illnesses.
17. Our annual workplace influenza vaccination programme will be delivered through April and May, and we are encouraging staff who are eligible to also seek out additional COVID-19 vaccinations.
18. Specific dates have been arranged for elected members to receive their influenza vaccinations.

Relationships

Health and Safety Good Sorts

19. A refreshed approach to health and safety recognition, Good Sorts, will launch next quarter (Q4).
20. During the 2022 ACC audit it was recommended work be done to improve recognition initiatives specific to health and safety.
21. The new approach is designed to make recognition more accessible across the organisation. Noting that any positive action, big or small, has an influence on improving safety culture in the organisation.
22. Recognition is one part of how the organisation identifies and promotes worker participation.
23. After successful pilots in selected business units earlier this year, it is expected there will be a demonstrable increase in recognition behaviour across the organisation related to health and safety.

-
24. By having a more visible and active recognition programme there will be additional information for officers to verify the provision of appropriate resources and processes (part of officer due diligence).

Resources

The MySafety project

25. A new technology system for reporting and recording health and safety information successfully launched on 20 March 2023.
26. Feedback from users has been unanimously positive, citing its ease of use and clear upgrade over the previous system.
27. Heightened awareness and ease of use has had a positive impact already on our near miss reporting metrics which you will see outlined in the attached dashboard reporting.
28. Before launching, over 800 staff in high-risk areas were trained in the platform, and that number continues to grow following the launch.
29. Training for new staff has been embedded in regular induction activity; existing staff have the option to request facilitated training or complete an online learning module through our learning management system.
30. Elected members have been provided access to MySafety to report health and safety events, training on how to report an event has been provided in the form of an instructional video.
31. Phase one of the launch included modules for reporting health and safety events, sensitive events, and COVID-19 test results (or isolation).
32. Further developments to the system will happen continuously, with a new module for recording safety observations expected to launch in May – followed by risk management, recognition, audits, contractor health and safety management, trespasses, and bans.
33. A detailed plan of future module development, including timing, will be produced in alignment with the upcoming health and safety strategy (and subsequent annual plans).

Health and Safety Strategy

34. A long-term health and safety strategy has been drafted to give direction for the organisation on what it needs to focus on to achieve a proactive workplace health and safety culture.
35. The strategy is a result of extensive external and internal research, drawing on industry knowledge as well as feedback from a wide selection of staff within the Council.
36. The purpose of the strategy is to set the high-level roadmap for how the Council will proactively and continuously improve workplace health and safety; to ensure employees, contractors, and volunteer workers are protected from unnecessary harm.
37. The strategy aims to close the gap in understanding and maturity across teams, and to equip everyone with the tools, technology, and systems necessary to create a proactive culture of great safety behaviour.
38. It outlines three pillars; strong culture, enabled systems and equipped people that together will enable the organisation to achieve its vision of having a proactive safety culture that is integrated into everyday work life.
39. In the strategy there are details about what each of the pillars encompass, including a glance at what our current state is compared to what proactive looks like.

40. Over the next five years a series of organisational health and safety plans (with clear actions and accountabilities) will be produced in alignment with this strategy, which will influence connected business unit plans, so the entire organisation is working toward the same target of proactive by 2028.
41. When looking at this strategy in a national context, it has strong alignment with the priorities set out in New Zealand's Health and Safety at Work Strategy which are:
 - Encourage leaders at all levels to integrate health and safety.
 - Enable workers to be represented, engaged and to participate.
 - Lift capability of health and safety practitioners.
 - Develop and share better data and insights to improve decision making.

Ngā mahinga e whai ake nei | Next actions

42. None

Attachments

Attachment 1. Q3 Health and Safety Performance Dashboards [↓](#) 

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Health, Safety & Security Performance

Reporting Period 1 January 2023 – 31 March 2023

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

Section 1: Lead indicators

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

1.1 Key lead indicators

Metric	Q3	Prev	Change	FYTD	Prev	Diff
Active health and safety representatives (HSR)	145	148	-3	145	125	+20
Health and safety representatives trained	0	2	-2	23	51	-28
Leadership training attendance	6	16	-10	22	33	-10
Physical first aid training	44	32	+31	89	1	+88
Mental health first aid training	29	33	-4	89	9	+80
Resilience training	12	13	-1	45	60	-15
Failed random drug and alcohol tests	0	0	0	0	1	-1
Early intervention physio (Mirimiri) sessions	0	1	-1	2	1	+1
Early intervention physio (European) sessions	5	5	0	23	36	-13
Employee assistance programme hours	149.5	208.5	-59	569	722	-153
Elected member critical risk observations	1	0	+1	6	1	+5
Executive team critical risk observation	2	2	0	17	20	-3
Near misses reported	316	229	+87	753	961	-208

Insights

All lead indicators are tracking either as expected or in a positive direction. Numbers for both types of first aid training are tracking extremely positively, and more work is being undertaken to further customise the mental health first aid offering to the context of our organisation.

There was no health and safety representative training available for this quarter, but we have already trained more representatives this year than we have in the previous.

An updated process for critical risk safety observations was confirmed at the end of 2022, with a new schedule commencing the end of February 2023. All sessions for the remaining calendar year have been booked on to so we expect to see these numbers continue to rise.

Section 2: Lag indicators

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

2.1 Key lag indicators						
Metric	Q3	Prev	Change	FYTD	Prev	Diff
Work related ACC injury claims	6	6	-0	26	58	-32
Claim costs to date	\$3,490	\$2,512	+\$978	\$14,687	\$30,024	-\$15,337
Number of workdays lost	9	8	+1	57	104	-47
Personal confrontation incidents	188	160	+28	551	813	-262
Bans issued	0	1	-1	3	24	-21
Trespass notices issued	1	0	+1	2	13	-12
Police reports	69	38	+31	126	121	+5

Insights

Much like the lead indicators, almost all lag indicators are trending positively or neutral.

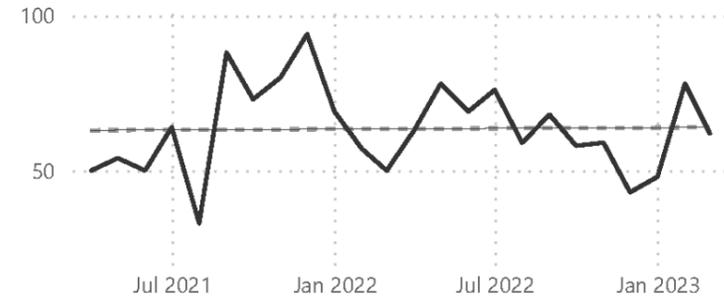
We are tracking well to have less claim costs for this financial year, reflecting both that our staff have been injured less but also the injuries themselves are less severe and/or complex (meaning lower costs).

Numbers for trespasses and bans remain unusually low which may indicate a lack of available data. As MySafety matures there are plans to centralise records for bans and trespasses issued making the reporting more accurate.

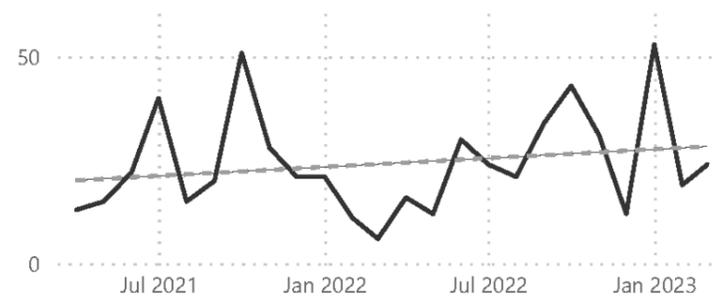
Section 3: Trends and graphs

3.1 Two-year risk trends (1 April 2021 to 31 March 2023)

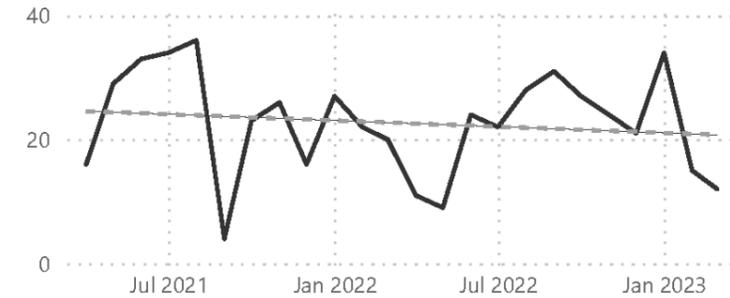
Personal confrontation



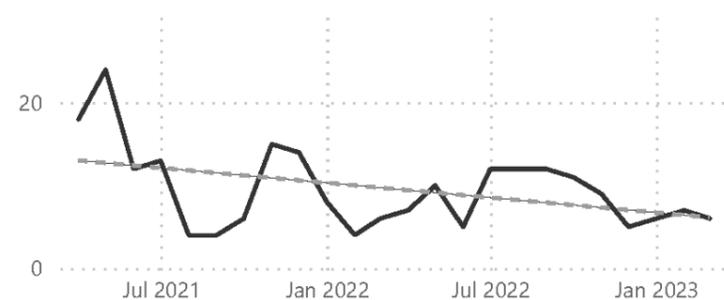
Events on/in WCC facilities or land



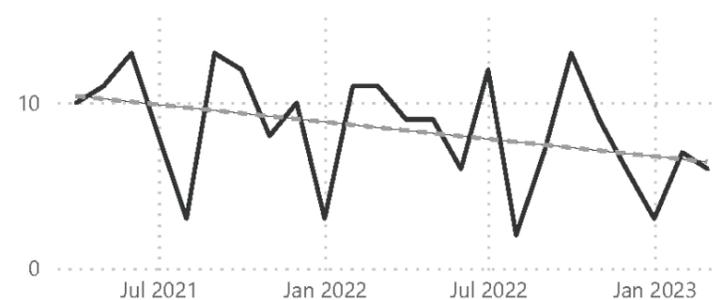
Near, on or in water



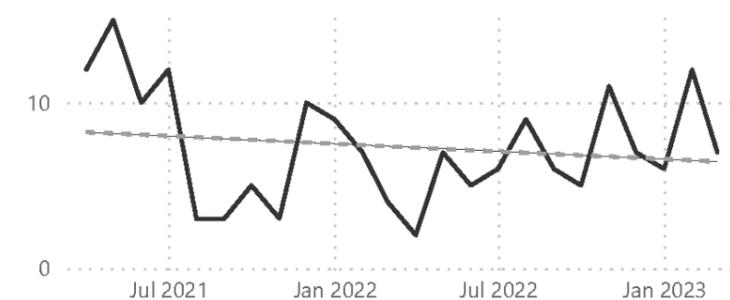
Surface conditions



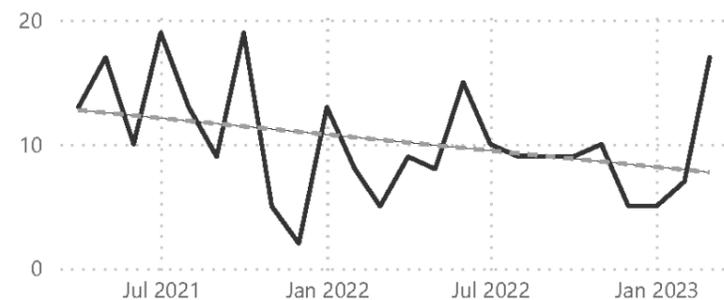
Manual handling



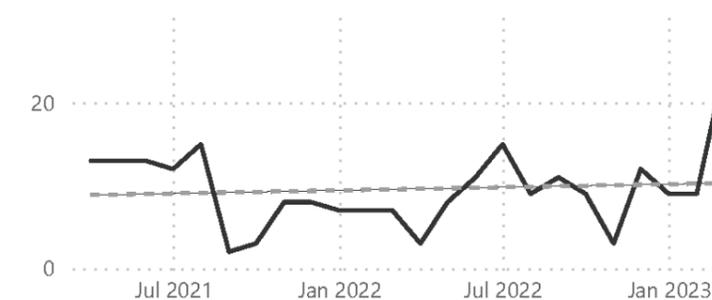
Biological agents



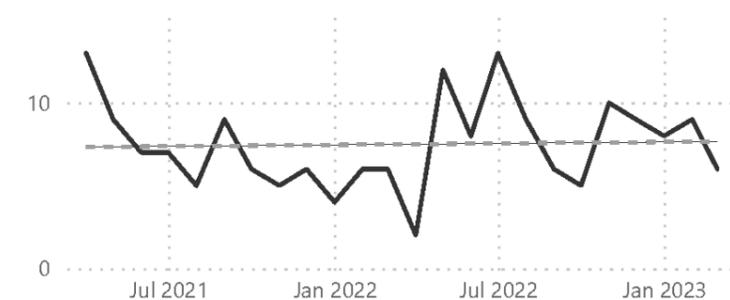
Health and impairment



Asset failure



Vehicles (including bicycles)



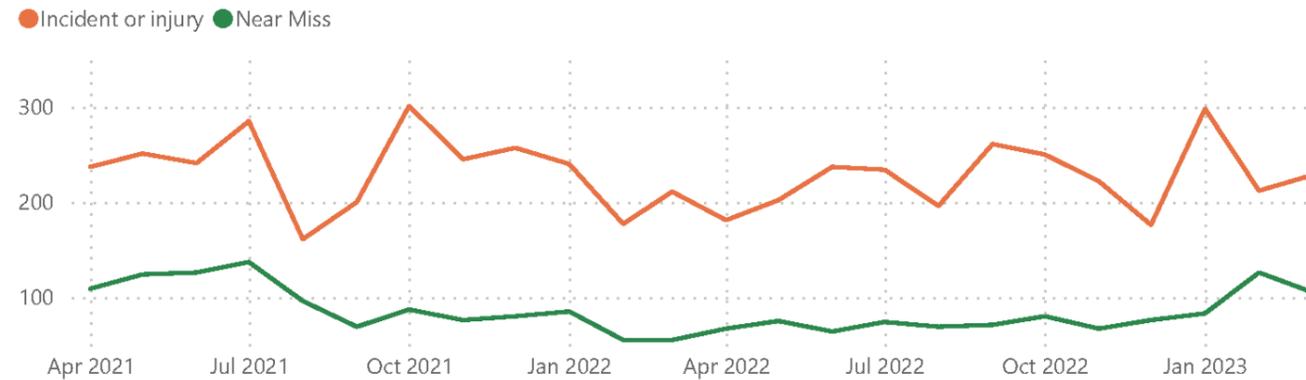
Insights

As displayed in previous reports, top presenting risk categories are either mostly trending down or stable – except for events on/in WCC facilities or land which increased through summer season. As we've seen with previous seasons, we expect to see this fall again and the trend stabilise. There are some other uncharacteristic increases in event numbers against certain risk categories; this could be a result of increased awareness and/or knowledge about reporting due to the MySafety project. Over the next six months we will be able to set a new baseline to understand what is actual trend information versus increased reporting.

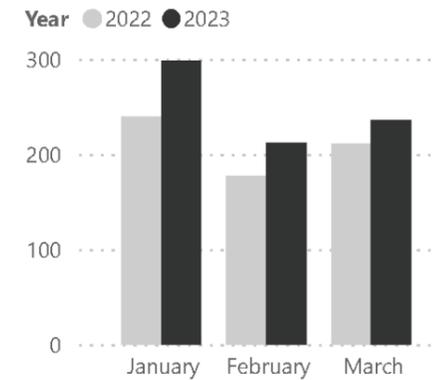


3.2 Two-year incident, injury and near miss trends (1 April 2021 to 31 March 2023)

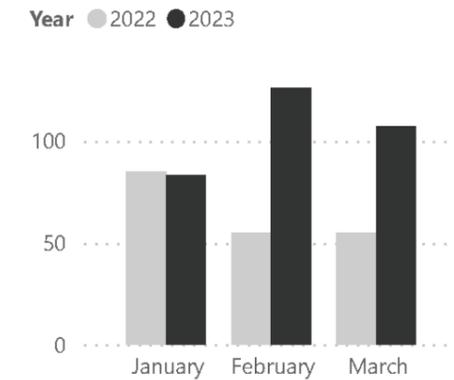
Total number of events over two years



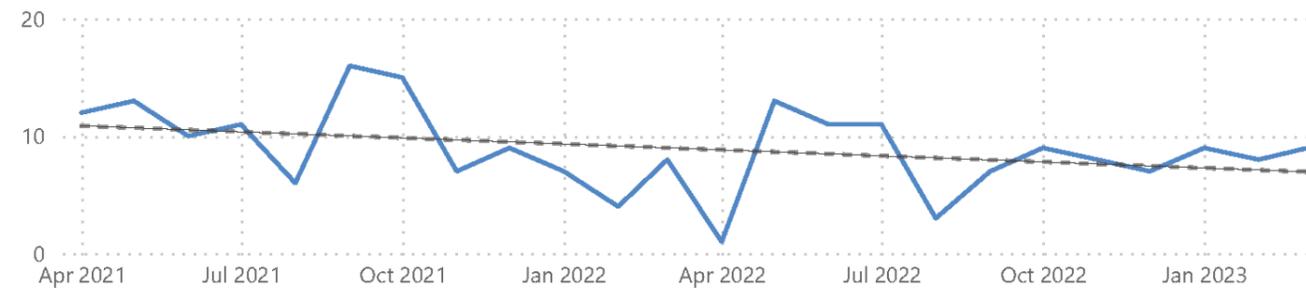
Incident annual comparison



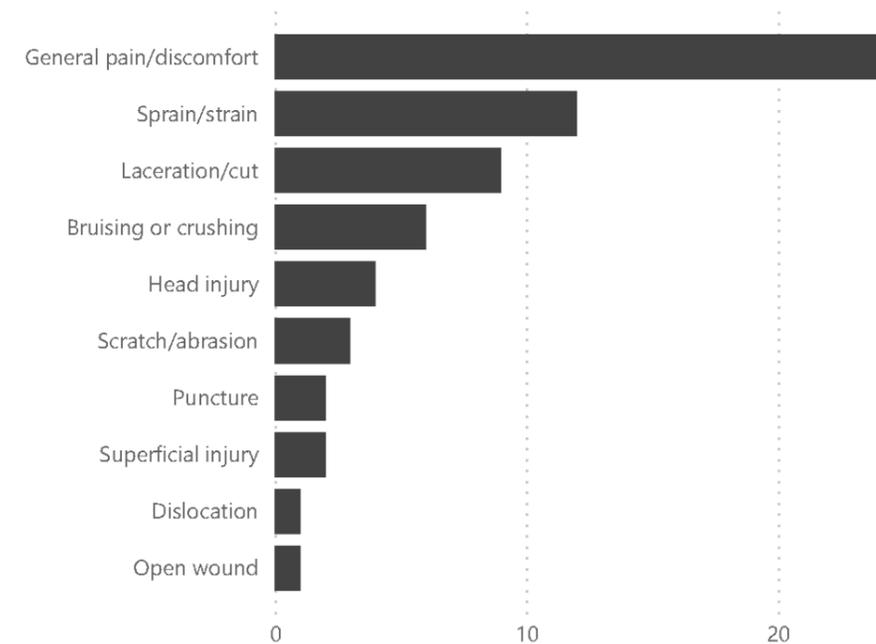
Near miss annual comparison



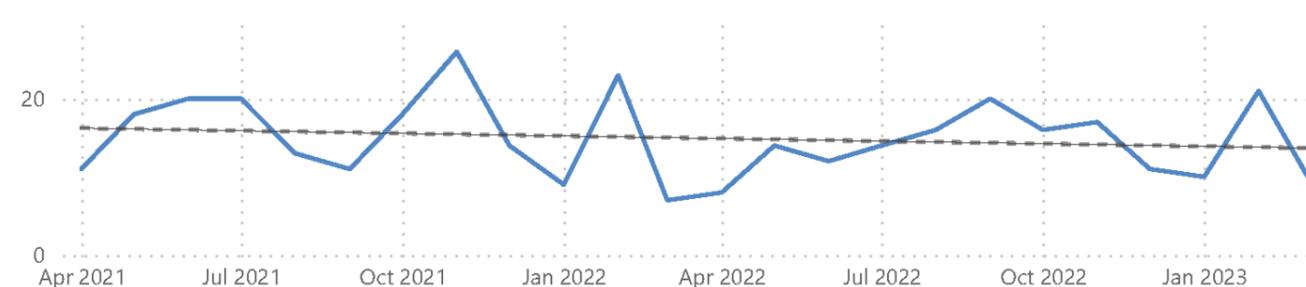
Total number of injuries requiring medical treatment over two years (WCC staff)



Top injury types last three months (WCC staff)



Total number of first aid injuries over two years (WCC staff)



Insights

While the two-year trend appears relatively flat for near miss and incident reporting, when the quarter is compared to the same period in the previous year there are indicators the organisation is reporting more than it has previously – this is particularly noticeable when looking at the number of near misses which has risen sharply. This may be due to increased awareness of near miss reporting importance (a key message in the lead up to and launch of our new reporting system).

ACTIONS TRACKING

Kōrero taunaki | Summary of considerations

Purpose

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

Strategic alignment with community wellbeing outcomes and priority areas

Aligns with the following strategies and priority areas:

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

Relevant Previous decisions

Financial considerations

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

Risk

- Low Medium High Extreme

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

Taunakitanga | Officers' Recommendations

Officers recommend the following motion

That Te Kaunihera o Pōneke | Council:

1. Receive the information.

Whakarāpopoto | Executive Summary

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

Takenga mai | Background

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

Kōrerorero | Discussion

7. Of the 23 resolutions of Te Kaunihera o Pōneke | Council in April 2023:
 - 17 are complete
 - 6 are in progress
8. 40 in progress actions have been carried forward from the previous action tracking report. 38 are still in progress.
9. Further detail is provided in Attachment One.

Attachments

Attachment 1. Actions Tracking - May [↓](#) 

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Date	ID	Title	Clause number	Clause	Status	Comment
Wednesday, 30 June 2021	2	2.5 Implementation of Parking Charges	7	Request officers to investigate off-street parking opportunities with both council and privately run public parking buildings for evening and weekend parking throughout the year.	In progress	Under investigation
Thursday, 26 August 2021	3	2.1 Aho Tini 2030 Arts, Culture & Creativity Strategy and Action Plan	6	Agree that officers report back to Council with an update on the timeline and programme for major Council controlled venues reopening including any future planned maintenance and upgrade proposals.	In progress	The St James Theatre has now reopened. The Wellington Town Hall is still under construction and expected to reopen in early 2025. Preliminary work is underway on possible upgrades to both the Opera House and the TSB Arena including Shed 6, but the work is not sufficiently advanced to make plans for either venue yet.
Thursday, 26 August 2021	4	2.1 Aho Tini 2030 Arts, Culture & Creativity Strategy and Action Plan	7	Agree officers to report back to Committee by March 2022 on how better access to Council venues and community facilities can be achieved for the local arts and creative community groups and audiences. The review should include whether the venues and community facilities subsidies are equitable across the city and are the most appropriate mechanism of support and whether other models could better support the local community, arts and creative sectors; and local audiences.	In progress	As updated in previous meetings, for this element of Aho Tini, the initial date proved unworkable due to Covid/internal resource issues. An additional workstream, a Strategic Investment Plan, has also been added related to areas of interest for Finance. The project is well underway and will be completed in the first half of the year. Project between Creative Capital, Economic Wellbeing and WellingtonNZ.
Thursday, 26 August 2021	6	2.2. Annual Dog Control Report 2020-21	4	Agree that officers report back through the Animal Bylaw/Dog Policy process later this year on metrics for the objectives set out in the Annual Dog Report.	In progress	Review underway
Thursday, 26 August 2021	7	2.2. Annual Dog Control Report 2020-21	5	Request officers working on Dog Policy meet with Capital Kiwi to better understand the release of Kiwi this year in Wellington, in order to strategically utilise Animal Control resource.	In progress	Review Underway
Thursday, 26 August 2021	8	2.2. Annual Dog Control Report 2020-21	6	Request officers bring back options for better resourcing of Animal Control in order to help protect our wildlife. Resourcing could include partnership opportunities, shared resourcing and fee reallocation and/or increase, as well as investigating the provision of off-leash dog facilities.	In progress	Review Underway
Thursday, 26 August 2021	9	2.6 Strategy and Policy Work Programme	3	Note that once agreed, the programme will be included in the relevant Committee Forward Programmes.	In progress	Paper going to Council 7th Sept for endorsement.
Thursday, 30 September 2021	13	2.6 Michael Fowler Centre Carpark Long Term Ground Lease	3	Agree to delegate to the Chief Executive to conclude negotiations and agree terms which, when viewed as a whole, are no less favourable to Council than those detailed in Attachment 1a.	In progress	Negotiations continuing.

Thursday, 30 September 2021	3.1.1 Report of the Pūroro Hātepe Regulatory Processes Committee Meeting of 8 September 2021 PROPOSED ROAD STOPPING - KNIGGES 14 AVENUE, TE ARO	2	Agree to dispose of the Land.	In progress	Waiting on final service easement to be signed before moving to settlement phase
Thursday, 28 October 2021	21 2.1 Tākina Operating Arrangements	5	Agree for officers to work with Te Papa Tongarewa on the implementation of Living Wage for staff working within Tākina Events, and to bring this plan and related costs back to Council prior to the opening of Tākina.	In progress	Currently on the forward programme for the 2022-2025 triennium.
Thursday, 25 November 2021	3.1 Report of the Pūroro Hātepe Regulatory Processes Committee Meeting of 10 November 2021 PROPOSED ROAD STOPPING - LAND 25 ADJOINING 3 SHORT STREET, VOGELTOWN	2	Agree to dispose of the Land by sale or partial exchange for approximately 3m2 of the owners adjoining land currently part of 3 Short Street (Section 47 Owhiro District held on ROT WN22D/110, the Applicant's Land).	Completed	Applicant has now withdrawn road stopping application, sale no longer going ahead.
Wednesday, 15 December 2021	27 3.1 The Gifting of the name Te Aro Mahana	2	Agree to formally recognise the gift of the name Te Aro Mahana for the new play area within Frank Kitts Park and accordingly name the newly developed play area Te Aro Mahana.	In progress	The name will be formally gifted when the play area is ready to be opened.
Thursday, 24 February 2022	3.1 Report of the Pūroro Rangaranga Social, Cultural and Economic Committee Meeting of 3 February 2022 31 February 2022	2	Agree to dispose of the Land, in order to give effect to the exchange.	In progress	The Council land being disposed is one entire isolation strip, and part of another isolation strip. Subdivision resource consent was needed to separate the part strip. That consent was obtained on 10/02/2023. LINZ has now approved the survey plan and Council's lawyers are arranging for new titles which will trigger settlement. Expecting settlement in June/July 2023..
Thursday, 31 March 2022	2.1 WCC should promote a local bill to repeal the Wellington City Milk-supply Act 1919 35 Wellington City Milk-supply Act 1919	2	Ask that the Mayor write to Parliament requesting that repealing the Wellington City Milk Supply Act 1919 be included in an appropriate future omnibus Bill.	In progress	
Thursday, 31 March 2022	4.2 Report of the Pūroro Waihanga Infrastructure Committee Meeting of 23 March 2022: PROPOSED DISPOSAL - PART OF 39 38 CHAPMAN STREET, JOHNSONVILLE	2	Agree to dispose of the Land to the adjoining owner at 15 Chesterton Street, Johnsonville.	In progress	17/04/23 - Owner has revised draft sale and purchase to review. Waiting on outcome for rezoning submission for the PDP.
Thursday, 28 April 2022	3.1 Report of the Pūroro Tahua Finance and Performance Committee Meeting of 17 February 2022: WATER ACTIVITIES RATES SETTING 39 2022: WATER ACTIVITIES RATES SETTING	1	Approve debt funding the revenue loss, if necessary, resulting from the errors in the Water rates settings.	In progress	The Finance team is prepared to action this following the adoption of the 22/23 Annual Report

Thursday, 28 April 2022	3.1 Report of the Pūroro Tahua Finance and Performance Committee Meeting of 17 February 2022: WATER ACTIVITIES RATES SETTING	2	Agree that, should debt funding be required, any underlying surplus at the end of the 2022/23 Financial Year be used to pay down that debt as the first priority, and include further options for repayment term and funding source.	In progress	The Finance team is prepared to action this following the adoption of the 22/23 Annual Report
Thursday, 28 April 2022	3.1 Report of the Pūroro Tahua Finance and Performance Committee Meeting of 17 February 2022: WATER ACTIVITIES RATES SETTING	3	Agree that, should any debt funding be required, that debt funding should be over 10 years.	In progress	The Finance team is prepared to action this following the adoption of the 22/23 Annual Report
Thursday, 28 April 2022	3.1 Report of the Pūroro Tahua Finance and Performance Committee Meeting of 17 February 2022: WATER ACTIVITIES RATES SETTING	4	Note that, any repayment of the shortfall will be included from the 2023/24 rating year.	In progress	
Thursday, 28 April 2022	3.2 Report of the Pūroro Waihangā Infrastructure Committee Meeting of 27 April 2022 LAND DISPOSAL (ISOLATION STRIPS) - HANSON STREET SERVICE LANE, MOUNT COOK	2	Agree to dispose of the Land to the adjoining owner of 25 Hanson Street (Lot 1 DP 358660, ROT 238839), for amalgamation with that property.	In progress	The Council land being disposed is one entire isolation strip, and part of another isolation strip. Subdivision resource consent was needed to separate the part strip. That consent was obtained on 10/02/2023. LINZ has now approved the survey plan and Council's lawyers are arranging for new titles which will trigger settlement. Expecting settlement in June/July 2023.
Thursday, 31 March 2022	4.1 Report of the Pūroro Tahua Finance and Performance Committee Meeting of 17 March 2022: DEVELOPMENT CONTRIBUTIONS POLICY REPORT BACK ON CONSULTATION AND FINAL VERSION FOR APPROVAL	3	Note that the Policy will be reviewed in time for the 2024 Long-Term Plan and at that time reserves acquisition will be fully included.	In progress	Draft Q3 2023/24 to Long-term Plan Finance and Performance committee May meeting.
Thursday, 30 June 2022	3.2 Report of the Pūroro Maherehere Annual Plan/Long-Term Plan Committee Meeting of 1 June 2022: Town Hall Development Update	1.a	1) Agree to increase the capex budget for the Town Hall project to \$182.4m through the following detailed budget adjustments: a. Move existing contingency balance of \$10.3m (Activity 2117) in 2022/23 to the Town Hall Project (Activity 2076) in 2023/24,	In progress	
Thursday, 30 June 2022	3.2 Report of the Pūroro Maherehere Annual Plan/Long-Term Plan Committee Meeting of 1 June 2022: Town Hall Development Update	1.b	1) Agree to increase the capex budget for the Town Hall project to \$182.4m through the following detailed budget adjustments: b. Increase the above by \$1.7m to represent the full balance of the agreed contingency in the budget,	In progress	

Thursday, 30 June 2022	3.2 Report of the Pūroro Maherehere Annual Plan/Long-Term Plan Committee Meeting of 1 56 June 2022: Town Hall Development Update	1.c	1) Agree to increase the capex budget for the Town Hall project to \$182.4m through the following detailed budget adjustments: c. Increase the Town Hall project budget by the addition project budget requirement of \$37.1m, \$24m in 2023/24 and \$13.1m in 2024/25.	In progress	
Thursday, 30 June 2022	2.1 Reserves Act 1977 : Easements over Duncan Park and Play Area (Tawa)	2	Agree to grant stormwater and wastewater easements, pursuant to Section 48 of the Reserves Act 1977, to the owners of 324 and 326 Main Road, Tawa, over Council recreation reserve land at Duncan Park and Play Area, being part of Lot 26 Deposited Plan 15397 and held on ROT WN790/45.	In progress	The Applicant will implement the pipes as part of the building project. The builder will contact Reserves Planner prior to this work to arrange a Temporary Vehicle Access Permit from the Park Ranger team. The easement areas will be surveyed and legalised after the pipes have been laid and the reserve reinstated.
Thursday, 30 June 2022	2.1 Reserves Act 1977 : Easements over Duncan Park and Play Area (Tawa)	3	Delegate to the Chief Executive the power to carry out all steps to effect the easements.	In progress	
Thursday, 30 June 2022	2.1 Reserves Act 1977 : Easements over Duncan Park and Play Area (Tawa)	4	Note that the works within the easement areas will be subject to the relevant bylaw, building and/or resource consent requirements.	In progress	
Thursday, 30 June 2022	2.1 Reserves Act 1977 : Easements over Duncan Park and Play Area (Tawa)	5	Note that the works to install the stormwater and wastewater lateral pipes will proceed in accordance with final Parks, Sport and Recreation agreement to all reserve management, work access and reinstatement plans.	In progress	
Thursday, 30 June 2022	2.1 Reserves Act 1977 : Easements over Duncan Park and Play Area (Tawa)	6	Note that under the Instrument of Delegations for Territorial Authorities dated 12 July 2013, the Minister of Conservation has delegated the authority to grant easements over reserve land under Section 48 of the Reserves Act 1977 to Council.	In progress	
Thursday, 30 June 2022	2.1 Reserves Act 1977 : Easements over Duncan Park and Play Area (Tawa)	7	Note that approval to grant these easements will be conditional on: a. The applicant being responsible for all costs associated with the creation of the easements, including any of Council's fair and reasonable costs. b. The requirement for public notice under Section 48(2) of the Reserves Act 1977 being waived as the reserve is not likely to be materially altered or permanently damaged and the rights of the public are not likely to be permanently affected by the granting of these easements.	In progress	

Thursday, 30 June 2022	3.4.1 Report of the Pūroro Hātepe Regulatory Processes Committee Meeting of 8 June 2022: Background to Oral Submissions and Decision on Objections to Proposed Road Stopping – 24 Cave Road, Houghton Bay.	2	Delegate to the Chief Executive Officer the power to approve and conclude any action relating to Environment Court proceedings, if required.	In progress	All objectors have now withdrawn. Still waiting for applicant to decide if they want to continue.	
Thursday, 30 June 2022	80 2.2 Sludge Minimisation Facility Business Case	4	Request officers bring back to Council options for sludge disposal, in the event that the Sludge Minimisation Facility cannot be built in time to meet the 2026 deadline.	In progress		
Wednesday, 6 July 2022	2.2 Let's Get Wellington Moving: MRT/SHI Preferred Programme Option	105	20	Endorse LGWM on behalf of partners, including mana whenua, preparing a proposal for a Specified Development Project with Kāinga Ora, noting that LGWM will report back to partners with final recommendations on a Specified Development Project proposal.	In progress	Work with Kainga Ora on an Specified Development Project is underway.
Wednesday, 6 July 2022	2.2 Let's Get Wellington Moving: MRT/SHI Preferred Programme Option	113	28	Note that the LGWM will regularly report back to partner shareholding governing bodies against progress milestones in the preparation of the Detailed Business Case	In progress	LGWM will regularly report back to partners.
Thursday, 25 August 2022	2.2 Decision on Shelly Bay Road upgrade options following community engagement	648	8a	Agree that: The Shelly Bay Road upgrade will be comprised of the work undertaken by the Developer to deliver the consented design, followed by any localised upgrades which will be delivered by WCC within the existing road corridor and the current \$2.4m LTP budget. The WCC work will prioritise active transport modes and aim to enhance the recreational value of Shelly Bay Road as part of Te Motu Kairangi.	In progress	

				<p>Agree that: Officers will further explore the long-term opportunities to upgrade Shelly Bay Road in such a way that will enable the road to meet Waka Kotahi design guidance (as a minimum) and the Great Harbour Way plan (as an aspiration), noting that: (i) No opex costs have been set aside for this work; (ii) Given lead in times, these opportunities will not be able to be implemented until after their consented design has been delivered; and (iii) As no budget (other than the initial \$2.4m capex) is included for any of these options in the long term plan, all options would be subject to future Council decision making processes. (iv) Request an initial report be undertaken in time for the 2023/4 Draft Annual Plan to request any necessary feasibility funding, noting that, until any funding is provided, there would be no resources to progress this part of the work.</p>		
Thursday, 25 August 2022	649	2.2 Decision on Shelly Bay Road upgrade options following community engagement	8b		In progress	
Thursday, 25 August 2022	650	2.2 Decision on Shelly Bay Road upgrade options following community engagement	8c	<p>Agree that: Officers to start the process to investigate a 30km/hr speed limit on Shelly Bay Rd between the Miramar cutting and the Shelly Bay development, either through the Speed Management Review process or the standard speed review process, whichever is faster.</p>	In progress	
Thursday, 25 August 2022	651	2.2 Decision on Shelly Bay Road upgrade options following community engagement	9	<p>Note that, given the constraints identified and the levels of community interest in achieving a higher level of service, officers have also investigated how to improve the level of service for active mode users (beyond that provided by the consented design), without delivering a shared path that meets Waka Kotahi design guidance. This has included consideration of the process by which any such change could be delivered. .</p>	In progress	
Thursday, 25 August 2022	653	2.2 Decision on Shelly Bay Road upgrade options following community engagement	10	<p>Agree that officers will progress localised upgrades to the consented design in accordance with the discussion contained below.</p>	In progress	
Thursday, 25 August 2022	670	3.1 Report of the Pūroro Hātepe Regulatory Processes Committee Meeting of 10 August 2022: Proposed Road Stopping - Land Adjoining 28 Hapua Street, Hataitai	2	<p>Agree to dispose of the Land.</p>	In progress	Waiting on purchaser to return signed SPA
Thursday, 25 August 2022	673	4.1 Sludge Minimisation Facility Project Funding	All Clauses	<p>All clauses - public</p>	In progress	
Thursday, 30 September 2021	692	4.1 Mākara Cemetery - potential land acquisition	All clauses	<p>All clauses - public</p>	In progress	
Thursday, 29 September 2022	704	2.3 Annual Report on Income received from and costs incurred in alcohol licensing	2	<p>Adopt the Annual Report of Alcohol licensing income and costs for the year 2021-2022</p>	In progress	

Thursday, 29 September 2022	710	2.4 Development Contributions Remission Request for 4 Oxford Terrace	5	Agree to increase the budget for Social and Recreational Grant Pool (1124) in the year which Development Contribution relating to this development falls due and debt fund this grant at the time.	In progress	
Thursday, 29 September 2022	711	2.4 Development Contributions Remission Request for 4 Oxford Terrace	6	Agree to reduce the budget for the Environmental and Accessibility Fund (1220) by \$383k in order to fund the above grant.	In progress	
Thursday, 29 September 2022	729	3.1 Report of the Pūroro Rangaranga Social, Cultural and Economic Committee meeting of 1 September 2022: Circa Funding Request	1	Agree to allocate \$200,000 in the 2022/2023 financial year for Circa Theatre's building upgrade.	In progress	
Thursday, 29 September 2022	755	4.1 Land Acquisition Taranaki Street	All clauses	All clauses	In progress	
Wednesday, 16 November 2022	886	2.2 Governance Arrangements for the 2022/2025 Triennium	4	Authorise the mayor and deputy mayor to grant a power of attorney to the chief executive, to enable her to execute deeds, provided the document falls within the chief executive's delegation.	Completed	
Thursday, 15 December 2022	1100	2.2 CHP Transition: Trust Deed Approval	6	Agree that \$0.5m of establishment funds will be gifted to the Trust following settlement to meet early transition costs (with further settlement funds to be gifted when the full Board is in place).	In progress	Will be transferred when Trust bank account set up - still waiting for bank account to be operative
Thursday, 15 December 2022	1157	3.3.1 Report of the Koata Hātepe Regulatory Processes Committee Meeting of 14 December 2022: NEW GROUND LEASE FOR VICTORIA BOWLING CLUB	1	Approve a new lease pursuant to the Wellington Town Belt Act 2016 for Victoria Bowling Club Incorporated for a 10-year term with a further renewal term of 10 years.	In progress	Negotiating terms of the lease with club.
Thursday, 15 December 2022	1158	3.3.2 Report of the Koata Hātepe Regulatory Processes Committee Meeting of 14 December 2022: PROPOSED ROAD STOPPING – LAND ADJOINING 76 ADJOINING 76 ORANGI KAUPAPA ROAD, NORTHLAND	2 (c)	c.Delegate to the Chief Executive Officer the power to conclude all matters in relations to the road stopping and disposal of the Land, including all legislative matters, issuing relevant public notices, declaring the road stopped, negotiating the terms of the sale or exchange, imposing any reasonable covenants, and anything else necessary.	In progress	At Step 6 of the road stopping process. Surveyor now instructed and waiting for WCC Legal team to provide estimate.
Thursday, 15 December 2022	1159	3.3.2 Report of the Koata Hātepe Regulatory Processes Committee Meeting of 14 December 2022: PROPOSED ROAD STOPPING – LAND ADJOINING 76 ADJOINING 76 ORANGI KAUPAPA ROAD, NORTHLAND	2 (c)	c.Delegate to the Chief Executive Officer the power to conclude all matters in relations to the road stopping and disposal of the Land, including all legislative matters, issuing relevant public notices, declaring the road stopped, negotiating the terms of the sale or exchange, imposing any reasonable covenants, and anything else necessary.	In progress	At Step 6 of the road stopping process. Surveyor now instructed and waiting for WCC Legal team to provide estimate.
Thursday, 15 December 2022	1160	3.3.2 Report of the Koata Hātepe Regulatory Processes Committee Meeting of 14 December 2022: PROPOSED ROAD STOPPING – LAND ADJOINING 76 ADJOINING 76 ORANGI KAUPAPA ROAD, NORTHLAND	3	Delegate to the Chief Executive Officer the power to conclude all matters in relations to the road stopping and disposal of the Land, including all legislative matters, issuing relevant public notices, declaring the road stopped, negotiating the terms of the sale or exchange, imposing any reasonable covenants, and anything else necessary.	In progress	At Step 6 of the road stopping process. Surveyor now instructed and waiting for WCC Legal team to provide estimate.
Thursday, 15 December 2022	1197	4.2 Progressing the Sludge Minimisation Facility	All clauses	All clauses	In progress	

Thursday, 15 December 2022	1212	4.1 City Car Parking Capacity and Revenue	All clauses	All clauses	In progress	
Thursday, 15 December 2022	1219	4.4 Land Acquisition - Aotea Quay	All clauses	All clauses	In progress	
Thursday, 20 April 2023	1487	2.1 Election Matters	2	Agree that a representation review be undertaken in the 2025-2028 triennium for the 2028 local election	In progress	
Thursday, 20 April 2023	1488	2.1 Election Matters	3	Agree for the Te Kaunihera o Pōneke Wellington City Council 2025 local election the names of candidates be listed on the voting documents in random order	Completed	This decision has been conveyed to the Electoral Officer.
Thursday, 20 April 2023	1489	2.1 Election Matters	4	Agree that Officers will report back to Council when data from Census 2023 is available as information for the 2025-2028 triennium representation review.	In progress	
Thursday, 20 April 2023	1544	4.2 LAND ACQUISITION - OHARIU VALLEY ROAD, OHARIU	All Clauses	All clauses	In progress	
Thursday, 20 April 2023	1557	4.1 Appoint to Unaunahi Māhirahira Audit and Risk Committee	All Clauses	All clauses	Completed	
Thursday, 20 April 2023	1558	4.3 Te Kāinga Project Decision	All Clauses	All clauses	In progress	

FORWARD PROGRAMME

Kōrero taunaki | Summary of considerations

Purpose

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

Strategic alignment with community wellbeing outcomes and priority areas

Aligns with the following strategies and priority areas:

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

Relevant Previous decisions

Financial considerations

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

Risk

- Low Medium High Extreme

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

Taunakitanga | Officers' Recommendations

Officers recommend the following motion

That Te Kaunihera o Pōneke | Council:

1. Receive the information.

Whakarāpopoto | Executive Summary

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

Kōrerorero | Discussion

4. Wednesday 14 June 2023
 - Golden Mile Traffic Resolution hearings
5. Thursday 29 June 2023:
 - Adoption of the 2023-24 Annual Plan
 - Setting of Rates
 - Golden Mile Traffic Resolution and Detailed Design
 - Notice of Motion – State of Palestine
 - Mayoral Delegation to Asia

Attachments

Nil

3. Committee Reports

REPORT OF THE PĪTAU PŪMANAWA | GRANTS SUBCOMMITTEE MEETING OF 24 MAY 2023

Members: Mayor Whanau (Absent – apology accepted), Deputy Mayor Foon (Absent – apology accepted), Councillor Wi Neera (Deputy Chair), Councillor Matthews, Councillor O'Neill, Councillor Young (Absent – apology accepted)

Multi-year funding- Social and Recreation Fund - 2023/2024

The Committee recommends:

Recommendation/s

3) That Te Kaunihera o Pōneke/ Council approve the allocation of multi-year contract funding (from 1 July 2022) for application #8, being an allocation of greater than \$150,000 p.a., subject to the Social and Recreation Fund being available through the Annual and Long-Term Plans.

#8. The Wellington City Mission (Anglican) Trust Board; \$267,000 p.a. for two years.

Attachments

Nil

REPORT OF THE UNAUNAHĪ MĀHIRAHIRA | AUDIT AND RISK COMMITTEE MEETING OF 10 MAY 2023

Members: Bruce Robertson, Councillor Randle, Councillor Pannett, Councillor Chung, Councillor Apanowicz, Pouwi Kelly, Wendy Venter, Mayor Whanau (Absent – apology accepted).

Strategic Risks update, Risk Appetite Statements development and approval of the Risk Management Workplan 2023-24

The Committee recommends:

Recommendation

That Te Kaunihera o Pōneke | Council approve the recommendations by Unaunahi Māhirahira | Audit and Risk Committee made on 10 May 2023.

Table 1 Risk Appetite Statements recommendations by Unaunahi Māhirahira Audit and Risk Committee for consideration by the full Council

Appetite statement for risks to:	Appetite level	Definition / Explanation
Worker Health and Safety	Cautious 	The health and safety of WCC workers is important. We will avoid all preventable risks to staff physical and mental health and safety unless they can be mitigated to minor risks. We will proactively monitor, manage and report health and safety risks in exceedance of legal requirements. All workers will have access to H&S training.
Community health and safety	Cautious – Flexible 	The Council will take all practicable and legally required steps to reduce the chance of harm to the public on Council managed sites. The Council will work with partners and the public on safety initiatives in public spaces. This may include mitigating environments that create opportunities for harmful social behaviour.
Transparency and public participation	Cautious 	Council governance meetings should be transparent and open to the public, minutes and agendas must be available. Key strategic decisions require effective public participation and consultation. The default position is to share all information but some information will be withheld in specific circumstances and makes use of the public exclusion process

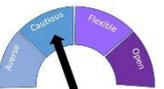
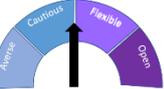
Private and sensitive data	Cautious 	We will not tolerate intentional release of private or sensitive data or privileged information. We'll follow central government Protective Security Requirements to ensure we prevent unintentional release or malicious attacks on our data
Mana whenua partnerships	Flexible - Open 	The Council will engage and work with mana whenua as partners to deliver shared outcomes but will generally focus on WCC priorities. Council will take Tūpiki Ora outcomes into consideration for key decisions and meet all legal requirements for engagement and consultation.
Strategic partnerships	Cautious 	WCC recognises the value of partnerships in our work. The council will build partnerships and collaborate to deliver shared benefits and outcomes.
Reputation and perception	Flexible 	Council acknowledges that Wellingtonians have diverse opinions and that some decisions may be controversial or unpopular and result in negative perceptions of us. Council will engage in good faith with the media.
Operational budget	Cautious - Flexible 	We will not tolerate fraudulent or corrupt financial transactions. Minor budget variations are acceptable, provided they are in line with the WCC Procurement Policy, and variations fall within 5% of the activity or group budget.
Legislative compliance	Cautious – Flexible 	We will focus our efforts on monitoring compliance with key legislation and will not tolerate deliberate breaches of these key Acts. We will take a risk-based approach to non-compliance with all other legislation that may apply to WCC.

Table 2 Risk Appetite Statements that will be deferred, pending completion of key related work or additional discussion required

Appetite statement for risks to:	Appetite level	Decision explanation
Capital budget and Insurance headroom	<i>Deferred</i>	Delay setting appetite until Financial Strategy is approved and align appetite with the strategy
Priority Investment projects and programmes	<i>Deferred</i>	Delay pending key LTP priority decisions so statement is appropriate
Community services critical /essential	<i>Deferred</i>	Delay pending levels of service work and frame appetite to variations around levels of service
Community services non-critical	<i>Deferred</i>	Delay pending levels of service work and frame appetite to variations around levels of service
Environment and greenhouse gas emissions	<i>Pending elected member decision</i>	Additional consultation required to form a majority Council appetite

Attachments

Nil

4. Public Excluded

Recommendation

That the Te Kaunihera o Pōneke | Council:

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

General subject of the matter to be considered	Reasons for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
4.1 Appointment of additional DLC members	7(2)(a) The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.	s48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7.