

Report	16.521
Date	5 December 2016
File	CCAB-15-126
Committee	Wellington Regional Strategy Committee
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Letter of Expectation – WREDA

1. Purpose

To consider and approve the Letter of Expectation to the Wellington Regional Economic Development Agency (WREDA) for consideration in its draft Statement of Intent for 2017/18.

2. Background

The two shareholding councils have developed a draft Letter of Expectation for WREDA for consideration of the Committee (**Attachment 1**).

Following the agreement of the Committee, including any changes the Committee wishes to make, the Letter of Expectation will be finalised and sent to WREDA. WREDA will then consider the matters raised, and address them in its draft Statement of Intent.

The draft Statement of Intent is due by 1 March 2017. Following receipt of the draft Statement of Intent the Committee has two months to consider the draft and send comments back to WREDA. The final Statement of Intent is due by 30 June 2016.

3. Comment

Overall, the draft 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 2017/18 Statement of Intent should have clear targets, define what success looks like and be ambitious. Such targets will be a reflection of additionality to a business as usual approach.

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.

4. Communication

Once finalised, the letter will be sent to the Chair of the WREDA. No further communication is necessary at this time.

5. 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 matter requiring decision in this report has 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.

5.1 Significance of the decision

Part 6 requires Greater Wellington Regional Council 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.

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

5.2 Engagement

In accordance with the significance and engagement policy, no engagement on the matters for decision is required.

6. Recommendations

That the Committee:

- 1. **Receives** the report.*
- 2. **Notes** the content of the report.*
- 3. **Approves** the Letter of Expectation, subject to any changes from the Committee.*
- 4. **Authorises** the Chair of the Committee to approve and sign the Letter of Expectation on behalf of the Committee.*

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Attachment 1: Draft Letter of Expectation