



**greater WELLINGTON**  
**REGIONAL COUNCIL**  
**Te Pane Matua Taiao**

If calling please ask for: Democratic Services

8 December 2017

## **Wellington Regional Council**

Order Paper for the meeting of the Wellington Regional Council to be held in the Council Chamber, Greater Wellington Regional Council, Level 2, 15 Walter Street, Te Aro, Wellington on:

**Wednesday, 13 December 2017 at 10.00am**

### **Membership**

Cr Laidlaw (Chair)

Cr Blakeley  
Cr Donaldson  
Cr Kedgley  
Cr Lamason  
Cr Ogden  
Cr Staples

Cr Brash  
Cr Gaylor  
Cr Laban  
Cr McKinnon  
Cr Ponter  
Cr Swain

***Recommendations in reports are not to be construed as Council policy until adopted by Council***

## Wellington Regional Council

Order Paper for the meeting of the Wellington Regional Council to be held on Wednesday, 13 December 2017 in the Council Chamber, Greater Wellington Regional Council, Level 2, 15 Walter Street, Te Aro, Wellington at 10.00am.

### Public Business

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| 1. Apologies   |                      |          |
| 2. Declarations of conflict of interest                                  |                      |          |
| 3. Public participation  |                      |          |
| 4. <a href="#">Confirmation of the Public minutes of 31 October 2017</a> | <b>Report 17.443</b> | <b>4</b> |

### Strategy/Policy/Major Issues

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| 5. <a href="#">Review of delegations framework</a>   | <b>Report 17.408</b> | <b>12</b> |
| 6. <a href="#">Wellington Harbour and Hutt Valley Whaitua Committee establishment and terms of reference</a> | <b>Report 17.472</b> | <b>61</b> |

### Governance

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| 7. <a href="#">Appointment to Wellington Regional Strategy Committee</a> | <b>Report 17.498</b> | <b>85</b> |
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### Corporate

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| 8. <a href="#">Summary report for the first quarter 2017/18</a>                                      | <b>Report 17.457</b> | <b>87</b>  |
| 9. <a href="#">Health and safety update</a>  | <b>Report 17.476</b> | <b>111</b> |
| 10. <a href="#">Shareholder resolutions in lieu of Annual General Meeting – WRC Holdings Limited</a> | <b>Report 17.447</b> | <b>114</b> |
| 11. <a href="#">Shareholder resolutions in lieu of Annual General Meeting – WREDA</a>                | <b>Report 17.502</b> | <b>117</b> |

### Committees/Meetings

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| 12. <a href="#">Report on the Regional Transport Committee meeting, 21 November 2017</a> | <b>Report 17.484</b> | <b>181</b> |
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13. <a href="#">Report on the Wellington Regional Strategy Committee meeting of 21 November 2017</a>	<b>Report 17.488</b>	<b>184</b>
14. <a href="#">Exclusion of the public</a>	<b>Report 17.510</b>	<b>186</b>

## **Public Excluded Business**

15. <a href="#">Confirmation of the Public Excluded minutes of 31 October 2017</a>	<b>Report PE17.444</b>	<b>189</b>
16. <a href="#">Kahungunu ki Wairarapa iwi treaty settlement redress final decisions</a>	<b>Report PE17.447 (to come)</b>	
17. <a href="#">Disposal of Property – Belmont Regional Park</a>	<b>Report PE17.506</b>	<b>192</b>
18. <a href="#">Appointment to the Wellington Regional Stadium Trust</a>	<b>Report PE17.449</b>	<b>201</b>
19. <a href="#">WREDA Board appointments</a>	<b>Report PE17.505</b>	<b>205</b>
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**Please note that these minutes remain unconfirmed until the meeting of the Council on 13 December 2017**

**Report 17.443**

31/10/2017

File: CCAB-8-1343

**Public minutes of the Council meeting held on Tuesday, 31 October 2017 in the Level 2 East meeting room, Westpac Stadium, Waterloo Quay, Wellington at 10:03am**

**Present**

Councillors Laidlaw (Chair), Blakeley, Donaldson, Gaylor, Kedgley, Laban, Lamason, McKinnon, Ogden, Ponter, Staples, and Swain.

## **Public Business**

### **1 Apologies**

*Moved*

*(Cr Laidlaw/ Cr Blakeley)*

*That the Council accepts the apology for absence from Councillor Brash.*

The motion was **CARRIED**.

### **2 Declarations of conflict of interest**

There were no declarations of conflict of interest.

### **3 Public participation**

Kiri Rikihana spoke to item 6, *Māori constituencies*.

### **4 Confirmation of the Public minutes of 28 September 2017 and 11 October 2017, and the Restricted Public Excluded minutes of 28 September 2017**

*Moved*

*(Cr Laidlaw/ Cr Blakeley)*

*That the Council confirms the Public minutes of 28 September 2017 - Report 17.375, the Public minutes of 11 October 2017 - Report 17.396, and the Restricted Public Excluded minutes of 28 September 2017 - Report 17.377.*

The motion was **CARRIED**.

## **Strategy/Policy/Major Issues**

### **5 Annual Report for the year ended 30 June 2017**

Greg Campbell, Chief Executive, spoke to the report.

Andy Burns, Audit Director, Audit New Zealand, summarised the results of the annual audit. Mr Burns advised that Audit New Zealand was in a position to issue an unqualified audit opinion, which reflects the uncertainties arising from the November 2016 earthquake, subject to the Council providing a letter of representation.

Councillors extended their gratitude to the auditors and officers for their efforts under challenging circumstances.

#### **Report 17.425**

File: CCAB-8-1322

*Moved*

*(Cr Laidlaw/ Cr Donaldson)*

*That the Council:*

- 1. Receives the report.*
- 2. Notes the content of the report.*
- 3. Approves the net amounts, in addition to those budgeted, being added to or (deducted) from the respective reserves as outlined in Attachment 3.*
- 4. Adopts the Annual Report and Summary Annual Report for the year ended 30 June 2017, subject to receiving final audit clearance.*
- 5. Authorises the Council Chair and Chief Executive to make minor changes that may arise as part of finalising the audited Annual and Summary Annual Reports for the year ended 30 June 2017.*

The motion was **CARRIED**.

### **6 Māori constituencies**

#### **Report 17.281**

File: CCAB-8-1306

*Moved*

*(Cr Laban/ Cr Ponter)*

*That the Council:*

- 1. Receives the report.*
- 2. Notes the content of the report.*

3. *Defers a decision on this matter pending further consultation.*

The motion was **CARRIED**.

7 **Report of the Sustainable Transport Committee on Better Metlink Fares consultation**

Cr Donaldson, Chair, Sustainable Transport Committee, spoke to the report.

**Report 17.406**

File: CCAB-8-1311

*Moved*

*(Cr Donaldson/ Cr Ponter)*

*That the Council:*

1. *Receives the report.*
2. *Notes the content of the report.*
3. *Endorses the resolutions and commentary in the updated summary of submissions document at Attachment 1 to this report.*
4. *Notes that, following adoption of the variation to the Regional Public Transport Plan by Council and agreement of the fares package, all submitters will be informed of the Council decisions and will be provided with a link to the summary of submissions, variation to the Regional Public Transport Plan and associated fares package.*

The motion was **CARRIED**.

8 **Adoption of variation 3 to the Regional Public Transport Plan and agreement of final dares package**

Paul Kos, Manager, Public Transport Planning, spoke to the report.

**Report 17.413**

File: CCAB-8-1313

*Moved*

*(Cr Donaldson/ Cr Staples)*

*That the Council:*

1. *Receives the report.*
2. *Notes the content of the report.*
3. *Agrees that the matters in the report require the Council to make a decision with a medium degree of significance.*
4. *Agrees that the Council has sufficient knowledge of the views and preferences of persons likely to be affected by, or have an interest in, the matters for decision in this report.*
5. *Adopts variation 3 to the Regional Public Transport Plan as set out in Attachment 1 to this report.*

6. *Agrees to the final fares schedule and final fares package as set out in Attachments 2 and 3 to this report.*
7. *Agrees to include a budget provision of \$5.5m for the fares package in the Long Term Plan consultation document, noting that this amount includes a subsidy component from the NZ Transport Agency and that the package includes a 3% fare increase to come into effect with the new bus network in mid-2018.*
8. *Notes that minor editorial changes have been made to variation 3 to the Regional Public Transport Plan.*
9. *Notes that final budget will be confirmed through the Long Term Plan process and will take account of farebox recovery, operational costs, and the rate share of public transport funding. If a different budget provision is required, fares could be adjusted accordingly.*
10. *Notes that a separate pricing project will be undertaken to review fare equity between modes and develop the capping approach as part of the transition to Integrated Ticketing.*
11. *Notes that the final fares schedule for ferry is subject to negotiation with the ferry operator, and fares may change as a result of negotiation.*
12. *Delegates to the Chair the ability to make minor editorial changes prior to publication to correct errors and improve public understanding.*

The motion was **CARRIED**.

**Noted:** Councillor Swain requested that his vote against the motions be recorded.

The meeting adjourned at 11:13am and reconvened at 11:31am.

## 9 **Significance and Engagement Policy**

Luke Troy, General Manager, Strategy, and Victoria Owen, Advisor, Strategic and Corporate Planning, spoke to the report.

### **Report 17.419**

File: CCAB-8-1317

*Moved*

*(Cr Donaldson/ Cr Blakeley)*

*That the Council:*

1. *Receives the report.*
2. *Notes the content of the report.*
3. *Approves the Significance and Engagement Policy in Attachment 1.*

The motion was **CARRIED**.

10 **Proposed variation to the Wellington Regional Land Transport Plan 2015: Waterloo and Paraparaumu site purchase and development**

Harriet Shelton, Manager, Regional Transport Planning, spoke to the report.

**Report 17.319**

File: CCAB-8-1263

*Moved*

*(Cr Lamason/ Cr Donaldson)*

*That the Council:*

1. *Receives the report.*
2. *Notes the content of the report.*
3. *Agrees to adopt the variation to the Wellington Regional Land Transport Plan 2015 as set out in Attachment 1.*
4. *Agrees to forward the variation to the Regional Land Transport Plan 2015 to the NZ Transport Agency, requesting it be included in the National Land Transport Programme.*

The motion was **CARRIED**.

## **Governance**

11 **Appointment of additional harbourmaster and confirmation of enforcement officer**

Francis Ryan, Manager, Democratic Services, spoke to the report.

**Report 17.417**

File: CCAB-8-1315

*Moved*

*(Cr Donaldson/ Cr Lamason)*

*That the Council:*

1. *Receives the report.*
2. *Notes the content of the report.*
3. *Appoints Patrick Atwood as a harbourmaster for the Wellington Region.*
4. *Confirms the appointment of John Tattersall as an enforcement officer for the Wellington Region.*
5. *Authorises John Tattersall, enforcement officer, to exercise the powers set out in section 33F(1)(c) of the Maritime Transport Act 1994.*

The motion was **CARRIED**.

## **Corporate**

12 **Health and safety update**

Lucy Matheson, General Manager, People and Customer, spoke to the report.

**Report 17.431**

File: CCAB-8-1323

*Moved*

*(Cr Laidlaw/ Cr Ogden)*

*That the Council:*

1. *Receives the report.*
2. *Notes the content of the report.*

The motion was **CARRIED**.

13 **WRC Holdings Limited Financial Statements for the year ended 30 June 2017**

Mike Timmer, Treasurer, spoke to the report.

**Report 17.422**

File: CCAB-8-1321

*Moved*

*(Cr Lamason/ Cr McKinnon)*

*That the Council:*

1. *Receives the report.*
2. *Notes the content of the report.*
3. *Receives, as sole shareholder, the 2016/17 financial statements of WRC Holdings Limited.*

The motion was **CARRIED**.

14 **Exclusion of the public**

**Report 17.433**

File: CCAB-8-1329

*Moved*

*(Cr Blakeley/ Cr Ponter)*

*That the Council:*

1. *Excludes the public from the following part of the proceedings of this meeting, namely:*
  - a. *Confirmation of the Public Excluded minutes of 28 September 2017*
  - b. *Property purchase – Lower Hutt*
  - c. *Local Government Funding Agency Annual General Meeting*

*The general subject of each matter to be considered while the public is excluded, the reasons for passing this resolution in relation to each matter and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 (the Act) for the passing of*

*this resolution are as follows:*

<b>General subject of each matter to be considered:</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground under section 48(1) for the passing of this resolution</b>
1. Confirmation of the Public Excluded minutes of 28 September 2017	<p><i>The information in these Minutes relates to bus service contracting in the Wellington Region. Release of the information contained in these Minutes would likely prejudice Greater Wellington Regional Council's (GWRC) negotiations with bus operators as the report outlines matters that are the subject of negotiation. GWRC has not been able to identify a public interest favouring disclosure of this particular information in the public proceedings of the meeting that would override this prejudice.</i></p> <p><i>The Minutes also refer to terms of a proposed disposal of property owned by GWRC. Release of this information would disadvantage GWRC if the property is placed on the open market for sale via a contestable sale process as it would reveal GWRC's price expectations. GWRC has not been able to identify a public interest favouring disclosure of this particular information in public proceedings of the meeting that would override this prejudice.</i></p>	<p><i>That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 7(2)(i) of the Act (i.e to carry out negotiations without prejudice).</i></p>
2. Property purchase – Lower Hutt	<p><i>The information contained in this report relates to a proposed offer to acquire property interests. The report outlines terms of the proposed acquisition offer which is still subject to negotiation and acceptance. Having this part of the meeting open to the public would disadvantage GWRC if further negotiations were to take place as it would reveal GWRC's negotiation</i></p>	<p><i>That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 7(2)(i) of the Act (i.e to carry out negotiations without prejudice).</i></p>

*strategy. GWRC has not been able to identify a public interest favouring disclosure of this particular information in public proceedings of the meeting that would override this prejudice.*

3. *Local Government Funding Agency Annual General Meeting*
- The information contained in this report relates to the proposed election of LGFA Directors. Release of this information would prejudice the proposed Directors' privacy by disclosing the fact that they are being considered, and have expressed interest in, becoming Directors of the LGFA. GWRC has not been able to identify a public interest favouring disclosure of this particular information in public proceedings of the meeting that would override the privacy of the individuals concerned.*
- That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under sections 7(2)(a) of the Act (i.e to protect the privacy of natural persons).*

*This resolution is made in reliance on section 48(1) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as specified above.*

The motion was **CARRIED**.

The public part of the meeting closed at 12:33pm.

Cr C Laidlaw  
(Chair)

Date:



**Report** 17.408  
**Date** 7 December 2017  
**File** CCAB-8-1270

**Committee** Council  
**Author** Margaret Meek, Senior Democratic Services Advisor

## Review of delegations framework

### 1. Purpose

To consider a new delegations framework for delegations by the Council.

### 2. Background

The Council has certain statutory powers it has the discretion to exercise and duties it must fulfil. Various statutes recognise that it is not efficient or practical for elected members to have to deal with every aspect of their powers, duties and responsibilities.

Delegated authority allows for administrative efficiency and ensures timeliness in the conduct of Council's daily business activities.

#### 2.1 Authority to delegate

All statutory powers, duties and responsibilities that the Council holds are given to it by legislation. The ability for the Council to delegate its powers to officers and committees is integral to efficient and effective decision-making. While in general, the Council is entitled to delegate its powers to whomsoever it wishes (clause 32 of Schedule 7 of the Local Government Act 2002), there are a number of powers, duties and responsibilities which are not capable of delegation.

The Chief Executive has the ability to sub-delegate to officers those powers delegated to the Chief Executive, except when restricted under specific legislation or by Council.

### 3. Review of current framework

The current delegations framework has been in place since Council last undertook a major review in 2005 (report 04.701 refers). The 2005 framework was essentially based on Council delegating all powers, duties and responsibilities that it legally was able to (excluding those powers, duties and responsibilities that it had specifically retained) to the Chief Executive. In turn, the Chief Executive had the ability to sub-delegate his/her powers, duties and

responsibilities to officers. Delegations made to officers needed to set out the name and position of each delegatee.

Since the adoption of the current framework, there have been certain legislative changes, which have had an impact on current best practice. Most notably, delegations are able to be made to position only; as such, there is no need to refer to an officer by name.

### **3.1 Proposed new framework**

Officers propose that Council adopt sector best practice and directly delegate powers, duties and responsibilities under the Resource Management Act 1991 and Local Government (Rating) Act 2002 to officers (by position).

The Chief Executive will still exercise his/her ability to sub-delegate powers, duties and responsibilities under other pieces of legislation where this power is not precluded.

Delegations will be made to positions as opposed to named officer(s), this will create administrative efficiency when officers commence a new role or undertake an acting role.

This proposed new framework (including the regulatory delegations) has been reviewed by officers impacted by the proposed new framework across the organisation and has been the subject of legal review. The new framework is legally robust.

#### **3.1.1 Powers, duties and responsibilities retained by Council**

The powers, duties and responsibilities retained by Council largely reflect those powers, duties and responsibilities retained by Council in 2005. Officers have updated the powers, duties and responsibilities to incorporate legislative amendments.

Powers, duties and responsibilities retained by Council are not capable of amendment without Council approval.

**Attachment 2** to this report sets out proposed statutory powers, duties and responsibilities to be retained by the Council. In retaining these powers, duties, and responsibilities the Council has the authority to, at any time, delegate any of these matters in accordance with clause 32 of Schedule 7 of the Local Government Act 2002.

It should be noted that, those powers, duties and responsibilities which are not capable of delegation or which require a resolution have not been included in the attached list of powers, duties and responsibilities retained by Council (they will be referenced in the Delegations Manual).

#### **3.1.2 Powers, duties and responsibilities delegated to committees and subcommittees**

A committee or subcommittee's terms of reference sets out the delegations made to it by the Council.

No amendments are proposed to the delegations made from Council to any of its committees or subcommittees.

Officers are not entitled to exercise those powers, duties and responsibilities which the Council has delegated to one of its committees or subcommittees.

### 3.1.3 Powers, duties and responsibilities delegated to the Chief Executive

#### (a) Statutory

The 2005 delegations framework provided that all powers, duties and responsibilities capable of delegation, which had not been retained by Council, were delegated to the Chief Executive.

Officers propose that the new framework specify the legislation (with specific exceptions) that is being delegated to the Chief Executive. Specifying legislation is intended to provide more certainty to both the delegator (Council) and the delegatee (Chief Executive).

To avoid the need to seek delegated authority from Council on minor matters related to legislation which has not been specified, a general provision is proposed; this provision covers legislation that is not included in this list of specified legislation but which is of an enforcement, inspection, licensing and administrative nature.

Officers will advise Council of any amendments to legislation or new pieces of legislation which may have an impact on those powers, duties and responsibilities that the Council has delegated.

**Attachment 3** to this report sets out proposed statutory powers, duties and responsibilities to be delegated to the Chief Executive.

#### (b) Financial

Officers do not propose to make significant changes to the financial delegations made from Council to the Chief Executive. Officers propose to include a reference to the long term plan in the financial delegation. Including a reference to the long term plan provides the Chief Executive with the ability to enter into contracts for work to be undertaken in future financial years if the matter is set out in the long term plan.

Officers also propose that the current limitation on sub-delegation by the Chief Executive be removed. The Chief Executive is in the best position to determine the levels and restrictions of those financial powers that the Chief Executive elects to sub-delegate.

**Attachment 4** to this report sets out proposed financial powers delegated to the Chief Executive.

#### (c) Continuation of certain delegations

Note that any one-off delegations issued to the Chief Executive in relation to a particular matter will continue in effect; they are not caught within the scope of the revocation of delegations set out in the recommended resolutions. Included

in this are those Ministerial powers under the Reserves Act 1977, which the Minister authorised the Council to delegate. Report 13.1015 records those delegations made by Council on 12 December 2013.

#### 3.1.4 Regulatory powers, duties and responsibilities delegated directly to Officers

These powers, duties and responsibilities cover delegations made under the Resource Management Act 1991 and Local Government (Rating) Act 2002. These powers, duties and responsibilities closely align with previous delegations, but have been updated to reflect legislative amendments.

The delegation of powers, duties and responsibilities made under the Resource Management Act 1991 and Local Government (Rating) Act 2002 are not capable of amendment or replacement without Council approval.

##### (a) Local Government (Rating) Act 2002

**Attachment 5** sets out proposed statutory powers, duties and responsibilities to be delegated to the Chief Executive and specified officers. This table also sets out those powers, duties and responsibilities that officers propose the Council elects to retain.

##### (b) Resource Management Act 1991

**Attachment 6** sets out proposed statutory powers, duties and responsibilities to be delegated to the Chief Executive and specified officers. This table also sets out those powers, duties and responsibilities that officers propose the Council elects to retain.

Note that this table does not include those powers which the Council has previously delegated to:

- Te Upoko Taiao – Natural Resources Plan Committee (via its terms of reference -Report 17.157)
- The Proposed Natural Resources Plan Hearing Panel (Report 15.338)
- The Chief Executive and General Manager, Environment Management to appoint hearings commissioners and establish hearing panels (Report 17.77)
- Commissioners appointed the Chief Executive and General Manager, Environment Management (Report 17.77).

The delegations listed above will continue in effect and are in addition to the powers, duties and responsibilities referred to in Attachment 6.

#### 3.1.5 Regulatory powers, duties and responsibilities delegated directly to Wellington Water

The statutory delegations made by Council on 9 September 2014 to the Chief Executive of Wellington Water and the financial delegations made by Council on 9 September 2014 to the Board of Wellington Water will continue in effect.

#### **4. Next steps**

The Chief Executive will formally sub-delegate powers, duties and responsibilities to the appropriate officer level. These delegations and sub-delegations will be recorded in the Delegation Manual.

In 2018 officers will commence a review of GWRC's authorisations, appointment and warrants. This review will not require Council input as the Chief Executive has the ability to issue any authorisation, appointment or warrant required by legislation.

#### **5. Communication**

The Delegation Manual record will be updated to reflect these changes. Affected officers will be advised of any changes to their delegation as a result of this review

#### **6. Consideration of Climate Change**

The matters requiring decision in this report have been considered by officers in accordance with the process set out in the GWRC Climate Change Consideration Guide.

##### **6.1 Mitigation assessment**

*Mitigation assessments are concerned with the effect of the matter on the climate (i.e. the greenhouse gas emissions generated or removed from the atmosphere as a consequence of the matter) and the actions taken to reduce, neutralise or enhance that effect.*

Officers have considered the effect of the matter on the climate. Officers recommend that the matter will have no effect.

##### **6.2 Adaptation assessment**

*Adaptation assessments relate to the impacts of climate change (e.g. sea level rise or an increase in extreme weather events), and the actions taken to address or avoid those impacts.*

Officers have considered the impacts of climate change in relation to the matter. Officers recommend that climate change has no bearing on the matter.

#### **7. The decision-making process and significance**

The matters requiring decision in this report have been considered by officers against the requirements of Part 6 of the Local Government Act 2002.

##### **7.1 Significance of the decision**

Officers have considered the significance of the matter, taking into account the Council's significance and engagement policy and decision-making guidelines. Due to the procedural nature of this decision officers recommend that the matter be considered to have low significance.

Officers do not consider that a formal record outlining consideration of the decision-making process is required in this instance.

## 7.2 Engagement

Due to its procedural nature and low significance, no public engagement on this matter has been undertaken.

## 8. Recommendations

*That the Council:*

1. ***Receives the report.***
2. ***Notes the content of the report.***
3. ***Adopts the principles, terms and conditions of delegations as set out in Attachment 1 to this report.***
4. ***Retains the sole right to exercise all those powers, duties and responsibilities as set out in Attachment 2 to this report.***
5. ***Notes that those powers, duties and responsibilities, which the Council has previously delegated to its committees and subcommittees by way of adopted terms of reference or otherwise remain valid.***
6. ***Revokes the delegations from Council to the Chief Executive made on 27 August 2014, with effect on 13 December 2017.***
7. ***Delegates to the Chief Executive those powers, duties and responsibilities as set out in Attachment 3 and Attachment 4 to this report, subject to the principles and terms and conditions set out in Attachment 1, with effect on 14 December 2017.***
8. ***Notes that the Chief Executive has the ability to sub-delegate those powers duties and responsibilities as set out in Attachment 3 and Attachment 4 to this report.***
9. ***Delegates powers, duties and responsibilities in the Local Government (Rating) Act 2002 to specified officers as set out in Attachment 5 to this report, subject to the terms and conditions set out in Attachment 1, with effect on 14 December 2017.***
10. ***Delegates powers, duties and responsibilities in the Resource Management Act 1991 to specified officers as set out in Attachment 6 to this report, subject to the terms and conditions set out in Attachment 1 with effect on 14 December 2017.***
11. ***Notes that the revocations and delegations made by the Council do not in any way affect existing authorisations, appointments, or warrants.***

Report prepared by:

**Margaret Meek**  
Senior Democratic Services  
Advisor

Report approved by:

**Francis Ryan**  
Manager, Democratic  
Services

Report approved by:

**Luke Troy**  
General Manager, Strategy

Attachment 1: Principles, terms and conditions

Attachment 2: Powers retained by Council

Attachment 3: Statutory delegations from Council to the Chief Executive

Attachment 4: Financial delegation from Council to the Chief Executive

Attachment 5: Delegations from Council to officers - Local Government (Rating) Act 2002

Attachment 6: Delegations from Council to officers - Resource Management Act 1991

**Principles, terms and conditions**

The Council or Chief Executive in their determination as to duties, responsibilities and powers to be delegated will have regard to the principles outlined in Table 1.

In the exercise of any delegation, the delegatee (i.e. the person given the delegation) must comply with the general terms and conditions, which are also identified in Table 1. In addition to the general terms and conditions, the delegatee must also comply with any additional terms, conditions, limitations, or restrictions, which might apply to specific delegations.

**Table 1:** Principles of delegation, terms and conditions

<b>Principles</b>
<ol style="list-style-type: none"> <li>1. Wherever possible, delegations to staff should be made on a wide basis to promote the most effective and efficient implementation and delivery of GWRC’s policies and objectives.</li> <li>2. Delegations should generally be made to the lowest level of competence, commensurate with the degree of responsibility and difficulty involved in the undertaking of the task delegated.</li> <li>3. In deciding the lowest level of competence for each delegation, particular attention should be paid to the responsibilities and accountability for its correct and effective implementation and any reporting requirements.</li> <li>4. Where Council is expressly prevented from delegating some or all of its powers by a particular statute, it may delegate the power to do anything precedent to the exercise by the Council of that particular power or authority.</li> </ol>
<b>General terms and conditions of exercising delegations</b>
<ol style="list-style-type: none"> <li>1. No delegations shall limit the power of Council or other delegator to exercise a function, duty or power in substitution for a delegatee.</li> <li>2. While delegations are made to individual positions or tiers, it is expected that when significant or sensitive decisions are being made under delegated authority, officers should generally collaborate in the decision making process to ensure the best outcome for the Council.</li> <li>3. Before exercising any delegation, officers should always bear in mind Council’s responsibilities to and relationships with, Māori.</li> <li>4. In making a decision or carrying out a duty under delegated authority, the delegatee must make themselves aware of and have regard to:             <ul style="list-style-type: none"> <li>– Council's Long Term Plan and other relevant Council or committee approved plans, policies and strategies</li> <li>– the political context in which they are working</li> </ul> </li> </ol>

- any statutory requirements
  - possible conflicts of interest
  - the materiality of the decision to be made
  - short and/or long-term ramifications of the decision/choice to be made relative risk to the organisation of the decision/choice to be made.
5. Delegated decisions are a decision of Council and are binding on Council.
  6. In relation to delegations to officers, delegations will be to a position or a tier of management, unless stated otherwise.
  7. Delegations apply to any person holding the position or tier of management described in the delegation, including any person in the position or tier in an acting capacity.
  8. A responsibility, duty or power delegated to an officer is also delegated to any officer who performs or exercises the same or a substantially similar role or function, whatever the name of his or her position or tier, provided that the Chief Executive has confirmed that the role or function is the same or substantially the same.
  9. Delegates must consider the importance of the decision that they are making or the powers they are exercising. In particular, if a decision relates to a matter that is out of the ordinary, delegates are encouraged to discuss the matter with their manager.
  10. Where a decision is politically sensitive, the delegatee should usually seek the input from a higher tier level, or a committee or the Council, whichever is the most appropriate.
  11. Delegates may not exercise a power where the decision will directly and personally affect them (unless they are affected in common with the public). In such a situation the decision should be escalated to a higher organisational level, e.g., a manager, Committee or the Council.
  12. No financial delegation empowers the delegatee to commit to expenditure or enter into contracts that are not provided for in the Annual Plan or Long Term Plan.
  13. Any decision to approve expenditure must be made in line with Wellington Regional Council's management and purchasing policies.
  14. Delegates must exercise delegations in accordance with any relevant Council policy or procedure that is relevant to the delegation. For example, a Resource Advisor with delegated approval to grant a resource consent, must exercise the power consistently with policies and procedures relevant to resource consents.
  15. All significant decisions made and/or actions taken under a delegated authority shall be recorded in writing to an appropriate degree.
  16. Where two different delegations apply to an action, both delegations must be complied with (for example, where a person is given a delegation to obtain professional advice, that delegation must also be exercised in accordance with the financial delegations given to the person).

17. A delegation from the Council to the Chief Executive can be sub-delegated unless specified otherwise.
18. A delegation or sub-delegation from the Chief Executive cannot be further sub-delegated unless specified otherwise (this does not restrict the ability of an officer in an 'acting' capacity to exercise a delegation).
19. The Council may, at any time, revoke, suspend for a period, or amend any delegations or sub-delegations it has made, or the terms or conditions of those delegations or sub-delegations. Where this occurs, it will be recorded by resolution of Council.
20. The Chief Executive may, at any time, revoke, suspend for a period, or amend any delegations or sub-delegations he or she has made, or the terms and conditions of those delegations or sub-delegations. Where this occurs, it will be recorded in writing and signed by the Chief Executive.
21. Any other terms, conditions, limitations, or restrictions prescribed as relating to a specific delegation shall be deemed to be a term and condition that has to be complied with when exercising the delegation.

## Powers retained by Council

In addition to those powers, duties and responsibilities that are not capable of delegation, the Council specifically retains<sup>1</sup> the following powers, duties and responsibilities set out as follows:

<b>Biosecurity Act 1993</b>	
<b>Section</b>	<b>Description</b>
15	<i>Transfer the performance of an operation under this Act to another local authority</i>
100	<i>Power to decide who shall be the management agency for a regional pest management plan</i>
100B(4)	<i>Power to disallow an operational plan or part of it</i>
100H	<i>Determine to prepare a Regional Pest Management Plan jointly with another Council</i>
100H	<i>Determine to prepare a Regional Pest Pathway Plan jointly with another Council</i>

<b>Land Transport Management Act 2003</b>	
<b>Section</b>	<b>Description</b>
13	<i>Ensuring that the relevant regional transport committee prepares, on the Council's behalf, a regional land transport plan</i>
27	<i>Hold an interest in, or acquire the ownership of, a public transport service or any public transport infrastructure</i>
35	<i>Local authority must consider the needs of persons who are transport-disadvantaged, when preparing a land transport programme or plan</i>
124	<i>Matters to take into account when adopting regional public transport plans</i>
138	<i>Hearing on proposal to deregister an exempt service</i>
140	<i>Consent to the modification of a plan</i>

<b>Local Government Act 2002</b>	
<b>Section</b>	<b>Description</b>
<i>General</i>	<i>Matters concerning decisions on the use and adoption of documents relating to processes where the special consultative procedure is used</i>
15	<i>Entering into, or agreeing to vary, a triennial agreement</i>

<sup>1</sup> The Council has the authority to, at any time, delegate any of these powers, duties and responsibilities under clause 32 of Schedule 7 of the Local Government Act 2002

16	<i>Significant new activities proposed by regional council</i>
17	<i>Transferring responsibilities</i>
17A	<i>Reviewing the delivery of services</i>
31	<i>Considering and responding to a report from the Local Government Commission</i>
56	<i>Establishing a council controlled organisation</i>
57	<i>Adopt a policy on the appointment and remuneration of directors. Appoint directors to council organisations</i>
65 and Schedule 8	<i>Agreeing to any statement of intent of a council controlled organisation (modifications must be done by resolution)</i>
81	<i>Provide for contributions to decision-making processes by Māori</i>
139	<i>Making a request to the Governor-General to make a declaration to protect a park</i>
140	<i>Sell or exchange endowment property</i>
161	<i>Transferring a bylaw-making power</i>
179	<i>Contracting out administration of certain functions</i>
180	<i>Consenting to enforcement and administration of bylaw by territorial authority</i>
298	<i>Determining application of proceeds of sale of shares or equity security in a port company</i>
299	<i>Determine to borrow from the Commissioners of any sinking fund established by the local authority under the Local Authorities Loans Act 1956 or any former enactment</i>
Cl 3, Sched 3	<i>Making a reorganisation proposal</i>
Sched 7 (general)	<i>All those powers, functions and duties that are required to be exercised by a local authority in schedule 7 (these relate to adopting a code of conduct, adopting standing orders, meeting requirements, appointment and removal of chairpersons and deputy chairpersons, appointment of committees)</i>
Cl 4, Sched 9	<i>Determine to transfer liabilities in relation to an undertaking to a council-controlled organisation if the transfer is agreed to by the local authority, the council-controlled organisation and any other affected parties</i>

<b>Local Government Official Information and Meetings Act 1987</b>	
<b>Section</b>	<b>Description</b>
42(1)	<i>May revoke any delegation made under s42(1) at will</i>

<b>Reserves Act 1977</b>	
<b>Section</b>	<b>Description</b>
14(4)	As Minister, gazette resolution to declare vested land to be reserve.  <i>Note: it is, therefore, no longer necessary to consult the Commissioner in terms of sec 14(3) of the Act</i>
16(10)	<i>The power to, by notice in the Gazette, declare that a reserve shall be known by such name as is specified in the notice</i>
18(2)(e)	As Minister, determine in which cases exceptions can be made to the preservation of flora and fauna and the natural environment.  <u>Note</u> <i>If activity is provided for or contemplated in an approved Reserve Management Plan then the power has been delegated to the appropriate officer/s</i>
19(2)(a)	As Minister, determine in which cases exceptions can be made to the preservation of flora and fauna and the natural environment.  <u>Note</u> <i>If activity is provided for or contemplated in an approved Reserve Management Plan then the power has been delegated to the appropriate officer/s</i>
19(3)(a)	As Minister, determine in which cases exceptions can be made to the preservation of flora and fauna and the natural environment.  <u>Note</u> <i>If activity is provided for or contemplated in an approved Reserve Management Plan then the power has been delegated to the appropriate officer/s</i>
24	<i>Resolve to change the classification of a reserve</i>
24(1)	<i>As Minister, the power to change the classification or purpose of a reserve by notice in the Gazette</i>
24(2)(e)	<i>As Minister, the power to consider all objections received to a proposed change of classification or purpose</i>  <u>Limitation (from Minister)</u> <i>Does not apply to the revocation of reserves</i>
24(5)	<i>As Minister, the power to form an opinion that the change of classification or purpose of a scenic, nature or scientific reserve is justified under section</i>
24A	<i>The power to, by notice in the Gazette, change the purpose for which a local purpose reserve is classified</i>
41	<i>Adopt management plans for reserves under its control</i>

41(1)	<i>As Minister, the power to approve reserve management plans</i>
42(1)	<p><i>As Minister, give or decline to give express written consent to the cutting or destruction of trees and bush on any <b>historic, scenic, nature, or scientific reserve</b>.</i></p> <p><u>Note</u>  <i>If activity is provided for or contemplated in an approved Reserve Management Plan then the power has been delegated to the appropriate officer/s</i></p>
42(2)	<p><i>Power to authorise the cutting or destruction of trees and bushes on any <b>recreation reserve, or Government purpose reserve, or local purpose reserve</b>, subject to being satisfied that certain conditions apply</i></p> <p><u>Note</u>  <i>Where such action is required for management, and health and safety reasons then the power has been delegated to the appropriate officer/s</i></p>
44(1) and (2)	<p><i>As Minister, to grant consent to any person to use a reserve for purposes of accommodation or to remain on a reserve.</i></p> <p><u>Note</u>  <i>If activity is provided for or contemplated in an approved Reserve Management Plan then the power has been delegated to the appropriate officer/s</i></p>
45	<p><i>As Minister, to give or decline prior approval to erect shelters, huts, cabins, lodgings etc on any <b>recreation or scenic reserve</b> where such use is contemplated or provided for in approved management plan for the reserve.</i></p> <p><u>Note</u>  <i>If activity is provided for or contemplated in an approved Reserve Management Plan then the power has been delegated to the appropriate officer/s</i></p>
48(1)	<p><i>As Minister, consent or refuse consent to administering body granting rights of way and other easements over any part of a vested reserve for any of the purposes specified in section 48(1). Impose such conditions as it thinks fit in giving the consent.</i></p> <p><u>Note</u>  <i>If activity is provided for or contemplated in an approved Reserve Management Plan or the activity is an existing use and the effects of the use will be the same or similar in character, intensity and scale, then the power has been delegated to the appropriate officer/s</i></p>
48A(1)	<p><i>As Minister, consent or refuse consent to administering body granting a licence over a vested reserve to any person or department of State –</i></p> <p><i>(a) To erect, maintain and use buildings, dwellings, masts and other structures, and plant and machinery; and</i></p>

	<p><i>(b) To construct, maintain, and use tracks and engage in other works for any of the purposes specified in section 48A(1).</i></p> <p><u>Note</u>  <i>If activity is provided for or contemplated in an approved Reserve Management Plan or the activity is an existing use and the effects of the use will be the same or similar in character, intensity and scale, then the power has been delegated to the appropriate officer/s</i></p>
50(1)	<p><i>As Minister, to authorise or decline to authorise any person to take and kill any specified kind of fauna that may be found in any scenic or historic reserve, and to authorise or decline to authorise the use of firearms, traps, nets or other like objects within reserve for the foregoing purposes.</i></p> <p><u>Note</u>  <i>If the authorisation is for non-protected exotic fauna only then the power has been delegated to the appropriate officer/s</i></p>
53(1)(d)	<p><i>As Minister, to consent to an increase in the number days the public shall not be entitled to have admission to a reserve.</i></p> <p><u>Note</u>  <i>If activity is provided for or contemplated in an approved Reserve Management Plan or the activity is an existing use and the effects of the use will be the same or similar in character, intensity and scale, then the power has been delegated to the appropriate officer/s</i></p>
53(1)(e) –(k), (m)-(o)	<p><i>To exercise powers listed in subsection as an administering body in respect of <b>recreation reserves</b></i></p> <p><u>Note</u>  <i>If activity (53(1)(j) and 53(1)(n)) is consistent with Reserve Management Plan then the power has been delegated to the appropriate officer/s</i></p>
54(1)	<p><i>As Minister, give or decline to give prior consent to administering body, in the case of a <b>recreation reserve</b> vested in it, to grant leases for any of the purposes specified in paragraphs (a), (b), (c) and to grant a lease or licence for any of the purposes specified in paragraph (d) and to exercise all powers of the Minister referred to in the First Schedule that pertain to leases under s.54(1)(a), (b), (c) and (d).</i></p> <p><u>Note</u>  <i>If activity is provided for or contemplated in an approved Reserve Management Plan or the activity is an existing use and the effects of the use will be the same or similar in character, intensity and scale, then the power has been delegated to the appropriate officer/s</i></p>
55(1)	<p><i>To exercise powers listed in subsection as an administering body in respect</i></p>

	<p><i>of scenic reserves</i></p> <p><u>Note</u></p> <p><i>If activity is provided for or contemplated in an approved Reserve Management Plan then the power has been delegated to the appropriate officer/s</i></p>
55(2)(a)	<p><i>As Minister, in the case of a <b>scenic reserve</b> to give or decline to give consent to the enclosure and grassing or grazing of open parts of the In the case of a scenic reserve</i></p> <p><u>Limitation (from Minister)</u></p> <p><i>Must be satisfied that the facilities, amenities, buildings or structures are necessary and cannot readily be provided outside or in close proximity to the reserve. s55(3).</i></p> <p><u>Note</u></p> <p><i>If activity is provided for or contemplated in an approved Reserve Management Plan then the power has been delegated to the appropriate officer/s</i></p>
55(2)(b)	<p>Administering body of a scenic reserve may prohibit the public from entering or encroaching on any part laid down, renewed, or grazed in accordance with s55(2)(b)</p> <p><u>Note</u></p> <p><i>If activity is consistent with an approved Reserve Management Plan then the power has been delegated to the appropriate officer/s</i></p>
55(2)(c)	<p>Administering body of a <b>scenic reserve</b> may, subject to any lease or licence granted pursuant to s56(1)(b) of the Act, prohibit or regulate the carrying on of any trade, business, or occupation within the reserve</p> <p><u>Note</u></p> <p><i>If activity is consistent with an approved Reserve Management Plan then the power has been delegated to the appropriate officer/s</i></p>
55(2)(d)	<p><i>As Minister, in the case of a <b>scenic reserve</b> to give or decline to give consent to the setting apart of areas for other purposes</i></p> <p><u>Limitation (from Minister)</u></p> <p><i>Must be satisfied that the facilities, amenities, buildings or structures are necessary and cannot readily be provided outside or in close proximity to the reserve. s55(3).</i></p> <p><u>Note</u></p> <p><i>If activity is provided for or contemplated in an approved Reserve</i></p>

	<i>Management Plan then the power has been delegated to the appropriate officer/s</i>
55(2)(e)	<p><i>As Minister, in the case of a <b>scenic reserve</b> to give or decline to give consent to the erection of buildings and other structures and amenities.</i></p> <p><u><i>Limitation (from Minister)</i></u>  <i>Must be satisfied that the facilities, amenities, buildings or structures are necessary and cannot readily be provided outside or in close proximity to the reserve. s55(3).</i></p> <p><u><i>Note</i></u>  <i>If activity is provided for or contemplated in an approved Reserve Management Plan then the power has been delegated to the appropriate officer/s</i></p>
55(2)(f)	<p><i>As Minister, in the case of a <b>scenic reserve</b> to give or decline to give consent to such things considered necessary for the public to obtain the benefit of the reserve.</i></p> <p><u><i>Limitation (from Minister)</i></u>  <i>Must be satisfied that the facilities, amenities, buildings or structures are necessary and cannot readily be provided outside or in close proximity to the reserve. s55(3).</i></p> <p><u><i>Note</i></u>  <i>If activity is provided for or contemplated in an approved Reserve Management Plan then the power has been delegated to the appropriate officer/s</i></p>
55(2)(g)	<p><i>As Minister, in the case of a <b>scenic reserve</b> to give or decline to give consent to such things considered necessary for the setting apart of sites for residences and other buildings and structures necessary for the management of the reserve.</i></p> <p><u><i>Limitation (from Minister)</i></u>  <i>Must be satisfied that the facilities, amenities, buildings or structures are necessary and cannot readily be provided outside or in close proximity to the reserve. s55(3).</i></p> <p><u><i>Note</i></u>  <i>If activity is provided for or contemplated in an approved Reserve Management Plan then the power has been delegated to the appropriate officer/s</i></p>
56(1)	<i>As Minister, consent or decline consent to variations or amendments to leases and licences, and consent to the carrying out of any other necessary actions arising out of the leases and licences consistent with the First</i>

	<p><i>Schedule, Reserves Act.</i></p> <p><u>Note</u>  <i>If activity is provided for or contemplated in an approved Reserve Management Plan or the activity is an existing use and the effects of the use will be the same or similar in character, intensity and scale, then the power has been delegated to the appropriate officer/s</i></p>
56(2)	<p><i>As Minister, the duty to give public notice in accordance with section 119 of the Reserves Act and give full consideration in accordance with section 120 to all objections and submissions</i></p>
58A(1)	<p><i>As Minister, give or decline prior consent to administering body, in the case of an <b>historic reserve</b> vested in it, to grant leases or licences for any of the purposes specified in that subsection.</i></p> <p><u>Note</u>  <i>If activity is provided for or contemplated in an approved Reserve Management Plan or the activity is an existing use and the effects of the use will be the same or similar in character, intensity and scale, then the power has been delegated to the appropriate officer/s</i></p>
58(b)	<p><i>As Minister, consent to the reserve being set apart and used as a site for residences and other buildings.</i></p> <p><i>...where necessary for management, protection and maintenance of reserve and for visitor display, and that the buildings cannot be provided outside and in close proximity to the reserve.</i></p> <p><u>Note</u>  <i>If activity is provided for or contemplated in an approved Reserve Management Plan then the power has been delegated to the appropriate officer/s</i></p>
59A(1)	<p><i>As Minister, in accordance with Part IIIB Conservation Act 1987, grant or refuse a concession in respect of any reserve controlled or managed by an administering body under s.28 Reserves Act so that the administering body may apply Part 111B as if references in that Part to a conservation area were references to such a reserve and references to the Minister of Conservation and to the Director-General of Conservation are references to an administering body.</i></p> <p><u>Note</u>  <i>If activity is provided for or contemplated in an approved Reserve Management Plan or the activity is an existing use and the effects of the use will be the same or similar in character, intensity and scale, then the power has been delegated to the appropriate officer/s</i></p>
72(1)	<p><i>As Minister, to enter into and agree the terms of a lease or other agreement</i></p>

	<p><i>for the farming of a recreation or local purpose reserve.</i></p> <p><u>Note</u>  <i>If activity is provided for or contemplated in an approved Reserve Management Plan or the activity is an existing use and the effects of the use will be the same or similar in character, intensity and scale, then the power has been delegated to the appropriate officer/s</i></p>
73(1)	<p><i>As Minister, consent or decline prior consent to an administering body granting a lease of <b>recreation reserve</b> in the circumstances specified in s.73(1), where the reserve is vested in the administering body, and consent or decline prior consent to an administering body granting a lease in the circumstances specified in section 73(1) in all other cases.</i></p> <p><u>Note</u>  <i>If activity is provided for or contemplated in an approved Reserve Management Plan or the activity is an existing use and the effects of the use will be the same or similar in character, intensity and scale, then the power has been delegated to the appropriate officer/s</i></p>
73(2)	<p><i>As Minister, consent or decline prior consent to an administering body granting a lease of <b>recreation reserve</b> for afforestation where the reserve is vested in the administering body, and consent or decline prior consent to an administering body granting a lease of <b>recreation reserve</b> for afforestation purposes in all other cases.</i></p> <p><i>As Minister, exercise all powers of the Minister referred to in the First Schedule that pertain to leases under s.73(2).</i></p> <p><u>Note</u>  <i>If activity is provided for or contemplated in an approved Reserve Management Plan or the activity is an existing use and the effects of the use will be the same or similar in character, intensity and scale, then the power has been delegated to the appropriate officer/s</i></p>
73(3)	<p><i>As Minister, form opinion as to whether <b>recreation reserve</b> is not likely to be used for purposes of a recreation reserve.</i></p> <p><i>As Minister, consent or decline consent to administering body granting leases of whole or part of reserve vested in administering body.</i></p> <p><i>As Minister, grant or decline to grant leases of whole or part of a reserve held under an appointment to control and manage.</i></p> <p><i>As Minister, exercise all powers of the Minister referred to in the First Schedule that pertain to leases under s.73(3).</i></p> <p><u>Note</u>  <i>The provisions of Part IIIB Conservation Act apply (s.73(3A)(b))  s.73(3A) (a) applies</i></p> <p><u>Note</u></p>

	<i>If activity is provided for or contemplated in an approved Reserve Management Plan or the activity is an existing use and the effects of the use will be the same or similar in character, intensity and scale, then the power has been delegated to the appropriate officer/s</i>
73(5)	<p><i>As Minister, consent or decline consent in writing to a member of an administering body becoming the lessee of any land under the control of that body.</i></p> <p><u>Note</u> <i>If activity is provided for or contemplated in an approved Reserve Management Plan or the activity is an existing use and the effects of the use will be the same or similar in character, intensity and scale, then the power has been delegated to the appropriate officer/s</i></p>
74(1)(b)(ii)	<p><i>As Minister, consent or decline consent to granting of a licence to occupy a <b>historic, scenic or scientific reserve.</b></i></p> <p><u>Note</u> <i>If activity is provided for or contemplated in an approved Reserve Management Plan or the activity is an existing use and the effects of the use will be the same or similar in character, intensity and scale, then the power has been delegated to the appropriate officer/s</i></p>
75(1) and (2)	<p><i>As Minister, consent or decline to consent to the afforestation of a recreation or local purpose reserve.</i></p> <p><u>Note</u> <i>If activity is provided for or contemplated in an approved Reserve Management Plan then the power has been delegated to the appropriate officer/s</i></p>
77(1)	<i>The power to treat and agree for a covenant to provide for the management of land in a manner that will achieve the purpose of conservation</i>
89(1)	<i>Local authority may, in certain circumstances (listed in provision), apply money in its general fund or account, or make advances from that fund or account to the administering body of the reserve upon such terms and conditions as it thinks fit, towards the management, improvement, maintenance, and protection of that reserve or any other reserve, notwithstanding that the reserve may be situate outside the district of the local authority</i>
89(2)	<i>Local authority may, out of its general fund or account, contribute such sums as it thinks fit towards the cost of the acquisition by the Crown of any land or interest in land for the purposes of this Act, or in payment for the consideration for any conservation covenant, notwithstanding that the land</i>

	<i>may be situate outside the district of the local authority</i>
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<b>Wellington Regional Water Board Act 1972</b>	
<b>Section</b>	<b>Description</b>
24	<i>The power to acquire land and erect dwellings for employees</i>
30	<i>The power to sell surplus water for motive power</i>
31	<i>The power to purchase any waterworks within or outside its region</i>
45	<i>The power with the prior written consent of the Minister of Forests, to sell all or part of any forestry area or land used for forestry purposes</i>
109	<i>Board may take, purchase, or otherwise acquire land for the purposes of providing sports grounds and recreation areas</i>

<b>Walking Access Act 2008</b>	
<b>Section</b>	<b>Description</b>
21	<i>The decision to give written consent as an administering authority, to the Commission for the declaration of a walkway on public land</i>
36	<i>The decision to agree to be a controlling authority (or not as the case may be)</i>
37(2)(c)	<i>Setting and imposing charges</i>
40	<i>The decision to agree with the Commission's decision to revoke a walkway</i>

## **Statutory delegation from Council to the Chief Executive**

### Delegation

The Council delegates to the Chief Executive all the powers, duties and responsibilities of the Council in the legislation (and any associated regulations) and bylaws set out as follows:

Biosecurity Act 1993

Building Act 2004

Civil Defence Emergency Management Act 2002

Hazardous Substances and New Organisms Act 1996

Land Drainage Act 1908

Land Transport Management Act 2003

Litter Act 1979

Local Government Act 2002

Local Government Official Information and Meetings Act 1987

Marine and Coastal Area (Takutai Moana) Act 2011

Maritime Transport Act 1994

Privacy Act 1993

Property Law Act 2007

Protected Disclosures Act 2000

Public Records Act 2005

Public Works Act 1981

Rating Valuations Act 1998

Reserves Act 1977

Resource Management (Simplifying and Streamlining) Amendment Act 2009

Soil Conservation and Rivers Control Act 1941

Statutory Land Charges Registration Act 1928

Summary Proceedings Act 1957

Trespass Act 1980

Walking Access Act 2008

Wellington Regional Water Board Act 1972

Wellington Regional Council (Water Board Functions) Act 2005

Parks, Forests and Reserves Bylaws 2016

Navigation and Safety Bylaws 2003

Wellington Regional Water Board Bylaws 1976

In addition, if the Council has powers, duties and responsibilities under any other legislation, regulation or bylaws that is not specified in the above list and are of an enforcement, inspection, licensing or administrative nature, then the Chief Executive is delegated those powers, duties and responsibilities as if the legislation, regulation, or bylaw, was specified in the above table.

#### Exceptions

The following exceptions apply to the above delegation. The delegated authority does not include:

- Matters that cannot legally be delegated (including those powers set out in legislation, regulations, or bylaws that are required to be made by resolution)
- The power to adopt:
  - Council plans (this includes statutory plans and non-statutory plans, for example, flood management plans and parks network plans); or
  - Council strategies; or
  - Council policies.

(This exception does not include management and operational strategies, plans and policies.)

- Those powers retained by Council
- The powers delegated to any Committee

#### Power to sub-delegate

The Chief Executive is able to sub-delegate these delegations.

## **Financial delegation from Council to the Chief Executive**

### Delegation to implement the Annual Plan and Long Term Plan

The Council delegates to the Chief Executive the authority to implement the Annual Plan and Long Term Plan. This includes the power to commit to expenditure, make arrangements, and enter into contracts, that are in line with the requirements in the Annual Plan/Long Term Plan relating to operational and capital expenditure, fees and charges, service levels and specific projects.

The delegation to implement the Annual Plan/Long Term Plan does not include the power to reallocate budgets to new work programmes, unless:

- the reallocation has been approved by Council in the six month review; or
- in circumstances where timing imperatives preclude approval by Council in the six month review, approval has been obtained from the Council Chairperson and the relevant Committee Chairperson or Chairpersons.

All approvals under the latter provision must be reported to Council.

### Emergency delegation

Where emergency work must be undertaken and no Council meeting is scheduled within the required timeframe, the Chief Executive is authorised to spend the amount that is deemed necessary to maintain essential services. If the expenditure is in excess of \$200,000, the Chief Executive must make every endeavour to consult the Council Chairperson, or Deputy Chairperson or relevant Committee Chairperson before making the decision to commit to the expenditure.

As soon as possible after the event, a report must be submitted to the Council to advise it of any emergency expenditure.

### Power to sub-delegate

The Chief Executive is able to sub-delegate these financial delegations.

## Delegation from Council – Local Government (Rating) Act 2002

### No power to sub-delegate

Note that in accordance with section 132 of the Local Government (Rating) Act 2002, the following delegations **may not** be sub-delegated.

### General delegation to Chief Executive

The Council delegates to the Chief Executive all powers, duties and responsibilities under the Local Government (Rating) Act 2002 that are legally able to be delegated under section 132 of the Local Government (Rating) Act 2002 other than matters identified in the following tables as being retained by Council.

### Specific delegations to Chief Executive and specified positions

The following table sets out a range of other delegations made by the Council to specified officers.

Section	Description	Delegate
General	Power to supervise those territorial authorities that have been appointed to collect rates in accordance with section 53.	<i>Chief Executive</i> <i>General Manager, Corporate Services/CFO</i> <i>Manager, Strategic Finance</i>
General	Power to supervise those territorial authorities that have been delegated the authority to keep and maintain the rating information database in accordance with section 27.	<i>Chief Executive</i> <i>General Manager, Corporate Services/CFO</i> <i>Manager, Strategic Finance</i>
27	<i>Delegate the authority to keep and maintain the rating information database to constituent district in the region</i>	<b>Retained by Council</b>
29, 39	Power to determine any objection to the rating information database or rates records	<i>Chief Executive</i> <i>General Manager, Corporate Services/CFO</i> <i>Manager, Strategic Finance</i>
40	Power to correct rates	<i>Chief Executive</i> <i>General Manager, Corporate Services/CFO</i>
41, 41A	Power to issue an amended rates assessment and refund overpayment, if an error is corrected	<i>Chief Executive</i> <i>General Manager, Corporate Services/CFO</i>
44 – 51	Obligations to deliver rates assessments and rates	<i>Chief Executive</i>

	invoices to ratepayers setting out the information required by the Act	<i>General Manager, Corporate Services/CFO</i>
53	<i>Power to appoint a rates collector</i>	<b>Retained by Council</b>
54	Power to determine not collect rates that are uneconomic to collect.  <u>Limitation</u> If rates exceed \$1000 then Council approval must be sought	<i>Chief Executive</i>  <i>General Manager, Corporate Services/CFO</i>
61, 62	Powers for recovery of unpaid rates	<i>Chief Executive</i>  <i>General Manager, Corporate Services/CFO</i>
63	Commence legal proceedings to recover rates	<i>Chief Executive</i>  <i>General Manager, Corporate Services/CFO</i>
55	<i>May adopt a policy for the early payment of rates</i>	<b>Retained by Council</b>
56	<i>May adopt a policy for the early payment of rates in anticipation of rates for subsequent financial years</i>	<b>Retained by Council</b>
67	<i>Power to have judgements of the court enforced by the court by sale or lease of the rating unit</i>	<b>Retained by Council</b>
72	Power to consent to the sale or lease of a rating unit by the Registrar by private treaty (if the unit cannot be sold or leased by public auction or public tender)	<i>Chief Executive</i>  <i>General Manager, Corporate Services/CFO</i>
77	<i>Sale or lease of abandoned land</i>	<b>Retained by Council</b>
79	<i>Determine matters for the sale or lease of abandoned land</i>	<b>Retained by Council</b>
82	<i>If the proceeds of a sale or lease of abandoned land under s79 are not sufficient to meet the rates, interest, costs, and expenses, the local authority may write off the deficiency</i>  <u>Limitation</u> If rates exceed \$1000 then Council approval must be sought	<i>Chief Executive</i>  <i>General Manager, Corporate Services/CFO</i>
85, 86	Power to remit rates pursuant to Council rates remission policy	<i>Chief Executive</i>  <i>General Manager, Corporate Services/CFO</i>

87-90	Power to postpone rates pursuant to Council rates postponement policy	<i>Chief Executive</i> <i>General Manager, Corporate Services/CFO</i>
94	To apply to the Māori Land Court to appoint one of the owners, or an agent, to receive rates assessments and rates invoices for Māori freehold land in multiple ownership	<i>Chief Executive</i> <i>General Manager, Corporate Services/CFO</i>
99	To apply to Māori Land Court for charging order.	<i>Chief Executive</i> <i>General Manager, Corporate Services/CFO</i>
104	To consent to an owner dealing with land	<i>Chief Executive</i> <i>General Manager, Corporate Services/CFO</i>
108	To apply to apply to Māori Land Court to enforce charging order.	<i>Chief Executive</i> <i>General Manager, Corporate Services/CFO</i>
111	To apply to Māori Land Court for payment of unpaid rates.	<i>Chief Executive</i> <i>General Manager, Corporate Services/CFO</i>
114 -115	Power to remit or postpone rates on Māori Freehold land pursuant to Council policy	<i>Chief Executive</i> <i>General Manager, Corporate Services/CFO</i>
116	<i>Power and duties in relation to consenting to an Order in Council made by the Governor-General to exempt Māori freehold land from some or all liability for rate</i>	<b>Retained by Council</b>
131	To arrange for a registered valuer to make an estimate of the projected valuation of all the rateable land in the districts of the constituent territorial authorities	<i>Chief Executive</i> <i>General Manager, Corporate Services/CFO,</i> <i>Manager, Strategic Finance</i>
135	To sign documents as correct copies for the purpose of Court or Tribunal proceedings.	<i>Chief Executive</i> <i>General Manager, Corporate Services/CFO</i>

## Delegation from Council – Resource Management Act 1991

### No power to sub-delegate

Note that in accordance with section 34A of the RMA, the following delegations **may not** be sub-delegated.

### General delegation to Chief Executive

The Council delegates to the Chief Executive all the powers, duties and responsibilities under the Resource Management Act 1991 (**RMA**) other than:

- (a) the powers to adopt policy statements and plans;
- (b) the powers, duties, and responsibilities, delegated to a Committee of the Council; and
- (c) the powers, duties, and responsibilities, identified in the following tables as being retained by Council.

In addition, if the Council has powers, duties and responsibilities under the RMA that are not specified in the following tables that are of an enforcement, inspection, licensing and administrative nature then the Chief Executive is delegated those powers, duties and functions as if the matter was specified in the following tables.

For the avoidance of doubt, any powers, duties, or responsibilities in the RMA that are conferred on an enforcement officer or other specific position contained in the RMA do not form part of this delegation.

### Specific delegations to Chief Executive and specified positions

#### Key to RMA delegations

<b>Tier 1</b>	<i>Chief Executive</i>
<b>Tier 2</b>	<i>General Manager (as specified)</i>
<b>Tier 3 Regulation</b>	<i>Manager, Environmental Regulation</i>
<b>Tier 4 Regulation</b>	<i>Team Leader, Consents and Compliance; Team Leader Environmental Protection; Project Leader, Environmental Regulation; Project Leader Statutory Projects</i>
<b>Tier 5 Regulation</b>	<i>Senior Resource Advisor</i>
<b>Tier 6 Regulation</b>	<i>Resource Advisor (or any person who is engaged as a consultant resource advisor to the Council*), Take Charge Co-ordinator, Senior Environmental Protection Officer, Environmental Protection Officer, Senior Enforcement Investigator, Enforcement Investigator, Senior Project Consents &amp; Compliance Officer, Project, Senior Project Consents Officer, Project Consents Officer, Senior Project Compliance Officer, Project Compliance Officer (or any person who is engaged as a consultant: project consents &amp; compliance officer; or project consents officer; or project compliance officer to the Council*)</i>
<b>Tier 3 Policy</b>	<i>Manager, Environmental Policy</i>
<b>Tier 4 Policy</b>	<i>Team Leader, Regional Plan Team; Team Leader Policy, Engagement Team; Team Leader, Whaitua Team</i>
<b>Tier 3 Science</b>	<i>Manager, Environmental Science</i>

\*A contractor/consultant must be appointed as an officer in order to perform the relevant tier functions.

Delegations exercised by a Tier can be exercised by all those in the Tiers above, for example a delegation to Tier 4 Regulation, can be exercised by the Manager, Environmental Regulation, the General Manager, Environment Management and the Chief Executive.

## Functions, powers and duties

Section	Description	Delegate
<b>Transfer of powers</b>		
33	<i>Transfer functions, powers, or duties under this Act, except this power of transfer, to another public authority (and revoke or change any transfer made)</i>	<b>Retained by Council</b>

## Resource consents

Section	Description	Delegate
<b>Waivers</b>		
37(1), 37A	Extend a time period and to waive compliance, or failure to comply with service of document requirements as provided in sections 37(1) and 37A  <u>*Limitation</u> Authority relates to the extension of time periods and when the applicant requests or agrees	<i>Tier 3 Policy</i> <i>Tier 3 Science</i> <i>Tier 4 Regulation</i> <i>*Tier 5 Regulation</i>
37(2)	Power to direct the terms on which an omission or inaccuracy of information required, or a procedural requirement that was omitted, shall be rectified in accordance with section 37(2).	<i>Tier 3 Policy</i> <i>Tier 3 Science</i> <i>Tier 3 Regulation</i>
<b>Section 42A reports</b>		
42A	Powers regarding the preparation, commissioning and provision of reports (including waiving compliance with requirements in this section)	<i>Tier 4 Policy</i> <i>Tier 4 Regulation</i>
<b>Permitted activities</b>		
87BB	Powers regarding activities deemed to be a permitted activity	<i>Tier 5 Regulation</i>
<b>Direct Referral</b>		
87E	Power to determine Council position on a request for direct referral to the Environment Court	<i>Tier 3 Regulation</i>
87F	Approve the content of a report prepared on an application that has been directly referred to the Environment Court	<i>Tier 3 Regulation</i>
<b>Application for resource consent</b>		
88	Authority to determine whether an application for resource consent is incomplete (and give reasons	<i>Tier 6 Regulation</i>

	why)	
41B	Power to direct applicant to provide evidence	<i>Tier 4 Regulation</i>
	<u>Limitation</u> Power only applies before hearing	
41C	Authority to make directions and requests	<i>Tier 6 Regulation</i>
	<u>Limitation</u> Power only applies before hearing	
41D	Strike out submissions	<i>Tier 2 Regulation</i>
	<u>Limitation</u> Power only applies before hearing	
91	Power to determine not to proceed with a resource consent application on certain grounds	<i>Tier 6 Regulation</i>
91C	Power to determine whether to return an application for a resource consent that has been suspended	<i>Tier 6 Regulation</i>
<b>Further information requests</b>		
92	Authority to request further information to be provided, or to commission a report before a decision on a consent application is made	<i>Tier 6 Regulation</i>
92A	Set a time within which an applicant is to provide information	<i>Tier 6 Regulation</i>
<b>Notification</b>		
95, 95A, 95B, 95C, 95D, 127	Decide whether to publicly or limited notify an application for resource consent or change or cancellation of conditions.  Power to determine whether the adverse effects on the environment of an application will be minor or whether special circumstances exist in relation to the application	<i>Tier 6 Regulation</i>
95E	Determine which persons may be adversely affected by an application and to serve notice of the application on them if required	<i>Tier 6 Regulation</i>
95F	Determine that a protected customary rights group is an affected group if the activity may have adverse effects on a protected customary right and written approval from the group has not been received	<i>Tier 6 Regulation</i>
95G	Determine that a customary marine title group is an affected group if the activity may have adverse effects on customary marine title rights and written	<i>Tier 6 Regulation</i>

approval from the group has not been received		
<b>Submissions on applications, pre-hearing meetings and mediation</b>		
96	The power to lodge a submission on a resource consent application	<i>Tier 4 Policy</i>  <i>(See submissions policy)</i>
97	Adopt an earlier closing date for submissions in accordance with section 97	<i>Tier 6 Regulation</i>
99(1)-(4)	Power to call pre-hearing meetings and invite or require parties to attend and the duty to prepare a report of the meeting	<i>Tier 6 Regulation</i>
99(8)	Power to decide whether to decline to process an application or submission if they fail to attend a pre-hearing meeting	<i>Tier 3 Regulation</i>
99A(1)-(2)	Power to refer parties who have made a resource consent application or submissions on the application to mediation	<i>Tier 4 Policy</i> <i>Tier 4 Regulation</i>
99A(3)	Power to appoint mediators when the Council is the applicant	<i>Tier 3 Regulation</i>
<b>Hearings</b>		
100	Authority to determine whether a hearing should be held in respect of any application for a resource consent and require that a hearing be held	<i>Tier 6 Regulation</i>
101	Authority to fix and notify the commencement date, time and place where a hearing is to be held	<i>Tier 6 Regulation</i>
102(1)	Authority to determine that applications to two or more consent authorities for the same proposal are sufficiently unrelated that a joint hearing is unnecessary	<i>Tier 6 Regulation</i>
102(2)	If a joint hearing is held, agree that another authority should be responsible for notifying the hearing, setting the procedure, and providing administrative services	<i>Tier 6 Regulation</i>
102(3)	Jointly or separately decide applications where those applications are heard jointly	<i>Tier 6 Regulation</i>
103	Authority to determine that a combined hearing on applications for resource consents need not be held (proposals must be sufficiently unrelated)	<i>Tier 6 Regulation</i>
<b>Decision making on resource consent applications</b>		
104, 104A - F, 105, 106, 107, 108, 108A, 108AA	Determine or decline resource consent applications	<i>* Tier 3 Regulation</i>
	Authority to impose conditions on any consent	<i># Tier 5 Regulation</i>

	granted, including the provision of a bond	
	<u>*Limitation</u> Applies to applications where no hearing required	
	<u>#Limitation</u> Applies to applications which are non-notified and no hearing is required	
109	Conditions relating to bonds; power to enter on to land to ensure work for which bond is given is being completed	<i>Tier 6 Regulation</i>
110	Duty to refund financial contribution to consent holder where consent has lapsed.  Power to retain portion of financial contribution in certain circumstances	<i>Tier 4 Regulation</i>
114	Authority to serve consent applicant, submitters and determine other people that are considered appropriate with notice of the decision on an application	<i>Tier 6 Regulation</i>
120	Authority to lodge, withdraw or oppose appeal on Council's behalf in Environment Court	<i>Tier 3 Regulation</i>  <i>Tier 3 Science</i>  <i>Tier 3 Policy</i>
<b>Duration of consent</b>		
123	Power to specify duration of consent	<i>Tier 5 Regulation</i>
123A	Power to decide duration of consent for aquaculture activities	<i>Tier 5 Regulation</i>
124	Power to allow a consent holder to continue to operate while applicant is seeking a new resource consent	<i>Tier 4 Regulation</i>
124B	Process that must be followed when applications by existing holders received	<i>Tier 5 Regulation</i>
124C	Process that must be followed when applications are received from persons who are not existing holders received	<i>Tier 5 Regulation</i>
125	Power to grant extension of period after which a consent will lapse	<i>Tier 5 Regulation</i>
<b>Cancellation and change of resource consents</b>		
126	Power to cancel a resource consent by written notice and power to cancel notice of revocation	<i>Tier 4 Regulation</i>

127	Determine non-notified applications for a change or cancellation of any condition of consent	<i>Tier 5 Regulation</i>
	<b><i>Explanatory Note:</i></b> See above notification delegations in relation to notification decisions on section 127 applications	
<b>Review of consent conditions by consent authority</b>		
128, 129	Power to review resource consent conditions and to give notice of review.	<i>Tier 4 Regulation</i>
130	Determine whether notification of a review is required under section 130 and whether a hearing be held	<i>Tier 4 Regulation</i>
131	Duty to consider certain matters during review of consent conditions and before changing the conditions of a discharge permit or a coastal permit	<i>Tier 4 Regulation</i>
	<u>Limitation</u> Power only applies where no hearing is required	
132	Power to change the conditions of a resource consent on a review under s128, or to cancel resource consent	<i>Tier 4 Regulation</i>
	<u>Limitation</u> Power only applies where no hearing is required	
<b>Minor corrections of resource consents</b>		
133A	Power to make minor changes or corrections to resource consent (within 20 working days of grant).	<i>Tier 6 Regulation</i>
<b>Transfer of resource consents</b>		
136	Power to approve the transfer of a water permit	<i>Tier 5 Regulation</i>
137	Approve the transfer of a discharge permit in whole or in part to another site and to any person	<i>Tier 5 Regulation</i>
<b>Surrender of consents</b>		
138	Power to Issue notice of acceptance of surrender of a resource consent, direct that person surrendering consent need not complete any work to give effect to the consent, and refuse acceptance of a part surrender of a resource consent	<i>Tier 5 Regulation</i>
<b>Coastal permits for dumping and incineration</b>		
138A(1)	Power to request further information in relation to applications for coastal permits for dumping or incineration.	<i>Tier 6 Regulation</i>

	<u>Limitation</u> Power only applies where no hearing is required	
138A(3)	Power to review coastal permits for dumping or incineration	<i>Tier 4 Regulation</i>
<b>Certificates of compliance or existing use</b>		
139, 139A (excl 139(4))	Authority to determine and issue certificate of compliance and existing use certificates  Authority to request further information before determining whether to issue certificates	<i>Tier 5 Regulation</i>
139(4)	To require further information to be provided in order to determine if a certificate of compliance must be issued	<i>Tier 6 Regulation</i>
<b>Planning</b>		
<b>Section</b>	<b>Description</b>	<b>Delegate</b>
<b>Officer Reports</b>		
42A	Powers regarding the preparation, commissioning and provision of reports (including waiving compliance with requirements in this section)	<i>Tier 3 Policy</i>
<b>Combined documents</b>		
80	<i>Determine whether the council wishes to prepare, implement, and administer the combined regional and district documents as set out in subsections (2) to (6).</i>	<b>Retained by Council</b>
<b>Referral of disputes</b>		
82	Power to refer a dispute relating to a policy statement, plan or order to the Environment Court for a decision	<i>Tier 3 Policy</i>
<b>Legal effect of rules</b>		
86B	<i>Resolve that a rule in a proposed plan has legal effect only once the proposed plan becomes operative</i>	<b>Retained by Council</b>
86D	<i>Apply to the Environment Court for a rule to have legal effect from date other than standard date</i>	<b>Retained by Council</b>
<b>Time limits</b>		
Schedule 1, Clause 1(2), 37(1), 37A	Authority under section 37 to extend any time limit set in Schedule 1 and to waive compliance, or failure to comply, with a requirement in accordance with sections 37(1) and 37A	<i>Tier 3 Policy</i>
37(2)	Direct the terms on which an omission or inaccuracy of any information required under the Resource Management Act 1991, regulation or	<i>Tier 3 Policy</i>

	plan, or a procedural requirement that was omitted, shall be rectified	
<b>Consultation</b>		
Schedule 1	Provide consultation comments on behalf of the Council on a planning or recovery document of another authority	<i>Tier 3 Policy</i>
Schedule 1 Clause 3	Determine affected Ministers of the Crown, local authorities and other persons to consult with during the preparation of a proposed policy statement or plan	<i>Tier 3 Policy</i>
<b>Evaluation reports</b>		
32 and Schedule 1, Clause 5  (excl 5(1)(a))	Direct the preparation of an evaluation report for a proposed policy statement or plan in accordance with section 32	<i>Tier 3 Policy</i>
165H(1A)	Prepare a report summarising the matters required by section 165H(1) and make it available for inspection	<i>Tier 3 Policy</i>
<b>Notification</b>		
Schedule 1, Clause 5(1C)	Determine whether a person is likely to be directly affected by the proposed policy statement or plan and determine what information to provide those persons	<i>Tier 3 Policy</i>
Schedule 1, Clause 5(5)	Determine appropriate locations in the region to make any proposed policy statement or plan available	<i>Tier 3 Policy</i>
<b>Collaborative planning process</b>		
Schedule 1, Clause 38	Give public notice of the planning process decision under clause 37	<i>Tier 3 Policy</i>
Schedule 1, Clause 43(1)	Give public notice that a collaborative group has been appointed	<i>Tier 3 Policy</i>
Schedule 1, Clause 45	Publicly notify a report of a collaborative group	<i>Tier 3 Policy</i>
Schedule 1, Clause 48	Prepare an evaluation report under section 32 for a proposed plan	<i>Tier 3 Policy</i>
Schedule 1, Clause 49	Publicly notify a proposed plan made under clause 46	<i>Tier 3 Policy</i>
Schedule 1, Clause 51	Powers regarding preparing a report on submissions	<i>Tier 3 Policy</i>
Schedule 1,	Give notice of the date, time, and place of any	<i>Tier 3 Policy</i>

Clause 52(2)	hearing	
Schedule 1, Clause 57	Publicly notify the Council's decision	<i>Tier 3 Policy</i>
<b>Submissions</b>		
Schedule 1, Clause 6 and 8	Make a submission or further submission	<i>Tier 3 Policy</i>  <i>(see submissions policy)</i>
Schedule 1, Clause 7	Approve the public notification of the availability of a summary of decisions requested	<i>Tier 3 Policy</i>
<b>Resolution of disputes</b>		
Schedule 1, Clause 8AA(1)	Invite persons to a meeting for the purpose of clarifying or facilitating the resolution of any matter relating to a proposed policy statement or plan	<i>Tier 3 Policy</i>
Schedule 1, Clause 8AA(3) and (4)	Authority to refer to mediation the issues raised by persons who have made submissions on the proposed plan or policy statement and appoint a mediator.	<i>Tier 3 Policy</i>
<b>Hearing, submissions and decisions</b>		
Schedule 1, Clause 8D	<i>Withdraw a proposal to prepare, change, or vary a policy statement or plan</i>	<b>Retained by Council</b>
Clause 8B	<i>Hearings on proposed policy statements and plans</i>	<b>Retained by Council</b>
Clauses 10 and 55	<i>Decisions on provisions and submissions on proposed policy statement</i>	<b>Retained by Council</b>
<b>Appeals</b>		
Schedule 1, Clause 14	Lodge or withdraw an appeal to the Environment Court	<i>See below (Court Proceedings – Resource Management Act 1991)</i>
<b>Amendments to proposed or operative policy statement or plan without using Schedule 1 process</b>		
Schedule 1, Clause 16(1), 16(2) and 20A	Amend a proposed or operative policy statement or plan in accordance with Clause 16(1), 16(2) and 20A without using the Schedule 1 process	<i>Tier 3 Policy</i>
44A	<i>Amend a plan or proposed plan to remove a duplication or conflict with a National Environmental Standard without using the process in Schedule 1</i>	<b>Retained by Council</b>
292	Duty to comply with Environment Court direction to amend a regional plan	<i>Tier 3 Policy</i>
85(3A), 293	Make an amendment directed by the Environment Court under sections 85(3) and 293 without using	<i>Tier 3 Policy</i>

the process in Schedule 1		
<b>Initiation of variations to policy statement or plan</b>		
Schedule 1, Clause 16A	<i>Initiate variations (being alterations other than those under clause 16) to a proposed policy statement or plan, or to a change, at any time before the approval of the policy statement or plan</i>	<b>Retained by Council</b>
<b>Preparation of changes to policy statement or plan</b>		
293	By direction of the Environment Court under section 293 prepare changes to a proposed policy statement or plan that is before the Environment Court, consult about the changes and submit the changes to the Court for confirmation	<i>Tier 3 Policy</i>
<b>Approval and making operative of proposed plan and policy statement</b>		
Schedule 1, Clause 17	<i>Approval of Plan (other than regional coastal plan) and Policy Statement</i>	<b>Retained by Council</b>
Schedule 1, Clause 18	<i>Approval of regional coastal plan</i>	<b>Retained by Council</b>
Schedule 1, Clause 20	Publicly notify a date on which a policy statement or plan becomes operative	<i>Tier 3 Policy</i>
<b>Private Plan Changes</b>		
Schedule 1, Clauses 21 and 28	<i>Request a change (or withdraw a request) to a plan under Clauses 21 and 28 of the Schedule 1</i>	<b>Retained by Council</b>
Schedule 1, Clause 23(1) and 23(2)	Require by written notice, further or additional information in accordance with Clause 23	<i>Tier 3 Policy</i>
Schedule 1, Clause 23(3)	Commission a report in relation to a request made under Clause 21 and notify the person who made the request	<i>Tier 3 Policy</i>
Schedule 1, Clause 23(6)	<i>Reject a request made under Clause 21 where there is insufficient information to enable the Council to consider the request</i>	<b>Retained by Council</b>
Schedule 1, Clause 24	Modify a request made under Clause 21 (with the agreement of the person who made the request)	<i>Tier 3 Policy</i>
Schedule 1, Clause 25	<i>Make a decision under Clause 25 as to how to deal with a request made under Schedule 1 Clause 21</i>	<b>Retained by Council</b>
Schedule 1, Clause 27	Lodge and withdraw an appeal to the Environment Court against a decision by a local authority in relation to a request under Schedule 1 Clause 21	<i>See below (Court Proceedings - Resource Management Act 1991)</i>

Schedule 1, Clause 28	Give notice that request made under Clause 21 will be deemed to be withdrawn if not advised of wish to continue with request	<i>Tier 3 Policy</i>
Schedule 1, Clause 29	<i>May decline, approve, or approve with modifications the plan or change requested under Clause 21</i>	<b>Retained by Council</b>
<b>Incorporation of documents by reference</b>		
Schedule 1, Clause 34	Consult on proposal to incorporate material by reference in a proposed plan, variation or change in accordance with Schedule 1, Clause 34	<i>Tier 3 Policy</i>
<b>Administrative charges and cost recovery</b>		
<b>Administrative charges</b>		
36(1)	<i>Fix administrative charges</i>	<b>Retained by Council</b>
36(5)	Power to require additional charges under s36	<i>Tier 3 Science</i> <i>Tier 5 Regulation</i>
36AA(1)	Determine any discount under section 36AA on an administrative charge imposed under section 36	<i>Tier 3 Science</i> <i>Tier 5 Regulation</i>
36AA(3)	<i>Adopt policy for discounting administrative charges</i>	<b>Retained by Council</b>
36AAB(1)	Power to remit the whole or part of a charge	<i>Tier 3 Science</i> <i>Tier 5 Regulation</i>
36AAB(2)	Authority to determine to not perform an action to which a charge applies until the charge has been paid in full	<i>Tier 3 Science</i> <i>Tier 5 Regulation</i>
<b>Proposals of National Significance</b>		
149ZD	Power to recover costs incurred by the Council from the applicant	<i>Tier 3 Science</i> <i>Tier 3 Regulation</i>
<b>Emergency works</b>		
331	Authority to seek reimbursement of Council's costs for emergency works	<i>Tier 2 GM Public Transport</i> <i>Tier 2 GM Catchment Management</i> <i>Tier 3 Regulation</i>
<b>Proposals of national significance</b>		
142	<i>Request the Minister to call in a matter that is or is part of a proposal of national significance</i>	<b>Retained by Council</b>
149E	Power to make or withdraw a submission on behalf	<i>Tier 3 Regulation</i>

	of Council on matter of national importance	<i>Tier 3 Policy</i> <i>(see submissions policy)</i>
149F	Power to make or withdraw a further submission on a proposed plan, change or variation	<i>Tier 3 Regulation</i> <i>Tier 3 Policy</i> <i>(see submissions policy)</i>
149I	Power to withdraw a notified change or variation to a proposed plan subject to limits	<i>Tier 3 Regulation</i> <i>Tier 3 Policy</i>
149K	Power to make suggestions about who should be appointed to a board	<i>Tier 3 Regulation</i> <i>Tier 3 Policy</i>
149M	Prepare a proposed plan or change as directed by the board of inquiry	<i>Tier 3 Regulation</i> <i>Tier 3 Policy</i>
149N	Prepare a proposed plan or change in consultation with the applicant and serve a copy on the Environmental Protection Agency	<i>Tier 3 Regulation</i> <i>Tier 3 Policy</i>
149T	Power to give notice on Council's behalf under s274 of matter referred directly to the Environment Court	<i>Tier 3 Regulation</i> <i>Tier 3 Policy</i>
149V	Power to lodge appeal to the High Court on question of law on Council's behalf	<i>See below (Court Proceedings - Resource Management Act 1991)</i>
149ZD	Power to recover costs incurred by the Council from the applicant	<i>See above (Administrative charges and cost recovery)</i>

### **National environmental standards**

44	Make a submission on a proposed national environmental standard	<i>Tier 3 Science</i> <i>Tier 4 Policy</i> <i>Tier 4 Regulation</i> <i>(see submissions policy)</i>
44A	Amend a plan or proposed plan to remove a duplication or conflict with a National Environmental Standard without using the process in Schedule 1	<i>Tier 2 GM Environment Management</i>

### **National policy statements**

49	Make or withdraw a submission to a Board of	<i>Tier 2 GM Environment</i>
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	Inquiry on a proposed national policy statement	<i>Management</i> <i>Tier 2 GM Public Transport</i> <i>Tier 2 GM Catchment Management</i> <i>(see submissions policy)</i>
55(2)	Make amendments in section 55(2) without using the process in Schedule 1, to give public notice of those amendments and to make other amendments as required using the process in Schedule 1 as soon as practicable  <u>Limitation</u>  This power does not include amendments to a regional policy statement or plan	<i>Tier 2 GM Environment Management</i>
55(2)	<i>Make amendments in section 55(2) to a regional policy statement or plan without using the process in Schedule 1</i>	<b>Retained by Council</b>
55(3)	<i>Take any action directed by a national policy statement</i>	<b>Retained by Council</b>

## Water Conservation Orders

<b>Water Conservation Orders</b>		
201	<i>Power to apply to the Minister for a Water Conservation Order</i>	<b>Retained by Council</b>
205	Power to make a submission to a tribunal concerning an application made under section 204	<i>Tier 3 Regulation</i> <i>Tier3 Policy</i> <i>(see submissions policy)</i>
211	Authority to represent GWRC at an inquiry conducted by the Environment Court under section 210 of this Act	<i>Tier 3 Policy</i> <i>Tier 6 Regulation</i>

## Subdivision and reclamations

234	Apply to territorial authority to vary or cancel instrument creating esplanade strip on Council land	<i>Tier 2 GM Environment Management</i> <i>Tier 2 GM Public Transport</i> <i>Tier 2 GM Catchment Management</i>
237B	Acquire, on behalf of the Council, an easement over land	<i>Tier 2 GM Environment Management</i>

		<i>Tier 2 GM Public Transport</i>
		<i>Tier 2 GM Catchment Management</i>
237C	Close an esplanade strip or access strip to the public	<i>Tier 2 GM Environment Management</i> <i>Tier 2 GM Public Transport</i> <i>Tier 2 GM Catchment Management</i>
237D	Power to declare, subject to receiving agreement from the relevant territorial authority, that an esplanade reserve or bed of river or lake shall vest in the regional council	<i>Tier 2 GM Environment Management</i> <i>Tier 2 GM Public Transport</i> <i>Tier 2 GM Catchment Management</i>
245	Power to approve a plan of survey of a reclamation	<i>Tier 4 Regulation</i>
355A	Power to grant a coastal permit consenting to reclamation of land that had been reclaimed from coastal marine area unlawfully	<i>Tier 4 Regulation</i>
355B	Power to seek enforcement order against person who unlawfully reclaimed land from the coastal marine area and take any necessary action to remove unlawfully reclaimed land from the coastal marine area	<i>Tier 3 Regulation</i>
<b>Occupation of the common marine and coastal area</b>		
165D	Power to refuse to receive applications for coastal permits	<i>Tier 3 Regulation</i>
165E	Power to grant a coastal permit authorising activity in aquaculture settlement area (to the extent authorised by section)	<i>Tier 3 Regulation</i>
165I	Duty to by public notice and in accordance with the regional coastal plan, offer authorisations for coastal permits for the occupation of space in the common marine and coastal area.  Duty to give the Minister notice before making an offer of authorisation.	<i>Tier 3 Regulation</i>
369(4)	Power to grant a discharge permit or coastal permit to do something that would otherwise	<i>Tier 4 Regulation</i>

	contravene section 15 and does not meet the minimum standards of water quality in certain circumstances	
<b>Ministerial approval of use of method of allocating authorisations</b>		
165L	<i>Request the Minister to approve a method for the allocation of authorisations for the space in the common marine and coastal area</i>	<b>Retained by Council</b>
165N	If the request under s165L is declined, publicly notify that applications may be made for coastal permits to occupy the space that was the subject of the request by public tender of authorisations.	<i>Tier 3 Policy</i>
165P	Duty to publicly notify authorisation method made by the Minister under 165N	<i>Tier 3 Policy</i>
<b>Authorisations</b>		
165X	<i>Accept, reject and call for offers for authorisations, negotiate with any person who made an offer and give written notice of the decisions with reasons</i>	<b>Retained by Council</b>
165Y	Duty to grant an authorisation if an offer is accepted or an agreement is reached under 165X	<i>Tier 3 Policy</i>
<b>Ministerial powers in relation to applications for coastal permits to undertake aquaculture activities in common marine and coastal area</b>		
165ZB and 165ZD	<i>Request the Minister of Aquaculture to suspend the receipt of applications for coastal permits to occupy space for the purpose of aquaculture activities</i>	<b>Retained by Council</b>
165ZD and 165ZFA	Provide further information on request of the Minister for Aquaculture	<i>Tier 3 Policy</i>
<b>Ministerial power to direct applications for coastal permits to undertake aquaculture activities in common marine and coastal area to be processed and heard together</b>		
165ZF	Request the Minister of Aquaculture to direct GWRC to process and hear together applications for coastal permits to occupy the space for the purpose of aquaculture activities	<i>Tier 3 Policy</i>
165ZD and 165ZFA	Provide further information on request of the Minister for Aquaculture	<i>Tier 3 Policy</i>
<b>Processing and hearing applications for coastal permits</b>		
165ZFE(4)	Determine an applicant's request to have all affected applications determined by the Environment Court	<i>Tier 3 Policy</i>
165ZFE(6)	Prepare a report under section 165ZFE(6) in accordance with section 87F(4) to (6)	<i>Tier 3 Policy</i>

165ZFE(11)	Cancel an applicant's affected application if applicant does not lodge a notice of motion	<i>Tier 3 Policy</i>
165ZFG	Provide views to Minister for Aquaculture on whether Minister should call in an affected application	<i>Tier 3 Policy</i>

## Designations

<b>Notice of Requirement</b>		
168	Power to lodge and withdraw notice requirement to the territorial authority	<i>Tier 2 GM Environment Management</i>  <i>Tier 2 GM Catchment Management</i>
169	Lodge or withdraw a submission	<i>See below(Lodging submissions)</i>
172	Power as requiring authority to accept, reject or modify a territorial authority's recommendations on requirements for a designation	<i>Tier 2 GM Environment Management</i>  <i>Tier 2 GM Catchment Management</i>
174	Lodge, withdraw or oppose an appeal to the Environment Court	<i>See below(Court Proceedings – Resource Management Act 1991)</i>
176	Power to give written consent in relation to land subject to Council designation	<i>Tier 2 GM Environment Management</i>
176A	Submit an outline plan to the territorial authority  Power to determine whether to make changes requested by territorial authority	<i>Tier 2 GM Catchment Management</i>
177	Power, as requiring authority to do anything in respect of land subject to existing designation or heritage order	<i>Tier 2 GM Environment Management</i>  <i>Tier 2 GM Catchment Management</i>
178	Power as requiring authority, to give written consent to person wishing to conduct work on an area subject to a requirement for a designation.	<i>Tier 2 GM Environment Management</i>  <i>Tier 2 GM Catchment Management</i>
179	Lodge, withdraw or oppose an appeal to the Environment Court against a refusal of consent by a requiring authority	<i>See below (Court Proceedings – Resource Management Act 1991)</i>
180	Power, as requiring authority to transfer rights and responsibilities for designations to another requiring authority	<i>Tier 2 GM Environment Management</i>  <i>Tier 2 GM Catchment Management</i>

181	Power, as requiring authority to give notice to the territorial authority of its requirement to alter the designation	<i>Tier 2 GM Environment Management</i> <i>Tier 2 GM Catchment Management</i>
182	Power, as requiring authority, to determine that it no longer wants a designation or part thereof.	<i>Tier 2 GM Environment Management</i> <i>Tier 2 GM Catchment Management</i>
184	Power, as requiring authority to make a decision not to fix a longer period on a designation	<i>Tier 2 GM Environment Management</i> <i>Tier 2 GM Catchment Management</i>

## **Enforcement and compliance**

### **Enforcement officers**

38	Appoint enforcement officers to carry out all or any of the functions and powers as an enforcement officer under the RMA.	<i>Chief Executive</i>
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### **Enforcement orders**

316, 320	Power to apply to the Environment Court for an enforcement order or an interim enforcement order.	<i>Tier 3 Regulation</i>
318	Power and duty to be heard in respect of application	<i>Tier 4 Regulation</i>
321	Power, if directly affected, to apply to change or cancel an enforcement order	<i>Tier 3 Regulation</i>

### **Abatement notices**

325	Duty to respond to Environment Judge (if they so request) before a decision on an abatement notice appeal is made	<i>Tier 4 Regulation</i>
325A	Determine that an abatement notice be cancelled, changed or confirmed	<i>Tier 4 Regulation</i>

### **Other**

329	Issue a direction during a period of serious temporary shortage of water	<i>Tier 3 Regulation</i>
330	Power to action emergency works and/or other preventative measures to contain or minimise adverse effects on the environment	<i>Tier 2 GM Public Transport</i> <i>Tier 2 GM Catchment Management</i> <i>Tier 6 Regulation</i>
334	Authority to make application to the District Court for a warrant for entry for search where there are	<i>Tier 3 Regulation</i>

	reasonable grounds to believe an offence against the Resource Management Act 1991 has been or is suspected of having been committed that is punishable by imprisonment	<i>Tier 3 Science</i>
<b>Offences</b>		
338	Make decision for Council to prosecute for offences against Resource Management Act 1991.	<i>Tier 2 Environment Management and Tier 3 Regulation (acting jointly)</i>
338	Authority to file a charging document on decisions to prosecute for offences provided that such ability shall only be exercised once the decision to prosecute has been approved	<i>Tier 3 Regulation</i>
338	Authority to withdraw a charging document that has been laid in relation to a prosecution	<i>Tier 3 Regulation</i>
343C(4)	Commence, withdraw or join proceedings in respect of an offence to which an infringement notice relates	<i>Tier 4 Regulation</i>
<b>Objections</b>		
357D	Determine any objection made under sections 357, and 357A and 357B  <u>limitation</u> Power only applies where objection resolved and no hearing is required	<i>Tier 3 Regulation</i>
357, 357A & 357B	Power, as requiring authority, to object to certain decisions by territorial authorities	<i>Tier 2 GM Environment Management</i>  <i>Tier 2 GM Public Transport</i>  <i>Tier 2 GM Catchment Management</i>
357C	Power to agree to a resolution to an objection	<i>Tier 4 Regulation</i>
<b>Approvals on behalf of the Council</b>		
General	Give, or decline to give, written approval on behalf of the Council to a resource consent application, and withdraw any written approval given	<i>Tier 3 Policy</i>
General	Give, or decline to give, written approval on behalf of the Council to a resource consent application, and withdraw any written approval given as a landowner or neighbour	<i>Tier 2 GM Corporate Services/CFO</i> <i>Tier 2 GM Environment Management</i> <i>Tier 2 GM, Catchment Management</i>

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*Tier 2 GM, Public Transport*

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## Acquisition

86	<i>Acquire land by agreement under the Public Works Act 1981</i>	<i>Tier 2 GM Corporate Services/CFO</i>
415	<i>Take, purchase, or acquire the whole or part of any deemed mining permit as a public work under the Public Works Act 1981 or by agreement or otherwise</i>	<b>Retained by Council</b>

## Lodging submissions

44	Make a submission on a proposed national environmental standard	<i>Tier 2 GM Environment Management</i>  <i>(see submissions policy)</i>
49	Make a submission to a Board of Inquiry on a proposed national policy statement in accordance with section 49	<i>Tier 2 GM Environment Management</i>  <i>(see submissions policy)</i>
96	Lodge or withdraw a submission on behalf of the Council	<i>Tier 4 Policy</i>  <i>(see submissions policy)</i>
149E, 149F	Lodge or withdraw a submission or further submission to the EPA	<i>Tier 3 Policy</i>  <i>Tier 3 Regulation</i>  <i>(see submissions policy)</i>
169, 190	Provide further information requested on Notice of Requirement  Lodge or withdraw a submission	<i>Tier 2 GM Environment Management</i>  <i>Tier 2 GM Catchment Management</i>  <i>Tier 2 GM Public Transport</i>  <i>(see submissions policy)</i>
293	Lodge or withdraw a submission or further submission on behalf of the Council	<i>Tier 3 Policy</i>  <i>Tier 3 Science</i>
Schedule 1, Clause 6 and 8	Lodge or withdraw a submission or further submission on behalf of the Council	<i>Tier 4 Policy</i>  <i>(see submissions policy)</i>

## Court Proceedings - Resource Management Act 1991

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**Environment Court**

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120	Lodge, withdraw or oppose an appeal to the Environment Court	<i>Tier 3 Regulation</i> <i>Tier 3 Science</i>
174, 179, 192, 195, Schedule 1, Clause 14, Clause 27	Lodge, withdraw or oppose an appeal to the Environment Court	<i>Tier 2 GM Environment Management</i> <i>Tier 2 GM Catchment Management</i> <i>Tier 2 GM Public Transport</i>
267	Authority to represent the Council at a conference and make decisions on matters that may reasonably be expected to arise at the conference	<i>Tier 4 Policy</i> <i>Tier 4 Regulation</i>
268	Agree or disagree that a member of the Environment Court who conducts an ADR process is not disqualified from resuming his or her role to decide a matter	<i>Tier 4 Policy</i> <i>Tier 4 Regulation</i>
268A	Settle a dispute or issues at stake at alternative dispute resolution sessions  Make decisions on matters that may reasonably be expected to arise at the conference	<i>Tier 4 Policy</i> <i>Tier 4 Regulation</i>
272	Decide to appear at proceedings before the Environment Court and call evidence for the Council	<i>Tier 3 Policy</i> <i>Tier 4 Regulation</i>
274	Lodge, withdraw or oppose a notice of intention to become an interested party to Environment Court proceedings under section 274  As a section 274 party, oppose the withdrawal or abandonment of proceedings and step into the shoes of the appellant withdrawing the appeal	<i>Tier 3 Policy</i> <i>Tier 4 Regulation</i>
278 and 279	Seek, withdraw or oppose orders in accordance with sections 278 and 279 of the RMA	<i>Tier 2 GM Environment Management</i>
280	Power to apply to an Environment Judge for leave to make an application for review of order made by an Environment Commissioner. If leave is granted, may apply to the Environment Court for a review.	<i>Tier 2 GM Environment Management</i>
281	Lodge, withdraw or oppose an application for a waiver or direction in accordance with section 281 of the RMA	<i>Tier 3 Regulation</i>
281B	Lodge an application to an Environment Court Judge to reconsider the exercise of a power by a	<i>Tier 3 Regulation</i>

## Registrar

285	Authority to approve an application for costs, respond to an application for costs, or waive the pursuit of costs in Court proceedings	<i>Tier 3 Regulation</i>
286	File an order for costs in the District Court	<i>Tier 3 Regulation</i>
291	Lodge, oppose or withdraw a Notice of Motion (or originating application) with the Environment Court seeking an order and give or withdraw notice of a wish to be heard on an application	<i>Tier 3 Regulation</i>
294	Apply to the Environment Court for a rehearing of proceedings	<i>Tier 2 GM Environment Management</i>
308G 311	Lodge, withdraw, join or oppose an application for declaration with the Environment Court	<i>Tier 2 GM Environment Management</i>
<b>High Court</b>		
149V	Power to lodge appeal to the High Court on question of law on Council's behalf	<i>Tier 3 Policy</i> <i>Tier 3 Regulation</i>
299 & 300	Lodge, withdraw, oppose or join an appeal to the High Court and any related applications or proceedings  Settle a dispute or issues at stake at mediation or other dispute resolution sessions  Approve Consent Memoranda, draft Consent Orders, side agreements or other documents required to settle a matter	<i>Tier 3 GM Environment Management</i>
301	Give or withdraw notice of intention to appear and be heard on appeal in High Court proceedings	<i>Tier 3 Regulation</i>
305	Lodge, withdraw, oppose or join an appeal to the High Court	<i>Tier 3 Regulation</i>
306	Lodge, withdraw or respond to an application for an extension of time	<i>Tier 3 Regulation</i>
<b>Court of Appeal and Supreme Court</b>		
308 RMA and Subpart 8 of Part 6 Criminal Procedure Act 2011	Lodge, withdraw, join or otherwise respond to an application for leave to appeal to the Court of Appeal, a Notice of Appeal to the Court of Appeal or any related applications or proceedings and be heard in relation to any application or proceedings.  Settle a dispute or issues at stake at mediation or	<i>Tier 2 GM Environment Management</i>

other dispute resolution sessions.

Approve Consent Memoranda, draft Consent Orders, side agreements or other documents required to settle a matter.

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## **Resource Management (Simplifying and Streamlining) Amendment Act 2009**

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Duty to determine applications or matters lodged before the commencement of this Act (1 October 2009) in line with the Resource Management Act 1991 in place at that time. This includes the powers, functions and duties preliminary to determining matters or applications under the RMA in place at that time.	<i>Tier 4 Regulation</i>
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## **Resource Management Act 1991 Regulations**

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### **Resource Management (Measurement and Reporting of Water Takes) Regulations 2010**

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Clause 9	Approval to measure water taken each week (instead of each day)	<i>Tier 4 Regulation</i>
Clause 10	Approval to use device or system installed near (instead of at) location from which water taken	<i>Tier 4 Regulation</i>
Clause 11	Power to revoke approval granted under clause 9 or 10	<i>Tier 4 Regulation</i>

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### **Resource Management (Forms, Fees, and Procedure) Regulations 2003**

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Clause 10A(2)	Power as consent authority to require a notice to be affixed in a conspicuous place	<i>Tier 4 Regulation</i>
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### **Resource Management (Transitional, Fees, Rents and Royalties) Regulations 1991**

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5	Power to require additional fees for the costs associated with a hearing committee considering application for a restricted coastal activity	<i>Tier 5 Regulation</i>
6	Power to require administrative charges associated with monitoring and supervision of that resource consent	<i>Tier 5 Regulation</i>
7C	Power to fix an additional charge to recover actual or reasonable costs of administering, monitoring, and supervision of the permit, licence, or other authorisation	<i>Tier 5 Regulation</i>

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**Committee** Council  
**Author** Kat Banyard, Environmental Policy Project Advisor

## **Wellington Harbour and Hutt Valley Whaitua Committee establishment and terms of reference**

### **1. Purpose**

This report seeks Council's approval for:

- The establishment of the Wellington Harbour and Hutt Valley Whaitua Committee as an advisory body of Council
- To continue with the current Schedule 1 Resource Management Act 1991 (the RMA) process and to not take the alternative collaborative planning process
- The Wellington Harbour and Hutt Valley Whaitua Committee terms of reference
- The process for identifying suitable candidates for appointment to the Wellington Harbour and Hutt Valley Whaitua Committee

### **2. Whaitua Committee Name**

For the purposes of this paper, the Committee covering the areas of the Wellington Harbour (Port Nicholson), the Hutt Valley and Wainuiomata is referred to as the Wellington Harbour (Port Nicholson) and Hutt Valley Whaitua Committee (identified in figure 1). We are currently working with our iwi partners to collaboratively agree a name for this Committee.

### **3. Background**

The establishment of whaitua committees as a method for implementing the National Policy Statement for Freshwater Management (NPS-FM) was noted by Council at its meeting on 12 December 2012 (Report 12.531). Each whaitua committee will use a collaborative model to develop recommendations for land and water management in their whaitua and recommend limits for quantity and quality. The whaitua programme aims to improve the integration of activities and achieve better resource management practices that reflect local aspirations. Two whaitua committees have been established to date - the Ruamāhanga

Whaitua Committee and Te Awarua-o-Porirua Whaitua Committee. Both Committees are expected to present their Whaitua Implementation Programmes (WIPs) to Council in 2018.

The Wellington Harbour and Hutt Valley Whaitua Committee (the Committee) is the third of the five whaitua to be established. The Kāpiti Coast and Wairarapa Coast whaitua processes will be established in the coming years. The NPS-FM sets a deadline of 2025 for catchment limits to be set in regional plans.

The general boundaries of the five whaitua across the catchment are illustrated in Figure 1.

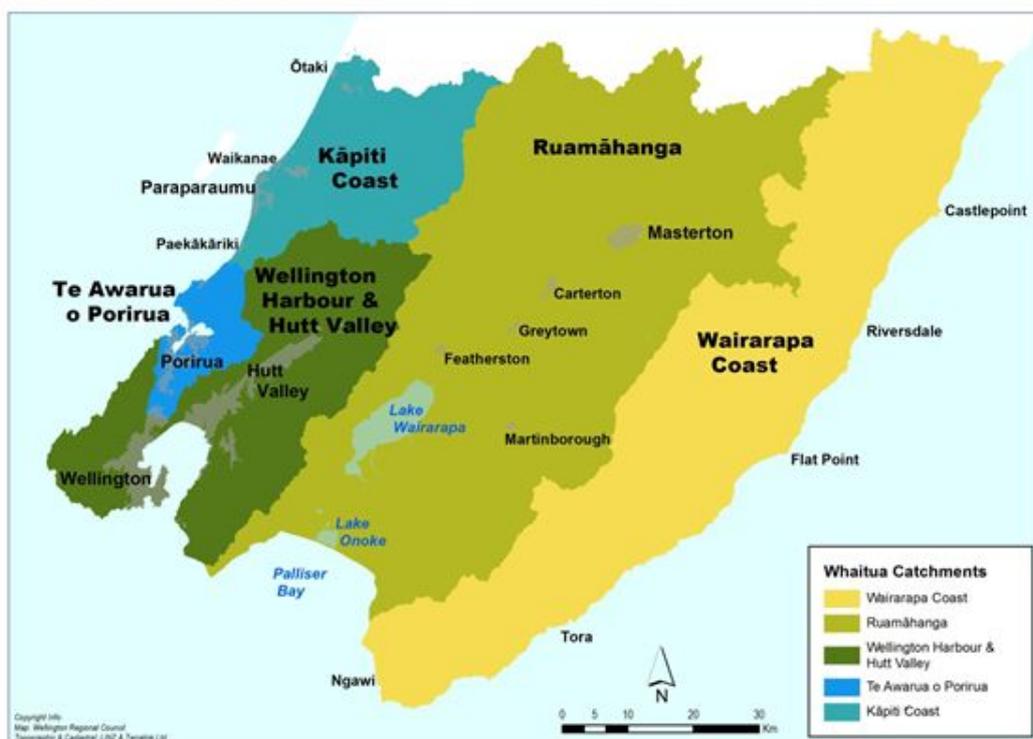


Figure 1: Map of five whaitua

#### 4. Partnership

Greater Wellington Regional Council (GWRC) will work collaboratively with two mana whenua partners in developing the whaitua programme for the Wellington Harbour and Hutt Valley:

- Te Rūnanga o Toa Rangatira Incorporated
- The Port Nicholson Block Settlement Trust.

Both mana whenua partners have been operating in the post settlement environment for a number of years since settling their historical claims with the Crown. The whaitua programme enables Council to consolidate and build on the existing structures and processes it has with mana whenua partners to achieve improved benefits for the whole community.

The principles that guided Te Upoko Taiao – Natural Resource Management Committee in the review of the regional plan will also form the basis of guiding principles to the Committee in their decision making. These principles are:

- *Ki uta ki tai* (interconnectedness) – the recognition that natural and physical resources are interconnected, reliant on one another and need to be managed as a whole
- *Wairuatanga* (identity) – a recognition of connections between natural processes and human cultures
- *Kaitiakitanga* (guardianship) – the understanding that these all have a role as guardians of the natural environment
- *Tō mātou whakapono* (judgement based on knowledge) – understanding that our actions and decisions need to be considered and based on the best available information, and
- *Mahitahi* (partnership) – that in good faith GWRC, iwi and other sectors of the community work collaboratively in the development and implementation of the second generation regional plan.

## 5. **Schedule 1 planning process vs new collaborative planning pathway**

Amendments to the RMA in 2017 have introduced a collaborative planning process as an alternative to Schedule 1 for freshwater plan and limit setting processes. GWRC faces a choice of which pathway to take, with the legislation requiring a decision to be made prior to the start of the process.

Advice has been requested from an independent expert, Andrew Schollum, MartinJenkins, on the strengths of the new collaborative planning process as an alternative option to Schedule 1 of the RMA. This advice is in [Attachment 1](#).

As the advice notes, the whaitua process itself represents a step forward in planning processes as it is a community-driven, science-informed and participatory plan-making process. The choice here is not between a collaborative and non-collaborative pathway. The choice is between ‘Schedule 1 plus’ (our current approach including the use of collaborative whaitua processes) and the new alternative collaborative planning process which is intended to promote and support much of what ‘Schedule 1 plus’ has been designed to achieve.

Officers are recommending that GWRC continues with the current ‘Schedule 1 plus’ process in line with the advice. While the alternative collaborative planning process could bring advantages, such as a built-in independent review process, it is outweighed by the risk of upfront litigation, the complexity of the collaborative planning process, and the unknown effect it may have on participants’ ability to collaborate. While the alternative collaborative planning process appears to have reduced appeal rights, the complex nature of those rights is unlikely to lead to a faster or cheaper process.

If Council wanted to go down the alternative collaborative planning pathway, then further amendments to the terms of reference and representation on the Committee would be required (there are restrictions on the number of elected members). This would then come back to Council for approval to consult on the draft terms of reference. The time required to set up the new Committee through the alternative collaborative process would depend on the level of litigation in relation to process initiation.

The remainder of this report presumes continuation of the current ‘Schedule 1 plus’ process.

## **6. Wellington Harbour and Hutt Valley Whaitua Committee**

### **6.1 The role of the Committee**

The Wellington Harbour and Hutt Valley Whaitua Committee will be an advisory body established by GWRC. The Committee’s role of developing a WIP will be carried out in an open, communicative and collaborative manner, inclusive of the community, partners and stakeholders.

### **6.2 Representation on the Committee**

#### **6.2.1 Representation from GWRC and partners**

Representation from GWRC and partners on the Committee is recommended as follows:

- GWRC – 2 elected Councillors
- Te Upoko Taiao – 2 appointed iwi members
- Port Nicholson Block Settlement Trust – 1 representative
- Te Rūnanga o Toa Rangatira Incorporated – 1 representative
- Wellington City Council – 1 elected Councillor
- Hutt City Council – 1 elected Councillor
- Upper Hutt City Council – 1 elected Councillor
- Wellington Water – 1 representative.

This representation arrangement includes more representatives than previous whaitua committees, to better represent the diverse communities of the whaitua, and mitigate the risks identified at the joint Environment Committee and Te Upoko Taiao workshop from having a single whaitua vs two separate ones. This also responds to a request made by Wellington Water to have a representative on the Committee.

Representatives will be nominated by their respective organisations and approved by GWRC.

### 6.2.2 Representation from community members

Eight community members are suggested to sit on the Wellington Harbour and Hutt Valley Whaitua Committee. The selection of community members to the Committee will be based on leadership, rather than a representation model. The community members will need to be local leaders, with the skills to work in a collaborative environment and the ability to engage with people across the community. The community members will not be on the Committee to represent a particular organisation, interest group or sector of the community. They will be people who have the respect of and standing within the community who will be able to take part in and communicate the whaitua process competently.

### 6.2.3 Mātāwaka

It is proposed that Council encourage mātāwaka groups to become involved in the community representative aspects of this whaitua process. Mātāwaka have established marae and relationships with the community throughout the region over many years. The greatest concentration of mātāwaka marae is located in the Wellington and Hutt areas.

Part 6 section 81(1)(a) of the Local Government Act 2002 facilitates participation of Māori in local government. Local government is charged with the responsibility to provide opportunities for Māori to contribute to its decision-making processes. These provisions apply to all Māori in the city, district, or region. They acknowledge that Māori other than mana whenua may be resident in the area.

In 2016, Council signalled it would ‘work collaboratively with mātāwaka on whole-of-community issues’ in its Maori Partnership Framework. ‘Whole-of-community issues’ refers to any issues that involve all sectors of the community. Examples include the whaitua programmes and Council’s Long Term Plan.

## 6.3 Whaitua Implementation Programme (WIP)

The Wellington Harbour and Hutt Valley Whaitua Committee will make recommendations to Council through a WIP. This WIP will contain strategies and actions which will form a programme of work to implement the National Policy Statement for Freshwater Management within the whaitua. They may include recommendations for both statutory and non-statutory actions and methods.

The Committee’s WIP will include, but is not limited to:

- An assessment of Region-wide objectives contained in the proposed or operative regional plan, as they relate to the whaitua
- Specific whaitua objectives for water quality and quantity outcomes
- Discharge limits, for sediment, nutrients and other contaminants if appropriate, including setting timeframes and priorities, and management methods, to achieve freshwater and coastal objectives

- An assessment of, and recommendations to alter, existing water allocation limits to achieve identified objectives for the whaitua
- Identification of mana whenua values and interests in the harbour and fresh water, and how these might be reflected in the regional plan
- Programmes or activities that will support or contribute to the achievement of the established objectives for water quality and quantity outcomes, including such tools as environmental accords and post-settlement arrangements
- Opportunities for the active integration of existing programmes and plans to achieve the objectives and targets for water quality and quantity outcomes.

Once the WIP is completed, the Wellington Harbour and Hutt Valley Whaitua Committee will present the WIP to Council for approval. Following approval, regulatory methods will be referred to Te Upoko Taiao – Natural Resource Management Committee for incorporation into the regional plan, through a plan change process. Non-regulatory recommendations will also be developed further within GWRC and in conjunction with relevant external organisations. The Committee may also recommend that any non-regulatory proposals within the WIP be considered in the development of the next Long Term Plan.

Should the Council not wish to approve any specific elements of the regulatory proposals within the WIP, those specific elements of the regulatory proposals shall be referred back to the Committee for further consideration and development.

#### **6.4 Terms of Reference**

GWRC is responsible for the approval of the terms of reference for the Wellington Harbour and Hutt Valley Whaitua Committee. The terms of reference detail the purpose and function, responsibilities, membership and remuneration of the whaitua committee.

The proposed terms of reference for the Committee are set out in [Attachment 2](#).

##### **6.4.1 Timeframe for the process**

It is expected the process will take three years to complete. The Committee will cease to exist once the Council has accepted the regulatory proposals within the WIP.

There is a significant time commitment for Committee members, including attending workshops and meetings, engagement events with community and stakeholders, and fieldtrips. There is an expectation of consistent attendance in order to keep up with the process.

##### **6.4.2 Remuneration**

The terms of reference include an honorarium and travel expenses for the Committee Chairperson and members. This is consistent with the amount currently paid to the Ruamāhanga Whaitua Committee and Te Awarua-o-

Porirua Whaitua Committee. It is expected the level of time commitment will be similar.

#### 6.4.3 Alternates

Wellington City Council has requested that the terms of reference allow territorial authorities to nominate alternates to allow full participation by each party in the whaitua process. Offices recommend that the terms of reference do not allow this. Any agreement to have alternates would need to apply to all Committee members, for consistency. The collaborative process requires consensus decision making (all members to agree). Having alternates creates a significant risk to the ability of the Committee to develop the necessary relationships and understanding needed to come to a consensus.

### 6.5 Committee appointment process

In accordance with GWRC's policy for the appointment of members to advisory groups, the appointment process for the Wellington Harbour and Hutt Valley Whaitua Committee will follow these steps:

- Position description prepared, identifying the purpose, competencies for the role, and the process for seeking nominations
- Advertising for potential candidates
- Potential candidates identified
- Assessment of candidates and shortlisting by the nominations evaluation group
- Nominations evaluation group interviews and makes recommendations
- Recommendations on Committee members presented to Council to make appointments.

It is expected advertising for potential candidates will start in February 2018, with recommended members appointed to the Wellington Harbour and Hutt Valley Whaitua Committee by Council by May 2018.

#### 6.5.1 Nominations evaluation group

The nominations evaluation group will shortlist and interview candidates for the Committee.

GWRC's policy on advisory body appointments says the nominations evaluation group should consist of:

- The Council Chairperson
- The Chairperson of the relevant Council Committee
- The relevant General Manager.

For previous whaitua committees, Council agreed to a nominations evaluation group that differed from the policy. Officers recommend that Council follow a similar process to previous whaitua, by having the evaluation group consist of:

- One elected member of the GWRC
- One appointed member of Te Upoko Taiao – Natural Resources Plan Committee
- The General Manager responsible for the establishment and operation of the whaitua process.

## **7. Communication**

The Council's decision will be communicated to the partner organisations. Communication to the wider community will be through advertising for potential Committee candidates in 2018.

## **8. Consideration of Climate Change**

The matters requiring decision in this report have been considered by officers in accordance with the process set out in the GWRC Climate Change Consideration Guide.

### **8.1 Mitigation assessment**

*Mitigation assessments are concerned with the effect of the matter on the climate (i.e. the greenhouse gas emissions generated or removed from the atmosphere as a consequence of the matter) and the actions taken to reduce, neutralise or enhance that effect.*

Climate change mitigation is not the focus of the Committee's work, but as it progresses the Committee will look for co-benefits in their recommendations.

### **8.2 Adaptation assessment**

*Adaptation assessments relate to the impacts of climate change (e.g. sea level rise or an increase in extreme weather events), and the actions taken to address or avoid those impacts.*

Climate change adaptation is a very important consideration in the work of the Wellington Harbour and Hutt Valley Whaitua Committee. Climate change will impact on rainfall and river flows which will also directly impact contaminant generation and transport. This will be taken into account when setting freshwater objectives and limits. Once the Committee is underway, scientific modelling that supports the Committee's work will be commissioned and the findings incorporated into their recommendations.

## **9. The decision-making process and significance**

Officers recognise that the matters referenced in this report may have a high degree of importance to affected or interested parties.

The matters requiring decision in this report have been considered by officers against the requirements of Part 6 of the Local Government Act 2002 (the Act).

Part 6 sets out the obligations of local authorities in relation to the making of decisions.

### 9.1 Significance of the decision

Part 6 requires GWRC to consider the significance of the decision. The term 'significance' has a statutory definition set out in the Act.

Officers have considered the significance of the matter, taking the Council's significance and engagement policy and decision-making guidelines into account. Officers recommend that the matter be considered to have low significance, due to the procedural nature of the decision making.

Officers do not consider that a formal record outlining consideration of the decision-making process is required in this instance.

### 9.2 Engagement

Engagement on the matters contained in this report aligns with the level of significance assessed. In accordance with the significance and engagement policy, no engagement on the matters for decision is required.

## 10. Recommendations

*That the Council:*

1. *Receives the report.*
2. *Notes the content of the report.*
3. *Approves the establishment of the Wellington Harbour and Hutt Valley Whaitua Committee.*
4. *Approves the continuation of the current RMA Schedule 1 planning process*
5. *Approves the terms of reference for the Wellington Harbour and Hutt Valley Whaitua Committee as set out in Attachment 2*
6. *Approves the process for identifying suitable candidates for the Wellington Harbour and Hutt Valley Whaitua Committee as set out in section 6.5*

Report prepared by:      Report approved by:      Report approved by:      Report approved by:

**Kat Banyard**  
Project Advisor

**Alastair Smail**  
Team Leader –  
Whaitua

**Matthew Hickman**  
Manager –  
Environmental Policy

**Nigel Corry**  
General Manager

**Attachment 1:** Advice from Andrew Schollum, Martin Jenkins, on Schedule 1 of the RMA

**Attachment 2:** Proposed terms of reference for the Wellington Harbour and Hutt Valley Whaitua Committee

## MEMO

**To:** Alastair Smaill  
**Copies:** Kat Banyard  
**From:** Andrew Schollum  
**Date:** 27 November 2017

**Subject:** Procedural track for plan-making: Wellington / Hutt Valley Whaitua

### Purpose

1. Greater Wellington Regional Council (Greater Wellington) is about to begin a freshwater objective and limit-setting process in the Wellington/Hutt Valley Whaitua. At the core of this process will be a Whaitua Committee comprising elected members, iwi representatives and community members. This committee will collaborate to generate recommendations that will influence the shape of regulatory land and water management plans in the Wellington/Hutt Valley area.
2. Until recently, the expectation is that these recommendations would be formalised through a subsequent statutory planning process set out in 'Schedule 1' to the Resource Management Act (RMA). Amendments to the Resource Management Act in 2017 have, however, introduced a new statutory process for plan making – the 'Collaborative planning process' – as an alternative to the Schedule 1 process. The choice between procedural plan-making pathways needs to be made at the outset of the planning process. Greater Wellington now faces that choice.<sup>1</sup>
3. This paper considers the relative merits of the two options and provides advice on which process would be preferable for Greater Wellington to follow – the standard (Schedule 1) planning process or the new Collaborative planning process.

### Approach

4. Prior to the recent changes to the RMA, Greater Wellington would have had no choice but to advance changes to policy statements and plans via Schedule 1 of the RMA. Accordingly,

<sup>1</sup> The recent amendments to the RMA also introduced a third procedural pathway for making plans – the Streamlined planning process. To gain access to this pathway Greater Wellington would need to seek and gain the approval of the Minister for the Environment. Assessment of this pathway was out of scope of this analysis. This Streamlined planning process is not an 'option' available to the council at its own discretion and this choice is not time bound – Greater Wellington could seek access to this pathway at any point in the Whaitua objective and limit-setting process. This option should be considered in due course.



Greater Wellington's freshwater planning-related processes have been designed and made against the backdrop of Schedule 1.

5. You are interested in the strengths of the new Collaborative planning process in relation to Schedule 1, as this new pathway represents an alternative option. Conversely, you are not seeking a general evaluation of the strengths and weaknesses of Schedule 1 itself, as this has been the topic of much analysis over the preceding decades.
6. In this memo, we provide some background to the emergence of the Collaborative planning process, identify and analyse the key differences between the new Collaborative planning process and the status quo of Schedule 1, and recommend a path forward.

## Overview and recommendation

### **The standard planning practice adopted by Greater Wellington is highly collaborative**

7. Greater Wellington staff have adopted and refined processes and practices, and geared their capabilities and capacity to service community-driven, science-informed and participatory land and water management plans. This approach is at the cutting edge of planning practice in New Zealand and means that, when selecting which planning process to follow, Greater Wellington does not face a choice between a non-collaborative approach (Schedule 1) and a collaborative approach (Collaborative planning process).
8. Rather, Greater Wellington faces a choice between 'Schedule 1 *plus* a locally-designed and refined overlay of collaborative practice', and the new Collaborative planning process which is intended to promote and support much of what Greater Wellington's Schedule 1 *plus* has been designed to achieve.

### **There are two key differences between Greater Wellington's Whaitua planning process and the new Collaborative planning process – mandatory review panel and re-engineered appeal provisions**

9. The status quo (Schedule 1 *plus*) and the Collaborative planning process are very similar – they both involve the formation of a broadly representative group of elected members, iwi and community members who are supported to develop consensus-based recommendations that drive the shape of regulatory land and water plans for a defined area.
10. The procedural steps in both process are very similar, aside from two key points of difference – the Collaborative planning process:
  - requires councils to establish an independent review panel to hear submissions on the proposed plan or policy statement that emerges from the collaborative process, and to make recommendations to the council for decision, and
  - makes substantial changes to the ability of parties to appeal council planning decisions.



### **The mandatory review panel adds rigour but increases complexity**

11. Introducing a review panel ensures an independent expert check of the collaborative group's recommendations, which will help safeguard the robustness and legality of the plan that is submitted formally to council for decisions.
12. While there are upsides to independent assessment, this introduces an additional process step that exacerbates the complexity of the plan-making process, clutters the context within which collaboration is to take place and potentially creates more avenues for procedural challenge. It could also indicate a lack of faith in the ability of council staff and Whaitua committee to work together with their community to develop robust planning provisions – potentially making it harder for parties to collaborate effectively.

### **Changes to merit appeal provisions aim to incentivise collaboration but are complex and controversial**

13. The provisions governing access to merit appeals are intricate and complex. Although a significant effort has been made to modify appeal rights to incentivise collaboration, they have become muddled by mixed incentives and the result is procedurally complex.
14. The level of support for changes to appeal provisions to incentivise collaboration over litigation have cooled noticeably – possibly because of the delay between the Land and Water Forum's recommendations in 2012 regarding the design of collaborative processes (including associated appeal rights) and the time it has taken for them to filter through into legislation.
15. Those parties who have been consistently opposed to changes to appeal rights to deliberately incentivise collaboration over litigation are likely to be waiting for the first opportunity to challenge the decisions of councils under the collaborative planning track. And the complex nature of the appeal provisions along with their evident internal tension provides plenty of opportunity for legal challenge.

### **Restrictions on elected members participation the collaborative group might not work for the Wellington Hutt Valley Whaitua**

16. A third difference between Greater Wellington's Schedule 1 *plus* and Collaborative planning processes is the latter's restriction on elected members participating in the collaborative group at the core of the plan-making process. Under Schedule 1 *plus*, Greater Wellington would be able to draft terms of reference that allow more than one elected member to participate in the group which, given the diversity of communities represented in the Wellington and the Hutt Valley Whaitua may be desirable in collaborative plan-making processes in this area. The Collaborative planning process allows one, but not more than one, elected member to participate in the collaborative group at the core of the collaborative plan making process.

### **The downsides of the Collaborative planning process outweigh the benefits**

17. The Whaitua planning process is highly collaborative and has the broad support of the regional council and community groups across the region. Greater Wellington staff have built the necessary capacity and capability to support this process, and staff, stakeholders and professional service providers are building familiarity with it. They are also familiar with the



requirements of the conventional Schedule 1 process, which is buttressed by well-established case law that clarifies interpretations, expectations and processes.

18. The Collaborative planning process has promise but it has elements that are complex and ripe for procedural challenge. It is unclear how the complex steps and contingent appeal rights set up by the Collaborative planning process will be interpreted by participants and the courts, and how they will influence the behaviour of participants in the collaborative process at its core. It is possible that the well-meaning intent behind this amendment could be overwhelmed by the complexity of the processes it has introduced – at least until litigation settles interpretation, and procedural norms emerge. The first council that opts to take this process should expect to be involved in significant procedural challenge.
19. Greater Wellington should stay with its current approach to plan-making under the Whaitua strategy (Schedule 1 *plus*) rather than opting to following the Collaborative planning process.

## Background – origin of the Collaborative planning process

### Groundswell of support for greater collaboration

20. Towards the end of the first decade of this century there was general frustration at what some characterised as the ‘decide announce defend’ approach to plan-making. This had prompted a groundswell of support greater collaboration on the design of regional planning frameworks for freshwater management.
21. These calls were picked up by the Land and Water Forum, (a grouping of key stakeholders in freshwater management, iwi, and representatives of regulatory authorities) which, in 2012, made a series of recommendations for reforming the freshwater plan-making and limit-setting processes – proposing changes to enhance opportunities for stakeholder, iwi and community input.
22. These recommendations gained broad, but not complete support among Forum members. The “collaborative spirit” of the approach proposed by the Forum did, however, influence changes made to the National Policy Statement for Freshwater Management (NPSFM) in 2014. These changes introduced an iterative process for identifying values and setting objectives for defined areas or ‘freshwater management units’.
23. Eventually, the Forum’s recommendations influenced the design of a formal track for collaborative plan-making, which was introduced into the Resource Management Act some five years after they were released.

### Statutory amendment is slow and practice moves on

24. In the five years between the release of these recommendations and their eventual introduction into law, the field of resource management moved on. Practice improved in response to consistent calls for greater collaboration. Freshwater plan-making limit-setting processes have become more open and iterative, and a culture of has emerged whereby councils seek to share information and facilitate dialogue between parties earlier in the plan-making process.



25. Greater Wellington, for instance, has divided its region into five Whaitua (integrated management areas) and adopted a formal process for engaging communities in designing and deciding on the regulatory framework for freshwater management. The processes and practices adopted by Greater Wellington staff have been designed explicitly to 'open' the plan-making process to public view and involve the public more actively in identifying and 'working through' the inevitable choices that need to be made as a balance is struck between parties with different values, world-views and objectives.
26. Greater Wellington is not alone in seeking to build place-based dialogue into its freshwater plan-making and limit-setting processes. Councils around the country have taken a lead from the Land and Water Forum and responded to the 2014 changes to the NPSFM by designing collaborative approaches that work local capabilities and resourcing levels.
27. A common refrain from these councils, however, has been that the current appeal provisions undermine genuine collaboration and allow parties to persist with an adversarial approach to plan-making – falling back on litigation at the end of the planning process to preserve and advance their interests.
28. The changes recommended by the Land and Water Forum in 2012 to facilitate greater collaboration were a catalyst for change, councils have responded by evolving their processes and practices of freshwater planning. The legislative changes in 2017 codify and bring consistency to those processes, and modify appeal provisions in an attempt to incentivise genuine collaboration.

## The status quo of planning practice in Wellington

### Terms of Reference for Whaitua Committees pre-empt legislative changes

29. The Terms of Reference governing the operation of Whaitua Committees sit at the core of Greater Wellington's approach to freshwater plan-making and limit-setting. These Terms of Reference:
  - establish the process for allocating members to the committee and the committee's make up
  - make it clear that each committee is to facilitate community and stakeholder engagement in the development of a non-statutory report recommending an approach (regulatory and non-regulatory) to integrating land and water management within each Whaitua
  - specify how each committee will operate in partnership with iwi,
  - spell-out the principles that will guide their work, including that decisions are to be by consensus
  - set specific time-bound expectations
  - clarify the relationship between the Whaitua Committee and the council in its role as decision-maker.



30. The structure and coverage of Greater Wellington's Terms of Reference are very similar to those required to formally constitute a collaborative group under the new statutory collaborative planning process – in many respects they effectively pre-empt the new statutory requirements.
31. Under these Terms of Reference and the broader approach to freshwater management in the region, Greater Wellington staff have adopted and refined processes and practices, and geared their capabilities and capacity to service community-driven, science-informed and participatory plan-making and limit-setting.
32. This approach represents a step forward for planning practice in New Zealand – a step forward that has been taken against the backdrop of the current 'Schedule 1' statutory procedural process for plan-making.
33. Accordingly, when Greater Wellington considers the choice of the Schedule 1 track versus the new Collaborative Planning Process track, it shouldn't conceive of this as a choice between a non-collaborative and a collaborative approach. Assuming Greater Wellington proposes to use the same collaborative processes in Wellington/Hutt Valley it has used in the Ruamāhanga and Te Awarua-o-Porirua Whaitua, it is in fact considering a choice between:
  - Schedule 1 *plus* a locally-designed and refined overlay of collaborative practice, and
  - a new planning track intended to promote and support much of what this overlay has been designed to achieve.

## Analysis of differences between Schedule 1 *plus* and the new statutory Collaborative planning process

### There is significant overlap between 'Schedule 1 *plus*' and the Collaborative planning process

34. The statutory provisions governing the Collaborative planning process require:
  - councils to notify the public of a decision to follow the collaborative planning process
  - councils to follow a prescribed process for appointing members to the collaborative group and setting terms of reference for the group
  - the collaborative group to produce a report in compliance with agreed terms of reference
  - councils to publicly notify the collaborative group's report and translate the report into a proposed policy statement, plan or plan change, then submit it to relevant iwi authorities for comment, prepare an evaluation (under section 32) and formally notify the proposed policy statement, plan or plan change
  - councils to manage a process for calling for, receiving and summarising submissions, and developing proposed responses those submissions
  - councils to establish a panel to review to hear submissions on the proposed policy statement, plan or plan change,



- the collaborative group, should it choose to, to appoint one of its members to attend the hearing and support the review panel,
  - the review panel to make recommendations on the proposed policy statement, plan or plan change,
  - the council to make a decision on the recommendations of the review panel.
35. The terms of reference and general process adopted by Greater Wellington for its Whaitua process largely matches these steps, only deviating in relatively minor ways (relating to the way Greater Wellington establishes its Whaitua committees and constructs its terms of reference – the Collaborative planning process requires more specific about the scope of matters it will cover in its report and a formal dispute resolution mechanism, and allows only one elected member to participate in the collaborative group at the core of the process).

**The mandatory introduction of an independent review panel is a key point of difference in the Collaborative planning process**

36. The provisions of the Collaborative planning process do, however, require the council to translate the collaborative group's report into regulatory provisions and establish a review panel to hear submissions on them and make recommendations to the council to consider formally as part of a decision-making process.
37. The current process adopted by Greater Wellington doesn't preclude the council from setting up an independent panel to hear and provide recommendations on the Whaitua committee's report, but it doesn't require it to do so as an additional step. Under the current process the expectation is that the regulatory recommendations of a Whaitua committee would be referred to Te Upoko Taiao (the Natural Resource Management Committee) for incorporation into a plan change process. Similarly, non-regulatory recommendations would be recommended to council for further development in conjunction with other parties that hold operational responsibilities. In general terms, the collaborative planning process inserts a mandatory independent review panel between the collaborative group and the council, while Greater Wellington's Schedule 1 *plus* retains the council as the formal recipient of the Whaitua Committee's report and recommendations.
38. The greater prescription of the collaborative planning process would arguably provide more certainty regarding the process of and timeframes for converting the recommendations of a collaborative group into plan provisions. Introducing an independent expert review of the collaborative group's recommendations would also help ensure that the provisions supplied to the council for formal decision-making are legally and technically sound.
39. While there are upsides to independent assessment, it could indicate a lack of faith in the ability of council staff and Whaitua committee to work together with their community to develop robust planning provisions. The review panel is essentially a panel of experts tasked with checking and revising the output of the collaborative planning process before it is submitted to decision-makers for formal consideration. This adds another step to the process –setting up internal tension between the collaborative group and review panel. It is difficult to say with certainty what effect this would have on the incentive to collaborate in good faith, but it certainly complicates the process. Given that access to appeal rights are tied to the way



council decision-makers respond to the recommendations of both the review panel and collaborative group there is likely to be conflict and uncertainty in the process, and plenty of opportunity for procedural challenge.

**The most important difference is the proposed changes to appeal provisions in the Collaborative planning process**

40. The provisions of the Collaborative planning process substantially alter the ability of parties to appeal the decisions of councils in an attempt to incentivise collaboration over litigation. If a council chooses to follow the collaborative planning process, parties can appeal to the Environment Court (not the High Court) on a question of law, or on the merit of a decision to:
  - change a provision of a proposed policy statement, plan or plan change in a way that is inconsistent with the recommendations of the review panel, or
  - include a provision in a proposed policy statement, plan or plan change that does not reflect a consensus position of the collaborative group, or
  - include a provision in a proposed policy statement, plan or plan change that relates to a designation or heritage order, that the requiring authority or heritage protection authority does not support.
41. The complexity of the provisions governing access to merit appeals show how hard it is to balance the dual objectives of giving due regard to the recommendations made by the review panel's independent experts and respecting the consensus position of the collaborative group whose work they are reviewing.
42. Given the obvious effort that has been made to balance these two objectives, it is somewhat surprising that councils have been given access to a seemingly broad exclusion allowing them to avoid merit appeal by recording in their decision that they have departed from recommendations provided to them to ensure the proposed policy statement or plan complies with parts 4, 5, and 8 of the RMA (and any other relevant provisions from other enactments). These are broad purpose and principle sections, which are open to interpretation and, if used, are likely to prompt procedural challenge.

**Support for changes to appeal rights to incentivise collaboration may have cooled and parties opposed to changes to appeal rights have many opportunities for challenge**

43. The delay between the Land and Water Forum's recommendations in 2012 regarding the design of collaborative processes (including associated appeal rights) and their eventual filtering through into legislation has somewhat slowed the momentum behind collaborative processes. In the meantime, some councils and other institutions – supportive of collaboration and buoyed by the evident support of many stakeholders at the national level – sought to use collaborative processes to develop plans and strategies. Some of these processes have struggled without clear procedural and design guidance, and without the time and support necessary to develop council and community capability to collaborate effectively.
44. These struggles have discouraged some parties who had previously supported collaborative processes, and the level of support for changes to appeal provisions to incentivise



collaboration over litigation appears to have cooled. Indeed, some key stakeholders in freshwater management appear to have retreated to their adversarial corners following combative / divisive local planning processes and a general election that perpetuated historical antagonism between rural and urban communities over water management.

45. At the same time parties who have been consistently opposed to changes to appeal rights to deliberately incentivise collaboration over litigation are likely to be waiting for the first opportunity to challenge the decisions of councils under the collaborative planning track, and the complex nature of the appeal provisions along with their evident internal tension provides plenty of opportunity for legal challenge.
46. It is difficult to anticipate where that challenge will materialise. Certainly the first council to opt for this process can expect a rocky road. Depending on the legal strategy of the inevitable opponents, challenge could come early in response to the process the council uses to allocate members to the collaborative group. Alternatively, given the introduction of the independent review panel as a procedural 'check' to ensure the provisions submitted for formal decision are legal and robust, challenge may come later once the substance of the plan and the council's response become clear.
47. Overall, although a significant effort has been made to modify appeal rights to incentivise collaboration, the outcomes has become muddled by mixed incentives and the result is complex and highly likely to mean the first council to opt for this track will become locked in expensive and time-consuming legal challenge. This is directly counter to the objective, but may be the consequence of innovative legislation – procedural challenge may be a necessary and unavoidable step on the path towards unlocking the potential benefit of this new planning process.

**Andrew Schollum**

Lead, Natural Resources

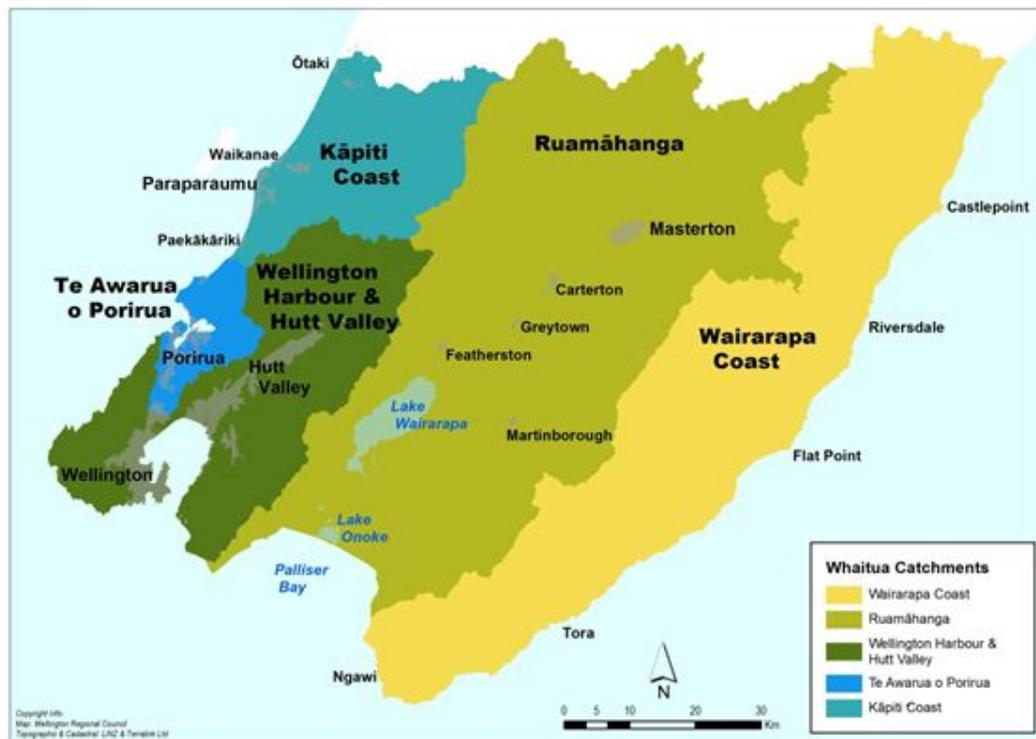


## Wellington Harbour and Hutt Valley Whaitua Committee – Terms of Reference

‘Whaitua’ is a traditional Te Reo Māori term for a designated area.

The Regional Plan utilises the word ‘whaitua’ to describe a catchment or sub-catchment (zone) managed as an integrated system.

The area of the Wellington Harbour and Hutt Valley Whaitua is shown on the map below.



### Purpose and function

The purpose of the Wellington Harbour and Hutt Valley Whaitua Committee is to facilitate community and stakeholder engagement in the development of a Whaitua Implementation Programme (WIP). A WIP is a non-statutory report to Greater Wellington Regional Council (the Council) which will contain recommendations for specific plan provisions and work programmes for the integrated management of land and water resources within the whaitua boundary. The WIP may contain both regulatory and non-regulatory proposals.

The Wellington Harbour and Hutt Valley Whaitua Committee will operate in partnership with mana whenua and develop recommendations guided by the five principles created as part of the Regional Plan Review process:

Ki uta ki tai – interconnectedness

Wairuatanga – identity

Kaitiakitanga – guardianship

To matou whakapono – judgement based on knowledge

Mahitahi – partnership (co-operative)

## **Status of the Wellington Harbour and Hutt Valley Whaitua Committee**

The Wellington Harbour and Hutt Valley Whaitua Committee is an advisory body established by the Council. The Committee is not a subordinate decision-making body of the Council and is not a committee under the Local Government Act 2002.

### **Specific responsibilities**

1. The Wellington Harbour and Hutt Valley Whaitua Committee is responsible for developing a Whaitua Implementation Programme (WIP) that will outline regulatory and non-regulatory proposals for integrated land and water management within their whaitua boundary, including measures to implement the National Policy Statement for Freshwater Management.
2. The WIP developed will include:
  - (a) An assessment of region wide objectives contained in the proposed or operative regional plan, as they relate to the whaitua
  - (b) Specific whaitua objectives for water quality and quantity outcomes
  - (c) Discharge limits, including for sediment, nutrients and other contaminants if appropriate, including setting timeframes and priorities, and management methods, to achieve freshwater and coastal objectives
  - (d) An assessment of, and recommendations to alter, existing water allocation limits, to achieve identified objectives for the whaitua
  - (e) Identification of mana whenua values and interests in the harbour and fresh water, and how these might be reflected in the regional plan
  - (f) Programmes or activities that will support or contribute to the achievement of the established objectives for water quality and quantity outcomes, including such tools as environmental accords and post-settlement arrangements and,
  - (g) Opportunities for the active integration of existing programmes and plans to achieve the objectives and targets for water quality and quantity outcomes.
3. In developing the WIP the following matters will also be considered:
  - (a) Identification of the land and water issues, challenges, and opportunities for the whaitua
  - (b) Identification of a vision of the future of land and water management for the whaitua
  - (c) The management of stormwater and wastewater infrastructure

- (d) The management of urban development
  - (e) Interactions between groundwater and surface water, fresh water, land use and coastal environments
4. In developing objectives, targets, limits and activity programmes the members of the Wellington Harbour and Hutt Valley Whaitua Committee must work within the ambit of the following:
- (a) The Resource Management Act 1991
  - (b) The New Zealand Coastal Policy Statement 2010
  - (c) The National Policy Statement for Freshwater Management 2017
  - (d) The Regional Policy Statement 2013
  - (e) The National Environmental Standards for Sources of Human Drinking Water 2007
  - (f) The Soil Conservation and Rivers Control Act 1941
  - (g) Local Government Act 2002
  - (h) Any other document referred to the Whaitua Committee by Te Upoko Taiao – Natural Resources Plan Committee or the Environment Committee, or the General Manager, Environment Management.
5. The Wellington Harbour and Hutt Valley Whaitua Committee shall recommend to the Council that regulatory proposals within the WIP be referred to Te Upoko Taiao – Natural Resources Plan Committee for incorporation into the Regional Plan through a plan change process.
6. The Wellington Harbour and Hutt Valley Whaitua Committee shall recommend to the Council that the non-regulatory proposals within the WIP will be further developed within Greater Wellington Regional Council and in conjunction with relevant external organisations. They will also be considered in the development of the next Long Term Plan.

### **Council consideration of proposals in the WIP**

The Council is responsible for the review and approval of the regulatory proposals in the Wellington Harbour and Hutt Valley Whaitua Committee WIP, including ensuring consistency with relevant statutory requirements. Non-regulatory options put forward in the WIP will be considered by the Council in conjunction with relevant external organisations, including local and iwi authorities.

If the Council is not prepared to accept any specific elements of the regulatory proposals within the WIP, those specific elements will be referred back to the Wellington Harbour and Hutt Valley Whaitua Committee for further consideration.

## **Wellington Harbour and Hutt Valley Whaitua membership and operation**

### **Wellington Harbour and Hutt Valley Whaitua Committee membership**

The Wellington Harbour and Hutt Valley Whaitua Committee will be appointed by the Council and will have the following membership:

1. Two elected GWRC Councillors
2. Two appointed iwi members of Te Upoko Taiao – Natural Resources Plan Committee acting as a voice of Te Upoko Taiao – Natural Resources Plan Committee
3. One member nominated from each iwi authority whose rohe falls entirely or partly within the whaitua boundary, representing the interest of that mana whenua group
4. One member nominated by each territorial authority operating within the whaitua boundary - Wellington City Council, Hutt City Council and Upper Hutt City Council, who shall be an elected member of that territorial authority
5. One representative from Wellington Water
6. Up to eight members from the community with a range of backgrounds and interests related to land and water management within the community and a commitment to achieving consensus decision making. Council may approve additional members if it determines their necessity to ensure appropriate balance.

In determining the composition of the community members of the Wellington Harbour and Hutt Valley Whaitua Committee, consideration shall be given to balancing the following land and water management values:

- Indigenous biodiversity/environmental values
- Mana whenua values
- Recreational values
- Wider economic development interests
- Urban ratepayer interests
- Mātāwaka interests
- General community interests
- Incorporating existing structures/programmes and how they will be represented.
- Infrastructure interests
- Commercial interests

To be eligible to be considered for appointment to a Wellington Harbour and Hutt Valley Whaitua Committee, a community nominee must either live in, or be able to demonstrate a close connection with the whaitua.

Each community member must also reflect the interests of a wider group within the community and have the skills, experience and knowledge to relay information between the Wellington Harbour and Hutt Valley Whaitua Committee and the community.

### **Staff eligibility**

Greater Wellington Regional Council officers will not be eligible to apply for membership of the Wellington Harbour and Hutt Valley Whaitua Committee.

### **Chairperson**

The Chairperson position is to be determined by the full Wellington Harbour and Hutt Valley Whaitua Committee when all members have been appointed. The Chairperson position must be filled by a member of the Wellington Harbour and Hutt Valley Whaitua Committee.

### **Quorum**

A majority of the membership of the Wellington Harbour and Hutt Valley Whaitua Committee shall be present to form a quorum.

### **Alternate members**

No alternates/proxies shall take the place of Wellington Harbour and Hutt Valley Whaitua Committee members.

### **Committee meetings and workshops**

The Wellington Harbour and Hutt Valley Whaitua Committee will meet around 15 times per year with additional workshops and meetings as required. At times, the workload will be significantly higher.

It is expected the Committee will undertake regular engagement with the wider community which represents a significant time commitment in addition to the Committee workshops and meetings.

### **Reporting**

The Wellington Harbour and Hutt Valley Whaitua Committee will provide updates, at least quarterly, on work undertaken to both the Environment Committee and Te Upoko Taiao - Natural Resource Management Committee.

### **Consensus**

The Wellington Harbour and Hutt Valley Whaitua Committee will decide upon the recommendations proposed within their WIP by consensus.

### **Remuneration**

Each council shall be responsible for remunerating its nominee appointed by Council on the Wellington Harbour and Hutt Valley Whaitua Committee for the cost of that person's participation on the Committee.

All other members of the Wellington Harbour and Hutt Valley Whaitua Committee will be eligible to receive standard mileage allowances or reimbursement of travel expenses as determined by Council and shall be eligible to receive the following taxable honorarium:

- Appointed members (excluding the Chairperson): \$7,500 per annum each
- Chairperson: \$12,000 per annum. This is only payable in the event that the Chairperson is a non-Councillor member of the Committee.

### **Duration of the Wellington Harbour and Hutt Valley Whaitua Committee**

The Wellington Harbour and Hutt Valley Whaitua Committee shall exist for the duration of the development and completion of a WIP (Whaitua Implementation Programme) document, and shall cease to exist when Council has made decisions on regulatory proposals within the WIP.



**Report** 17.498  
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**Committee** Council  
**Author** Helena Strange, Democratic Services Advisor

## **Appointment to Wellington Regional Strategy Committee**

### **1. Purpose**

For Council to appoint a Wellington City Council nominated member to the Wellington Regional Strategy Committee.

### **2. Wellington Regional Strategy Committee**

#### **2.1 Background**

The Wellington Regional Strategy (WRS) was developed by the Region's local authorities, together with representatives of the business, education, research and voluntary sectors and central government.

Council's Wellington Regional Strategy Committee is responsible for the governance of the Strategy.

#### **2.2 Membership**

The current Terms of Reference for the WRS Committee provide that the committee will consist of 10 members appointed by the Council, as follows:

1. One Regional Councillor.
2. Four members nominated by Wellington City Council.
3. One member nominated by each of Porirua City Council, Hutt City Council, Kapiti Coast District Council, and Upper Hutt City Council.
4. One member nominated by the three Wairarapa district councils.

The local government members may be replaced from time to time by written notice from a local authority to Greater Wellington Regional Council, confirming the amended nomination.

Following the election of Paul Eagle to Parliament and his resignation as a Wellington City Councillor, a vacancy for a Wellington City Council nominated member has arisen on the Committee.

### **2.3 Nominations**

Wellington City Council has nominated Deputy Mayor Jill Day to be a member of the Committee.

### **3. Communication**

Wellington City Council will be advised of the appointment.

### **4. Consideration of climate change**

The matters addressed in this report are of a procedural nature, and there is no need to conduct a climate change assessment.

### **5. The decision-making process and significance**

The matter requiring decision in this report has been considered against the requirements of Part 6 of the Local Government Act 2002.

#### **5.1 Significance of the decision**

Officers have considered the significance of the matter, taking into account the Council's significance and engagement policy, and decision-making guidelines. Due to the procedural nature of this decision officers recommend that the matter be considered to have low significance.

A formal record outlining consideration of the decision-making process is not required in this instance.

#### **5.2 Engagement**

Due to its procedural nature and low significance, no engagement on this matter has been undertaken.

### **6. Recommendations**

*That the Council:*

1. ***Receives the report.***
2. ***Notes the content of the report.***
3. ***Appoints Deputy Mayor Jill Day of Wellington City Council as a member of the Wellington Regional Strategy Committee.***

Report prepared by:

**Helena Strange**  
Democratic Services Advisor,  
Strategy Group

Report approved by:

**Francis Ryan**  
Manager, Democratic  
Services, Strategy Group



<b>Report</b>	<b>17.457</b>
Date	6 December 2017
File	CCAB-8-1349
<b>Committee</b>	<b>Council</b>
<b>Author</b>	<b>Mary Harvey, Corporate Reporting Analyst</b>

## Summary report for the first quarter 2016/17

### 1. Purpose

To present the quarterly report for Q1 2017/18 ([Attachment 1](#)), a summary of Greater Wellington Regional Council's (GWRC) achievements from 1 July to 30 September 2017.

### 2. Background

The report includes:

- Key highlights
- Financial summaries
- Health and safety indicators
- Major projects status
- Key metrics.

Detailed quarterly reports from each group has been circulated to Councillors.

### 3. Comment

Performance during the first quarter was good; most of the key performance indicators that we measure on a quarterly basis were met.

A focus on working in partnership has been particularly evident this quarter, as well as increasing collaboration across the organisation.

### 4. Highlights from the quarter

#### 4.1 Financial Summary

GWRC ended the first quarter with an operating surplus of \$0.967 million (before capital grants), compared to a budget deficit of \$1.771 million. The variance of \$2.738 million (155%) primarily relates to lower than planned expenditure on Public Transport.

Total operational revenue is \$0.852 million (1%) below budget. The variance is mainly due to lower revenue for Public Transport (\$1.654 million) from NZTA (grants and subsidies) reflecting the reduced expenditure noted above. The reduction is offset by higher rail fare revenue (\$0.381 million) and National Ticketing Programme revenue of \$0.400 million against a zero budget.

Total operational expenditure is nearly \$3.600 million (4%) below budget. The variance is largely due to lower Public Transport spend.

Total net capital expenditure in the year to date is \$7.184 million, compared to budgeted expenditure of \$17.160 million. The variance of \$9.976 million (55%) mainly relates to lower Public Transport capex of \$9.121 million across activity groups.

The September 2017 full year forecast deficit of \$18.515 million (excluding capex and fair value movements) is close to the \$18.170 million budget.

## **4.2 Health and safety**

Our performance for health and safety tracked reasonably well against the indicators over the quarter.

We continued to maintain the rate of injury days lost per 100,000 hours worked below 7.5 days. The result was 2.9 days, an increase from 1.6 days in September 2016. The increase related to an ankle injury to a field based staff member.

There continues to be an improvement in staff recording the corrective actions associated with events in KESAW. The result was 0.39, just below our target of 0.40.

## **4.3 Major projects**

There was mixed performance in our major projects over the first quarter with some positive and negative trends.

The programme of work to transition bus services to new contracts under the Public Transport Operating Model progressed to schedule during the quarter.

Technical aspects of preliminary design for the RiverLink Project have been completed for all project parts controlled by Hutt City Council and GWRC. The programme is on track to deliver a recommendation to proceed to detail design in Q3 of the 2017/18 financial year.

## **4.4 Key trends**

### **4.4.1 Fresh water quality**

Water quality, as assessed by deposited fine sediment cover, was maintained at the three evaluation sites - Ruamahanga River at Pukio, Te Awa Kairangi/Hutt River at Boulcott, and Kaiwharawhara Stream at Ngaio Gorge. The three rivers represent a cross section of land cover in the Wellington Region (urban, pastoral and indigenous).

Fine sediment could only be assessed on one occasion in the quarter at both the Ruamahanga River at Pukio and Te Awa Kairangi/Hutt River at Boulcott, due to heavy rainfall and high flows at the time of sampling.

Sediment cover at all three sites was well below the national guidelines for the protection of instream values, biodiversity (macro invertebrates and fish) (<20%) and amenity (<25%).

#### 4.4.2 Public transport services on time

In Q1, rail services were on time 90.4% of the time. Rail services are recorded as 'on-time' when they arrive within five minutes of the scheduled time at their final destination and at key interchange stations across the network.

Bus services were on time 99.9% of the time. Bus services are defined as 'on-time' when they depart the terminus at the scheduled time, or up to 10 minutes after (based on information provided by the operator).

### 5. Communication

No communication is required.

### 6. Consideration of Climate Change

It is not necessary to conduct a climate change assessment against the quarterly report. Where relevant, climate change related activity occurring across the organisation is addressed in appropriate sections of the Group reports.

### 7. The decision-making process and significance

No decision is being sought in this report.

### 8. Engagement

Engagement on this matter is unnecessary.

### 9. Recommendations

*That the Council:*

1. *Receives the report.*
2. *Notes the content of the report.*

Report prepared by:

**Mary Harvey**  
Corporate Reporting Lead  
Analyst

Report approved by:

**Dave Humm**  
General Manager, Corporate  
Services/Chief Financial  
Officer

Report approved by:

**Luke Troy**  
General Manager, Strategy

**Attachment 1:** Q1 2017/18 - 1 July-30 September - Highlights

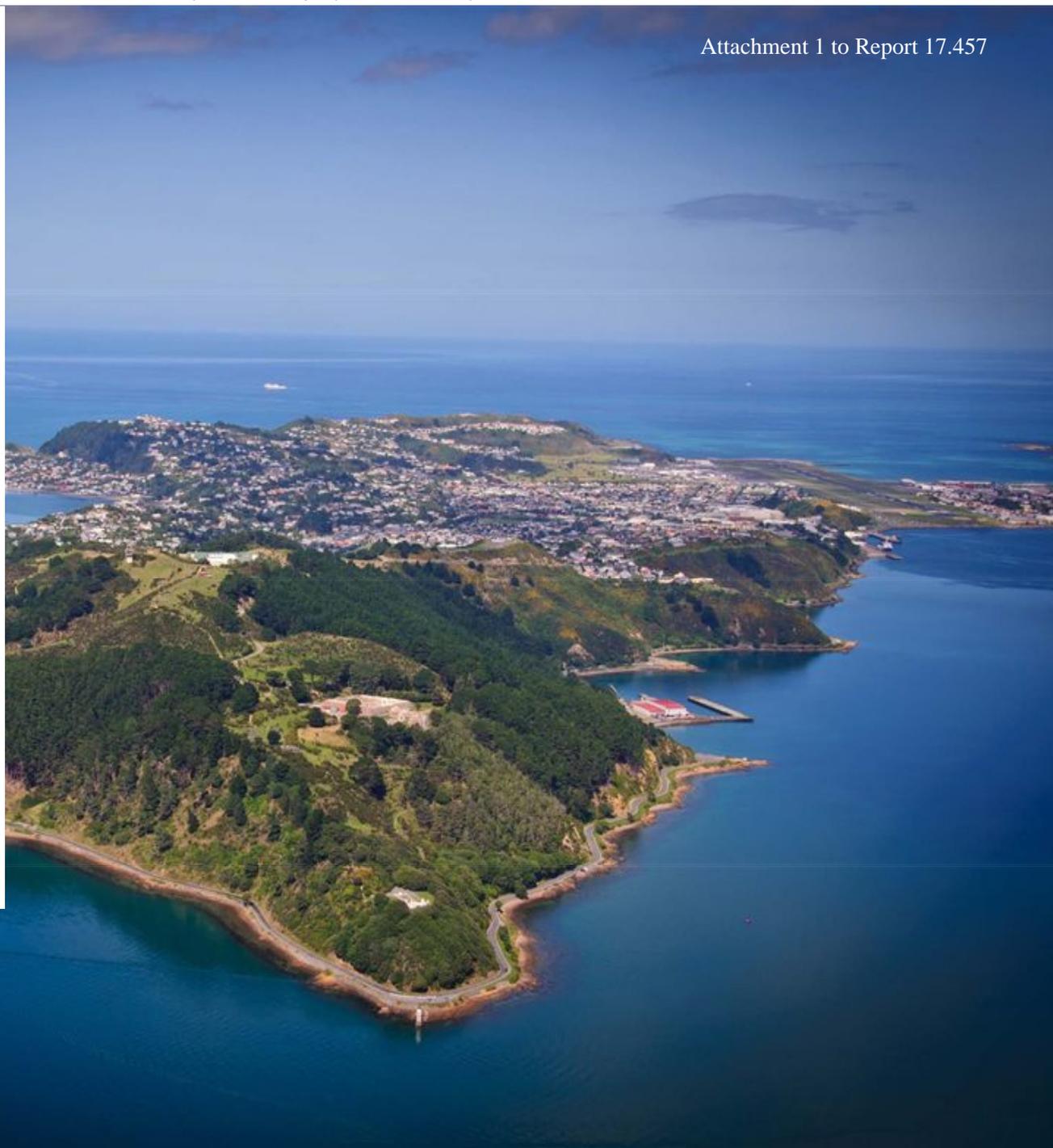
# Q1 2017/18

1 July — 30 September

## HIGHLIGHTS



greater WELLINGTON  
REGIONAL COUNCIL  
Te Pane Matua Taiao



## **INTRODUCTION**

**This summary report includes:**

- **key highlights**
- **financial summary**
- **health & safety indicators**
- **major projects status**
- **key metrics**

## More people travel by public transport, walking and cycling



Promotions for Smart Travel, the multi-modal transport platform, were deployed throughout July and August and resulted in a doubling of registrations.

NZTA and ACC announced the launch of a new national cycle education system with funds for more cycle skills training across the country. Our cycle skills training programme, Pedal Ready, received additional funding for this financial year. This money will enable more delivery of Grade 2 (on-road) training for school children, particularly those in schools close to urban cycleways in five districts.

In August, the runway shows for Project Glow Wear attracted over 300 people in both Auckland and Wellington. We sponsored the People's Choice Award. There was considerable interest on social media, with up to 8,000 likes on Facebook.

We successfully managed a number of major disruptions to public transport services during the quarter, including from land slips and storm conditions.

The number of passenger trips continued to grow, with 10.1 million trips in the year to date, an increase of 1.4% on the same period last year. Total Mobility patronage grew by 0.7%.

The number of passenger trips per person in the greater Wellington region was 78.7 in the year to date, which is higher than the 2017/18 target of 73.7.

Overall, rail services were 90.4% 'on-time' in the year to date compared with 88.3% in 2016/17. Bus services were 99.9% 'on time' in the year to date compared with 99.8% in 2016/17.

The service performance of the Wairarapa Line remains far below the other lines. However, it is expected that a timetable change in November will improve this measure by better aligning the off-peak and peak journey times.

A joint KiwiRail and GWRC Business Case to obtain funding for catch-up renewals of track infrastructure (which is predominately focussed on the Wairarapa Line) is progressing well.

The fleet delivery dates for new buses with the incoming operators, Tranzit and Uzabus, were agreed. This is a key milestone for bus services transformation programme.

Ten of the planned 54 new bus shelters for this year have been installed. This included 4 renewals and 6 shelters at new locations.

The Sustainable Transport Committee endorsed the process and draft fares package for consultation for bus services.

We had a good response to the Better Metlink Fares consultation document, with over 700 submissions received.

The number of visitors to the public transport mobile website grew 11.5% in the year to date compared to the same period last year.

This quarter, the focus of the 'Let's Get Welly Moving' project was on completing the technical work, various assessments and background documents to inform the public consultation in mid-November on four high level scenarios. The consultants' draft report on mass transit options is nearing completion.

Phase 2 and 3 of the Regional Land Transport Plan review were completed, and phase 4 is now being progressed.

**Our environment is clean, healthy, diverse and enjoyed by our community**



The Ruamāhanga Whaitua Committee agreed a draft policy package around water allocation to test with the community and stakeholders, including changes to minimum flows.

Te Awarua-o-Porirua Whaitua Committee produced a 'directions document', which will assist in the development of policy packages.

Hearings continued for the proposed Natural Resources Plan (pNRP). Hearing Stream 3 is due to be completed before Christmas. Hearing Stream 4 is now scheduled to commence in February 2018 (initially October 2017). This has been communicated to all submitters.

The latest bird monitoring undertaken for Wellington City Council shows a significant increase in native forest bird numbers between 2011 and 2016. This is largely attributed to the presence of Zealandia, along with increasing levels of predator control being conducted in parks, reserves and suburban areas.

Goat control started for the year, initially at Wainuiomata/Orongorongo and Akatarawa Forest Key Native Ecosystems (KNE) sites.

Pig control was also carried out in the Wainuiomata/Orongorongo KNE site due to high numbers of pigs reported on site. High pig numbers will cause large amounts of disturbance to the forest floor and damage to understory plants. In total, 34 goats, 39 pigs and seven deer have been dispatched to date.

The completion of aerial 1080 control in the Rimutaka Forest Park, Catchpool and Orongorongo Valley marked the end of our 28-year long involvement with the Bovine TB eradication in our region.

Landowners of four significant natural wetlands signed up to the Wetland Programme. Restoration Management Plans are currently being developed for these sites and funding will be provided for ecological weed control, fencing, revegetation planting and pest animal control.

Operational programmes for the 2017/18 Wellington Regional Erosion Control Initiative (WRECI) have been in full swing since June. The goal is to plant 450 hectares of erosion-prone land this year. To date, 418 hectares has been planted, with 262 hectares poles planted and 156 hectares afforested or allowed to revert to natural vegetation.

Scheduled planting programmes were completed across all Catchment Schemes. We also finished contacting landowners and assessing sites for the Riparian Programme. Of the sites, 48% were either already fenced or had no stock. The majority of landowners of the remaining sites are willing to consider stock exclusion.

We completed the parks planting programme across the network.

The Riding for the Disabled proposal for long term use of the site at Battle Hill Farm Forest Park was publicly notified.

**Our communities are increasingly resilient to flood risk and other natural disasters**



The development of the Pinehaven Flood Management Plan reached a project milestone with hearings held on Plan Change 42, a key part of delivering non-structural flood risk management outcomes.

We made good progress on the annual flood protection maintenance programme. Willow and native planting programmes are substantially complete.

The Jim Cook Park stopbank upgrade works were completed after an exceptionally wet construction season.

We hosted the Otaki River Annual Walkover on 22 September. The event was well attended with over 160 attendees who had an opportunity to hear about flood protection works on the Otaki River over the last year.

The Regional Natural Hazards Management Strategy was formally endorsed by the six partner councils. A steering group has been formed with representation from all the partner councils, Wellington Water, Lifelines and Greater Wellington's flood protection team.

A number of key steps in the Wellington Lifeline Resilience project have been completed. Outage maps have been developed that show the estimated restoration time for each lifeline to get back to full service following a magnitude 7.5 earthquake on the Wellington fault.

A number of workshops have been held with the Life Line utility members to discuss possible options to deliver a more resilient infrastructural network. A base case and two options have been developed. These will be further developed in the Preliminary Business Case.

We released the Regional Climate Change report and facilitated a workshop with Mayors and Councillors from across the region to discuss the formation of a Regional Climate Change Working Group.

The Waipoua Masterton Urban Area Project Group held its first meeting and Terms of Reference were established for this cross council initiative. The group is considering the flood mitigation options in the Masterton urban area covered by the Te Kauru flood management plan.

New websites for emergency management were launched in July: [wremo.nz](http://wremo.nz) contains information required during an emergency; and [getprepared.nz](http://getprepared.nz) is to assist the public be prepared.

A new illustrated earthquake planning guide, *Your Earthquake Planning Guide*, was released by WREMO in August. The Guide won New Zealand's top award for Excellence in Emergency Communication: Readiness and Resilience. It has been distributed to commonly attended community locations, and will be mailed out across the entire region before the anniversary of the 14 November 2016 earthquake.

## Strong leadership and collaboration supports robust regional growth



In partnership with the Ministry of Social Development and WREDA, the Wellington Regional Strategy ( WRS) office hosted a workshop looking at building a resilient labour market. This is the beginning of a process to develop a labour market plan for the region.

The WRS committee agreed on the development of a regional investment plan, including approaching MBIE for central government support and a partnership approach.

Options are being scoped for expanding our regional leadership role on biodiversity issues, including instigating a regional biodiversity forum and investigating what our role should be in delivering the Predator Free 2050 initiative.

With Hutt City Council, we established a positive relationship and entered into a high-level relationship agreement with Tupoki Takarangi Trust. This means we can advance progress on the NZ Great Ride national cycleway project.

Regular planning meetings for the opening of the NZ Festival next year are taking place. A significant on-the-water event, “A waka odyssey”, will require us to co-ordinate with many harbour users and consider the overall safety management for the harbour based aspects.

The inaugural Earthworks Compliance Reference Group for the Transmission Gully Project (comprising representation from NZTA, the JV, GWRC and the Sediment Peer Review Panel) was held, providing a more integrated view on earthworks compliance performance. This quarter two infringement notices were issued relating to discharges into a wetland and works being undertaken ahead of the necessary approvals.

The Regional Trails Framework was approved by the Regional CEs Forum and at the Mayoral Forum. We are working with WREDA and WCC to commence implementation of the Framework.

In August, we made a decision to permanently treat the water supply to Lower Hutt with chlorine and UV. This was in response to adverse water quality results from the Waiwhetu aquifer at the Waterloo WTP. Upgrades at the WTP are being progressed as a matter of priority. This is a complex project.

Exploratory drilling off the Miramar peninsula confirmed the presence of fresh water. More investigation work is planned.

# SEPTEMBER FULL YEAR FORECAST FINANCIAL SUMMARY

## Council Summary

Forecast operating deficit (before capital grants) is \$0.3m unfavourable to budget. The variance is primarily related to additional costs for alternate water source and water quality offset by Public Transport lower decommissioning costs and timing of programme costs.

## Operating Revenue

Operating revenue is \$2.1m favourable to budget, with this being driven by additional Public Transport revenue of \$0.9m from super gold and higher rail patronage being partially offset by lower NZTA grants from lower claimable costs. Strategy is \$0.8m favourable to budget reflecting additional contributions for Regional Infrastructure Resilience Business case.

## Operating Expenditure

Operating expenditure is \$2.4m unfavourable to budget, with this being driven by Water Supply additional costs for alternate water source and water quality (\$4.1m), and Strategy additional costs of \$0.9m for Regional Infrastructure Resilience Business case. This is partially offset by lower Public Transport spend of \$3.1m from trolley decommissioning and timing of transformation costs.

## Capital Expenditure

Capital expenditure is \$0.9m behind budget, with additional Water Supply Capex (\$2.3m) offset by timing of River link property acquisitions.

### OPERATING SURPLUS

**-\$18.5m**

**\$0.3m Unfavourable**

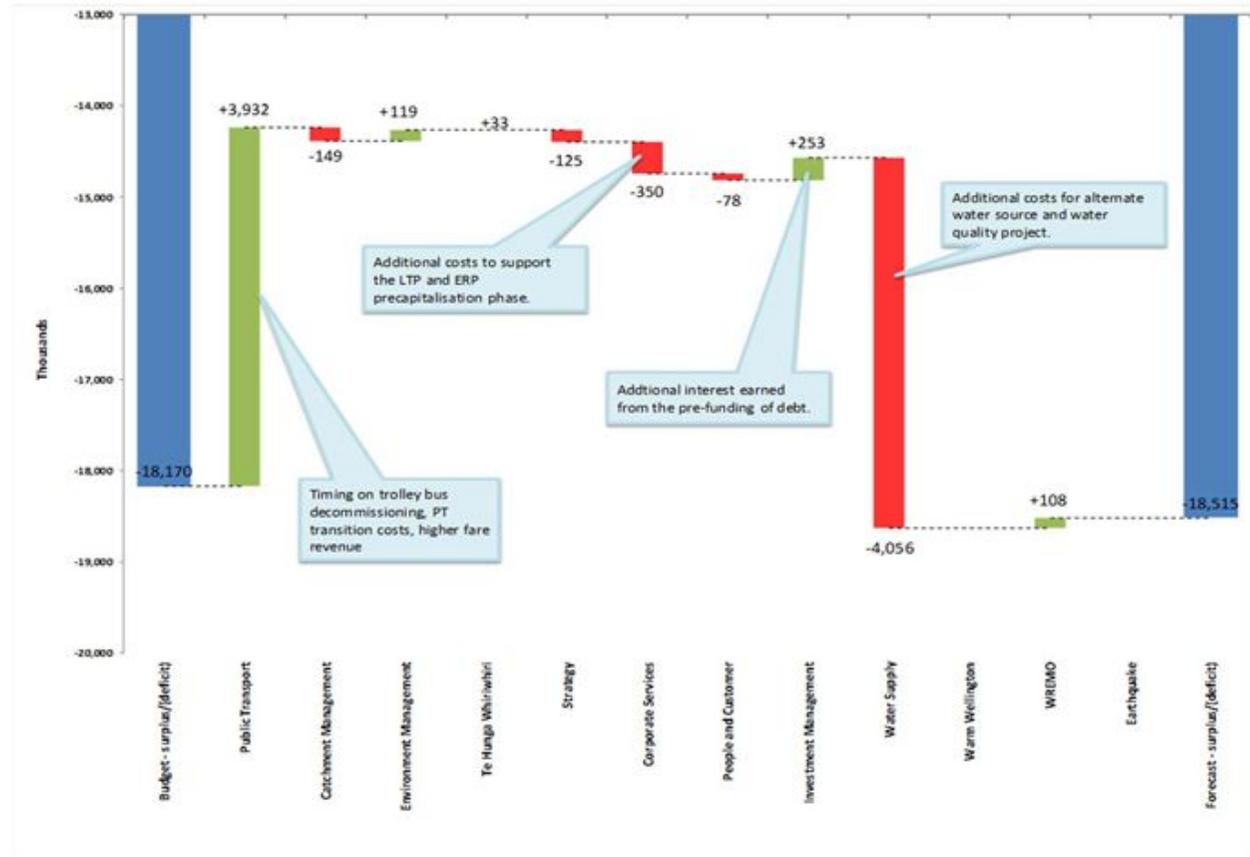
### CAPITAL EXPENDITURE - NET

**\$81.6m**

**\$0.9m Favourable**

### Operating Surplus/(Deficit): Budget v. Forecast (full year)

(numbers exclude Capex revenue)



## FINANCIAL SUMMARY BY GROUP

### Statement of Revenue and Expense by Business Group - Full Year

\$000	FULL YEAR				FULL YEAR				FULL YEAR			
	Operational Revenue				Operational Expenditure				Operational Surplus / (Deficit)			
Group	Forecast	Budget	Variance	%	Forecast	Budget	Variance	%	Forecast	Budget	Variance	%
Public Transport	185,675	184,825	850	0%	184,761	187,843	3,082	2%	914	(3,018)	3,932	130%
Catchment Management	37,792	38,051	259	1%	31,020	31,130	110	0%	6,772	6,921	149	2%
Environment Management	30,118	29,857	260	1%	29,267	29,126	141	0%	850	731	119	16%
Te Hunga Whiriwhiri	1,034	1,034	0	0%	1,026	1,026	0	0%	9	9	0	0%
Strategy	12,393	11,626	767	7%	13,796	12,904	892	7%	(1,403)	(1,278)	125	10%
Corporate Services	10,152	10,272	120	1%	18,240	18,010	230	1%	(8,088)	(7,738)	350	5%
People and Customer	2,365	2,415	50	2%	10,030	10,002	28	0%	(7,665)	(7,567)	98	1%
Investment Management	(7,097)	(7,619)	522	7%	(3,347)	(3,617)	269	7%	(3,750)	(4,003)	253	6%
Water Supply	32,170	32,170	0	0%	38,954	34,897	4,056	12%	(6,784)	(2,727)	4,056	149%
Warm Wellington	3,183	3,183	0	0%	3,180	3,180	0	0%	3	3	0	0%
WREMO	3,545	3,462	83	3%	3,230	3,245	15	0%	314	207	108	52%
Earthquake	312	312	0	0%	0	0	0	0%	312	312	0	0%
<b>TOTAL</b>	<b>311,641</b>	<b>309,578</b>	<b>2,064</b>	<b>1%</b>	<b>330,157</b>	<b>327,747</b>	<b>2,409</b>	<b>1%</b>	<b>(18,515)</b>	<b>(18,170)</b>	<b>346</b>	<b>2%</b>

### Statement of Revenue and Expense

\$000	FULL YEAR			
	Forecast	Total Budget	Variance	%
<b>OPERATING REVENUE</b>				
Rates	120,780	120,780	0	0%
Subsidies & Grants	70,743	71,500	757	1%
Other Revenue	116,553	114,255	2,298	2%
Finance Revenue	3,565	3,043	522	17%
<b>TOTAL REVENUE</b>	<b>311,641</b>	<b>309,578</b>	<b>2,064</b>	<b>1%</b>
<b>OPERATING EXPENDITURE</b>				
Personnel	46,217	46,244	27	0%
Material & Contractor/Consultant	76,710	69,603	7,107	10%
Depreciation & Amortisation	18,194	17,894	300	2%
Grants & Subsidy	151,492	156,669	5,177	3%
Finance Cost	19,816	19,686	130	1%
Other Expense	17,728	17,651	76	0%
<b>TOTAL EXPENDITURE</b>	<b>330,157</b>	<b>327,747</b>	<b>2,409</b>	<b>1%</b>
<b>OPERATING SURPLUS/(DEFICIT)</b>	<b>(18,515)</b>	<b>(18,170)</b>	<b>346</b>	<b>2%</b>
Subsidies & Grants - Capex	23,106	25,053	1,947	-8%
Fair Value Movement	9,250	9,250	0	0%
<b>SURPLUS/(DEFICIT)</b>	<b>13,840</b>	<b>16,133</b>	<b>2,292</b>	<b>14%</b>

### Net Capital Expenditure by Business Group

\$000	FULL YEAR			
	Forecast	Total Budget	Variance	%
<b>Group</b>				
Public Transport (incl investment)	37,730	37,350	380	1%
Catchment Management	19,002	21,652	2,650	12%
Environment Management	5,119	5,119	0	0%
Strategy	284	634	350	55%
Corporate Services	3,470	4,003	533	13%
People and Customer	197	197	0	0%
Investment Management	660	660	0	0%
Water Supply	15,177	12,918	2,259	17%
Earthquake 2016	0	0	0	0%
<b>TOTAL</b>	<b>81,638</b>	<b>82,532</b>	<b>894</b>	<b>1%</b>

# SEPTEMBER YTD FINANCIAL SUMMARY

## Council Summary

Year to date operating deficit (before capital grants) is \$2.7m favourable to budget. The variance is primarily related to Public Transport – reflecting timing on Kiwi Rail network costs, payments to Transdev and transition costs, offset by lower NZTA grants.

### OPERATING SURPLUS

**\$1.0m**

\$2.7m Favourable YTD

### CAPITAL EXPENDITURE - NET

**\$7.2m**

\$10.0m Favourable YTD

## Operating Revenue

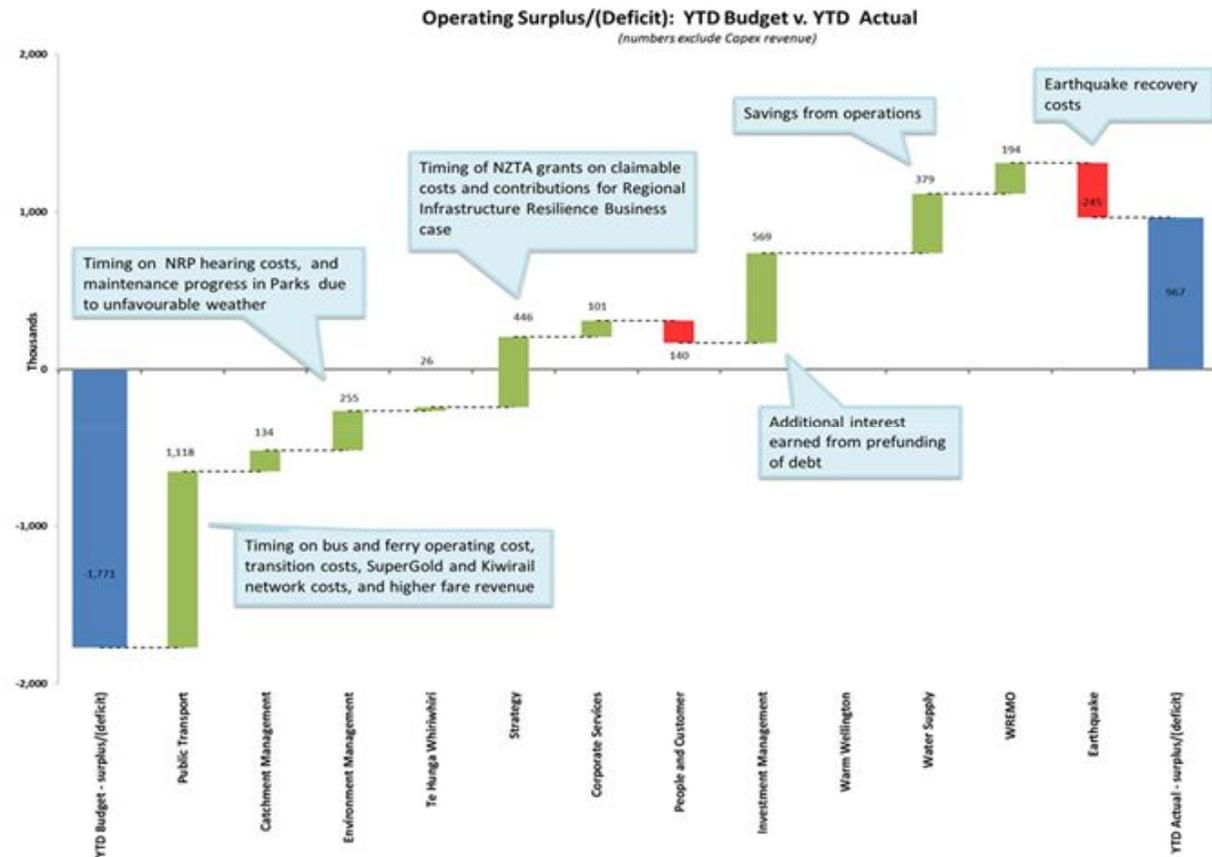
Operating revenue is \$0.9m unfavourable to budget, with this being driven by lower Public Transport revenue of \$1.7m due to lower NZTA grants partially offset by greater fares and national ticketing revenue. Strategy revenue is \$0.6m favourable to budget reflecting timing of NZTA grants revenue and contributions for Regional Infrastructure Resilience Business case.

## Operating Expenditure

Operating expenditure is \$3.6m favourable to budget, with this being driven by lower Public Transport spend of \$2.8m due to lower operating and network costs and timing of transformation costs.

## Capital Expenditure

Capital expenditure is \$10.0m behind budget, with this being driven by lower Public Transport capex of \$9.1m due to the timing of programmes such as Fare and Ticketing and PT Transition.



## FINANCIAL SUMMARY BY GROUP

### Statement of Revenue and Expense by Business Group - Year to Date

\$000	YEAR TO DATE				YEAR TO DATE				YEAR TO DATE			
	Operational Revenue				Operational Expenditure				Operational Surplus / (Deficit)			
Group	Actual YTD	Budget YTD	Variance	%	Actual YTD	Budget YTD	Variance	%	Actual YTD	Budget YTD	Variance	%
Public Transport	45,371	47,025	1,654	4%	42,967	45,738	2,772	6%	2,405	1,287	1,118	87%
Catchment Management	9,902	10,199	297	3%	7,897	8,328	431	5%	2,005	1,871	134	7%
Environment Management	7,615	7,697	82	1%	6,820	7,157	337	5%	795	540	255	47%
Te Hunga Whirwhiri	211	259	47	18%	184	256	73	28%	28	2	26	1177%
Strategy	3,453	2,882	570	20%	3,256	3,131	124	4%	197	(249)	446	179%
Corporate Services	2,635	2,568	67	3%	4,351	4,385	34	1%	(1,716)	(1,817)	101	6%
People and Customer	591	604	12	2%	2,591	2,463	127	5%	(1,999)	(1,860)	140	8%
Investment Management	(1,455)	(1,907)	452	24%	(1,096)	(978)	118	12%	(360)	(929)	569	61%
Water Supply	8,054	8,042	11	0%	8,421	8,788	368	4%	(367)	(746)	379	51%
Warm Wellington	904	796	109	14%	904	795	108	14%	1	0	0	111%
WREMO	972	863	109	13%	726	812	85	10%	246	51	194	378%
Earthquake	0	78	78	100%	267	0	267	100%	(267)	78	345	442%
<b>TOTAL</b>	<b>78,254</b>	<b>79,106</b>	<b>852</b>	<b>1%</b>	<b>77,287</b>	<b>80,877</b>	<b>3,590</b>	<b>4%</b>	<b>967</b>	<b>(1,771)</b>	<b>2,738</b>	<b>155%</b>

### Statement of Revenue and Expense

\$000	YEAR TO DATE			
	Actual YTD	Budget YTD	Variance	%
<b>OPERATING REVENUE</b>				
Rates	30,471	30,190	281	1%
Subsidies & Grants	15,333	18,084	2,751	15%
Other Revenue	31,267	30,073	1,194	4%
Finance Revenue	1,183	759	424	56%
<b>TOTAL REVENUE</b>	<b>78,254</b>	<b>79,106</b>	<b>852</b>	<b>1%</b>
<b>OPERATING EXPENDITURE</b>				
Personnel	11,369	11,490	120	1%
Material & Contractor/Consultant	16,701	18,389	1,688	9%
Depreciation & Amortisation	4,490	4,473	17	0%
Grants & Subsidy	35,388	36,966	1,578	4%
Finance Cost	4,663	4,782	119	2%
Other Expense	4,676	4,776	101	2%
<b>TOTAL EXPENDITURE</b>	<b>77,287</b>	<b>80,877</b>	<b>3,590</b>	<b>4%</b>
<b>OPERATING SURPLUS/(DEFICIT)</b>	<b>967</b>	<b>(1,771)</b>	<b>2,738</b>	<b>155%</b>
Subsidies & Grants - Capex	2,507	4,963	2,456	49%
Fair Value Movement	0	0	0	0%
<b>SURPLUS/(DEFICIT)</b>	<b>3,474</b>	<b>3,192</b>	<b>282</b>	<b>9%</b>

### Net Capital Expenditure by Business Group

\$000	YEAR TO DATE			
	Actual YTD	Budget YTD	Variance	%
<b>Group</b>				
Public Transport (incl investment)	518	9,639	9,121	95%
Catchment Management	2,699	3,144	445	14%
Environment Management	575	620	45	7%
Strategy	36	30	6	18%
Corporate Services	288	310	22	7%
People and Customer	0	0	0	0%
Investment Management	16	200	184	92%
Water Supply	3,052	3,215	163	5%
Earthquake 2016	0	0	0	100%
<b>TOTAL</b>	<b>7,184</b>	<b>17,160</b>	<b>9,976</b>	<b>58%</b>

# HEALTH AND SAFETY INDICATORS

## Highlights and improvements



89% of the staff target group have completed or signed up to the trailer use training course.

The first group of Parks Department staff have completed their Level 2 or higher Certificate in Horticulture (Arboriculture) relating to the high risk tree work they regularly undertake.

Preparation completed for the health and safety review by Wilson Consulting.

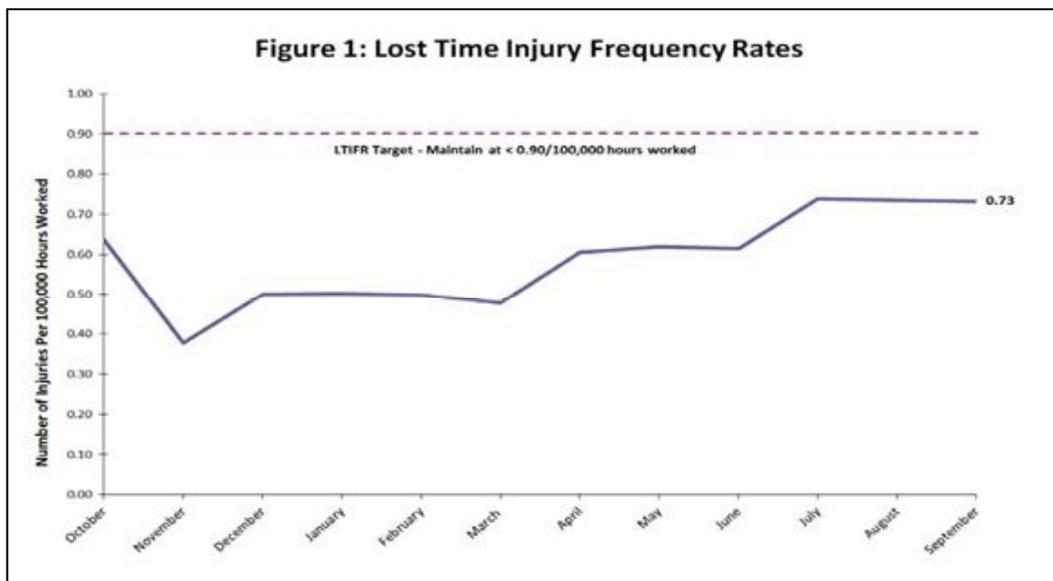
## Key performance indicators

The Lost Time Injury Frequency Rate remains below the target level but has increased slightly finishing at 0.73 occurrences per 100,000 hours worked, up from 0.61 occurrences per 100,000 hours worked.

The percentage of incidents recorded within 2 working days remains constant and still below target.

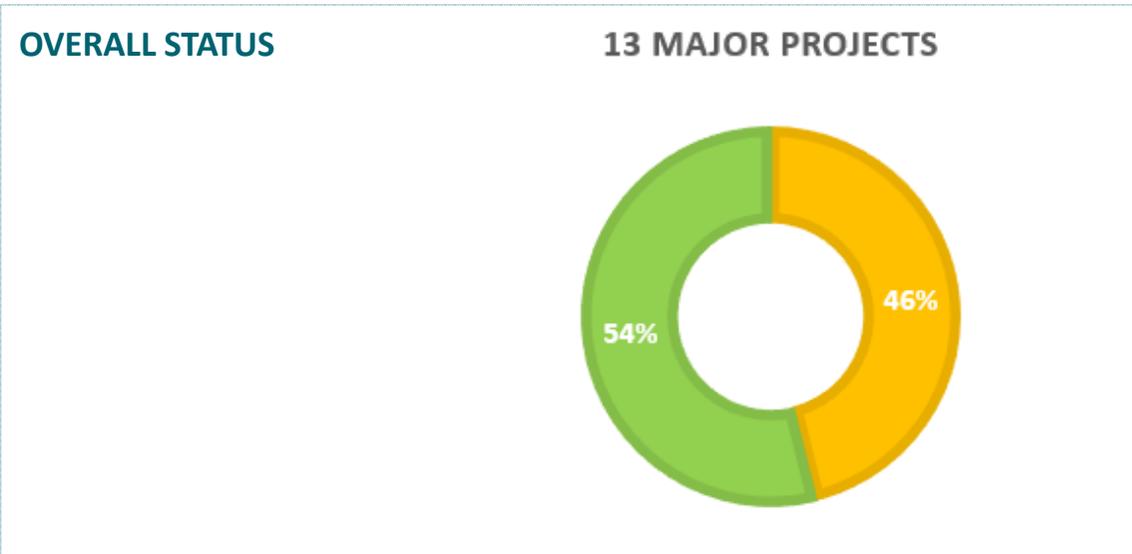
The Corrective Action Ratio has improved by 22% across this quarter and sits just under target.

The number of days lost due to injuries has increased slightly but remains below target.



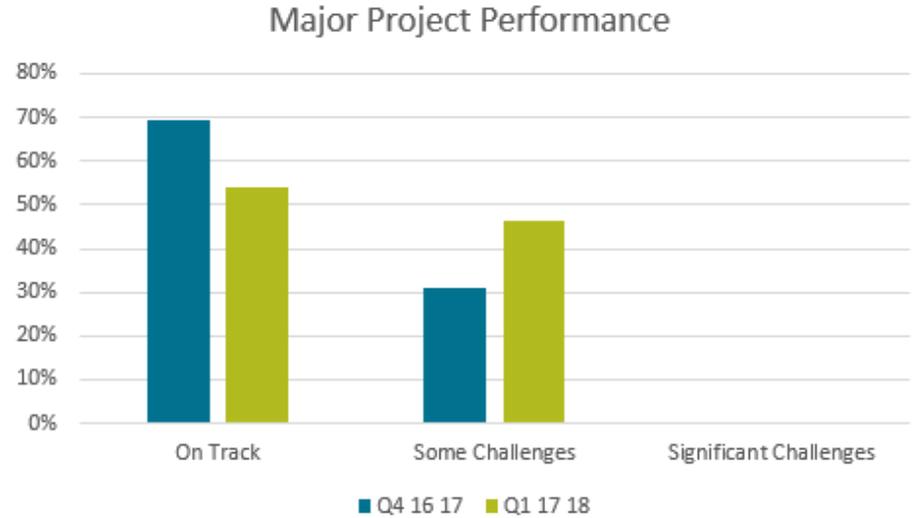
INDICATOR	TARGET	1 <sup>ST</sup> QUARTER	STATUS
Lost Time Injury Frequency Rate	< 0.90	0.73	●
Percentage of incidents within 2 working days	95%	86%	●
Ratio of the number of events to the number of subsequent actions (Corrective Action Ratio)	0.40	0.39	●
Days lost due to injuries, per 100,000 hours worked	< 7.5	2.9	●

# MAJOR PROJECTS



#### Overall comment

- Overall, performance was variable with one project moving from “Some Challenges” to “On track “ and three projects moving the opposite direction.
- Four major PT projects have been consolidated into the PT Transition project, with associated governance structure alignment.
- Projects involving partnering arrangements continue to present project teams with ongoing challenges with scope, time and budget.



# MAJOR PROJECTS

<b>KEY</b>	On track	
	Some issues and risks, but being managed	
	Significant issues, off track	

**Wellington Region Resilience Coordination Group**

*(WRRCoG) has been formed to assist and accelerate development of capability to coordinate, deploy and monitor programme of interventions improving the level of regional resilience to a significant natural hazard event.*



<b>OVERALL STATUS</b>		<b>TIMING</b>		<b>BUDGET</b>		<b>ISSUES</b>		<b>RISKS</b>	
<b>COMMENT</b>	<p>The stage one Infrastructure Resilience Indicator Set report was finalised and shared with partners, and presented to the Coordinating Executive Group (CEG) Sub-committee.</p> <p>Work continued on completing the “winter campaign”, with the central elements being a new earthquake planning guide; a new user friendly preparedness website; and a new “skinny and focussed” regional emergency management website.</p> <p>Work on the Regional Resilience business case, being led by Wellington LifeLines Group, continued. The project remains on programme and budget.</p> <p>A draft Strategic Communications Plan has been completed by Sweeney Vesty, and was circulated to partners for comment.</p> <p>A paper on the merits of regulatory options – and specifically bylaws as recommended for further investigation at the May CEG meeting – has been delayed due to resource constraints.</p> <p>WCC has provided resources to help develop a Communications Plan for the seasonal elements of the programme.</p> <p>Wellington Regional Resilience business case is proceeding to schedule and budget, and due for sharing with central government early in the new year. WRRCoG will work together to facilitate appropriate engagement.</p>								

# MAJOR PROJECTS



## Proposed Natural Resources Plan

*The Proposed Natural Resources Plan First Schedule process, as set out in the Resource Management Act 1991*

<b>OVERALL STATUS</b>	●	<b>TIMING</b>	●	<b>BUDGET</b>	●	<b>ISSUES</b>	●	<b>RISKS</b>	●
<p><b>COMMENT</b> Hearing Stream 2 completed. For Hearing Stream 3, s42A officers reports were pre-circulated on 7 August, commenced on 4 September and is largely complete. Hearing Stream 3 is due to be reconvened on 20 November and is due to be completed (including officers Right of Reply) by Christmas. Pre-hearing meetings and expert witness conferencing continued as directed by the Hearing Panel.</p> <p>Change request approved for time extension under s37 of the RMA for the hearing panel to notify its decisions on submissions; from 31 July 2018 to 30 November 2018. This change has been communicated to all submitters. Pre-circulation of Hearing Stream 4 reports, due 12 January 2018 with the hearing due to commence 12 February 2018.</p>									

## Optimus – Core Systems Refresh

*To select a replacement or upgraded Core System (Finance, HR/Payroll and Asset Management) to rectify many issues with the current installation of SAP*

<b>OVERALL STATUS</b>	●	<b>TIMING</b>	●	<b>BUDGET</b>	●	<b>ISSUES</b>	●	<b>RISKS</b>	●
<p><b>COMMENT</b> The procurement process for the replacement Finance, HR / Payroll and Asset Management system has been completed. A preferred supplier (s) was selected as Agilyx (with Unit4 Business World) and Accela for Asset Management. This was endorsed by ELT on 28 August 2017 and presented to Council on 30 August 2017.</p> <p>Contract negotiations are currently underway. There has been a delay due to the need to incorporate aspects of the ICT Master Services Agreement (MSA) into the MSA that was issued with the Request for Proposal. It is anticipated contract negotiations can be completed by 30 November 2017.</p> <p>Planning is commencing for the design phase ,which will commence around February 2018.</p>									

# MAJOR PROJECTS

## Water Wairarapa

*Investigating a multi-purpose water scheme to collect and store water for distribution to a variety of economic and community uses for Wairarapa*

<b>OVERALL STATUS</b>	●	<b>TIMING</b>	●	<b>BUDGET</b>	●	<b>ISSUES</b>	●	<b>RISKS</b>	●
<b>COMMENT</b>	<p>Reframing Water Wairarapa's work programme initially emanated from Councillor feedback expressed during a August 2017 workshop. This was coupled with Crown Irrigation Investments Ltd's (CIIL) move towards a broader water resource perspective.</p> <p>A joint decision was made between GWRC and CIIL (co-funder) to 'reframe' the project investigations to take into account new information that could have implications for the broader water resource management context in which the project is set. The effect of this was to put the previously contracted work programme on hold.</p> <p>The principal drivers that have resulted in reframing the project investigations were:</p> <ol style="list-style-type: none"> <li>1) Natural Resources Plan integration - to take into account the proposed key water resource limits in GWRC's Natural Resources Plan and the Waitua process outcomes; i.e. how the Plan and the project relate</li> <li>2) Climate change projections –to identify the nature and significance of the potential water supply and demand implications for the Ruamāhanga valley floor of recently released climate change information</li> <li>3) 'Public' benefits – given the above are predicted to significantly reduce water reliability, identify and assess opportunities, implications and benefits that a water storage scheme can potentially offer for the broader community in addition to irrigation.</li> </ol> <p>Following signing of the co-funding contract in early October 2017, the work programme will commence in October 2017 with completion scheduled for August 2018.</p>								



# MAJOR PROJECTS

## Long Term Plan 2018-28

*The LTP is made up of a number of interdependent strategies and policies and has specific process planning requirements including: the audit process, consultation and engagement processes and decision making and governance*

OVERALL STATUS	TIMING	BUDGET	ISSUES	RISKS
<p><b>COMMENT</b> A number of deliverables that contribute to the LTP project have been either completed or progressed during the quarter. A reviewed Significance and Engagement Policy has been signed off by ELT (adopted by Council in late October). The development of a consultation and engagement programme for March-April 2018 has also progressed, as has the development of the 'What Matters' LTP website, which is now live.</p> <p>The LTP project team have been developing budget options and scenarios for consideration and discussion with ELT and then Council (late October). These budget decisions will form the basis of options, projects and programmes to be consulted on through the 'What Matters' consultation document.</p> <p>A comprehensive review of the Revenue and Financing Policy is progressing well. Two discussion papers outlining possible changes to rating have been prepared and presented to a Council workshop.</p> <p>The drafting of the LTP supporting information (similar to a Draft LTP) has started, including the review of performance measures. Essentially, the components that make up the development of the Long Term Plan are coming together. Areas of focus for the next quarter include: landing the LTP budget, developing the Financial and Infrastructure Strategies along with the consultation document and completion of the Audit self-assessment.</p>				



# MAJOR PROJECTS

## RiverLink

*The proposed Upgrade Project combines Greater Wellington led flood protection works with components of the Hutt City Council led Making Places Project and the NZTA led Melling Intersection Improvements Projects.*

<b>OVERALL STATUS</b>	●	<b>TIMING</b>	●	<b>BUDGET</b>	●	<b>ISSUES</b>	●	<b>RISKS</b>	●
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**COMMENT** Technical aspects of preliminary design are complete for all project parts controlled by GWRC and HCC. NZTA continues to progress its detail business case for the Melling Intersection improvements (on track to be delivered in early 2018). Recommendation of preliminary design will occur once NZTA’s detail business case has been completed and the findings of that work are incorporated into the preliminary design work.

Councillors have been continuing to consider the design, costs and programme information at scheduled project workshops. This work helps guide the development of the project and shape of the recommendation to proceed to detail design stage.

Nineteen of 118 properties required for the project have been acquired. A further 46 are at various stages of the property acquisition process.

Community information has been delivered through continued use of the pop up info container which has been sited at busy locations and events across Hutt City. Incorporation of RiverLink in the summer events programme, and updates to the pop up beach are being planned for the next two quarters.

Work has commenced in anticipation of the detail design stage. This includes preparation for geotechnical sampling around the project area, scoping of a physical flood and sediment transport model and preparation of additional visual engagement material.

Overall the programme is on track to deliver a recommendation to proceed to detail design in Q3 2017/18 financial year.



# MAJOR PROJECTS

## Lets Get Wellington Moving

*Taking a fresh look at the entire transport system in central Wellington to identify a package of improvements that support community aspirations and strategic objectives for the city in terms of its look, feel and function*

<b>OVERALL STATUS</b>	●	<b>TIMING</b>	●	<b>BUDGET</b>	●	<b>ISSUES</b>	●	<b>RISKS</b>	●
<b>COMMENT</b>	<p>The first quarter of 2017/18 has been a very busy period for the project, with some major tasks completed in addition to some structural and resourcing changes within the project. Highlights include completion of the case for change report, confirmation of the strategic response, ongoing scenario testing, completion of an independent mass transit corridor review, and a high level multi-criteria assessment of draft scenarios.</p> <p>In August the Alliance Management Team commissioned an independently facilitated review of the project. The review highlighted the need for a renewed commitment to an alliance approach and for a stronger programme management focus. As a result some minor improvements have been made to the project structure, an Alliance Statement has been prepared setting out expected values and behaviours, and an external programme management resource has been appointed to take the pressure off in-house staff.</p>								



## Lifelines

*Development of a programme business case to improve the resilience of the Wellington region lifeline utility services*

<b>OVERALL STATUS</b>	●	<b>TIMING</b>	●	<b>BUDGET</b>	●	<b>ISSUES</b>	●	<b>RISKS</b>	●
<b>COMMENT</b>	<p>A number of key deliverables have been completed this quarter. Contracts were signed with both Geological and Nuclear Sciences (GNS) and Aurecon to cover the work required to complete the Preliminary Business Case. GNS has been leading modelling programmes. The results of these programmes, along with a series of workshops run by Aurecon with Lifeline members during this quarter, have led to the development of the following:</p> <ul style="list-style-type: none"> <li>• a base case option of infrastructural changes that could happen should no additional commitment be made to enhance our regional infrastructure</li> <li>• two additional options that provide for varying levels of additional work that could provide greater resilience to the region's infrastructure to enable the regional economy to better bounce back following a 7.5 Magnitude earthquake on the Wellington fault line.</li> </ul> <p>The project is on track for delivering the Preliminary Business Case to the Crown early in 2018. The Lifeline members remain committed to the programme. The one issue that remains to be resolved is the finalisation and signing of the Management and Funding Agreement. The key issue has been the treatment of GNS Intellectual Property rights. It is anticipated that this will be resolved shortly.</p>								

# MAJOR PROJECTS

## PT Transition

*Delivers the activities necessary to commence the new contracts with bus operators, implements associated transformational changes for services across the region and ensures Greater Wellington organisation readiness to operate in the new PTOM environment*

<b>OVERALL STATUS</b>		<b>TIMING</b>		<b>BUDGET</b>		<b>ISSUES</b>		<b>RISKS</b>	
<b>COMMENT</b>	<p>The programme of work delivering improvements across the Metlink public transport network entered its main transition phase in June 2017 with signing of contracts with new bus operators Transit and Uzabus. This phase covers the period to mid-July 2018 when all new bus contracts under the Public Transport Operating Model (PTOM) will have commenced, heralding a significant upgrade in bus fleet modernity and efficiency. Snapper will be available as a payment system across the regional bus network and the new simple and connected Wellington city bus network will be operational with new shelters and infrastructure.</p> <p>All activity is progressing to schedule for agreed contract commencement dates, with a focus on working closely with incoming operators on meeting transition milestones. Internal work is preparing for engagement on the new network including web site development and new journey planner, introducing the Snapper ticketing system on all bus services and developing/aligning business systems and processes with operational requirements for PTOM and contractual obligations.</p>								



## Integrated Fares & Ticketing – National Ticketing Programme

*The full electronic ticketing solution for Greater Wellington through a co-operative engagement with the National Ticketing Programme*

<b>OVERALL STATUS</b>		<b>TIMING</b>		<b>BUDGET</b>		<b>ISSUES</b>		<b>RISKS</b>	
<b>COMMENT</b>	<p>The National Ticketing Programme continues to progress well. The Market Sounding was very successful in terms of level of participation and the information supplied has validated and refined the solution concept. The Auckland Comparator investigation has concluded with a recommendation from the NTP Programme Director that the competitive procurement of GRETS immediately proceeds. The Indicative Business Case and Procurement Strategy have been developed and the multi-party funding arrangements for the procurement stage have been agreed in principle. A Legal Services tender has been undertaken and contract awarded to support the procurement activities with registration of interest procurement documentation nearing completion.</p>								

# MAJOR PROJECTS

**Integrated Fares and Ticketing – Fares**

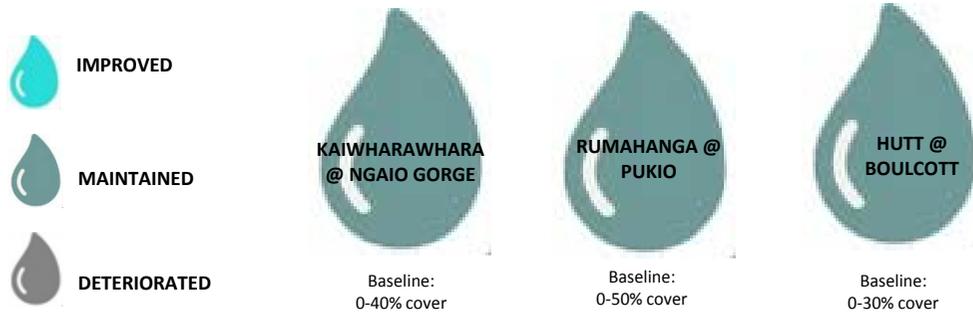
- 1) *Reviewing PT Plan policies for fares and ticketing. This work stream is referred to as the 'PT Fares Review'.*
- 2) *Rationalising fare products for rail and bus and ferry in the lead-up to IBTS and IFT*

<b>OVERALL STATUS</b>		<b>TIMING</b>		<b>BUDGET</b>		<b>ISSUES</b>		<b>RISKS</b>	
<p><b>COMMENT</b> Council adoption of the variation to the PT Plan and agreement of the fares package (on 31 October) concludes the policy component of the 2016/17 fares policy process. The focus from now will be on implementing the fares changes.</p> <p>The endorsement of the fares package is a major milestone completed , and paves the way for the implementation of fares changes in time for the new bus network in 2018.</p> <p>Overall spend on the fares transition process is slightly below forecasted levels for this period.</p>									

# KEY METRICS

## FRESH WATER QUALITY – MAINTAINED OR IMPROVED

Fine sediment cover on riverbed maintained against 2014-2016 baseline



## HEALTH & SAFETY

Lost time injury frequency rate - number of incidents per 100k hours worked



## PUBLIC TRANSPORT SERVICES ON TIME - RAIL SERVICES



## MAJOR PROJECTS



## ENGAGEMENT SURVEY



## PUBLIC TRANSPORT SERVICES ON TIME - BUS SERVICES



## REPUTATION INDEX





**Report** 17.476  
**Date** 6 December 2017  
**File** CCAB-8-1416

**Committee** Council  
**Author** Mike Ward, Acting Manager, Health and Safety

## Health and safety update

### 1. Purpose

To update Council on the health and safety performance and significant events which have occurred in the organisation during October and November.

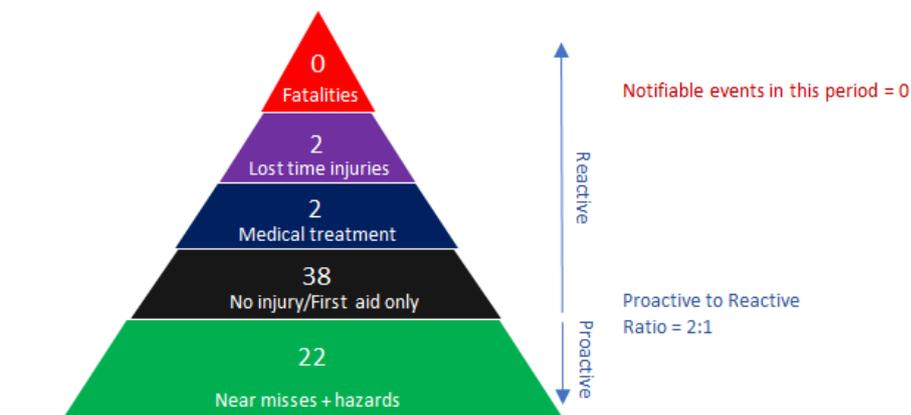
### 2. Background

The Greater Wellington Regional Council (GWRC) Organisational Performance Report contains an overview of the organisation’s health and safety management performance against all key performance metrics during the first quarter, which has been distributed to councillors.

This report contains supplementary information on other organisational health and safety for the year to date.

### 3. Understanding our health and safety risks

During the first two months (October and November) of the second quarter of this financial year, a total of 64 health and safety related events were recorded in KESAW (Keeping Employees Safe at Work). The diagram below is a breakdown of these events by outcome.



TOTAL REPORTS = 64  
 Resulting corrective actions = 20 Ratio of reports to corrective actions = 1:3

#### **4. Extreme and High Risk Events, including Lost Time Injuries**

The following is a summary of the significant reported events and the associated activity over the first quarter.

##### **4.1 Threatening Emails received**

Anonymous emails were received, making threats to Metlink staff. The emails were discussed with Transdev security staff who then involved the Police. The Police investigated and located the individual who sent the emails. The individual was accordingly charged with “threatening web based interactions”.

##### **4.2 GWRC ute’s handling adversely affected due to worn tyres**

A Biosecurity staff member driving from Masterton to Carterton became concerned about the unsafe handling characteristics of the ute they were driving. The staff member pulled over and checked the ute and found the outside edge of the tyres to be badly worn.

They carefully drove directly to Bridgestone and had the tyres replaced. The event was discussed with a vehicle driver training provider working with GWRC at the time, and they identified maintaining incorrect tyre pressure as the likely cause. The department communicated the importance of this to their staff, and a wider communication is going out to staff. “Understanding and maintaining tyre pressure for the work being undertaken, and tyre type” is to be included as part of the review of Driver Safety training currently underway.

##### **4.3 Contractor’s excavator tipped on its side**

While doing channel work for GWRC in a river, a contractor’s excavator tipped onto its side, due to a track sliding into a hole in the river bed when the sand in the river bed became unstable. This had not been previously identified. The operator’s cab remained above the water level and he was able to escape without injury.

We are working closely with the contractor regarding this event, which is still under review, to establish how this event happened and the lessons that can be taken to prevent the same or a similar event in the future.

##### **4.4 Impaired person attempted to steal a vehicle from within a controlled worksite**

A member of the public, who was later confirmed by Police to have been impaired and under the influence of an unknown illicit substance, entered a controlled Flood Protection worksite, jumped in and drove off in a GWRC vehicle which was parked within the controlled site and in close proximity to staff. Fortunately, individual only managed to drive a short distance before becoming stuck in a ditch.

The Police were called and quickly arrived to apprehend the individual who had attempted to evade, but was being followed by GWRC staff and contractors.

#### **5. Communication**

There is no communication required.

## 6. Consideration of Climate Change

The matters addressed in this report have been considered by officers in accordance with the process set out in the GWRC Climate Change Consideration Guide.

### 6.1 Mitigation assessment

*Mitigation assessments are concerned with the effect of the matter on the climate (i.e. the greenhouse gas emissions generated or removed from the atmosphere as a consequence of the matter) and the actions taken to reduce, neutralise or enhance that effect.*

Officers have considered the effect of the matters on the climate. Officers consider that the matters will have no effect.

Officers note that the matter does not affect the Council's interests in the Emissions Trading Scheme (ETS) and/or the Permanent Forest Sink Initiative (PFSI).

### 6.2 Adaptation assessment

*Adaptation assessments relate to the impacts of climate change (e.g. sea level rise or an increase in extreme weather events), and the actions taken to address or avoid those impacts.*

Officers have considered the impacts of climate change in relation to the matters. Officers recommend that climate change has no bearing on the matters.

## 7. The decision-making process and significance

No decision is being sought in this report.

### 7.1 Engagement

Engagement on this matter is unnecessary.

## 8. Recommendations

*That the Committee:*

1. *Receives the report.*
2. *Notes the content of the report.*

Report prepared by:

**Mike Ward**  
Acting Health & Safety  
Manager

Report approved by:

**Lucy Matheson**  
General Manager, People and  
Customer



**Report** 17.447  
**Date** 3 November 2017  
**File** CCAB-8-1345

**Committee** Council  
**Author** Mike Timmer, Treasurer

## **Shareholder resolutions in lieu of Annual General Meeting – WRC Holdings Limited**

### **1. Purpose**

To seek approval from the Council, as sole shareholder of WRC Holdings Limited, not to hold an Annual General Meeting (AGM) for WRC Holdings Limited.

### **2. Background**

Under section 120 of the Companies Act 1993, the board of a company must call an annual general meeting of shareholders to be held no later than six months after the balance date of the company. However, it is unnecessary for the company to hold a meeting if everything required to be done at that meeting is done by written resolution of the shareholders, passed in accordance with section 122 of the Companies Act 1993.

### **3. Comment**

The purpose of holding an AGM for WRC Holdings Limited would be for the Council to approve the company's audited accounts, appoint an auditor and to pass a resolution regarding the auditor's fees and expenses.

On 31 October, the Council received the WRC Holdings Limited financial statements for the year ended 30 June 2017 (see Report 17.442). Section 70 of the Local Government Act requires that Audit New Zealand be appointed as the auditor for council-controlled companies. Therefore, an AGM in respect of the 2016/17 year is considered unnecessary.

### **4. Communications**

No communications are required.

### **5. Consideration of climate change**

The matters addressed in this report are of a procedural nature, and there is no need to conduct a climate change assessment.

## 6. The decision-making process and significance

The matters requiring decision in this report have been considered by officers against the requirements of Part 6 of the Local Government Act 2002.

### 6.1 Significance of the decision

Officers have considered the significance of the matter, taking into account the Council's significance policy and decision-making guidelines. Due to the procedural nature of this decision officers recommend that the matter be considered to have low significance.

Officers do not consider that a formal record outlining consideration of the decision-making process is required in this instance.

### 6.2 Engagement

Due to the procedural nature and low significance, no engagement on this matter has been undertaken.

## 7. Recommendations

*That the Council:*

1. **Receives** the report.
2. **Notes** the content.
3. *As sole shareholder of WRC Holdings Limited **agrees** that the Company not be required to hold an Annual General Meeting.*
4. *As sole shareholder of WRC Holdings Limited, **resolves** the written resolutions contained within Attachment 1.*
5. **Authorises** the Council Chairperson to sign the resolutions of the sole shareholder (Attachment 1).

Report prepared by:

**Mike Timmer**  
Treasurer

Report approved by:

**Dave Humm**  
General Manager, Corporate  
Services/ Chief Financial  
Officer

**Attachment 1:** Shareholder Resolutions for WRC Holdings Limited

**WELLINGTON REGIONAL COUNCIL**  
*(the Shareholder)*

**WRC HOLDINGS LIMITED**  
*(the Company)*

**Written resolution of the sole shareholder of the Company dated 30 November 2017**

**Introduction**

Under the Companies Act 1993 (the Act) the Board of the Company must call an annual meeting of shareholders to be held within a time specified by the Act. However, it is not necessary for the Company to hold a meeting of shareholders if everything required to be done at that meeting is done by written resolution passed under section 122 of the Act.

**Resolutions**

Wellington Regional Council, being the sole shareholder and entitled person of the Company, resolves and agrees:

1. That the audited financial statements of the Company for the accounting period ended 30 June 2017 and the Annual Report be approved and adopted.
2. To appoint Audit New Zealand (as required by section 70 of the Local Government Act 2002) as the auditor of the Company to:
  - (a) hold office from the date of this resolution until the conclusion of the Company's next annual meeting; and
  - (b) audit the Company's financial statements and the group financial statements for the accounting period after the date of this resolution.
3. That the auditor's fees and expenses are to be determined by the directors of the company (or their appointed officers) in consultation with the auditor.
4. Not to hold an Annual General Meeting.

**Signed** by the sole shareholder  
WELLINGTON REGIONAL COUNCIL

---

Authorised Person



<b>Report</b>	<b>17.502</b>
Date	4 December 2017
File	CCAB-8-1411
<b>Committee</b>	<b>Council</b>
<b>Author</b>	<b>Samantha Seath, WRS Office</b>

## Shareholder resolution in lieu of Annual General Meeting - WREDA

### 1. Purpose

To seek approval from the Council, as a shareholder of Wellington Regional Economic Development Agency Limited (WREDA), not to hold an Annual General Meeting (AGM).

### 2. Background and comment

The Council's shareholding in WREDA represents the regional targeted rate for economic development and the delivery activities of Grow Wellington. This agency is now part of the WREDA Group.

Under section 120 of the Companies Act 1993, the board of a company must call an annual general meeting of shareholders to be held no later than six months after the "balance date" of the company. However, it is unnecessary for the company to hold a meeting if everything required to be done at that meeting is done by written resolution of the shareholders, passed in accordance with section 122 of the Companies Act 1993.

The purpose of holding an AGM for WREDA would be for the shareholding councils to approve the company's audited accounts, appoint an auditor, and to pass a resolution regarding the auditor's fees and expenses.

On 9 November 2017 WREDA adopted the financial statements of the WREDA Group for the year ended 30 June 2017. The financial statements include an unqualified audit report. The WREDA Group Annual Report is set out in [Attachment 1](#) of this report, which includes a copy of the financial statements for the year ended 30 June 2017.

Section 70 of the Local Government Act requires that Audit New Zealand be appointed as the auditor for council-controlled companies. An AGM in respect of the 2016/17 year is therefore considered unnecessary.

A copy of the shareholder resolutions is attached as **Attachment 2** which will need to be passed if no AGM is to be held. As the other shareholder of WREDA, Wellington City Council will also need to pass the resolutions for no AGM to be held.

### **3. Communication**

The Council's decision will be communicated to the Wellington City Council and to WREDA.

### **4. Consideration of climate change**

The matters addressed in this report are of a procedural nature, and there is no need to conduct a climate change assessment.

### **5. The decision-making process and significance**

The matters requiring decision in this report have been considered by officers against the requirements of Part 6 of the Local Government Act 2002.

#### **5.1 Significance of the decision**

Officers have considered the significance of the matter, taking into account the Council's significance and engagement policy, and decision-making guidelines. Due to the procedural nature of this decision officers recommend that the matter be considered to have low significance.

Officers do not consider that a formal record outlining consideration of the decision-making process is required in this instance.

#### **5.2 Engagement**

Due to its procedural nature and low significance, no engagement on this matter has been undertaken.

### **6. Recommendations**

*That the Council:*

1. ***Receives the report.***
2. ***Notes the content of the report.***
3. ***As a 20% shareholder of WREDA Limited:***
  - a. ***Agrees that the Company not be required to hold an Annual General Meeting;***
  - b. ***Resolves the written resolutions contained within Attachment 2 to receive the directors report and the audited financial statements, and to agree the auditor's fees and expenses.***
4. ***Authorises the Chief Executive to sign the shareholder resolutions on behalf of this Council.***

Report prepared by:

**Samantha Seath**  
WRS Office

Report Approved by:

**Luke Troy**  
General Manager, Strategy

**Attachment 1:** WREDA Annual Report 2016/17

**Attachment 2:** Shareholder Resolutions for WREDA Limited

# WREDA

WELLINGTON REGIONAL ECONOMIC DEVELOPMENT AGENCY

## ANNUAL REPORT 2016/17







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# WREDA'S WORKING FOR WELLINGTON

**338**

VENUES WELLINGTON  
PERFORMANCES

**\$25m**

CONFERENCE  
EVENT BIDS WON

**+10%**

GROWTH IN  
EXPORTS

**+5,776**

MORE FILLED JOBS

**#1**

WORLD'S MOST LIVEABLE  
CITY DEUTSCHE BANK  
SURVEY

**+2.6%**

GROWTH IN  
REAL GDP

**48,700+**

PEOPLE APPLYING  
TO LOOKSEE  
WELLINGTON

**\$52m**

INCREASE IN VISITOR  
SPENDING  
\$2.38BN TOTAL

**\$5.4m**

GENERATED NZ/AUS  
MEDIA COVERAGE

**34**

NEW COMPANIES  
LAUNCHED AND GROWN  
WITH CREATIVE HQ

NZ'S  
FASTEST-GROWING  
MAIN CENTRE  
FOR INTERNATIONAL  
STUDENTS

**4.3m**

VISITS TO  
WELLINGTONNZ.COM

**\$2.7m**

REGIONAL BUSINESS  
PARTNERSHIP FUNDING  
FOR LOCAL COMPANIES

**657,700**

PEOPLE ATTENDING  
MAJOR EVENTS

**\$103m**

PRODUCTION FACILITATED BY  
SCREEN WELLINGTON

# INTRODUCTION

## PETER BIGGS, BOARD CHAIR



Kia ora koutou,

On behalf of the Board and Leadership Team, I am pleased to present the Wellington Regional Economic Development Agency's (WREDA) Annual Report for the 2016/17 Financial Year.

During the year, WREDA made excellent progress towards our vision of making Wellington the most prosperous, vibrant and liveable region in Australasia by 2025, despite the multifaceted challenges that followed the November 2016 earthquake. Over the last 12 months, WREDA has demonstrated its capacity, capability and resilience. Under the leadership of Chris Whelan, WREDA's inaugural Chief Executive, a single WREDA entity was formed, the result of a complex amalgamation of existing diverse agencies and offices.

Over the past year, the WREDA team, in collaboration with a number of partners, delivered a range of unified programmes which contributed greatly to Wellington's increasing prosperity, vibrancy and liveability. In May, we welcomed Derek Fry into the Interim Chief Executive position, and Chris moved into an advisory role, where he continues to provide the Board with valuable strategic insight.

Right now, the Wellington region is enjoying greater economic momentum than it has for years. Our liveability was acclaimed as the world's best by Deutsche Bank this year. Our population grew by nearly 8,000 - a 21-year high - as people increasingly chose to invest their future in a thriving, prosperous Wellington region. An additional 5,776 jobs were filled in the region this year, as unemployment declined. As the region grows, building consents are on the rise, as is infrastructure investment. It's hardly surprising therefore, that consumer, business and investor confidence surveys all have Wellington near the top of New Zealand regions.

Longer term, the Wellington region is ideally equipped to thrive in the evolving global economy. Our smart, highly-educated workforce specialises in the lightweight service, digital and premium product exports that are essential to New Zealand's economic evolution. As we move into the 'middle half' of the 21st century, our culture of innovation and agility will be our strength - and our quality of life will be a critical advantage in the global competition for talent.

As this magnificent region - this vibrant community of creative and passionate Kiwis - goes from strength to strength, WREDA continues to support and empower their success.

On behalf of the entire WREDA team, our thanks go to our governing councils, commercial partners and stakeholders across the region for their ongoing trust and support. As this report illustrates, 2016/17 has been a year of progress consolidated, ambition rewarded, and challenges risen to.

Ngā mihi nui

A handwritten signature in black ink, appearing to read 'Peter Biggs'.

Peter Biggs, CNZM

CHAIR: WELLINGTON REGIONAL ECONOMIC DEVELOPMENT AGENCY



**RIGHT NOW, WELLINGTON IS ENJOYING GREATER ECONOMIC MOMENTUM THAN IT HAS FOR YEARS.**

# EXECUTIVE SUMMARY

DEREK FRY, INTERIM CHIEF EXECUTIVE



Since I took the reins as WREDA's Interim Chief Executive less than two months before the end of the financial year, the question I'm most often asked about my new job is "so... what does WREDA do?"

I understand why I get that question. We're an amalgamated agency with a wide-ranging mandate. Practically all our work is done in partnership; our approach is designed to enable others to succeed. For us, the hero of the story should always be Wellington - regional people, projects and businesses - not WREDA.

That said, I'm pleased to take the opportunity of our annual report to give a more detailed answer to the question.

As you'll read, we have our high-profile successes, like LookSee Wellington (pg 13), which was a gamechanger for the global profile of the Wellington region's tech sector, and put us in touch with tens of thousands of talented people who'd like to be a part of it.

There are big projects which you may not have known WREDA had a role in. The DHL New Zealand Lions Series, (pg 21) for example. From securing the back-to-back match schedule, to leading regional operational planning and managing the Fan Zone/Fan Trail, our teams were involved every step of the way.

Similarly, we're behind WellingtonNZ.com, (pg 19) which provides info on eating, shopping, visiting, studying and working in the region to millions of people a year, locals and visitors alike.

You may have felt the benefits of our work in other ways. You may work at one of the hundreds of regional businesses we've directly supported. If you

enjoyed a show at one of our civic venues, our team both helped get it to Wellington, and helped you find your seat. And if you attended a conference here last year, there's a good chance our team helped the hosts win it for the region.

What brings this breadth of activity together is a commitment to supporting Wellingtonians as they build their careers, companies, lives, families and futures.

Some of our work, perhaps ironically, you won't see at all unless you're outside of Wellington. Our visitor marketing campaigns (pg 16), and our media promotion of the region's innovative business community reach an audience of millions across Australasia.

It has also been a successful year for WREDA from a financial point of view. Higher than expected revenue, lower administrative costs and timing of expenditure results in an accounting surplus for the year, which we will utilise on projects early in 2017/18.

In the past financial year, we've seen great success and met robust challenges. As we celebrate and recount those achievements here, we also look forward. That's why we've appended to this Annual Report our 'Big 6' priorities for the year ahead.

The outlook for the region is very promising. We operate in a global economy that increasingly rewards the very qualities and specialities where we

have a competitive advantage. Managing our growth trajectory will bring its own challenges.

Housing and infrastructure require investment. Productivity must be a focus for business, to create real, sustainable growth. Government must ensure prosperity is spread fairly, as inequality erodes the social cohesion on which commerce depends. Wellington will rise to all these challenges, so long as we increase co-operation across the region, and embrace our role in New Zealand's economic and social evolution.

It's in these areas that I am most excited by WREDA's potential to develop. Our regional and sector reach, combined with our partnership principles, give us a unique ability to convene, coordinate and help get things done. Major projects like the Movie Museum/Convention Centre, Indoor Arena, runway extension and transport infrastructure are where the big steps in our regional economic development can be achieved. Ensuring the region derives maximum benefit from these and other investments was beyond the capacity of our predecessor organisations. It is, quite literally, a role WREDA was made for.

In the meantime, I extend WREDA's hand of partnership to all of you.

This annual report will give you an insight into what we do. The 'Big 6' attachment inside the back cover tells you what we're focussed on. Let's talk about where those align with your goals and strategies, and work out how WREDA can help you succeed.

We're your economic development agency. We're here to help you succeed. Let's work together to make it happen.



Derek Fry  
INTERIM CHIEF EXECUTIVE



**WHAT BRINGS THIS BREADTH  
OF ACTIVITY TOGETHER IS A  
COMMITMENT TO SUPPORTING  
WELLINGTONIANS AS THEY  
BUILD THEIR CAREERS,  
COMPANIES, LIVES, FAMILIES  
AND FUTURES.**

# WHO WE ARE AND WHAT WE DO

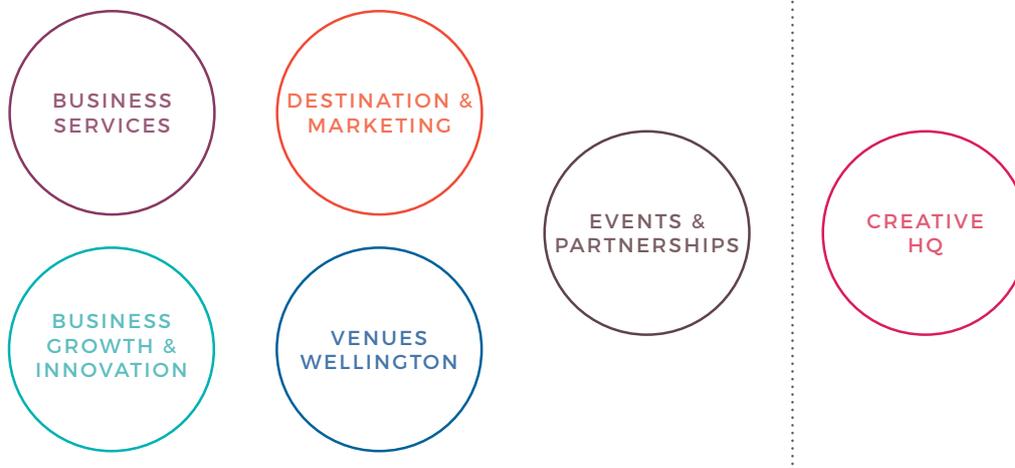
The Wellington Regional Economic Development Agency (WREDA) was formed in 2015, through the merger of Positively Wellington Tourism, Grow Wellington, Creative HQ, Positively Wellington Venues and Wellington City Council's Major Events Office.

WREDA is a council-controlled organisation, co-owned by Wellington City Council (80%) and Greater Wellington Regional Council (20%), and reporting to them both via the Wellington Regional Strategy Committee. WREDA's role is to support economic growth across the Wellington Region. Our activity is funded via a mix of business and residential ratepayers, commercial partnerships and retail trade.

OUR VISION FOR WELLINGTON:

**TO BE THE MOST PROSPEROUS, VIBRANT AND LIVEABLE REGION IN AUSTRALASIA BY 2025**

WREDA IS ORGANISED INTO FIVE BUSINESS UNITS AND ONE SUBSIDIARY:





**DAVID JONES | GM BUSINESS GROWTH & INNOVATION**

The BGI team works directly with growth-oriented businesses and priority sectors across Wellington to support a resilient economy. We enable business growth and R&D funding for companies, facilitate pathways to employment, and attract new (and retain existing) talent, business and investment for the region.



**WARRICK DENT | GM EVENTS & PARTNERSHIPS**

The success of Wellington's Major Events portfolio depends on the civic sponsorship and operational support managed by our team. We also attract major conferences and business events to the region, and manage strategic partnerships with stakeholders across the region and beyond.



**STEFAN KORN | CHIEF EXECUTIVE, CREATIVE HQ**

Creative HQ delivers a range of incubation and acceleration programmes for startups and high growth businesses. Alongside this, we provide innovation services and education for government and large-enterprise. Creative HQ is a wholly-owned subsidiary of WREDA.



**HEIDI MORTON | GM BUSINESS SERVICES**

The Business Services team provides the operational infrastructure that enables WREDA to function, and maximises the cost-effectiveness of a unified agency. Our responsibilities cover human resources, IT & technology, finance and office management.



**JEREMY HARDING | GM DEVELOPMENT & FORESIGHT**

Jeremy provides an analytical perspective on WREDA's work. This means closely monitoring Wellington's economic performance to help the board and management determine which areas of our business to allocate resources for the greatest benefit to the regional economy.



**DAVID PERKS | GM VENUES, MARKETING AND DESTINATION DEVELOPMENT**

The Venues Wellington team manages our portfolio of civic- owned performance and conference event venues; TSB Bank Arena & Auditorium (Shed 6), St James Theatre, Michael Fowler Centre, The Opera House.

Our Marketing & Destination Development team is tasked with making Wellington famous as a destination to visit, work, do business, invest, study and live. We lead visitor campaigns domestically and in Australia, work with travel trade in long-haul markets, and operate the Wellington i-SITE Visitor Information Centre.

# BUSINESS UNIT ACTIVITY HIGHLIGHTS

## BUSINESS GROWTH & INNOVATION

### GROWING LOCAL BUSINESSES

For the seventh year running, we delivered the Regional Business Partner (RBP) programme in Wellington, on behalf of New Zealand Trade & Enterprise and Callaghan Innovation.

During the year, we've worked with close to 500 client businesses, providing access to mentorship programmes, capability development and R&D funding.



*WREDA has been a crucial partner & supporter to the growth of PosBoss. They have been dedicated and passionate about helping us strengthen our strategy, continuously deliver customer loved products and increase sales across Australasia. WREDA is an asset to the growth of any Wellington tech business.*

#### JONNY MCKENZIE

FOUNDER & CEO, POSBOSS  
(REGIONAL BUSINESS PARTNER PROGRAMME CLIENT)

**\$2.7 MILLION+**

RBP FUNDING FOR WELLINGTON REGIONAL  
BUSINESSES

### GETTING STUDENTS INTO WORK

Our partnership with the Summer of Tech internship programme entered its twelfth year, supporting an ever-increasing demand for interns from Wellington tech businesses. Summer of Tech retention rates, from intern to full-time employment, are approximately 80%.

This year, the model was expanded to establish the Summer of Biz programme, which will connect HR and Marketing students with internship opportunities across the Wellington region in summer 2017/18.

Summer of Tech is the largest single contributor to our placement of interns in priority sectors in 2016/17, where in total, 221 interns were placed with 42 Wellington employers. This is an increase from totals of 199 and 182 in the previous two years.



*It's been great to have WREDA supporting us in our growth. Summer of Tech is a tremendous opportunity for local businesses to get access to talented students. It's fantastic to see Alitia -the intern we hired through Summer of Tech - grow into a team leader and now to come full circle, and be hiring new people for her team at this year's Summer of Tech!*

#### CLINT VAN MARREWIJK

MANAGING DIRECTOR, THUNDERMAPS

SPOTLIGHT

LOOKSEE WELLINGTON



CONNECTING THE CAPITALS

Singapore Airlines' new 'Capital Express' service, flying between Wellington, Canberra and Singapore, was leveraged by WREDA to strengthen trade relationships between the three cities.

Our Screen Wellington office began negotiating a tri-partite agreement with our equivalents in Singapore and Canberra. The agreement enables sharing of insights and expertise, to meet the needs of the three screen sectors.

We initiated a collaborative relationship with Canberra Innovation Network (CBRIN), and joined them on a mission to Singapore in April. We took four Wellington start-ups to pitch to Singaporean investors and get insight into the Singaporean venture capital market. Following positive results, activity will continue in this year.



*This is our second visit to Singapore alongside WREDA. On the first we presented to a group of local investors, and on this latest visit we followed up with potential customers and delivery partners. As the world's third-largest banking centre, Singapore handles a vast amount of business data, making it an ideal market for Eight Wire, and one we're definitely keen to explore.*

**JASON GLEASON**  
EIGHT WIRE

A WORLD-FIRST CAMPAIGN TO ATTRACT TECH TALENT FROM AROUND THE GLOBE TO THE WELLINGTON REGION.

LookSee's spectacularly successful marketing and PR campaign drove \$10 million worth of international media coverage - including the *New York Times*, *Forbes*, *Mashable*, *Guardian*, *San Fransisco Chronicle* and *USA Today* - resulting in unprecedented levels of interest in Wellington's tech sector. More than 48,000 people from around the world completed applications to participate.

In May, 93 employer-selected candidates, representing 28 nationalities, were flown to Wellington for a week of job interviews, immigration seminars and Wellington lifestyle experiences. At the time of printing, 40 candidates have either arrived in Wellington to begin work, are moving through immigration/relocation processes, or remain in discussion with employers.

The LookSee Wellington database now holds thousands of talented, experienced tech professionals who are keen to create a future here.

At the 2017 Economic Development New Zealand Conference, WREDA received the inaugural MBIE Innovation Award for LookSee Wellington.



### ATTRACTING NEW JOBS

WREDA was integral to business services company Concentrix choosing Wellington as the location for its first Southern Hemisphere tech support centre. Competing with bids from across Australasia we presented a compelling case to Concentrix, highlighting the quality of Wellington's workforce.

WREDA also supports training for local Concentrix employees taking entry-level positions with the company. Providing tech call centre support for a leading global technology client from its Old Bank Arcade premises, Concentrix had created more 200 jobs by the end of the financial year. That number is set to rise further over the next 12 months.

### EXPORTING EDUCATION

The Wellington International Student Growth Programme (WISGP), is a multi-year partnership initiative between WREDA, local councils, tertiary institutions, schools and Education New Zealand. WISGP continues to drive growth and development in the region's international education sector. Alongside student attraction and trade marketing, the programme makes contributions to capacity development, pathways to employment and student experience. Last year culminated in the inaugural Wellington International Student Excellence Awards, presented by then-Deputy Prime Minister Bill English, to outstanding achievers from our international student community.

Latest figures from Education New Zealand show that Wellington is the fastest-growing main centre in the country for international students, who now contribute approximately \$200 million to the regional economy.

**10% GROWTH**  
IN INTERNATIONAL STUDENTS IN WELLINGTON IN 2016 (AN ADDITIONAL 746 STUDENTS)

### NETWORKING THE TECH SECTOR

As a partner city to the first ever New Zealand Techweek, Wellington demonstrated its status as a place where tech lives and thrives. WREDA was the local sponsor and coordinating agency, in partnership with national Techweek'17 leader NZ Tech.

Forty-four unique events were held across Wellington during the week. These ranged from hands-on tech experiences for kids, demonstrations and conferences on leading-edge tech like AR/VR and blockchain, to seminars on business strategy for export-oriented tech companies.

### SUPPORTING RECOVERY

Immediately following the November earthquake, the Business Growth & Innovation team focussed on providing business continuity support for local companies.

WREDA worked with Wellington City Council to establish the Earthquake Recovery and Information Centre (ERIC) on Lambton Quay. We joined with Inland Revenue, Ministry of Social Development, Ministry of Business, Innovation and Employment and other community organisations at the centre, to provide a one-stop shop for affected Wellington businesses seeking information and assistance.

With numerous building closures, particularly in Wellington city, a shortage of office space was a pressure point. Some companies with available space began making offers to displaced neighbouring businesses. We sought to promote and coordinate this 'space sharing', initially through brokering direct demand/supply relationships, and by partnering with Trade Me to create an online marketplace for space and other resources.

Staff wellbeing was also an issue of concern. We brought in Umbrella Health to conduct resilience workshops for Wellington business leaders, advising them on effectively and safely managing their teams, as they returned to work under stressful circumstances. We also worked with disaster mental health expert Sarb Johal, to produce a series of short video resources, designed to support employees looking to manage their mental health.

## CREATIVE HQ

In its most significant year to date, Creative HQ (a wholly-owned subsidiary of WREDA), is a reminder that entrepreneurs can be found everywhere. We helped launch 34 new start-ups, and our flagship accelerator programme Lightning Lab expanded into new verticals with the launch of the Kiwibank FinTech Accelerator and Lightning Lab Electric, while the R9 GovTech Accelerator ran for the third time.

Creative HQ continues to grow Wellington's reputation as New Zealand's "place to innovate".



*Being part of the Kiwibank FinTech Accelerator helped us turn our idea into a business, providing us with the momentum, tools and support we needed along the way.*

**SONYA WILLIAMS**  
DIRECTOR, SHARESIES



*It [Lightning Lab] is hugely rewarding, and an experience you will never forget. It will change you as a person. It was an incredible environment to grow my business, surrounded by more support, encouragement and resources than you could ever imagine.*

**VIRGINIA FAY**  
CEO, PATTERNSNAP

### IN THE 2016/17 FINANCIAL YEAR

1. WE HELPED LAUNCH 34 NEW COMPANIES IN WELLINGTON.
2. THE VENTURES IN CREATIVE HQ'S PORTFOLIO INCREASED IN VALUE BY \$5.5M, AND ARE NOW COLLECTIVELY VALUED AT \$69.7M.
3. WE SAW THE FIRST MAJOR TRADE SALE OF A LIGHTNING LAB COMPANY WITH PUBLONS BEING ACQUIRED BY CLARIVATE ANALYTICS, CREATING SIGNIFICANT RETURNS FOR FOUNDERS AND INVESTORS.
4. WE GREW OUR POPULAR EVENT SERIES, STARTUP GARAGE, BY OVER 800 MEMBERS TO A TOTAL OF 2528 GARAGERS.



## DESTINATION & MARKETING

Wellington's tourism sector has experienced highs and lows over the last financial year; from the impact of the November earthquake right before the summer season, to a region pumping with international visitors for a once-in-a-decade tour by the British & Irish Lions.

Throughout all the variation, seasonal or otherwise, Wellington's tourism numbers remain strong. As a Destination & Marketing team, developing the new market opportunities created by the Singapore Airlines 'Capital Express' service is a new focus. At the same time, seasonal and event-based campaign support for domestic visitation remains at the core of our tourism marketing activity.

Also in this financial year, building on LookSee Wellington's success, and capitalising on Deutsche Bank listing us as the world's most liveable city, we created a new domestic talent attraction campaign named *Why Wellington? It's personal.*

### ATTRACTING KIWIS

Our domestic visitor strategy continues to promote Wellington as New Zealand's ultimate creative urban destination, perfect for a weekend break. New Zealand remains Wellington's main visitor market, accounting for around 67% of Wellington's visitor spend.

Over the year, we undertook five domestic marketing campaigns with a cumulative reach of nearly 13.8 million. These included summer, winter visitor campaigns and a partnership campaign with Te Papa to drive out-of-region visitation to its Bug Lab exhibition.

### CROSSING THE DITCH

Australia is Wellington's most important international visitor market. Wellington attracts around 250,000 Australian visitors per year, with 160,000 of these direct via Wellington Airport using direct flights from Sydney, Melbourne, Brisbane, Coolangatta (Gold Coast) and Canberra.

Australians account for approximately 30% of all international spending in Wellington. Our marketing activity contributed to an increase in Australian visitor spending of 8.5%, reaching \$242 million for the year.

In the 2016/17 financial year, marketing activity leveraged new connectivity with Canberra through the launch of the Singapore Airlines service, as well as supporting the airline routes from Brisbane, Gold Coast, and Melbourne.

Positioning Wellington as an easy, creative short-break just a 3-hour plane ride away, our *Find a World (3 hours) away* campaign consisted of digital banners, video, outdoor, cinema, social, radio and native editorial content. This was supported by our "always on" activity across digital channels and PR.



*Destination Wairarapa is extraordinarily lucky to have such a great regional partner in WREDA. David Perks and his team work closely with us, particularly in the international markets...our Wellington partnership has a brilliant formula - stay in New Zealand's capital city of cool & enjoy a sophisticated rural getaway in Wairarapa.*

DAVID HANCOCK

CHIEF EXECUTIVE, DESTINATION WAIRARAPA

## SPOTLIGHT

# WHY WELLINGTON? IT'S PERSONAL



This year, Wellington launched its first ever domestic talent attraction marketing campaign; *Why Wellington? It's Personal*. The objective was to build Wellington's reputation as a dynamic destination to live and work - putting it on the radar of creative, high-value 25 - 39-year-old talent at nudge-able life stages.

By attracting young, creative talent who can grow their careers and make their mark on the world from Wellington, we can help build a stronger and more sustainable economy. With so many factors influencing decisions on where to live - such as career opportunities, life stages and individual / family circumstances - we can never control all the decision-making factors for any given individual. Instead, our purpose was to create 'one link in the chain' - by establishing a clear and distinctive reputation for Wellington

that blends creativity, connection, lifestyle and 'life balance'... that reflects what makes our city unique.

The result was a destination campaign unlike any other. It looked past the craft beer and coffee to offer a real, authentic look at life here; what it's like to arrive, to work, to grow up here, to belong.

The campaign led with a 60 second hero video, backed up with a series of supporting interviews with Wellingtonians talking about why they choose to live and work here. More in-depth stories about some of the capital's entrepreneurial types and our screen, tech and social enterprise sectors were shared via partnerships with Idealog and The Spinoff.

### THE CAMPAIGN PERFORMED EXTREMELY WELL, ACHIEVING:

**935,062**

completed video views across digital channels

**40%**

TV reached almost 40% of our 25 - 39 year old audience

**4 - 7 mins**

average article reading time for the Spinoff partnership

**Low cost**

Lower than industry average cost per clicks for all activity

**Improved**

perceptions of Wellington as a place to live and work

## MAKING THE NEWS



Our visitor focused PR programme has delivered its most successful results to date. Australasian media activity delivered 1,015 stories and our partnership media activity with Tourism NZ, hosting international media delivered thousands more - including results from the hosting of several high-profile influencers from China and the US.

Media hasn't just focused on profiling Wellington as a visitor destination. Our pan-economy media campaign delivered strong results for the city and its diverse, bustling business community. The stories we secured helped to build the region's reputation in New Zealand, Australia and beyond.

We have told stories about the strength of Wellington's collaborative business environment and enhanced the profiles of local companies in the Australian media, including Trade Me, Postr, L2VR, and ProjectR.

Using WREDA spokespeople, we have highlighted Wellington's prosperous, collaborative and innovative environment, and demonstrated how the city's planning and leadership has made it a competitor on the global stage.

New Zealand and Australian PR and hosted business journalists generated 701 stories and \$2,591,740 in equivalent advertising value.

## WELCOMING VISITORS TO WELLINGTON

The Wellington i-SITE Visitor Information Centre was displaced by the November 2016 earthquake, relocating to a nearby space in front of the Michael Fowler Centre.

Despite the disruption, the i-SITE team received and managed cruise ship visitors and summer trade as scheduled.

The year finished on a high, with sales during the week of the DHL NZ Lions Series up by 141% compared to the same week in 2016.



## REACHING NEW MARKETS

Making the most of the Singapore Airlines 'Capital Express' flight for Wellington means ensuring that travel trade agents across Asia and beyond are aware of the service, understand Wellington's key attractions, and incorporate us into the New Zealand itineraries they design and book.

Trade training and agent familiarisation visits were therefore a key focus area for our Travel Trade Marketing team in 2016/17. A record 498 travel sellers from around the world were hosted in Wellington over the last 12 months, including 100 Australian agents who travelled on the September inaugural flight.

The team trained close to 2,000 agents, primarily across Canberra, Singapore, and feeder routes through South East Asia, resulting in the sale of new Wellington and Wairarapa itineraries and strong use of the service.

We also trained the tour hosts of Lions Rugby Travel, the largest inbound operator, on what to do and see in Wellington, several months out from the tour itself.

<sup>1</sup> \*source: Cruise New Zealand

## WORLD WIDE WEB WELLINGTON

Annual visitation records for WellingtonNZ.com were smashed, thanks in part to the huge volume of traffic driven by LookSee Wellington's global publicity.

Overall, WellingtonNZ.com finished the financial year with 4.3 million visits (+41% YOY) from 2.6 million users (+51% YOY) who viewed 8.8 million pages (+36% YOY).

Integration of web presences originating across WREDA's business units continued throughout the year, increasing the value of the platform and diversifying traffic sources. The culmination of this process in 2016/17 was the development of VenuesWellington.com.

TOTAL SUBSCRIBED DIGITAL  
AUDIENCE 369,215

SOCIAL MEDIA FANS 228,818

ENEWS SUBSCRIBERS 140,397

VenuesWellington.com is the first website to be built using WREDA's 'single platform' approach, and replaces the legacy platform PWV.co.nz. This site's job is to promote our civic-owned venue portfolio to potential hirers, and drive leads to our sales team.

Presented as a standalone website with specific navigation structure and content, VenuesWellington.com is built on the digital infrastructure, templates and functionality of WellingtonNZ.com.

Single platform design brings better functionality, lower ongoing maintenance costs and increased efficiency of new developments. Users also benefit from a richer content experience.

Compared with the previous platform, time on site for VenuesWellington.com has increased by 26%.



**AFTER LIVING AND WORKING  
HERE ON THE FILM PETE'S  
DRAGON, STAR BRYCE DALLAS  
HOWARD APPEARED IN A  
TOURISM NEW ZEALAND  
CAMPAIGN, CALLING  
WELLINGTON HER  
"FAVOURITE CITY".**

## EVENTS & PARTNERSHIPS

This team brings together our Major Events, Business Events Wellington, Performance Event Attraction and Partnership functions.

The team delivered a successful major events programme, which exceeded KPIs in terms of overall attendance and return on investment.



*We enjoy a collaborative relationship with WREDA. From event attraction, development and delivery, our teams work hand-in-hand to deliver the best outcomes for the Wellington region.*

### SHANE HARMON

CHIEF EXECUTIVE,  
WELLINGTON REGIONAL STADIUM TRUST



### A YEAR OF MAJOR EVENTS

WREDA supported the following Major Events in the past financial year:



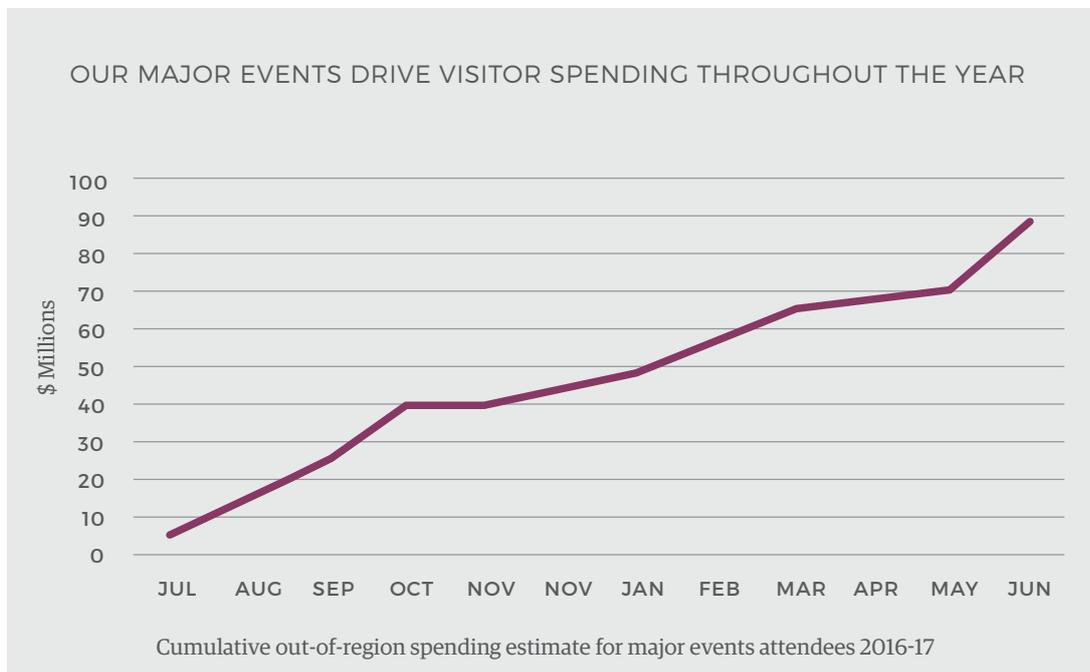
- Pulse Netball
- Hurricanes Rugby
- HSBC Sevens
- Black Caps v Bangladesh & South Africa
- All Whites v Fiji
- All Blacks v Australia (Bledisloe)
- Hurricanes v Lions



- World of WearableArt™ Awards Show
- Cindy Sherman Exhibition
- Wellington Jazz Festival
- Keith Urban/Carrie Underwood
- Jim Beam Homegrown
- CubaDupa
- NZ Brass Band Champs
- LUX light festival
- Guns n Roses



- Pinot Noir 2017
- Beervana
- Visa Wellington On a Plate



SPOTLIGHT

DHL NEW ZEALAND LIONS SERIES

SCORING THE FOOTBALL

The WREDA Major Events team, in partnership with Westpac Stadium, successfully won the rights to host the FIFA World Cup 2018 Intercontinental Playoff. Scheduled for November 2017, and featuring New Zealand and the 5th ranked team from South America, the match will attract visitors from across New Zealand and generate international media exposure for the Wellington region.

WINNING MORE CONFERENCES

Wellington's national market share of business events continues to grow, increasing 6% in the financial year, following a 2% gain in the year prior. Wellington now hosts 22% of New Zealand's multi-day business events.

In the past financial year, Business Events Wellington participated in successful bids for business events worth an estimated \$25 million to the regional economy.



WREDA PLAYED A KEY ROLE IN SECURING TWO MATCHES IN THE DHL NEW ZEALAND LIONS SERIES FOR WELLINGTON, AND IN MAXIMISING THE OPPORTUNITY OF THE WEEK.

Our team convened the Regional Coordination Group, bringing together NZ Rugby, Westpac Stadium, emergency services, transport operators, hospitality & accommodation sector, Wellington Airport and local council representatives. This group coordinated planning and operational delivery across the region, and liaised with national organisers.

Internally, we brought together team members from Major Events, Destination Marketing, Media, Trade Tourism, Venues and Business Growth & Innovation, to manage fan activations, business leverage events, promotion and media.

With an estimated 15,000 visitors for the Hurricanes match, and 26,000 for the test, the week had a significant impact on the regional economy.

TOP 5 CONFERENCE BIDS WON IN 2016/17

1. JOINT AUSTRALIA & NEW ZEALAND SOCIETY OF ANAESTHETISTS 2020
2. WORLD CONGRESS OF PUBLIC SERVICES INFORMATION 2020
3. HEALTH INFORMATICS NEW ZEALAND CONFERENCE 2018
4. INTERNATIONAL CONFERENCE ON ADVANCED MATERIALS & NANOTECHNOLOGY 2019
5. ILGA WORLD CONFERENCE 2020

**26,000**  
VISITORS

**1,200**  
CAMPERVANS

**1,000**  
EXTRA TEMP  
JOBS

**24,000**  
PEOPLE THROUGH  
THE FAN ZONE

**\$30m**  
ESTIMATED  
ECONOMIC  
IMPACT

**100%**  
OCCUPANCY  
IN REGIONAL  
ACCOMMODATION

## VENUES WELLINGTON

Our portfolio of civic venues (TSB Bank Arena & Auditorium (Shed 6), Michael Fowler Centre, St James Theatre, The Opera House) were successfully managed in 2016/17, welcoming more than 630,000 locals and visitors across its performance and business event programmes.

### RUNNING THE SHOW

Within two days of the Kaikoura earthquake, all venues were inspected, cleared and cosmetic repairs undertaken and were operating as normal. None of the properties earthquake ratings were affected. Owners Wellington City Council have committed to a strengthening programme for the St James Theatre, designed to protect this historic building and civic asset in the event of future seismic activity.

We installed a new sports floor at TSB Bank Arena, providing an international-standard playing surface for our two resident sports franchise hirers, Central Pulse and Wellington Saints.

At the conclusion of the previous arrangement, we opened our ticketing services to market, and, following a thorough closed tender process, appointed Ticketmaster.

Sell-out performance events included Joseph and The Amazing Technicolour Dreamcoat, (with promoters quoting Wellington as the most attended season through the New Zealand tour), An Evening with Dr Jane Goodall, Sol3 Mio, PJ Harvey, Bill Bailey, Nick Cave & the Bad Seeds, Don Henley, Twenty One Pilots, Broods and Ronan Keating.

Our resident hirers the Royal New Zealand Ballet, New Zealand Symphony Orchestra (who celebrated their 70th anniversary), Opera New Zealand, Orchestra Wellington and Chamber Music New Zealand also enjoyed excellent seasons.

A focused business events sales strategy boosted the number of national and international multi-day conferences in the region. Out-of-town conference delegates increased by 6,000 over the year.

### PERFORMANCE & BUSINESS EVENTS





*Wellington worked amazingly as a conference city - everything is central and easy for our delegates to access, including the airport. The general vibe within the city is one you just can't find elsewhere and it helps make events here stand out year after year. The team at Venues Wellington are world class.*

ANNAH DUNCAN  
INTERNATIONAL BRAND MANAGER,  
HARCOURTS INTERNATIONAL LTD

## CASE STUDY: HARCOURTS NEW ZEALAND 2017 CONFERENCE

Securing this major national conference's return to Wellington was three years in the making, and a combined effort between WREDA's Venues and Business Events Wellington team. Bringing together 900 delegates over three days, this was one of the largest and most valuable conferences in the region for the year.



# WELLINGTON'S EVENTFUL YEAR

Don Henley



Sol3 Mio



Joseph and the amazing technicolour dreamcoat



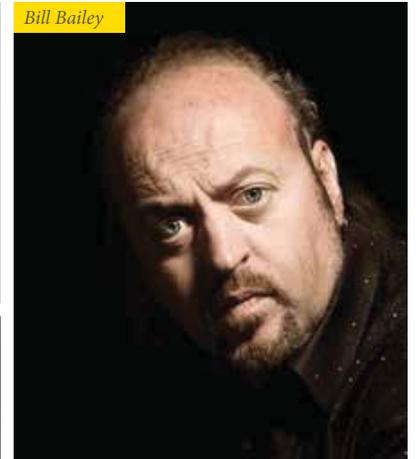
Royal New Zealand Ballet



Broods



Bill Bailey



LUX Light Festival



Beervana



Visa Wellington On a Plate



WOW\*



Orchestra Wellington



Hurricanes



Nick Cave & The Bad Seeds



New Zealand Symphony Orchestra



Ronan Keating



PJ Harvey



21 Pilots



Cuba Dupa



New Zealand Opera



# STATEMENT OF SERVICE PERFORMANCE

PROGRAMME	MEASURE	MEASURE / TARGET	FY17 RESULT	FY16 RESULT*
Sector Growth Initiatives	GDP growth of priority sectors above wellington average <sup>5</sup>	0.5%	1%	2.2%
	Employment growth of priority sectors above Wellington average <sup>6</sup>	0.5%	0.5%	2.3%
	Interns placed in priority sectors <sup>25</sup>	200	221	199
Regional Business Partner Programme	Performance against measured contract KPIs	100%	96% <sup>1</sup>	Current RBP contract started half-way through FY16. Also NZTE/Callaghan Innovation performance measures materially changed
Destination marketing	Total commercial guest nights <sup>14</sup>	3.15M	3.11M <sup>15</sup>	3.05M
	Australian visitor spend <sup>16</sup>	\$195M	\$243M	\$223M
Talent attraction	Net permanent and long-term arrivals	2000	3787 <sup>11</sup>	3167
	Wellington share of total net permanent and long-term arrivals	4%	5.2%	4.6%
Business attraction	Number of jobs in successfully attracted prospect businesses <sup>12</sup>	50	295 <sup>13</sup>	N/A - Not measured in FY16
Media hosting programme	Number of media hosted in Wellington	120	173 <sup>22</sup>	106
Champion Wellington success stories	Number of stories in Australasian media	625	1716 <sup>24</sup>	496
Major events	ROI via out of Wellington spend <sup>20</sup>	20:01	21:01	N/A - a new activity for WREDA
	Total event attendance	600,000	657,700 <sup>21</sup>	N/A - a new activity for WREDA
Business Events Wellington	NZ market share multi-day conferences <sup>17</sup>	16%	22%	16%
Wellington International Student Growth Program	International student enrolments <sup>7</sup>	8500	8179 <sup>8</sup>	7433
	NZ Market share of International students <sup>9</sup>	6.5%	6.21% <sup>10</sup>	6.1%

## \*FY16 RESULTS ARE UNAUDITED

- 1 Delivery of the RBP programme slowed down in the first half of FY17, due vacant roles in July-October followed by the Kaikoura earthquake in November. At the half-year mark, our measured performance was tracking at 80% of target and picked up strongly in the second half.
- 2 The budgeting for innovation services was done in February 2016 and was in line with moderate growth of these services. However we have experienced strong demand for these services, in particular over the last 3 months of the financial year with very strong.
- 3 This does not include R9 investments as the investment showcase for this did not occur until June 2017.
- 4 Source: Stats New Zealand Screen Industry Survey.
- 5 Source: Infometrics.
- 6 Source: Infometrics.
- 7 Source: Education New Zealand.

- 8 International student enrolments are released annually on a calendar year basis and there has always been a misalignment between Financial Year reporting and calendar reporting. The SOI does not align correctly with the targets within the Wellington International Student Growth Programme. To mitigate this we have now introduced a new 'student visa' measure which can be reported on a financial year basis.
- 9 Source: Education New Zealand.
- 10 Market share growth of 6.5% was a stretch target that can be influenced by the success or failure of other regions.
- 11 Like New Zealand as a whole, Wellington has experienced record growth in net migration which has exceeded all expectations.
- 12 The number of jobs created in businesses that WREDA successfully attracted
- 13 Concentrix, a business we were involved in attracting to Wellington in 2016, has grown rapidly and employed a significant number of new staff.
- 14 Stats New Zealand, Accommodation Survey.

PROGRAMME	MEASURE	MEASURE / TARGET	FY17 RESULT	FY16 RESULT
Screen Wellington	Conversion rate of logged enquiries to confirmed production	25%	25.8%	N/A Not measured in FY16
	Total revenue from screen industry <sup>4</sup>	\$650M	Not available until April 2018	\$728M
	Customer satisfaction survey	80%	96.7%	N/A - Not undertaken in FY16
Creative HQ	Revenue from commercial innovation services	\$0.5M	\$2.03M <sup>2</sup>	\$1.06M
	Lightning Lab participant investment raised	\$3.5M	\$2.45M <sup>3</sup>	\$3.8M
	Students completing Venture Up programme	50	51	50
Venue operations	Utilisation of venues	65%	54.2% <sup>18</sup>	56.3%
	Growth in number of out of town venue attendees	2.5%	3.05%	N/A
	Net surplus target	\$120K	\$276K <sup>19</sup>	\$352K
Visitor infrastructure	Value of pre-bookings for Wellington Convention Centre	\$1M	N/A - Decisions relating to the building of the venue have been delayed due to ongoing discussions with the external partner	N/A Not targeted in FY16
The Wellington Partnership <sup>23</sup>	Partnership participation numbers	20	N/A due to change in focus of activity	N/A - A new activity
	Partnership satisfaction score	80%	75%	N/A - A new activity
Scale-Up programme	Metrics for evaluation are developed during programme design	TBC	CreativeHQ undertook phase one - a discovery phase	N/A - A new activity
Global liveability reputation	Mercer Liveable Cities ranking	#11	#15	#12

<sup>15</sup> The visitor market has generally been strong across the 2016-17 year but was significantly impacted by the 14 November earthquakes which had an immediate and dramatic effect for a period that the city did not fully recover from until the business year restarted in February 2018.

<sup>16</sup> Source MBIE Regional Tourism Estimates.

<sup>17</sup> Source: MBIE, Convention Activity Survey

<sup>18</sup> The use of Venues did not increase in 2016-17 although the number of people visiting events in the venues has increased. In the 2017-18 SOI WREDA has committed to reviewing Venue Operations to identify ways of increasing Venue utilisation.

<sup>19</sup> The sizable differences between this year's result, the target and last year's result are due to a change in the arrangement between WREDA and WCC.

<sup>20</sup> The ROI on Major Events investment, is calculated from the total amount invested in the Major Events portfolio, and the estimated direct spend of out of region visitors to those events.

<sup>21</sup> The positive variance in Major Event attendance is attributable to unbudgeted Super Rugby quarterfinal, semi-final and final matches in July 2016, along with the unbudgeted the All Whites match vs Fiji football international in March 2017.

<sup>22</sup> Wellington benefited from an increase in New Zealand-wide visits by international media organised by Tourism New Zealand.

<sup>23</sup> The Wellington Partnership was changed during the FY to a broader stakeholder and partnership management programme, rather than a membership based programme as initially envisaged.

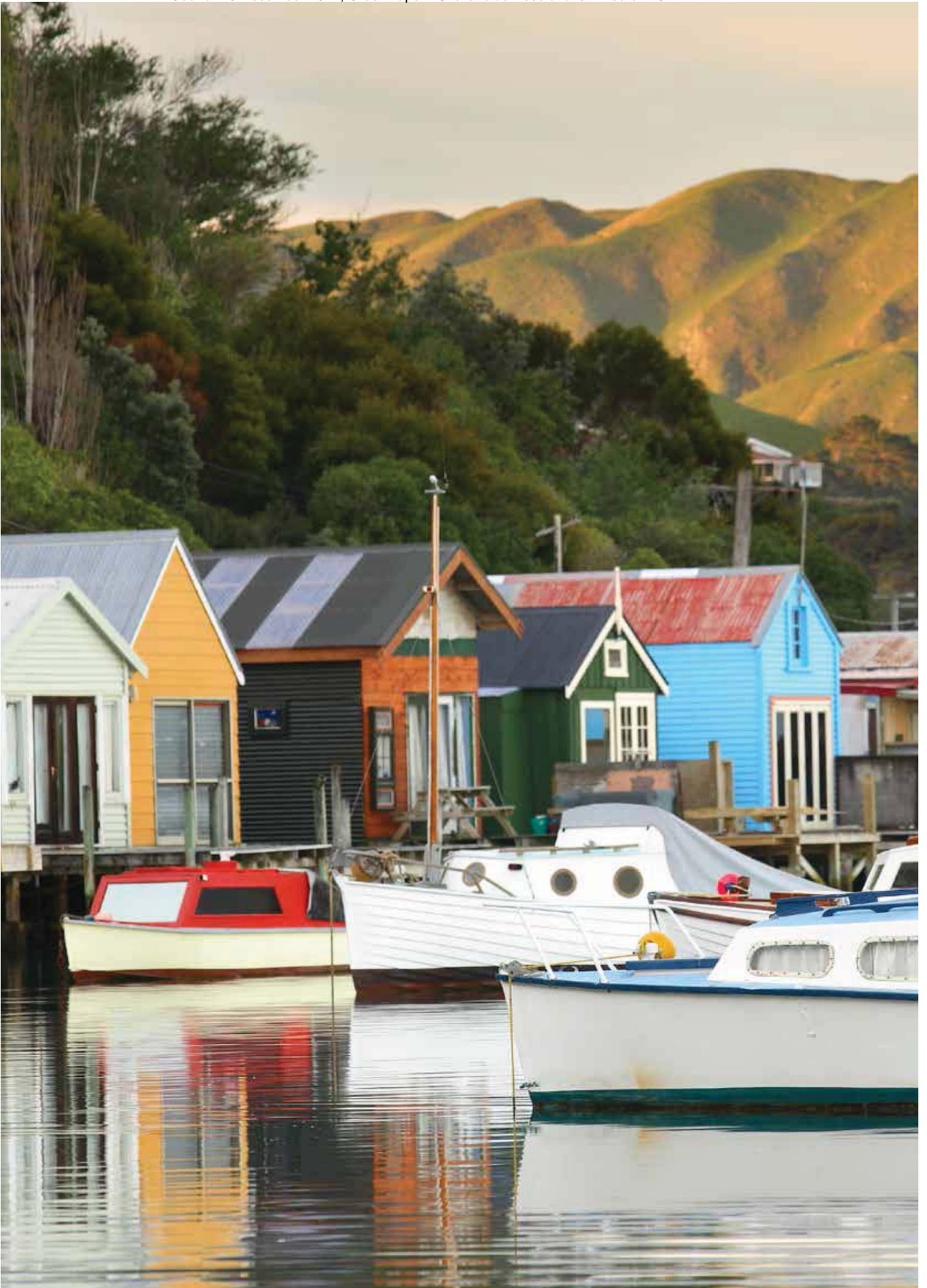
<sup>24</sup> The higher number of articles reflect - increased number of families, increased syndication of stories, increased proactive content placement, and LookSee Wellington media pickup.

<sup>25</sup> This activity was incorrectly labelled Summer of Tech Interns in the 2016/17 SOI. Summer of Tech is a major component of WREDA intern placement activity, but is a subset of the total. Results and measures all refer to total intern activity and are consistent and comparable.

## BENCHMARK INDICATORS

WELLINGTON MEASURES	2017 FORECAST (SOI)	2017 (LATEST AVAILABLE, JUNE 2017 UNLESS OTHERWISE STATED)	AS AT	SOURCE
Real GDP growth	3.0%	2.60%		Infometrics
GDP per capita	\$68.2K	\$59,269	OCT-16	Infometrics
Exports growth	3.0%	10.10%	OCT-16	Infometrics
Jobs growth	2.5%	4.60%		Statistics NZ, HLFS
Employment rate	69.0%	70.1		Statistics NZ, HLFS
Average household income	\$113.5K	\$102.80	JUN-15	Statistics NZ, Household Expenditure Survey
Productivity growth	1.2%	0.4%	OCT-16	Infometrics
Population	508,000	504,900	JUN-16	Statistics NZ
Visitor movements through Wellington Airport	471,755	440,650		Statistics NZ, Infoshare
Regional GPI	91.5	N/A	N/A	GWRC





## INDEPENDENT AUDITOR'S REPORT

To the readers of Wellington Regional Economic Development Agency Limited group's financial statements and performance information for the year ended 30 June 2017

The AuditorGeneral is the auditor of Wellington Regional Economic Development Agency Limited group (the group). The AuditorGeneral has appointed me, Bede Kearney, using the staff and resources of Audit New Zealand, to carry out the audit of the financial statements and the performance information of the group, on his behalf.

### OPINION

We have audited:

- the financial statements of the group on pages 35 to 58, that comprise the statement of financial position as at 30 June 2017, the statement of comprehensive revenue and expense, the statement of changes in equity and the statement of cash flows for the year ended on that date and the notes to the financial statements that include accounting policies and other explanatory information; and
- the performance information of the group on pages 26 to 28.

In our opinion:

- The financial statements of the group on pages 35 to 58:
  - > present fairly, in all material respects:
    - its financial position as at 30 June 2017; and
    - its financial performance and cash flows for the year then ended; and
  - > comply with generally accepted accounting practice in New Zealand in accordance with Public Benefit Entity Standards Reduced Disclosure Regime.
- the performance information of the group on pages 26 to 28 presents fairly, in all material respects, the group's actual performance, compared against the performance targets and other measures by which performance was judged in relation to the group's objectives for the year ended 30 June 2017.

Our audit was completed on 9 November 2017. This is the date at which our opinion is expressed.

The basis of our opinion is explained below, and we draw your attention to the uncertainties in the carrying value of unlisted shares in incubator and accelerator companies. In addition, we outline the responsibilities of the Board of Directors and our responsibilities relating to the financial statements and the performance information, we comment on other information, and we explain our independence.

#### *Uncertainties in the carrying value of unlisted shares in incubator and accelerator companies*

Without modifying our opinion, we draw your attention to; the investments in incubator and accelerator companies accounting policy on page 42, and in note 12 of the financial statements, that explain how the fair value of shares in incubator and accelerator companies has been determined and the uncertainties in measuring that fair value. Although the fair value of unlisted shares in incubator and accelerator companies is based on the best information available, there is a high degree of uncertainty about that value due to the early stage nature of the investments, the absence of quoted market prices and the reliance placed on the information supplied by the incubator and accelerator companies. This uncertainty could have a material effect on the statement of comprehensive revenue and expense and statement of financial position.

## BASIS OF OPINION

We carried out our audit in accordance with the AuditorGeneral's Auditing Standards, which incorporate the Professional and Ethical Standards and the International Standards on Auditing (New Zealand) issued by the New Zealand Auditing and Assurance Standards Board. Our responsibilities under those standards are further described in the Responsibilities of the auditor section of our report.

We have fulfilled our responsibilities in accordance with the AuditorGeneral's Auditing Standards.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

## RESPONSIBILITIES OF THE BOARD OF DIRECTORS FOR THE FINANCIAL STATEMENTS AND THE PERFORMANCE INFORMATION

The Board of Directors is responsible on behalf of the group for preparing financial statements that are fairly presented and that comply with generally accepted accounting practice in New Zealand. The Board of Directors is also responsible for preparing the performance information for the group.

The Board of Directors is responsible for such internal control as it determines is necessary to enable it to prepare financial statements and performance information that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements and the performance information, the Board of Directors is responsible on behalf of the group for assessing the group's ability to continue as a going concern. The Board of Directors is also responsible for disclosing, as applicable, matters related to going concern and using the going concern basis of accounting, unless the Board of Directors intends to liquidate the group or to cease operations, or has no realistic alternative but to do so.

The Board of Directors' responsibilities arise from the Local Government Act 2002.

## RESPONSIBILITIES OF THE AUDITOR FOR THE AUDIT OF THE FINANCIAL STATEMENTS AND THE PERFORMANCE INFORMATION

Our objectives are to obtain reasonable assurance about whether the financial statements and the performance information, as a whole, are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit carried out in accordance with the AuditorGeneral's Auditing Standards will always detect a material misstatement when it exists. Misstatements are differences or omissions of amounts or disclosures, and can arise from fraud or error. Misstatements are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of readers, taken on the basis of these financial statements and the performance information.

We did not evaluate the security and controls over the electronic publication of the financial statements and the performance information.

As part of an audit in accordance with the AuditorGeneral's Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. Also:

- We identify and assess the risks of material misstatement of the financial statements and the performance information, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- We obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the group's internal control.

- We evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the Board of Directors.
- We evaluate the appropriateness of the reported performance information within the group's framework for reporting its performance.
- We conclude on the appropriateness of the use of the going concern basis of accounting by the Board of Directors and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the group's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements and the performance information or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the group to cease to continue as a going concern.
- We evaluate the overall presentation, structure and content of the financial statements and the performance information, including the disclosures, and whether the financial statements and the performance information represent the underlying transactions and events in a manner that achieves fair presentation.
- We obtain sufficient appropriate audit evidence regarding the financial statements and the performance information of the entities or business activities within the group to express an opinion on the consolidated financial statements and the consolidated performance information. We are responsible solely for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

We communicate with the Board of Directors regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify in our audit.

Our responsibilities arise from the Public Audit Act 2001.

## OTHER INFORMATION

The Board of Directors is responsible for the other information. The other information comprises the information included on pages 4 to 25 and 34, but does not include the financial statements and the performance information, and our auditor's report thereon.

Our opinion on the financial statements and the performance information does not cover the other information and we do not express any form of audit opinion or assurance conclusion thereon.

In connection with our audit of the financial statements and the performance information, our responsibility is to read the other information. In doing so, we consider whether the other information is materially inconsistent with the financial statements and the performance information or our knowledge obtained in the audit, or otherwise appears to be materially misstated. If, based on our work, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

## INDEPENDENCE

We are independent of the group in accordance with the independence requirements of the AuditorGeneral's Auditing Standards, which incorporate the independence requirements of Professional and Ethical Standard 1 (Revised): Code of Ethics for Assurance Practitioners, issued by New Zealand Auditing and Assurance Standards Board.

Other than the audit, we have no relationship with, or interests in, the group.



Bede Kearney  
Audit New Zealand  
On behalf of the AuditorGeneral, Wellington, New Zealand

WELLINGTON REGIONAL ECONOMIC DEVELOPMENT AGENCY LTD  
**STATEMENT OF COMPLIANCE  
AND RESPONSIBILITY**

STATEMENT OF COMPLIANCE

The Board and Management of the Wellington Regional Economic Development Agency Limited (WREDA the Company and Group) acknowledge that the company has not met the requirement of S67(1) of the Local Government Act 2002 to make its annual report publicly available by 30 September 2017. Apart from this they confirm that all other statutory requirements in relation to this annual report, as outlined in that Act and the Companies Act 1993, have been met.

STATEMENT OF RESPONSIBILITY

The Board and Management accept responsibility for the preparation of the annual financial statements and judgements used in them and hereby adopt the financial statements as presented. They also accept responsibility for establishing and maintaining a system of internal control designed to provide reasonable assurance as to the integrity and reliability of financial reporting and service performance reporting. In the opinion of the Board and Management, the annual financial statements for the year ended 30 June 2017 fairly reflect the financial position, financial performance and service performance achievements of the Wellington Regional Economic Development Agency Limited and Group.



Peter Biggs  
CHAIR  
9 NOVEMBER 2017



Grant Guilford  
RISK AND AUDIT COMMITTEE MEMBER  
9 NOVEMBER 2017

**WELLINGTON REGIONAL ECONOMIC DEVELOPMENT AGENCY LTD**  
**STATEMENT OF COMPREHENSIVE REVENUE & EXPENSE**

FOR THE YEAR ENDED 30 JUNE 2017

REVENUE	NOTES	GROUP		
		2017 ACTUAL \$	2017 BUDGET \$	2016 ACTUAL \$
Service revenue	4	18,995,259	-	12,609,432
Management fee	5	5,237,689	-	5,656,160
Interest revenue		66,690	-	68,869
Investment revenue		-	-	39,534
Rental revenue		101,318	-	107,315
Other revenue	6	7,379,876	-	6,061,104
<b>TOTAL REVENUE</b>		<b>31,780,832</b>	<b>27,833,338</b>	<b>24,542,414</b>
<b>EXPENSES</b>				
Personnel costs	7	12,901,472	-	13,015,076
Directors fees	23	274,450	-	277,583
Depreciation and amortisation	10,11	134,333	-	136,503
Other expenses	8	17,420,570	-	11,115,143
<b>TOTAL EXPENSES</b>		<b>30,730,825</b>	<b>27,857,731</b>	<b>24,544,305</b>
<b>SURPLUS/(DEFICIT) BEFORE INCOME TAX AND SUBVENTION</b>		<b>1,050,007</b>	<b>(24,393)</b>	<b>(1,891)</b>
Subvention payment		23,874	-	54,728
Income tax expense	9	148,667	-	(62,567)
<b>Surplus/deficit for the year</b>		<b>877,466</b>	<b>(24,393)</b>	<b>5,948</b>
<b>Other comprehensive revenue and expense</b>				
Movement in fair value of investment assets		(56,089)	-	(20,510)
<b>TOTAL COMPREHENSIVE REVENUE AND EXPENSE</b>		<b>821,377</b>	<b>(24,393)</b>	<b>(14,562)</b>

THE ACCOMPANYING NOTES FORM PART OF THESE FINANCIAL STATEMENTS.

**WELLINGTON REGIONAL ECONOMIC DEVELOPMENT AGENCY LTD**  
**STATEMENT OF FINANCIAL POSITION**

AS AT 30 JUNE 2017

ASSETS	NOTES	GROUP		
		2017 ACTUAL \$	2017 BUDGET \$	2016 ACTUAL \$
<b>Current assets</b>				
Cash and cash equivalents	15	1,706,958		1,958,494
Trade and other receivables	13	2,257,053		1,168,104
Prepayments		209,457		49,968
Inventories		937		1,597
<b>TOTAL CURRENT ASSETS</b>		<b>4,174,405</b>	<b>2,214,168</b>	<b>3,178,163</b>
<b>Non-current assets</b>				
Property, plant and equipment	10	344,380		281,128
Intangible assets	11	11,749		17,007
Other financial assets	14	41,349		51,226
Investments in incubator and accelerator companies	12	1,413,177		1,427,407
Deferred tax asset	9	110,970		117,473
<b>Total Non-current assets</b>		<b>1,921,625</b>	<b>1,688,200</b>	<b>1,894,241</b>
<b>TOTAL ASSETS</b>		<b>6,096,030</b>	<b>3,902,368</b>	<b>5,072,404</b>

WELLINGTON REGIONAL ECONOMIC DEVELOPMENT AGENCY LTD  
STATEMENT OF FINANCIAL POSITION (CONT'D)

AS AT 30 JUNE 2017

LIABILITIES	NOTES	GROUP		
		2017 ACTUAL \$	2017 BUDGET \$	2016 ACTUAL \$
<b>Current liabilities</b>				
Trade payables	17	1,421,214		1,009,204
Employee entitlements	16	1,081,299		846,607
Sundry creditors and accruals	18	790,652		545,186
Deferred Revenue		264,314		974,422
Taxes and KiwiSaver payable	19	124,495		182,040
<b>Total Current liabilities</b>		<b>3,681,974</b>	<b>2,383,113</b>	<b>3,557,459</b>
<b>TOTAL LIABILITIES</b>		<b>3,681,974</b>	<b>2,383,113</b>	<b>3,557,459</b>
<b>NET ASSETS</b>		<b>2,414,056</b>	<b>1,519,255</b>	<b>1,514,945</b>
<b>EQUITY</b>				
Share capital		1,000		1,000
Capital injection from shareholder		1,577,137		1,577,137
Fair Value Reserve		321,964		378,053
Accumulated funds		513,955		(441,245)
<b>TOTAL EQUITY</b>		<b>2,414,056</b>	<b>1,519,255</b>	<b>1,514,945</b>

THE ACCOMPANYING NOTES FORM PART OF THESE FINANCIAL STATEMENTS.

**WELLINGTON REGIONAL ECONOMIC DEVELOPMENT AGENCY LTD**  
**STATEMENT OF CHANGES IN EQUITY**

FOR THE YEAR ENDED 30 JUNE 2017

	NOTES	GROUP		
		2017 ACTUAL \$	2017 BUDGET \$	2016 ACTUAL \$
<b>Balance at 1 July</b>		1,514,945		1,529,507
Movement in investment reserve		(56,089)		(20,510)
Total comprehensive revenue and expense for the year		877,466		5,948
Prior period adjustment		77,734		-
<b>BALANCE AT 30 JUNE</b>		<b>2,414,056</b>		<b>1,514,945</b>

THE ACCOMPANYING NOTES FORM PART OF THESE FINANCIAL STATEMENTS.

**WELLINGTON REGIONAL ECONOMIC DEVELOPMENT AGENCY LTD**  
**STATEMENT OF CASH FLOWS**

FOR THE YEAR ENDED 30 JUNE 2017

CASH FLOWS FROM OPERATING ACTIVITIES	NOTES	GROUP	
		2017 ACTUAL \$	2016 ACTUAL \$
Receipts from activities and other income		10,933,578	12,807,157
Receipts from Grants and Subsidies - Operating		18,995,259	12,549,037
Payments to suppliers/employees		(29,839,899)	(25,113,195)
Net GST paid		(79,786)	(111,181)
Income tax (paid) / received		(172,541)	(31,331)
<b>NET CASH FLOWS FROM/(USED IN) OPERATING ACTIVITIES</b>		<b>(163,389)</b>	<b>302,848</b>
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>			
Interest received		66,690	68,869
Receipts from CHQ Investments		121,649	(64,925)
Partial Repayment of loan received		15,000	-
Purchase of Investments		(95,000)	-
Purchase of property, plant and equipment & intangibles		(196,477)	(38,827)
<b>NET CASH FLOWS FROM/(USED IN) INVESTING ACTIVITIES</b>		<b>(88,147)</b>	<b>(34,883)</b>
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>			
Dividend Income (paid)		-	39,534
<b>NET CASH FLOWS FROM/(USED IN) FINANCING ACTIVITIES</b>		<b>-</b>	<b>39,534</b>
Net increase/(decrease) in cash and cash equivalents		(251,536)	307,499
Cash and cash equivalents at beginning of period		1,958,494	1,650,995
<b>NET CASH FLOWS FROM/(USED IN) FINANCING ACTIVITIES</b>		<b>1,706,958</b>	<b>1,958,494</b>

THE ACCOMPANYING NOTES FORM PART OF THESE FINANCIAL STATEMENTS.

# NOTES TO THE FINANCIAL STATEMENTS

## 1. GENERAL INFORMATION

The Wellington Regional Economic Development Agency Limited (WREDA the company and Group) combines the activities, functions and funding of business units previously under the control of the Wellington City Council and the Greater Wellington Regional Council. WREDA is the 100% shareholder of Creative HQ Limited, the regions business incubator and accelerator.

WREDA aims to integrate, streamline, strengthen and, as required, modify the core activities of the legacy organisations so that the Wellington Region's prosperity will be improved and its global reputation as a centre of creativity, enterprise, diversity and liveability will be enhanced. As a result, the Region will be more attractive to visitors, investors, migrants, students and entrepreneurial businesses, and will also retain existing enterprises and enable them to grow.

The Wellington City Council's wholly owned subsidiary, Wellington Venues Limited was incorporated under the Companies Act 1993 on 19 January 2011. Wellington Venues Limited name was changed to Wellington Regional Economic Development Agency Limited (WREDA Limited) on 5 December 2014. WREDA Limited remains domiciled in New Zealand and the address of its registered office is 111 Wakefield St, Wellington.

Also, on 5 December 2014, the Wellington City Council and the Greater Wellington Regional Council entered in a share transfer agreement to transfer 200 ordinary shares of the 1000 ordinary shares available in WREDA Limited to the Greater Wellington Regional Council in consideration for 100% in Grow Wellington Limited.

As a result of the share transfers, WREDA Limited is owned 80% by Wellington City Council and 20% by Greater Wellington Regional Council. WREDA Limited received 100% shareholding in Grow Wellington Limited as an equity injection from the Wellington City Council, also on 5 December 2014. Grow Wellington Limited also had a wholly owned subsidiary, Creative HQ Limited.

On 12 December 2014, WREDA Limited accepted the transfer of assets including liabilities, free from all security interests, from the Partnership Wellington Trust. The activities of the Partnership Wellington Trust, trading as Positively Wellington Tourism also transferred to WREDA Limited on this date.

On 29 June 2016 WREDA Limited and Grow Wellington Limited amalgamated. WREDA Ltd remained as the continuing entity. WREDA Limited remains a council controlled organisation as defined under section 6 of the Local Government Act 2002.

## 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The principal accounting policies which materially affect the recognition, measurement and disclosure of items in the preparation of these financial statements are set out below.

### 2.1 BASIS OF PREPARATION

The financial statements of WREDA are for the year ended 30 June 2017. The financial statements were authorised for issue by the Board of Directors on 9 November 2017.

#### STATEMENT OF COMPLIANCE

The consolidated financial statements have been prepared in accordance with New Zealand Generally Accepted Accounting Practice (NZ GAAP). They comply with the Public Entity Standards Reduced Disclosure Regime (PBE Standards RDR) as appropriate for Tier 2 not for profit public benefit entities, and disclosure concessions have been applied.

Whilst the Group is publically accountable and has had operating expenditure in the current financial year of just over \$30m, operating expenditure was below \$30m in the previous financial period and is anticipated to be in the next financial period as well and has therefore elected not to report in this financial period as a Tier-1 Organisation.

#### MEASUREMENT BASE

The consolidated financial statements have been prepared on the historical cost basis except for the following material items in the statement of financial position, which are measured at fair value:

Investment in incubator and accelerator companies

- Employee entitlements
- Loan issued

The financial statements are presented in New Zealand dollars (\$) which is the controlling entity's functional and Group presentation currency.

#### COMPARATIVE INFORMATION

The comparatives shown in these financial statements are for the 12 months ended 30 June 2016.

#### CHANGES IN ACCOUNTING POLICIES

There have been no elected changes in accounting policies during the financial period. Public Sector PBEs with reporting periods beginning on or after 1 July 2014 are required to transition to the new PBE Accounting Standards. The first time adoption of the new suite of Public Benefit Entity Accounting Standards with reduced disclosure requirements (PBE standards RDR) after having previously applying NZ IFRS PBE (differential reporting) or "old NZ GAAP" does not constitute a change in accounting policies.

#### 2.2 BASIS OF CONSOLIDATION

The consolidated financial statements comprise the financial statements of WREDA and its subsidiaries (the Group) as at 30 June 2017. A Group structure diagram is included in note 27.

#### SUBSIDIARIES

Subsidiaries are all those entities over which WREDA (the company and Group) has the power to govern the financial and operating policies of so as to obtain benefits from their activities.

Accounting policies of our subsidiary are aligned to ensure consistency with the policies adopted by the Company and Group. The financial statements of subsidiaries are prepared for the same reporting period as WREDA, using consistent accounting policies. In preparing the consolidated financial statements, all intercompany balances, transactions, unrealised gains and losses resulting from intragroup transactions and dividends have been eliminated in full.

Subsidiaries are fully consolidated from the date on which control is obtained by the Group and cease to be consolidated from the date on which control is lost. Assets, liabilities, income and expenses of a controlled entity acquired or disposed of during the year are included in the financial statements from the date the Group gains control until the date the Group ceases to control the controlled entity.

#### BUSINESS COMBINATIONS

Business combinations are accounted for using the acquisition method. The acquisition method involves recognising at acquisition date, separately from goodwill, the identifiable assets acquired, the liabilities assumed and any non-controlling interest. The identifiable assets acquired and the liabilities assumed are measured at their acquisition date fair values.

#### FINANCIAL ASSETS

WREDA's financial assets include cash and cash equivalents, trade and other receivables, and loans receivable. All financial assets are recognised initially at fair value plus, in the case of financial assets not recorded at fair value through surplus or deficit, transaction costs that are attributable to the acquisition of the financial asset. Purchases or sales of financial assets are recognised on the date that the Group commits to purchase or sale of the asset.

#### CASH AND CASH EQUIVALENTS

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term highly liquid investments with original maturities of three months or less and bank overdrafts.

#### SUBSEQUENT MEASUREMENT

For the purpose of subsequent measurement, financial assets are classified in two categories:

- (i) Loans and receivables
- (ii) Held to maturity investments

##### (i) LOANS AND RECEIVABLES

Loans and receivables are non-derivative financial assets with fixed or determinable payments that are not quoted in an active market. After initial measurement, such financial assets are subsequently measured at amortised cost using the effective interest rate method, less impairment. Losses arising from impairment are recognised in the Statement of Comprehensive Revenue and Expenses in finance and in cost of sales or other operating expenses for receivables.

This category generally applies to trade and other receivables.

##### (ii) HELD-TO-MATURITY INVESTMENTS

Non-derivative financial assets with fixed or determinable payments and fixed maturities are classified as held-to-maturity when WREDA has the positive intention and ability to hold them to maturity. After initial measurement, held-to-maturity investments are measured at amortised cost using the effective interest rate method, less impairment. Amortised cost is calculated by taking into account any discount or premium on acquisition and fees or costs that are an integral part of the effective interest rate. The losses arising from impairment are recognised in the Statement of Comprehensive Revenue and Expenses in other expenses.

#### IMPAIRMENT OF FINANCIAL ASSETS

Collectability of trade receivables is reviewed on an ongoing basis at an operating unit level. An impairment provision is recognised when there

is objective evidence that the Group will not be able to collect the receivable. Financial difficulties of the debtor, default payments or debts more than 120 days overdue are considered objective evidence of impairment. When a trade receivable is uncollectible, it is written off against the allowance account for trade receivables.

#### INVESTMENTS IN INCUBATOR AND ACCELERATOR COMPANIES

The measurement of financial assets depends on their classification based on the purpose for which financial assets were acquired. Management determines the classification of financial assets at initial recognition.

Creative HQ Limited (CHQ), receives shares from clients involved in its incubation programme as part consideration for the services and support provided by CHQ and the Lightning Lab to the client. The shares received represent a small proportion of the total equity of the client company. These shares are investments in equity instruments that do not have a quoted market price in an active market and are designated as available for sale.

CHQ recognises the initial investment in the companies according to the programme the company is involved in, incubator programme or accelerator programme. Companies in the incubator programme do not have a value on initial recognition as no external investment has yet occurred and therefore the fair value of the initial investment is valued at nil.

Companies in the accelerator programme have initial recognition at fair value through other comprehensive revenue and expense. This is determined by the value per share based on the funding provided to each company in the programme in exchange for equity in the company. As at 30 June 2017 the valuation of CHQ's investments is based on the price of the most recent investment made by external investors, unless there is evidence that the value of the investment should be adjusted as the performance of the investment is significantly below the expectations on which the investment was based, leading to a diminution in value. CHQ is reliant on receiving recent investment information from incubator and accelerator companies directly through yearly information requests.

The valuation of these investments is undertaken by CHQ using accepted industry guidelines. The International Private Equity and Venture Capital Valuation Guidelines (IPEV) have been accepted as the industry standard valuation guidelines and are based on the principle of 'fair value' and are reviewed following any relevant changes in accounting standards or market practices. The IPEV Guidelines provide a framework for private equity and venture capital investors to arrive at a fair value for their investments. The IPEV are of the view that compliance with PBE accounting standards can be achieved by following the guidelines.

IPEV Guidelines recommend that for early stage investments, where it is difficult to assess the future profitability of the company, fair value is generally determined by the price of the most recent investment. This methodology is appropriate until the circumstances of the company change such that an alternative valuation methodology (such as, but not limited to price/earnings analysis or discounted cash flow) is appropriate or there is evidence that the value of the investment should be adjusted. An adjustment is considered necessary where the performance of the investment is significantly below the expectations on which the investment was based, leading to a diminution in value. The level of adjustment can range from nil to 100% of the value.

A significant or prolonged decline in fair value of the investment below its cost is considered to be objective evidence of impairment. Where the asset is disposed of or is determined to be impaired, the cumulative gain or loss previously recognised in the fair value reserve is reclassified from equity to profit or loss as a reclassification or adjustment. Any increase in fair value subsequent to an impairment loss is recognised in other comprehensive revenue and accumulated as a separate component of equity in the fair value reserve.

#### IMPAIRMENT OF NON-FINANCIAL ASSETS

Assets with finite useful lives are reviewed for impairment whenever an event or change in circumstances indicates that the carrying amount may not be recoverable. An impairment loss is recognised for the amount by which the assets carrying amount exceeds its recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and value in use.

#### REVENUE

Revenue may be derived from either exchange or non-exchange transactions and comprises grants, management fees, interest income, investment income, rental income and other revenue and is measured at the fair value of consideration received or receivable. Revenue is included in the Statement of Comprehensive Revenue and Expense unless stated otherwise.

##### (i) REVENUE FROM EXCHANGE TRANSACTIONS

Revenue from exchange transactions arises where WREDA provides goods or services to another entity or individual and directly receives approximately equal value or greater in a willing arm's length transaction (primarily in the form of cash in exchange).

##### (i) REVENUE FROM NON-EXCHANGE TRANSACTIONS

Revenue from non-exchange transactions arises from transactions that are not exchange transactions. Revenue from non-exchange transaction arises when WREDA receives value from another party without giving approximately equal value directly in exchange for the value received.

An inflow of resources from a non-exchange transaction recognised as an asset, is recognised as revenue, except to the extent that a liability is also recognised in respect of the same inflow.

As WREDA satisfies a present obligation recognised as a liability in respect of an inflow of resources from a non-exchange transaction recognised as an asset, it reduces the carrying amount of the liability recognised and recognises an amount of revenue equal to that reduction.

#### APPROXIMATELY EQUAL VALUE

Approximately equal value is considered to reflect a fair or market value, which is normally commensurate with an arm's length commercial transaction between a willing buyer and willing seller.

##### (i) GRANTS

Grants are in large received from shareholders Wellington City Council and Greater Wellington

Regional Council but also from some Central Government organisations. Grants are recognised when received and all the conditions associated with the grants have been met. Where grants have been given for specific services, income will be recognised in the same period in which the specific service is provided. At balance date any unexpended specific funding is treated as a liability (income in advance).

(ii) MANAGEMENT FEE

WREDA manages venues on behalf of the Wellington City Council and receives Management fee revenue for those services. The venues currently managed on behalf of the Wellington City Council include the Michael Fowler Centre, St James Theatre, Opera House, TSB Bank Arena and Conference Centre (Shed 6). Management fee income is recognised in the accounting period in which the services are rendered.

(iii) INTEREST REVENUE

Interest income is recognised as the interest accrues to the net carrying amount of the financial asset using the effective interest method..

(iv) RENTAL REVENUE

Rental revenue is recognised on a straight line basis over the lease term.

(v) OTHER REVENUE

Other revenue received includes fee revenue, capital raising success fees and sponsorships. Fee revenue received from incubator residents partly offsets the costs of running the incubator and is recognised when the future economic revenue is measurable and probable of future economic revenue being received.

Capital raising success fees received from the introduction of companies and individuals to Angel investors. These fees are received when those introduced raise capital. The fee is based on a negotiated percentage of the capital raised.

Sponsorships are received from third parties to partly cover the costs of running the subsidiary programmes and projects. Sponsors were linked to the programme and recognised in all promotions associated with the activity they sponsored.

Sponsorships are recognised when measurable and probable of future economic benefits being received.

Other revenue received are from third parties to cover contracted and other services provided for the third party. These will include training courses, services provided to Education Wellington International and expenses recovered.

PROPERTY, PLANT AND EQUIPMENT

Property, plant and equipment are measured at cost, less accumulated depreciation and impairment losses. Cost includes expenditure that is directly attributable to the acquisition of the asset.

(i) ADDITIONS

The cost of acquiring or replacing part of an item of property, plant and equipment is recognised as an asset if, and only if, it is probable that future economic benefits or service potential will flow to the Group and the cost of the item can be measured reliably.

(ii) DISPOSALS

Gains and losses on disposal are determined by comparing the proceeds with the carrying amount of the asset. Gains and losses on disposals are included in the Statement of Comprehensive Revenue and Expenses.

(iii) DEPRECIATION

Depreciation is charged on a straight-line basis on all property, plant and equipment other than land over the estimated useful life. Depreciation is charged to the Statement of Comprehensive Revenue and Expenses. The useful lives and associated depreciation rates have been estimated as follows:

**Class of asset depreciated | Estimated useful life**

Computer hardware | 2 - 3 years  
Equipments | 2 - 8 years  
Furniture and fittings | 3 - 10 years

(iv) SUBSEQUENT COSTS

Subsequent costs for property, plant and equipment are capitalised only when future economic benefits or service potential will flow to the Group and the cost of the item can be measured reliably.

**(v) CAPITAL WORK IN PROGRESS**

Capital work in progress is recognised at cost less impairment and is not depreciated. The total cost of a project is transferred to the relevant asset class on its completion and then depreciated.

**INTANGIBLE ASSETS**

Intangible assets that are acquired, which have finite useful life, are measured at cost less accumulated amortisation and accumulated impairment losses. The useful lives and associated amortisation rates have been estimated as follows:

Computer software | 3 years  
Website | 3 years

**(i) AMORTISATION**

Amortisation is recognised in the Statement of Comprehensive Revenue and Expenses on a straight-line basis over the estimated useful lives of the intangible assets. Amortisation begins when the asset is available for use and ceases at the date that the asset is derecognised.

**(ii) COMPUTER SOFTWARE**

Acquired software licences are capitalised on the basis of the costs incurred to acquire and bring to use the specific software. The costs associated with maintaining computer software are recognised as an expense when incurred.

**(iii) WEBSITE MAINTENANCE**

Costs associated with developing websites are recognised as an intangible asset where it can be demonstrated that the asset will generate probable future economic benefits or service potential. Costs associated with maintaining websites are recognised as an expense when incurred.

**IMPAIRMENT OF PROPERTY, PLANT, AND EQUIPMENT AND INTANGIBLE ASSETS**

Property, plant, and equipment and intangible assets subsequently measured at cost that have a finite useful life are reviewed for impairment whenever events or changes in circumstances indicate that the carrying amount may not be recoverable.

An impairment loss is recognised for the amount by which the asset's carrying amount exceeds its

recoverable amount. The recoverable amount is the higher of an asset's fair value less costs to sell and value in use.

Assets are assessed for indicators of impairment at each financial period. Where an asset's carrying value exceeds its recoverable amount, the asset is impaired down to its recoverable amount, with losses recognised in the Statement of Comprehensive Revenue and Expenses.

External and internal sources of information are assessed for indications of impairment.

**INVENTORIES**

Inventories are stated at the lower of cost and net realisable value (being the net selling price), with due allowance for any damaged and obsolete stock items.

Cost is based on the first-in-first-out principle and includes expenditure incurred in acquiring the inventories and bringing them to their existing location and condition.

Net selling price is the estimated selling price in the ordinary course of business, less estimated cost of completion and estimated costs necessary to make the sale.

Any write-down in the cost of inventory to net realisable value is recognised in the Statement of Comprehensive Revenue and Expenses.

**CREDITORS AND OTHER PAYABLES**

Creditors and other payables are obligations to pay for goods or services that have been acquired in the ordinary course of business from suppliers and are recorded at their face value. They are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities.

These amounts represent liabilities for goods and services provided to WREDA prior to the end of the financial year which are unpaid. The amounts are unsecured and are usually paid within 30 days of recognition.

**OPERATING LEASES**

An operating lease is a lease that does not transfer substantially all the risks and rewards incidental

to ownership of an asset. Payments made under operating leases are recognised in the Statement of Comprehensive Revenue and Expenses on a straight line basis over the term of the lease. Lease incentives received are recognised as an integral part of the total expenses of the lease expense, over the term of the lease.

#### PERSONNEL COSTS

##### (i) SHORT-TERM BENEFITS

Short-term employee entitlements are those that WREDA expects to be settled within 12 months of balance date and are measured at nominal values based on accrued entitlements at current rates of pay. These include salaries and wages accrued up to balance date, and annual leave earned, but not yet taken at balance date.

##### (ii) SUPERANNUATION SCHEME

Obligations for contributions to KiwiSaver are accounted for as defined contribution superannuation schemes and are recognised as an expense in Statement of Comprehensive Revenue and Expenses when incurred.

#### PROVISIONS

The Group recognises a provision for future expenditure of uncertain amount or timing when there is a present obligation (either legal or constructive) as a result of a past event. It is probable that expenditures will be required to settle the obligation and a reliable estimate can be made of the amount of the obligation. Provisions are not recognised for future operating losses.

Provisions are measured at the present value of the expenditure expected to be required to settle the obligation using a pre-tax discount rate that reflects the current market assessments of the time value of money and the risks specific to the obligation. The increase in the provision due to the passage of time is recognised as a finance cost.

A provision for onerous contracts is recognised when the expected benefits to be derived by the Parent from a contract are lower than the unavoidable cost of meeting its obligation under the contract.

#### INCOME TAX

Income tax expense includes components relating to both current tax and deferred tax.

Current tax is the amount of income tax payable based on the taxable profit for the current year, plus any adjustments to income tax payable in respect of prior years. Current tax is calculated using tax rates (and tax laws) that have been enacted or substantively enacted at balance date.

Deferred tax is the amount of income tax payable or recoverable in future periods in respect of temporary differences and unused tax losses. Temporary differences are differences between the carrying amount of assets and liabilities in the statement of financial position and the corresponding tax bases used in the computation of taxable profit.

Deferred tax is measured at the tax rates that are expected to apply when the asset is realised or the liability is settled, based on tax rates (and tax laws) that have been enacted or substantively enacted at balance date. The measurement of deferred tax reflects the tax consequences that would follow from the manner in which the entity expects to recover or settle the carrying amount of its assets and liabilities.

Deferred tax liabilities are generally recognised for all taxable temporary differences. Deferred tax assets are recognised to the extent that it is probable that taxable profits will be available against which the deductible temporary differences or tax losses can be utilised.

Deferred tax is not recognised if the temporary difference arises from the initial recognition of goodwill or from the initial recognition of an asset or liability in a transaction that is not a business combination, and at the time of the transaction, affects neither accounting profit nor taxable profit.

#### GOODS AND SERVICES TAX (GST)

All items in the financial statements are stated exclusive of GST, except for receivables and payables, which are stated on a GST inclusive basis. Where GST is not recoverable as input tax then it is recognised as part of the related asset or expense.

The net amount of GST recoverable from, or payable to, the Inland Revenue Department (IRD) is included as part of receivables or payables in the Balance Sheet.

Commitments and contingencies are disclosed exclusive of GST.

#### EQUITY AND SHARE CAPITAL

Equity is Wellington City Council and Greater Wellington Regional Council's interest in WREDA, being a council controlled organisation, as measured by total assets less total liabilities. Equity has been classified into various components to identify those portions of equity held for specific purposes.

These components of equity are:

- Accumulated funds
- Share capital
- Capital injection from shareholder
- Available for sale reserves

#### RELATED PARTIES

Related party means parties that are considered to be related if one party has the ability to (a) control the other party, or (b) exercise significant influence over the other party in making financial and operating decisions, or if the related party entity and another entity are subject to common control.

Related party disclosures have not been made for transactions with related parties that are within a normal supplier or client / recipient relationship on terms and conditions no more or less favourable than those that it is reasonable to expect the Council and Group would have adopted in dealing with the party at arm's length in the same circumstances.

Related party disclosures have also not been made for transactions with entities within the Council Group (such as funding and financing flows), where the transactions are consistent with the normal

operating relationships between the entities and are on normal terms and conditions for such group transactions.

Related parties include key management personnel, directors and their close family members and entities controlled by them. Key management personnel are the chief executive of WREDA and Creative HQ Limited and the Senior Leadership team of WREDA. Subsidiaries are also related parties due to WREDA's influence over them.

### 3. SIGNIFICANT ACCOUNTING JUDGEMENTS, ESTIMATES AND ASSUMPTIONS

The preparation of the Group's financial statements requires management to make judgements, estimates and assumptions that affect the reporting amounts of assets and liabilities, income and expenses and the accompanying disclosures, and the disclosure of contingent liabilities. Where material, information on major assumptions is provided in the relevant accounting policy or will be provided in the relevant note.

The estimates and associated assumptions are based on historical experience and various other factors that are believed to be reasonable under the circumstances.

In distinguishing between exchange and non-exchange revenues, substance rather than the form of the transaction should be considered.

Professional judgement is exercised in determining whether the substance of a transaction is that of a non-exchange or an exchange transaction.

In assessing if an impairment of property, plant, equipment and intangible assets was required, WREDA considered the plans to discontinue or restructure the operation as a result of the merger and the effect any merger will have on the useful life of the assets or the ability to generate continued cash from the assets. No impairment is considered necessary.

Uncertainties are inherent in estimating fair value of the investments in incubator and accelerator companies and care has been made in exercising judgement and making the necessary estimates.

Accounting standards require a gain or loss on fair value of these investments to be recognised in surplus or deficit but there is no certainty that any gain or loss based on the estimate of fair value will actually be realised if a sale was completed.

#### 4. SERVICE REVENUE

	GROUP	
	2017	2016
<b>TOTAL</b>	<b>18,995,259</b>	<b>12,609,432</b>

Service revenues are grants received by WREDA in large from its shareholders Wellington City Council & Greater Wellington Regional Council as well as both central Government organisations and private sector organisations. Service revenues are used to further economic development in the Wellington Region.

On the 1st of July 2016, the Major Events division of the Wellington City Council joined WREDA. 2017 is therefore the first year of revenue and expenditure of this division within WREDA. During 2017, under a management agreement with WCC, WREDA also earned a surplus share from it's operation of Venues Wellington. This share of the Venues Wellington Surplus is to be used for the future enhancement of the Venues Wellington experience.

#### 5. MANAGEMENT FEES

	GROUP	
	2017	2016
<b>TOTAL</b>	<b>5,237,689</b>	<b>5,656,160</b>

Management fees are earned from managing venues owned by Wellington City Council. Fees are chargeable at a value equivalent to the aggregate of employee and directors' costs contained within the Parent's venue management division and fluctuate year on year depending on those costs.

#### 6. OTHER REVENUE

	GROUP	
	2017	2016
Wellington i-SITE Visitor Information Centre revenue	2,101,812	2,669,331
Partner revenue	3,173,588	1,596,959
Cruise shuttle revenue	6,986	271,671
Contract Income, non-government	1,675,489	1,437,901
Gain on sale	21,895	-
Surplus Share - Wellington Venues	268,535	-
Other Income	131,571	85,242
<b>TOTAL</b>	<b>7,379,876</b>	<b>6,061,104</b>

Following the November 2016 Kaikoura earthquake, the Wellington Region suffered a decline in visitor numbers. Wellington i-SITE Visitor Information Centre revenue fell as a result of this decline and is increasing again as visitors return to the Region. Following the earthquake all cruise passengers disembarking were offered by the Port complimentary shuttle services off the Port for health and safety purposes and WREDA lost the ability to shuttle passengers off the Port at a charge. This has had a significant negative impact on our Cruise Shuttle revenue.

During the period we have also had some uplift in our Partner Revenue, through both revenue increases stemming from Creative HQ and also partner revenue uplift from the Parent's involvement in marketing Wellington Venues as part of our Venues Management Agreement with the Wellington City Council. This additional marketing revenue has been offset by the expenditure incurred. As part of our Venues Management Agreement with Wellington City Council, WREDA is entitled from this year to a share of surplus generated within the Venues business of the Wellington City Council. This surplus is to be used for purpose of benefiting the Venues in future financial periods.

**7. PERSONNEL COSTS**

	GROUP	
	2017	2016
Salaries and wages	12,284,881	12,349,429
Kiwisaver contributions	295,304	294,200
Increase/(decrease) in employee entitlements accruals	209,733	(43,067)
Other personnel costs	111,554	414,514
<b>TOTAL</b>	<b>12,901,472</b>	<b>13,015,076</b>

**8. OTHER EXPENSES**

	GROUP	
	2017	2016
Marketing, Advertising and printing costs of delivering programs of work	7,120,698	4,884,290
Major Event Sponsorship and Activation	3,854,640	-
Audit fees	90,000	89,589
Conferences and catering	127,810	250,715
Consultants and legal fees	585,315	567,400
Contractors	1,069,625	710,548
Direct costs - i-SITE	1,729,292	2,387,784
Grants and contributions	404,637	9,320
Information and communication technology	409,138	390,792
Loss on disposal of asset	7,336	1,208
Impairment to investment	41,890	-
Leased copiers and office equipment	54,565	37,122
Utilities	36,950	39,384
Rent	601,886	622,538
Travel	159,918	327,263
Stationery	44,247	55,713
Technical Services	424,404	188,784
Membership fees	75,919	48,966
Other expenses	582,300	503,727
<b>TOTAL OTHER EXPENSES</b>	<b>17,420,570</b>	<b>11,115,143</b>

From 1 July 2016 WREDA has undertaken to market the Wellington Venues it operates under a Venues

Management Agreement with WCC, utilising WREDA's in-house marketing team to activate and coordinate these activities. WREDA on-charges a fee to Venues Wellington (a division of WCC) for these services.

On the 1st of July 2016, the Major Events division of the Wellington City Council joined WREDA. 2017 is therefore the first year of revenue and expenditure of this division within WREDA.

## 9. INCOME TAX

COMPONENTS OF TAX EXPENSE	GROUP	
	2017	2016
Current tax expense/(benefit)	141,368	-
Adjustments in current tax in prior years	796	-
Deferred tax expense/(benefit)	6,503	(62,567)
<b>TAX EXPENSE/(BENEFIT)</b>	<b>148,667</b>	<b>(62,567)</b>
<b>RELATIONSHIP BETWEEN TAX EXPENSE AND ACCOUNTING PROFIT</b>		
Net surplus before tax	1,050,007	(1,891)
Tax at 28%	294,002	(530)
Plus (less) tax effect of:		
Non-deductible expenditure	6,068,857	3,233,580
Non-taxable income	(6,156,460)	(3,206,820)
Previously unrecognised tax losses now recognised	-	(49,008)
Group loss offset	(163,631)	-
Under/(Over) provision of income tax in previous period	46,900	
Deferred tax adjustment	58,999	(39,789)
<b>TAX EXPENSE/(BENEFIT)</b>	<b>148,667</b>	<b>(62,567)</b>

DEFERRED TAX ASSET (LIABILITY)	PROPERTY, PLANT AND EQUIPMENT	INTANGIBLE ASSETS	EMPLOYEE ENTITLEMENTS	OTHER PROVISIONS	TAX LOSSES	TOTAL
<b>Balance at 30 June 2015</b>	(66,689)	(7,499)	120,536	8,558	0	54,906
Charged to surplus or deficit	(13,574)	2,737	26,943	358	46,103	62,567
Charged to other comprehensive income	0	0	0	0	0	0
<b>Balance at 30 June 2016</b>	(80,263)	(4,762)	147,479	8,916	46,103	117,473
Charged to surplus or deficit	(16,163)	1,472	52,748	1,543	(46,103)	(6,503)
Charged comprehensive income	0	0	0	0	0	0
<b>Balance at 30 June 2017</b>	(96,426)	(3,290)	200,227	10,459	0	110,970

It is expected that WREDA's taxable income for the current year will be eliminated by tax losses transferred from WCC. No provision has been made for any payment in relation to the expected loss transfer.

## 10. PROPERTY, PLANT AND EQUIPMENT

	GROUP			TOTAL
	FURNITURE AND EQUIPMENT	PROPERTY IMPROVEMENT	COMPUTER HARDWARE	
<b>Cost</b>				
<b>At 30 June 2016</b>	254,079	28,157	165,746	447,982
Additions	142,466	2,516	41,937	186,918
Disposals	(69,467)		(25,668)	(95,134)
<b>At 30 June 2017</b>	327,078	30,673	182,015	539,766
<b>Depreciation</b>				
<b>At 30 June 2016</b>	51,397	13,812	101,645	166,854
Depreciation for the period	59,521	5,108	54,888	119,517
Disposals	(65,317)		(25,668)	(90,985)
<b>At 30 June 2017</b>	45,601	18,920	130,865	195,386
<b>Net book value</b>				
<b>At 30 June 2017</b>	281,477	11,753	51,150	344,380
As at 30 June 2016	202,682	14,345	64,101	281,128

## 11. INTANGIBLE ASSETS – SOFTWARE/WEBSITE

	GROUP	
	2017	2016
Cost - Opening	41,995	41,995
Additions	9,559	-
<b>Cost - Closing</b>	<b>51,554</b>	<b>41,995</b>
Amortisation - Opening	24,988	8,649
Amortisation for the period	14,817	16,339
<b>Amortisation - Closing</b>	<b>39,805</b>	<b>24,988</b>
<b>Net Book Value 30 June 2017</b>	<b>11,749</b>	<b>17,007</b>

## 12. INVESTMENT IN INCUBATOR AND ACCELERATOR COMPANIES

	GROUP	
	2017	2016
<b>Opening balance</b>	<b>1,427,407</b>	<b>1,400,992</b>
Additions	95,000	64,925
Impairments to investment	(41,890)	(18,000)
Sale of Incubator investment	(121,640)	-
Movement in fair value of accelerator and incubator companies for period	54,300	(20,510)
<b>TOTAL INVESTMENT IN INCUBATOR AND ACCELERATOR COMPANIES</b>	<b>1,413,177</b>	<b>1,427,407</b>

Creative HQ invests in unlisted early-stage companies. Unlisted investments are generally not publicly traded. As there may be no open market to establish an independent value for certain unlisted investments, there can be no assurance that a determination for fair value for an unlisted investment will be obtainable in the market, or that there will be a market for the unlisted investment.

The accounting policy is to recognise such investments both initially and subsequently at fair value following accounting standards. This will be based on the CHQ directors' assessment of fair value using the approach set out in note 2.2.

In CHQ's accounts full year movement in the investments for the year ended 30 June 2017 is \$(14,230) and the opening balance of its investments at 1 July 2017 was \$1,427,407. At year end, the fair value of its investments has been determined at \$1,413,177. Notwithstanding the uncertainty of the valuation of the investment, the CHQ Board is of the view that the fair values of unlisted investments in these financial statements represent the best available information and the WREDA Board has accepted this view.

CHQ's exposure to changes in investment value could be material to the financial statements. As CHQ is not reliant on the cash flows from the investments, changes in value do not impact the underlying viability of CHQ or the Group. The CHQ Board reviews regular reports from the companies.

In the event that an investment will be considered to be impaired, it will have a non-cash effect on the surplus /(deficit) of CHQ and Group.

## 13. TRADE AND OTHER RECEIVABLES

	GROUP	
	2017	2016
Trade receivables	1,238,941	585,423
Management fee receivable	680,392	544,611
Income tax receivable	-	19,909
Sundry receivables	337,720	18,161
<b>RECEIVABLES</b>	<b>2,257,053</b>	<b>1,168,104</b>

Receivables are non-interest bearing and are generally on terms of 30 days. Toward the end of 2017 both the parent and subsidiary had an increase of work undertaken for fee over the previous financial year and this has increased the trade receivables held at year end. There is no provision for overdue debt needed.

### Non-exchange transactions

All receivables are derived from non-exchange transactions.

**14. OTHER FINANCIAL ASSETS**

	GROUP	
	2017	2016
Loan	75,000	75,000
Partial repayment	(15,000)	-
Less provision for impairment	(18,651)	(23,774)
<b>TOTAL OTHER FINANCIAL ASSETS</b>	<b>41,349</b>	<b>51,226</b>

At 30 June 2017 a loan provided to the Wellington Culinary Events Trust (WCET) with an initial value of \$75,000 was recorded at its current fair value of \$41,349 (2016:\$51,226). This loan was drawn down in May 2015. During 2017 WCET repaid \$15,000 of the loan. An initial impairment in 2015 of \$28,431 has been written back to \$18,651 in 2017. This write back of impairment was taken to the Statement of Comprehensive Revenue & Expense by the Parent. The loan is repayable in 5 years from drawdown or on demand with 60 days written notice and no interest is charged. Its fair value shall be revisited yearly and adjusted if necessary. The Board and the WCET have an expectation that the full loan of \$75,000 shall be repaid.

**15. CASH AND CASH EQUIVALENTS**

	GROUP	
	2017	2016
Cash at bank and on hand	1,706,958	1,958,494
<b>TOTAL CASH AND CASH EQUIVALENTS</b>	<b>1,706,958</b>	<b>1,958,494</b>

**16. EMPLOYEE ENTITLEMENTS**

	GROUP	
	2017	2016
Annual leave	591,513	528,884
Accrued salaries and wages	489,786	317,723
<b>TOTAL EMPLOYEE ENTITLEMENTS</b>	<b>1,081,299</b>	<b>846,607</b>

No accruals are made for sick leave as the probability of any requirement cannot be accurately recorded.

**17. TRADE PAYABLES**

	GROUP	
	2017	2016
<b>TOTAL TRADE PAYABLES</b>	<b>1,421,214</b>	<b>1,009,204</b>

Trade payables are non-interest bearing and are normally settled on 20th of the month following terms. All payables are current.

**18. SUNDRY CREDITORS AND ACCRUALS**

	GROUP	
	2017	2016
Expense accruals	547,180	436,565
Audit fee accrual	48,333	16,655
ACC payable	37,352	31,844
Other payables	157,787	60,112
<b>TOTAL SUNDRY CREDITORS AND ACCRUALS</b>	<b>790,652</b>	<b>545,186</b>

**19. TAXES AND KIWISAVER PAYABLE**

	GROUP	
	2017	2016
GST payable	7,379	87,165
FBT payable	-	1,013
PAYE and Kiwisaver payable	9,025	77,095
Income tax Payable	108,091	16,767
<b>TOTAL TAXES AND KIWISAVER PAYABLE</b>	<b>124,495</b>	<b>182,040</b>

During the period, the remaining operating unit that was not utilizing a payroll intermediary combined its payroll with a unit that was, therefore PAYE is now paid at time of salary and wage payment via this intermediary.

**20. OPERATING LEASES**

## OPERATING LEASES AS LESSEE

The Group lease buildings, plant and equipment in the normal course of its business. Future minimum lease payments payable under non-cancellable operating leases are as follows:

	GROUP	
	2017	2016
No later than one year	476,977	545,621
Later than one year but not later than five years	1,160,148	424,589
Later than five years	187,527	-
<b>TOTAL NON-CANCELLABLE OPERATING LEASES</b>	<b>1,824,652</b>	<b>970,210</b>

During 2017, the parent had two office leases that expired. The parent then entered into a long-term lease for one combined office for the expiring leases.

## OPERATING LEASES AS LESSOR

The Group has entered into a commercial property sub-lease on a surplus building. This non-cancellable lease has a remaining term of 5 months, with one right of renewal of 12 months.

Future minimum rentals receivable under non-cancellable operating leases as at 30 June 2017 and 2016 are, as follows:

	GROUP	
	2017	2016
No later than one year	19,583	47,000
Later than one year but not later than five years	0	19,583
<b>TOTAL NON-CANCELLABLE OPERATING LEASES</b>	<b>19,583</b>	<b>66,583</b>

**21. CONTINGENT LIABILITIES & GUARANTEES**

At 30 June 2017, the Group and Parent had no contingent liabilities and had not entered into any guarantees.

**22. RELATED PARTY TRANSACTIONS**

Related party disclosures have not been made for transactions with related parties that are within a normal supplier or client/recipient relationship on terms and conditions no more or less favorable than those that is reasonable to expect the Group would have adopted in dealing with the party at arm's length in the same circumstances.

Related party disclosures have also not been made for transactions with entities within the Group and the Group's shareholders (such as funding and financing flows), where the transactions are consistent with the normal operating relationships between the entities and are on normal terms and conditions for such group transactions.

There are no required related party disclosures but WREDA makes the following disclosures in relation to key management personnel.

## DIRECTORS

Prior to the commencement of a Chief Executive in September 2015, the Chairman of WREDA, Peter Biggs, had been performing the role of Executive

Chair. Wellington City Council remunerated Peter Biggs for undertaking this work.

On 21 September 2015, Peter Biggs took up a role as Chief Executive of Assignment Group Limited, a supplier to WREDA. From that time onwards WREDA has not accepted any new contracts for services from the Assignment Group. All previous transactions with the Assignment Group have been at arm's length.

Director Thomas Pippas is the National Chief Executive of Deloitte. During 2016, but not 2017 WREDA, the parent, purchased tax advice services from Deloitte New Zealand at arm's length. During the year Deloitte also provided accountancy services to WREDA's subsidiary Creative HQ Ltd (of which Thomas Pippas is not a director) at no charge. Creative HQ Ltd also received professional legal services from Chapman Tripp at no charge and electricity from Citylink at no charge.

Brett Holland, who was a CHQ Board director at the beginning of the 2016 financial year, performed consultancy work at CHQ during 2017 and 2016 and was paid at arm's length for these services. During August 2015, Brett accepted a salaried position with CHQ and resigned as a director.

#### SUBVENTION PAYMENT AND GROUP LOSS EFFECT

WREDA is to make a subvention payment to Wellington City Council of \$163,631 in return for losses of \$348,765. In the 2016 year, WREDA accrued a subvention payment of \$99,950 for \$257,015 of losses.

## 23. DIRECTORS' FEES

The total value of remuneration paid or payable to each Board Member during the year was:

PARENT WREDA LIMITED		2017	2016
Peter Biggs (Chairman)		50,000	50,000
Helen Anderson	(ceased 31 March 2017)	18,750	25,000
Matthew Clarke		25,000	25,000
Sarah Wickens	(ceased 31 March 2017)	8,333	25,000
William (Grant) Guilford		25,000	25,000
Richard Laverty		25,000	25,000
Thomas Pippas		25,000	25,000
Lorraine Witten		25,000	25,000
Paul Mersi	(ceased 31 December 2016)	12,500	25,000
David Gibson	(appointed on 1 Nov 2015)	25,000	14,583
<b>TOTAL WREDA DIRECTORS' FEES</b>		<b>239,583</b>	<b>264,583</b>

SUBSIDIARY CREATIVE HQ LIMITED		2017	2016
Barry Brook (Chairman)		16,000	4,000
Christopher Whelan	(ceased on 26 August 2016)	-	-
Victoria Crone	(ceased on 1 March 2017)	2,667	4,000
Susan Reynolds		11,200	4,000
Richard Laverty	(appointed 9 August 2016)	5,000	-
Brett Holland	(ceased on 21 Aug 2015)	-	1,000
<b>TOTAL SUBSIDIARY DIRECTORS' FEES</b>		<b>34,867</b>	<b>13,000</b>

<b>TOTAL DIRECTORS' FEES</b>		<b>274,450</b>	<b>277,583</b>
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## 24. REMUNERATION

Total remuneration includes any non-financial benefits provided to employees.

The Group employed 131 (2016: 166) full time equivalent employees. The Group also employs a similar number of casual employees in its Venues Wellington division.

### SEVERANCE PAYMENTS

During the year the Parent has made termination payments totaling \$121,665 (2016: \$165,137), as a result mainly of the disestablishment of duplicated roles during amalgamation.

### KEY MANAGEMENT PERSONNEL

Key management personnel of the Group for 2017 were the Chief Executives of WREDA and Creative HQ Limited and the Senior Leadership Team of WREDA.

Key management personnel of the Group for 2016 were the Chief Executive of WREDA and the Chief Executives of the operating divisions (Positively Wellington Venues, Positively Wellington Tourism, Grow Wellington and Creative HQ Limited) and the directors WREDA Limited and Creative HQ Limited. A senior leadership team joined WREDA during May 2016. Due to the minimal time to embed prior to year end this team was not considered in 2016 to be

key management personnel but is during 2017, as the Chief Executive Positions for the operating divisions, other than Creative HQ Limited were disestablished, in the later part of the 2016 financial year. During the period the parent made termination payments of \$73,723 to Key Management Personnel.

The total remuneration and the number of individuals, on a full-time equivalent basis, considered key management personnel receiving remuneration are:

	GROUP	
	2017	2016
<b>Key Management Personnel</b>		
Directors remuneration	274,450	264,583
WREDA Limited director full-time equivalents	7	10
Creative HQ director full-time equivalents	3	4
Key Management Personnel	1,606,976	1,321,841
Management full-time equivalents	7	5

Due to the difficulty in determining full-time equivalents for directors, the full-time equivalent figures are the number of directors serving on the boards of WREDA Limited and Creative HQ Limited as at 30 June 2017.

Key management personnel did not receive any remuneration or compensation other than in their capacity as key management personnel (2016: nil).

The Group did not provide any compensation at non-arm's length terms to close family members of key management personnel during the year (2016: nil).

The Group did not provide any loans to key management personnel or their close family members.

#### SALARY BANDS

The annual remuneration by band for employees as at 30 June:

	NO: OF CURRENT EMPLOYEES	
	2017	2016
\$100,000 - \$109,999	1	6
\$110,000 - \$119,999	7	7
\$120,000 - \$129,999	4	4
\$130,000 - \$139,999	4	3
\$140,000 - \$149,999	1	-
\$150,000 - \$159,999	1	1
\$160,000 - \$169,999	2	4
\$170,000 - \$179,999	2	1
\$180,000 - \$189,999	2	1
\$190,000 - \$199,999	-	1
\$200,000 - \$209,999	1	1
\$210,000 - \$219,999	2	-
\$250,000 - \$259,999	-	1
\$260,000 - \$269,999	-	1
\$270,000 - \$279,999	-	1
\$280,000 - \$289,999	1	-
\$300,000 - \$309,999	-	1
\$330,000 - \$339,999	1	-
\$390,000 - \$399,999	-	1

#### 25. EVENTS AFTER THE BALANCE DATE

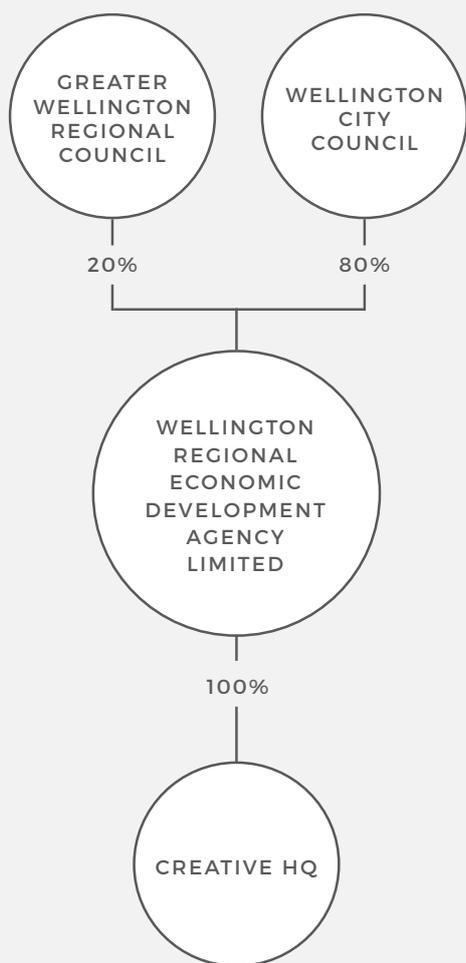
There has been no significant events after balance date.

## 26. OPERATING FUNDS

WREDA is reliant for a large part of its revenue from its shareholders, Wellington City Council and Greater Wellington Regional Council (the Councils).

The Councils have accepted the Group's Statements of Intent, which includes funding for the Group and its activities for the next three years.

## 27. COMPANY STRUCTURE



WREDA Limited is owned 20% by Greater Wellington Regional Council and 80% by Wellington City Council. WREDA Limited has a 100% owned subsidiary, Creative HQ Limited.

On 29 June 2016 WREDA Limited's subsidiary, Grow Wellington Limited was amalgamated with WREDA and WREDA remained as the continuing entity.





**WREDA**

Wellington  
Regional Economic  
Development Agency

## Written resolution of the shareholders of Wellington Regional Economic Development Agency (the Company) dated 30 November 2017

### Introduction

Under the Companies Act 1993 (the Act) the Board of the Company must call an annual meeting of shareholders to be held within a time specified by the Act. However, it is not necessary for the Company to hold a meeting of shareholders if everything required to be done at that meeting is done by written resolution passed under section 122 of the Act.

### Resolutions

The Shareholders of the Company, resolves and agrees:

1. That the audited financial statements of the Company for the accounting period ended 30 June 2017 and the Annual Report be approved and adopted.
2. To appoint Audit New Zealand (as required by section 70 of the Local Government Act 2002) as the auditor of the Company to:
  - (a) hold office from the date of this resolution until the conclusion of the Company's next annual meeting; and
  - (b) audit the Company's financial statements and the group financial statements for the accounting period after the date of this resolution.
3. That the auditor's fees and expenses are to be determined by the directors of the company.
4. Not to hold an Annual General Meeting.

**Signed** by the shareholders

Wellington City Council

Wellington Regional Council

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Authorised Person

\_\_\_\_\_  
Authorised Person

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



**Report** 2017.484  
**Date** 6 December 2017  
**File** CCAB-8-1397

**Committee** Council  
**Author** Luke Troy, General Manager, Strategy

## **Report on the Regional Transport Committee meeting, 21 November 2017**

### **1. Purpose**

To inform the Council of the Regional Transport Committee (the Committee) meeting of 21 November 2017.

### **2. Public participation**

Nick Leggett, Acting Executive Director, Porirua Chamber of Commerce, spoke to item 8 on the agenda, NZTA projects update. Nick Leggett discussed Transmission Gully and its intersection with Kenepuru Drive; the importance for roading capacity upgrades in the future for this area, and the need for the Committee to consider the impact on adjacent local roads when considering future State Highway projects.

### **3. Reports**

#### **3.1 Let's Get Wellington Moving programme update**

Barry Mein, Programme Director, Let's Get Wellington Moving, gave a presentation to the Committee for the Let's Get Wellington Moving programme.

The Committee was provided with a summary of the programme to date, the programme's objectives, and the reasons for change. The public feedback document was tabled at the meeting and each of the four scenarios was explained.

Barry Mein described what mass transit may involve, and advised the Committee that at current growth rates, demand to justify mass transit was approximately ten years away. In the short-term, there remains the need to improve the quality and reliability of buses on the preferred route.

The Committee was advised on possible future layouts of the Basin Reserve, and the performance, benefit, cost, and impact of each scenario.

### **3.2 Annual Monitoring Report on the Regional Land Transport Plan**

Jill Corrin, Senior Data Analyst, Data and Analysis, gave a presentation on the Annual Monitoring Report that reports on the progress made towards implementing the Regional Land Transport Plan 2015 (the Plan).

The presentation discussed new methodology for measuring road congestion, reliability, freight efficiency, and the use of GPS data from commercial vehicles. Graphs on how the RLTP 2025 targets are tracking to date were presented.

### **3.3 Update on the Regional Land Transport Plan 2015 mid-term review including consultation advice**

Luke Troy gave the Committee an update on the Regional Land Transport Plan (RLTP) 2015 mid-term review, the findings made in relation to pressures and issues identified in the review, and the progress made towards objectives and the areas of focus for the 2018-21 RLTP programme. He advised that an update to the RLTP will be presented to the Committee for consideration and feedback at the 13 March 2018 meeting, which will cover the main findings of the mid-term review.

The report outlines the consultation and engagement requirements and the proposed approach. The report also sets out the next steps, including the consultation period, when the summary of submissions and draft RLTP update will be considered, and when Council will be recommended to adopt the update.

The Committee considered the priority list of significant activities in the draft 2018-21 RLTP programme and some members considered that the Diesel-Electric Multiple Units should potentially be accorded a higher priority. However it was decided to defer consideration of priorities until after the public consultation was complete.

### **3.4 NZTA projects update**

Emma Speight, Regional Relationships Lower North Island Director, NZTA, gave a presentation to the Committee on NZTA's projects.

The Committee was advised that NZTA has recently published online training modules to assist with the Business Case Approach, and that the draft State Highway Investment Proposal will be considered in line with the updated Government Policy Statement, once that is available. A letter to NZTA from Hon Phil Twyford, Minister of Transport, was tabled.

Emma Speight confirmed that the new rules for small passenger services have now come into force, and spoke about some initiatives under the Safer Journeys Action Plan 2016-2020 which has a vision for roading networks to be free of death and serious injury.

Major earthworks on the Peka Peka to Ōtaki expressway are scheduled to commence on 27 November 2017, with a pause over Christmas, and Fletchers Construction is publishing all of their work signs in both English and Te Reo Māori.

#### **4. The decision-making process and significance**

No decision is being sought in this report.

##### **4.1 Engagement**

Engagement on this matter is unnecessary.

#### **5. Recommendations**

*That the Council:*

- 1. Receives the report.*
- 2. Notes the content of the report.*

Report prepared by:

**Luke Troy**  
General Manager, Strategy

Report approved by:

**Barbara Donaldson**  
Chair, Regional Transport  
Committee



**Report** 17.488  
**Date** 22 November 2017  
**File** CCAB-8-1398

**Committee** Council  
**Author** Cr Roger Blakeley

## **Report on the Wellington Regional Strategy Committee meeting of 21 November 2017**

### **1. Purpose**

To inform Council of the Wellington Regional Strategy Committee meeting of 21 November 2017.

### **2. Reports**

#### **2.1 WREDA Annual Report 2016/17, First Quarter Report 2017/18 and Indoor Arena update**

Wellington Regional Economic Development Agency (WREDA) staff gave a presentation to update the Committee regarding the Region's growth, past and future events, venues, and highlights. The Committee received, on behalf of the shareholding councils, the WREDA Annual Report for 2016/17.

Initial discussions have been held with Centreport around the potential for any new arena to be located on the Harbour Quay land. Suitable areas are being assessed that could be available against the type and scale of arena that could be accommodated. Work is on-going to better understand the market dynamics to ensure that robust projections of event programmes and attendances are able to be incorporated into the feasibility study. Concept designs are being adjusted to provide a range of options to reflect a large scale arena of the 12,000+ capacity, an 8,000 - 10,000 arena, and a mid-size option.

#### **2.2 Letter of Expectation – WREDA**

The Committee considered and approved the Letter of Expectation (with a number of amendments) to WREDA, to be taken into account by WREDA in developing its draft Statement of Intent for 2018/19.

The Letter of Expectation states that the Committee expects a greater emphasis on delivering activities and programmes that have a direct impact of the outcomes sought by the Wellington Regional Strategy. WREDA is expected to play a primary facilitation role in driving collective action with business, the

tertiary sector, government agencies, councils in the region and the investment community. The Letter of Expectation also sets out a series of specific expectations in relation to each of the areas of WREDA's responsibility: economic development, tourism, and major events and venues management.

### **2.3 Public excluded report**

The Committee went into public excluded business to receive a report on a Wellington Regional Economic Development Agency (WREDA) Board review and director appointments.

## **3. Consideration of climate change**

The matters addressed in this report are of a procedural nature, and there is no need to conduct a climate change assessment.

## **4. The decision-making process and significance**

No decision is being sought in this report.

### **4.1 Engagement**

Engagement on this matter is unnecessary.

## **5. Recommendations**

*That the Council:*

- 1. Receives the report.*
- 2. Notes the content of the report.*

Report prepared by:

**Cr Roger Blakeley**  
Deputy Chair, Wellington  
Regional Strategy Committee

**Exclusion of the public****Report 17.510***That the Council:**Excludes the public from the following part of the proceedings of this meeting namely:*

1. *Confirmation of the Public Excluded minutes of 31 October 2017*
2. *Kahungunu ki Wairarapa iwi treaty settlement redress final decisions*
3. *Disposal of Property – Belmont Regional Park*
4. *Appointment to the Wellington Regional Stadium Trust*
5. *WREDA Board appointments*
6. *Request for a remission of rates*

*The general subject of each matter to be considered while the public is excluded, the reasons for passing this resolution in relation to each matter and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 (the Act) for the passing of this resolution are as follows:*

<b>General subject of each matter to be considered:</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground under section 48(1) for the passing of this resolution</b>
---	--	--

- |   |  |  |
|---|--|--|
| <p>1. <i>Confirmation of the Public Excluded minutes of 31 October 2017</i></p> | <p><i>The information in these Minutes relates to a proposed offer to acquire property interests. The Minutes refer to the terms of the proposed acquisition offer which is still subject to negotiation and acceptance. Having this part of the meeting open to the public would disadvantage GWRC if further negotiations were to take place as it would reveal GWRC's negotiation strategy. GWRC has not been able to identify a public interest favouring disclosure of this particular information in public proceedings of the meeting that would override this prejudice.</i></p> | <p><i>That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 7(2)(i) of the Act (i.e to carry out negotiations without prejudice).</i></p> |
|---|--|--|

*The Minutes also refer to the proposed election of LGFA Directors. Release of this information would prejudice the proposed Directors' privacy by disclosing the fact that they are being considered, and have expressed interest in, becoming Directors of the LGFA. GWRC has not been able to identify a public interest favouring disclosure of this*

*That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under sections 7(2)(a) of the Act (i.e to protect the privacy of natural persons).*

*particular information in public proceedings of the meeting that would override the privacy of the individuals concerned.*

- |   |  |  |
|---|--|--|
| <p>2. <i>Kahungunu ki Wairarapa iwi treaty settlement redress final decisions</i></p> | <p><i>The information contained in this report relates to negotiations on redress proposals from the Office of Treaty Settlements (OTS) in relation to Kahungunu ki Wairarapa. Having this part of the meeting open to the public would disadvantage the Council if further negotiations were to take place as it would reveal the Council's stance. GWRC has not been able to identify a public interest favouring disclosure of this particular information in public proceedings of the meeting that would override this prejudice.</i></p>   | <p><i>That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 7(2)(i) of the Act (i.e to carry out negotiations without prejudice).</i></p> |
| <p>3. <i>Disposal of Property - Belmont Regional Park</i></p>                         | <p><i>The information contained in this report relates to the proposed sale of property owned by GWRC. The report outlines terms of the proposed disposal and includes details of the anticipated disposal values of the surplus land. Having this part of the meeting open to the public would disadvantage GWRC if the property is placed on the open market for sale via a contestable sale process as it would reveal GWRC's price expectations. GWRC has not been able to identify a public interest favouring disclosure of this particular information in public proceedings of the meeting that would override this prejudice.</i></p> | <p><i>That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 7(2)(i) of the Act (i.e to carry out negotiations without prejudice).</i></p> |
| <p>4. <i>Appointment to the Wellington Regional Stadium Trust</i></p>                 | <p><i>The information contained in this report relates to the proposed appointment of a Trustee to the Wellington Regional Stadium Trust. Release of this information would prejudice the proposed appointee's privacy by disclosing the fact that they are being considered, and have expressed interest in becoming a trustee of the Trust. GWRC has not</i></p>   | <p><i>That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under sections 7(2)(a) of the Act (i.e to protect the privacy of</i></p>                    |

*been able to identify a public interest favouring disclosure of this particular information in public proceedings of the meeting that would override the privacy of the individual concerned.*

5. *WREDA Board appointments* *The information contained in this report relates to the proposed reappointment and appointment of new directors to WREDA. Release of this information would prejudice the proposed appointee's privacy by disclosing the fact that they are being considered as a Director of WREDA. GWRC has not been able to identify a public interest favouring disclosure of this particular information in public proceedings of the meeting that would override the privacy of the individuals concerned.* *That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under sections 7(2)(a) of the Act (i.e to protect the privacy of natural persons).*
6. *Request for a remission of rates* *The information contained in this report relates to an application for a rates remission. Release of this information would prejudice the applicant's privacy by disclosing the fact that they are requesting a rates remission for their property. GWRC has not been able to identify a public interest favouring disclosure of this particular information in public proceedings of the meeting that would override the privacy of the individual concerned.* *That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under sections 7(2)(a) of the Act (i.e to protect the privacy of natural persons).*

*This resolution is made in reliance on section 48(1) of the Act and the particular interest or interests protected by section 6 or section 7 of that Act which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as specified above.*