



If calling, please ask for Democratic Services

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## Council

Thursday 18 May 2023, 9.30am

Taumata Kōrero, Council Chamber, Greater Wellington Regional Council,  
100 Cuba St, Te Aro, Wellington

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**Quorum:** Seven Councillors

### Members

Cr Ponter (Chair)

Cr Staples (Deputy Chair)

Cr Bassett

Cr Connelly

Cr Duthie

Cr Gaylor

Cr Kirk-Burnnand

Cr Laban

Cr Lee

Cr Nash

Cr Ropata

Cr Saw

Cr Woolf

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

# Council

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Thursday 18 May 2023, 9.30am

Taumata Kōrero - Council Chamber, Greater Wellington Regional Council  
100 Cuba St, Te Aro, Wellington

## Public Business

No.	Item	Report	Page
1.	Apologies		
2.	Conflict of interest declarations		
3.	Public participation		
4.	Petition: Preserve Belmont Farm Park		
5.	<a href="#">Confirmation of the Public minutes of the Council meeting of 30 March 2023</a>	23.133	3
6.	<a href="#">Confirmation of the Public Excluded minutes of the Council meeting of 30 March 2023</a>	PE23.134	15

## Strategy/Policy/Major Issues

7.	<a href="#">Feedback on the draft Annual Plan 2023/24 and budget finalisation</a>	23.177	20
8.	<a href="#">Uniform Annual General Charges and general rates analysis</a>	23.178	32

## Governance

9.	<a href="#">Policy on Elected Members' Allowances and Expenses</a>	23.164	85
10.	<a href="#">Sensitive Expenditure (Elected Members) Policy</a>	23.93	116
11.	<a href="#">Delegation to affix the Common Seal</a>	23.152	151
12.	<a href="#">Power of Attorney to sign deeds</a>	23.150	156
13.	<a href="#">Whaitua Kāpiti Committee terms of reference</a>	23.176	161
14.	<a href="#">Greater Wellington's Quarter Three Summary Report 2022/23</a>	23.188	184
15.	<a href="#">Finance update – year to date to 31 March 2023</a>	23.179	240

## Resolution to Exclude the Public

16.	<a href="#">Resolution to Exclude the Public</a>	23.187	245
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## Public Excluded Business

17.	<a href="#">Mana whenua appointments to committees</a>	PE23.169	247
18.	<a href="#">Appointment of member to the Farming Reference Group</a>	PE23.166	289



Please note these minutes remain unconfirmed until the Council meeting on 18 May 2023

Report 23.133

## Public minutes of the Council meeting on Thursday 30 March 2023

Taumata Kōrero – Council Chamber, Greater Wellington Regional Council  
100 Cuba Street, Te Aro, Wellington at 9.30am

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### Members Present

Councillor Ponter (Chair)  
Councillor Staples (Deputy Chair)  
Councillor Bassett  
Councillor Connelly  
Councillor Duthie (from 9.31am)  
Councillor Gaylor  
Councillor Kirk-Burnnand (to 10.16am, from 10.19am to 10.45am, and from 10.47am)  
Councillor Laban (remotely, via MS Teams)  
Councillor Lee  
Councillor Nash  
Councillor Ropata  
Councillor Saw  
Councillor Woolf (from 9.31am)

### Karakia timatanga

The Council Chair opened the meeting with a karakia timatanga.

### Public Business

#### 1 Apologies

There were no apologies

**2 Declarations of conflicts of interest**

Councillor Kirk-Burnnand declared a conflict of interest with regard to item 14, Policy on the Appointment and Remuneration of Directors of Council Organisations – Report 23.113.

**3 Public participation**

There was no public participation.

**4 Confirmation of the Public minutes of the Council meeting on 23 February 2023 - Report 23.68**

Moved: Cr Staples / Cr Saw

That the Council confirms the Public minutes of the Council meeting on 23 February 2023 – Report 23.68.

The motion was **carried**.

Councillor Duthie and Councillor Woolf arrived at 9.31am during the above item.

**5 Confirmation of the Public Excluded minutes of the Council meeting on 23 February 2023 - Report PE23.66**

Moved: Cr Kirk-Burnnand / Cr Bassett

That the Council confirms the Public Excluded minutes of the Council meeting on 23 February 2023 – Report PE23.66.

The motion was **carried**.

**6 Confirmation of the Restricted Public Excluded minutes of the Council meeting on 23 February 2023 - Report RPE23.69**

Moved: Cr Ropata / Cr Staples

That the Council confirms the Restricted Public Excluded minutes of the Council meeting on 23 February 2023 – Report RPE23.69.

The motion was **carried**.

**7 Confirmation of the Public minutes of the Council meeting on 9 March 2023 - Report 23.90**

Moved: Cr Kirk-Burnnand / Cr Bassett

That the Council confirms the Public minutes of the Council meeting on 9 March 2023 – Report 23.90.

The motion was **carried**.

**8 Confirmation of the Public Excluded minutes of the Council meeting on 9 March 2023 - Report PE23.91**

Moved: Cr Saw / Cr Staples

That the Council confirms the Public Excluded minutes on the Council meeting of 9 March 2023 – Report PE23.91.

The motion was **carried**.

## **Strategy, policy or major issues**

**9 2023/24 Annual Plan Engagement – Report 23.100**

Zofia Miliszewska, Manager Strategy and Performance, Alex Smith, Team Leader Corporate Planning & Reporting, and Rebecca Gillet, Advisor, Planning & Reporting, spoke to the report. Design documents were tabled.

Moved: Cr Ponter / Cr Nash

That Council:

- 1 Agrees the 'Inform and Engage' approach for the 2023/24 Annual Plan.
- 2 Approves the 2023/24 Annual Plan supporting information as set out in Attachment 1.
- 3 Authorises the Council Chair and Chief Executive to make minor editorial changes to the proposed 2023/24 Annual Plan supporting information to correct errors and improve public understanding.

The motion was **carried**.

**10 Significance and Engagement Policy Consultation – Report 23.109**

Zofia Miliszewska, Manager Strategy and Performance, Alex Smith, Team Leader Corporate Planning & Reporting, and Rebecca Gillet, Advisor, Planning & Reporting, spoke to the report. An Updated Attachment 1 was tabled.

Moved: Cr Staples / Cr Lee

That Council:

- 1 Approves the proposed Significance and Engagement Policy as set out in Attachment 1 for the purposes of public consultation.
- 2 Agrees to the consultation and engagement approach outlined in this report.
- 3 Approves the consultation document and supporting information for the proposed amendments to the Significance and Engagement Policy as set out in Attachment 2.
- 4 Authorises the Council Chair and Chief Executive to make minor editorial changes to the proposed Significance and Engagement Policy consultation document and supporting information to correct errors and improve public understanding.

The motion was **carried**.

**11 Uplift in Bus Driver Wages – Report 23.94**

Samantha Gain, General Manager, Metlink and Melissa Anderson, Manager Operations & Partnerships spoke to the report.

Moved: Cr Nash / Cr Kirk-Burnnand

That Council:

- 1 Notes that as part of Budget 2022, the Government funded through the Climate Emergency Response Fund (CERF) \$61 million nationally over four years to improve recruitment and retention of bus drivers.
- 2 Notes that CERF funding can be used to further increase wages up to \$30/hr in urban areas and up to \$28/hr in regional areas.
- 3 Notes that in order to access CERF funding, bus operators must agree to increase wages to at least match the future wage indexation, on an ongoing basis, and all parties (Greater Wellington/Metlink, bus operators, unions and Waka Kotahi) must agree to the changes and sign a Memorandum of Understanding to this effect.
- 4 Agrees that for the purposes of CERF funding, Wairarapa (operated by Tranzurban) and Kāpiti (operated by Uzabus) are to be considered 'regional', with all other areas in the Region are to be considered 'urban'.
- 5 Agrees to fully utilise the available funding by increasing bus driver pay rates to an average of \$30/hr for 'urban' and \$28/hr for 'regional'.
- 6 Agrees to implement the increased pay rates in the manner set out at paragraphs 21 and 22 of this report.
- 7 Notes that bus operators will be eligible to claim the additional funding from 1 April 2023 subject to the Memorandum of Understanding being agreed.
- 8 Notes that the funding required to support the additional payments to Public Transport Operating Model (PTOM) bus operators from 1 April 2023 to 30 June 2023 is \$688,000 and that Greater Wellington's share is able to be met from within existing budgets.
- 9 Notes that the estimated total funding required to support the additional payments to PTOM bus operators is \$2,227,000 for the 2023/24 financial year and that Greater Wellington's share is included in the 2023/24 Annual Plan budget, and will be included in the next LTP budget for subsequent years.

The motion was **carried**.

**12 Low Carbon Acceleration Fund Round Two 2022-23 Recommendations – Report 23.117**

Lisa Early, Team Leader Climate Change, and Jake Roos, Climate Change Advisor, spoke to the report.

Moved: Cr Gaylor / Cr Nash

That Council:

- 1 Approves the allocation of a \$266,651 grant to Metlink for the 'Solar power generation – Station roofs' project.
- 2 Approves the allocation of a \$750,000 grant to the Wellington Regional Stadium Trust (WRST) for the 'Energy efficient lighting opportunity' project.
- 3 Approves the extension of Low Carbon Acceleration Fund eligibility to CentrePort Limited.

The motion was **carried**.

## **Governance**

### **13 Establishment of Proposed Regional Policy Statement Change 1: Part 1, Schedule 1 Hearings Panel – Report 23.120**

Al Cross, General Manager, Environment Management, and Kate Pascall, Programme Lead (Proposed RPS Change 1), spoke to the report.

Moved: Cr Lee / Cr Connelly

That Council:

- 1 Receives the report.
- 2 Notes the content of the report.
- 3 Establishes the Proposed Regional Policy Statement Change 1: Part 1, Schedule 1 Hearings Panel.
- 4 Delegates its authority to the Proposed Regional Policy Statement Change 1: Part 1, Schedule 1 Hearings Panel, as follows:
  - a To hear public submissions and provide the recommendations report to Council, for Council to make the final decisions on the recommendations.
- 5 Adopts the Terms of Reference for the Proposed Regional Policy Statement Change 1: Part 1, Schedule 1 Hearings Panel (Attachment 1).
- 6 Delegates to the Chief Executive, after consultation with the Council Chair, the setting of remuneration arrangements for the Proposed Regional Policy Statement Change 1: Part 1, Schedule 1 Hearings Panel.

The motion was **carried**.

Councillor Kirk-Burnnand departed the meeting at 10.16am at the conclusion of the above item.

### **14 Policy on the Appointment and Remuneration of Directors of Council Organisations – Report 23.113**

Sarah Allen, Principal Advisor Company Portfolio & Economic Development, spoke to the report.

Moved: Cr Staples / Cr Gaylor

That Council:

- 1 Adopts the updated Policy on the Appointment and Remuneration of Directors of Council Organisations (Attachment 1).
- 2 Authorises the Chief Executive to approve any minor amendments to the Policy to address any typographical or presentational issues.

The motion was **carried**.

**Noted:** Councillor Connelly requested that her vote against the motion be recorded.

Councillor Kirk-Burnnand returned to the meeting at 10.19am following the conclusion of the above item.

**15 WRC Holdings – draft Statement of Intent 2024 – Report 23.108**

Sarah Allen, Principal Advisor Company Portfolio & Economic Development, spoke to the report.

Moved: Cr Nash / Cr Saw

That Council:

- 1 Receives the draft Statement of Intent from WRC Holdings.
- 2 Provides any further comment and feedback to be considered for the final Statement of Intent.
- 3 Delegates to the Chair to finalise a letter to the Chair of WRC Holdings with any comments and feedback to be considered for the final Statement of Intent.

The motion was **carried**.

The meeting adjourned at 10.24am and resumed at 10.45am.

The Chair sought and obtained the consent of the meeting, in accordance with Standing Order 3.8.3, to discuss the altering of a resolution already resolved at the meeting, with regard to agenda item 14: Policy on the Appointment and Remuneration of Directors of Council Organisations – Report 23.113

Councillor Kirk-Burnnand left the meeting at 10.45am prior to the commencement of the below item.

**14 Policy on the Appointment and Remuneration of Directors of Council Organisations – Report 23.113**

The Chair outlined his proposal that the Chair of the Te Tiriti o Waitangi Komiti should be added to the membership of the nominations group outlined in the section 10 of the Policy.

Moved: Cr Ponter / Cr Duthie

That Council:

- 1 Amends its resolution made at this meeting on the Policy on the Appointment and Remuneration of Directors of Council Organisations by including the Chair of the Te Tiriti o Waitangi Komiti in the membership of the nominations group provided for in the Policy.

The motion was **carried**.

Councillor Kirk-Burnnand returned to the meeting at 10.47am following the conclusion of the above item.

#### **16 WRC Holdings – Directors’ Fees – Report 23.116**

Sarah Allen, Principal Advisor Company Portfolio & Economic Development, spoke to the report.

Moved: Cr Kirk-Burnnand / Cr Bassett

That Council:

- 1 Approves Option Two – Increase the external directors’ fee for WRC Holdings from \$25,000 to \$32,000 per annum (paragraph 17) from 1 January 2024.
- 2 Notes that should Council, at any time, decide to appoint an independent Chair, then a recommendation on the independent Chair’s remuneration would be made at the time the appointment is being considered.

The motion was **carried**.

**Noted:** Councillors Duthie and Ropata requested their vote against the motion be recorded.

#### **17 Changes to Council’s Delegation of Powers, Functions and Responsibilities – March 2023 – Report 23.92**

Will Ogier, Principal Advisor, spoke to the report.

Moved: Cr Kirk-Burnnand / Cr Duthie

That Council:

- 1 Notes Greater Wellington’s changes to staff position titles arising from the creation of the Rōpū Taiao Environment Group and the updating of management position titles, both of which take effect from 22 May 2023.
- 2 Revokes, with effect from 22 May 2023, the delegations made by Council under the Resource Management Act 1991, on:
  - a 24 May 2017 to the Chief Executive and General Manager Environment Management to appoint hearings commissioners (Attachment 1)
  - b 24 May 2017 to a commissioner or panel of commissioners to determine a particular matter (Attachment 1)
  - c 30 June 2021 to specified officers (Attachment 2).

- 3 Delegates, with effect from 22 May 2023, its powers, duties and responsibilities under the Resource Management Act 1991, except those powers not capable of delegation or retained explicitly by Council, to:
  - a The Chief Executive and Group Manager Environment to appoint hearings commissioners (Attachment 3)
  - b A commissioner or panel of commissioners to determine a particular matter (Attachment 3)
  - c Specified officers (Attachment 4).
- 4 Revokes, with effect from 22 May 2023, the delegation made by Council on 30 June 2022 to specified officers under the Local Government (Rating) Act 2002 (Attachment 5).
- 5 Delegates, with effect from 22 May 2023, its powers, duties and responsibilities under the Local Government (Rating) Act 2002 to specified officers, except those powers not capable of delegation or retained explicitly by Council (Attachment 6).

The motion was **carried**.

**18 Amendment to the Public Transport Advisory Group's Terms of Reference – Report 23.121**

Bonnie Parfitt, Manager Network & Customer, and Margaret Meek, Principal Advisor Public Transport Governance spoke to the report.

Moved: Cr Nash / Cr Kirk-Burnnand

That Council:

- 1 Notes that the Public Transport Advisory Group's (Advisory Group) Terms of Reference provide for Council to appoint up to 20 persons to represent stated perspectives.
- 2 Notes that officers and the Nominations Evaluation Group consider that the Advisory Group's membership should be increased to up to 25 persons to represent stated perspectives.
- 3 Notes that the Terms of Reference for the Advisory Group provides that, "taken as a whole, the membership of the Advisory Group should provide a broad representation of perspectives and community needs".
- 4 Notes that the current stated perspectives do not include LGBTQIA+.
- 5 Agrees that an LGBTQIA+ perspective would help the Advisory Group provide a broad representation of perspectives and community needs.
- 6 Adopts the updated Terms of Reference for the Public Transport Advisory Group, as set out in Attachment 1, and as amended to provide for up to 30 members including an LGBTQIA+ perspective, and for representation for all constituencies.

- 7 Requests that Greater Wellington seeks further applications for an LGBTQIA+ perspective.

The motion was **carried**.

**19 Crown Representation Appointment to the Wellington Regional Leadership Committee – Report 23.114**

Francis Ryan, Manager Governance and Democracy, spoke to the report.

Moved: Cr Staples / Cr Kirk-Burnnand

That Council:

- 1 Notes that as the administering authority, Council is responsible for the non-local Government appointments to the Wellington Regional Leadership Committee
- 2 Revokes the appointment of Hon Dr Megan Woods, Minister of Housing, as a member representing Crown interests on the Wellington Regional Leadership Committee.
- 3 Appoints Hon Barbara Edmonds, Associate Minister of Housing, as a member representing Crown interests on the Wellington Regional Leadership Committee.

The motion was **carried**.

**20 Ngāti Kahungunu ki Wairarapa Tāmaki nui-a-Rua Treaty Settlement Trust Membership of the Wellington Water Committee – Report 23.127**

Francis Ryan, Manager Governance and Democracy, and Councillor Connelly, Council's representative on the Wellington Water Committee, spoke to the report.

Moved: Cr Connelly / Cr Staples

That Council:

- 1 Approves Ngāti Kahungunu ki Wairarapa Tāmaki nui-a-Rua Treaty Settlement Trust being a Mana Whenua Partner Entity under the Shareholders and Partners Agreement for Wellington Water Limited.
- 2 Notes that through being a Mana Whenua Partner Entity, Ngāti Kahungunu ki Wairarapa Tāmaki nui-a-Rua Treaty Settlement Trust will be entitled to membership of the Wellington Water Committee.

The motion was **carried**.

## **Resolution to exclude the public**

**21 Resolution to exclude the public – Report 23.126**

Moved: Cr Gaylor / Cr Saw

That the Council excludes the public from the following parts of the proceedings of this meeting, namely:

Proposed RPS Change 1: Part 1, Schedule 1, Hearings Panel appointment – Report PE23.103

WRC Holdings: director appointments – Report PE23.115

Appointments to Public Transport Advisory Group – Report PE23.95

Mana whenua appointment to Long Term Plan Committee – Report PE23.122

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>Proposed RPS Change 1: Part 1, Schedule 1, Hearings Panel appointment – Report PE23.103</b>	
<i>Reason for passing this resolution in relation to each matter</i>	<i>Ground(s) under section 48(1) for the passing of this resolution</i>
<p>Information contained in this report will include personal and identifying information about proposed candidates for appointment. Release of this information prior to Council’s decision is likely to prejudice the privacy of natural persons (section 7(2)(a) of the Act) as releasing this information would disclose their consideration for appointment on the Part 1, Schedule 1 Hearings Panel.</p> <p>Greater Wellington 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 need to withhold the information.</p>	<p>The public conduct of this part of the meeting is excluded as per section 7(2)(a) of the Act, to protect the privacy of natural persons.</p>
<b>WRC Holdings: director appointments – Report PE23.115</b>	
<i>Reason for passing this resolution in relation to each matter</i>	<i>Ground(s) under section 48(1) for the passing of this resolution</i>
<p>The information contained in this report includes personal and identifying information about the proposed candidates. Withholding this information prior to Council’s decision is necessary to protect the privacy of that natural person (section 7(2)(a) of the Act) as releasing</p>	<p>The public conduct of this part of the meeting is excluded as per section 7(2)(a) of the Act, to protect the privacy of natural persons.</p>

<p>this information would disclose their consideration as a board member of WRC Holdings.</p> <p>Greater Wellington 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 need to withhold the information.</p>	
<p><b>Appointments to Public Transport Advisory Group – Report PE23.95</b></p>	
<p><i>Reason for passing this resolution in relation to each matter</i></p>	<p><i>Ground(s) under section 48(1) for the passing of this resolution</i></p>
<p>The information contained in this report includes personal information provided by applicants for appointment to the Public Transport Advisory Group. Excluding the public from the proceedings of the meeting is necessary to protect the privacy of natural persons (section 7(2)(a) of the Act) as holding this part of the meeting in public would release information that is private to the individuals concerned.</p> <p>Greater Wellington 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 need to withhold the information.</p>	<p>The public conduct of this part of the meeting is excluded as per section 7(2)(a) of the Act, to protect the privacy of natural persons.</p>
<p><b>Mana whenua appointment to Long Term Plan Committee – Report PE23.122</b></p>	
<p><i>Reason for passing this resolution in relation to each matter</i></p>	<p><i>Ground(s) under section 48(1) for the passing of this resolution</i></p>
<p>Information contained in this report includes personal and identifying information about the proposed candidate for appointment to the Long Term Plan Committee. Release of this information is likely to prejudice the privacy of natural persons (section 7(2)(a) of the Act) as releasing this information would disclose their consideration for appointment as a member of the Committee.</p>	<p>The public conduct of this part of the meeting is excluded as per section 7(2)(a) of the Act, to protect the privacy of natural persons.</p>

<p>Greater Wellington has considered whether the public interest outweighs the need to withhold the information and has determined that there is no public interest favouring disclosure of this particular information in public proceedings of the meeting that would override the need to withhold the information.</p>	
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This resolution is made in reliance on section 48(1)(a) of the Act and the particular interest or interests protected by section 6 or section 7 of that Act or section 6 or section 7 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public.

The motion was **carried**.

The public part of the meeting closed at 11.33am.

Councillor D Ponter

**Chair**

Date:



Please note these minutes remain unconfirmed until the Council meeting on 18 May 2023. The matters referred to in these minutes were considered by Council in Public Excluded business. These minutes do not require confidentiality and may be considered in the public part of the meeting.

Report PE23.134

## Public Excluded minutes of the Council meeting on Thursday 30 March 2023

Taumata Kōrero – Council Chamber, Greater Wellington Regional Council  
100 Cuba Street, Te Aro, Wellington at 11.33am

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### Members Present

Councillor Ponter (Chair)  
Councillor Staples (Deputy Chair)  
Councillor Bassett  
Councillor Connelly  
Councillor Duthie  
Councillor Gaylor  
Councillor Kirk-Burnnand  
Councillor Laban (remotely, via MS Teams)  
Councillor Lee  
Councillor Nash  
Councillor Ropata  
Councillor Saw  
Councillor Woolf

### Public excluded Business

**1 Proposed Regional Policy Statement Change 1: Part 1, Schedule 1 Hearings Panel appointment – Report PE23.103**

Al Cross, General Manager Environment Management and Kate Pascall, Programme Lead (Proposed RPS Change 1), spoke to the report. The meeting was advised that since the preparation of the report Glenice Paine and Ina Kumeroa Kara-France have been appointed by the Chief Freshwater Commissioner to the Freshwater Hearing Panel.

Moved: Cr Connelly / Cr Ropata

That Council:

- 1 Receives the report.
- 2 Notes the content of the report.
- 3 Approves the appointment of the following Independent Hearing Commissioners to the Proposed Regional Policy Statement Change 1: Part 1, Schedule 1 Hearings Panel:
  - a Dhilum Nightingale (Chair)
  - b Glenice Paine
  - c Ina Kumeroa Kara-France.
- 4 Notes that the Freshwater Hearing Panel is appointed by the Chief Freshwater Commissioner and at the time of writing this report formal confirmation of the Panel had not been received.

The motion was **carried**.

## **2 WRC Holdings – Director Appointments – Report PE23.115**

Sarah Allen, Principal Advisor Company Portfolio & Economic Development, spoke to the report.

Moved: Cr Staples / Cr Kirk-Burnnand

That Council:

- 1 Agrees that an open recruitment process will take place for the three external director appointments to the WRC Holdings Board.
- 2 Appoints Helen Mexted as Director of WRC Holdings Limited for a third term from 30 June 2023 to 30 September 2023.
- 3 Appoints Nancy Ward as Director of WRC Holdings Limited for a third term from 30 June 2023 to 30 September 2023.
- 4 Authorises the Council Chair to send letters to Helen Mexted and Nancy to advise that an open recruitment process will take place for the three external director roles and that their terms will be extended until that process has concluded (up to 30 September 2023).
- 5 Authorises the Council Chair to send a letter to Nick Leggett to advise that an open recruitment process will take place for the three external director roles and that this will be concluded by 30 September 2023.

The motion was **carried**.

## **3 Appointments to the Public Transport Advisory Group – Report PE23.95**

Margaret Meek, Principal Advisor Public Transport Governance, George Cook, Senior Community Engagement Advisor and Bonnie Parfitt, Manager Network & Customer spoke to the report.

Moved: Cr Nash / Cr Woolf

That Council:

- 1 Notes that at this meeting (Report 23.121) the Council is being asked to amend the Public Transport Advisory Group's (Advisory Group) Terms of Reference to provide for an additional perspective – LGBTQIA+ and to increase membership of the Advisory Group to represent stated perspectives.
- 2 Notes an appointment process, including consideration of a shortlist by the Nominations Evaluation Group, occurred in accordance with Council's *Policy on the Appointment of Non-elected Members to Committees, Subcommittees and Advisory Groups*.
- 3 Notes the Nominations Evaluation Group recommends 23 appointments (Attachment 1).
- 4 Appoints to the Public Transport Advisory Group:
  - a Lily Chalmers
  - b Michael Teague
  - c Miles Reay
  - d Katie Rowsell
  - e Raewyn Hailes
  - f Antonio Salamat
  - g William Royal
  - h Thomas Bryan
  - i Laura Stuart
  - j Linsey Higgins
  - k Scott Tingey
  - l Peter McIntosh
  - m Lisa Matthews
  - n Karen (Kaz) Yung
  - o Joseph Seupule
  - p Genevieve McLachlan
  - q Vaughn Liley
  - r Kris Parkin
  - s Michael Mellor
  - t Andrew Lensen
  - u Tamsyn Harker
  - v Marko Garlick
- 5 Requests that Greater Wellington seeks further applications for the following perspectives:
  - a Employers
  - b LGBTQIA+.

- c Mana whenua, Māori
  - d Youth (with an emphasis on those who can represent secondary school students)
  - e Active mode users (with an emphasis on those who can represent advocacy groups)
- 6 Notes that the Transport Committee's Terms of Reference provides that the Chair of the Advisory Group will be a non-voting member of the Transport Committee.
- 7 Notes that the Advisory Group's Terms of Reference provides that the Council appoints the Chair of the Advisory Group.
- 8 Notes that the Nominations Evaluation Group recommends that the Council delays the appointment of the Chair of the Advisory Group until after the Nominations Evaluations Group has further considered the applicants to this position.

The motion was **carried**.

#### **4 Appointment of Mana Whenua Members to the Long Term Plan Committee**

Francis Ryan, Manager Governance and Democracy, spoke to the report. The report was tabled.

Moved: Cr Ropata / Cr Bassett

That Council:

- 1 Appoints Rawiri Smith to the Long Term Plan Committee, on the nomination of Ngāti Kahungunu ki Wairarapa Charitable Trust.
- 2 Appoints Amber Craig to the Long Term Plan Committee, on the nomination of Rangitāne o Wairarapa Inc.
- 3 Appoints Horipo Rimene to the Long Term Plan Committee, as an alternate member, on the nomination of Rangitāne o Wairarapa Inc.
- 4 Approves the backdating of the remuneration for Rawiri Smith and Amber Craig to the date that they each attended their first Long Term Plan Committee workshop.

The motion was **carried**.

## **Karakia whakamutunga**

The Council Chair closed the meeting with a karakia whakamutunga.

The meeting closed at 12.13pm.

Councillor D Ponter

**Chair**

Date:

**Council**  
**18 May 2023**  
**Report 23.177**



**For Decision**

## **FEEDBACK ON THE DRAFT ANNUAL PLAN 2023/24 AND BUDGET FINALISATION**

### **Te take mō te pūrongo**

#### **Purpose**

1. To provide Council with an analysis of the public feedback on the draft Annual Plan 2023/24 for its consideration in advance of seeking Council's adoption of the Annual Plan on 29 June 2023.
2. To confirm the proposed budget changes so that the Annual Plan 2023/24 can be finalised.

### **He tūtohu**

#### **Recommendations**

That Council:

- 1 **Notes** that at its meeting on 30 March 2023, Council agreed to an 'Inform and Engage' approach for the Annual Plan 2023/24 as no significant or material changes have been proposed from Greater Wellington's Long Term Plan 2021-31.
- 2 **Notes** the feedback from the public as summarised in this report and in [Attachment 1](#).
- 3 **Notes** the final Annual Plan 2023/24 and the related resolutions on rates and charges for 2023/24 will be presented to the 29 June 2023 Council meeting for formal adoption.
- 4 **Notes** that an increase in insurance premiums of \$800,000 has been applied to the Annual Plan 2023/24 budget, and that any rates increase associated with this cost increase has been mitigated.
- 5 **Approves** an increase in the Public Transport debt funding for the 2023/24 lower farebox revenue from \$4 million up to \$15million, noting that as this loan would be taken out at the end of the financial year it would have no rates impact in the 2023/24 but would impact subsequent years.
- 6 **Approves** the reinstatement of \$250k baseline funding to WellingtonNZ, noting that this will have no additional rates impact in 2023/24.
- 7 **Decides** between the two options outlined in the Report:

*Either*

- a **Option One (Recommended):** To proceed with the 17.8 percent average regional rates increase, as described in the public engagement material

approved by the Council at its meeting on 30 March 2023 (Annual Plan 2023.24 Engagement, Report 23.100).

Or

- b **Option Two:** Use one or multiple of the mechanisms available to lower the rates increase, noting that any one-off reduction in rates this year from these mechanisms will result in a higher rate increase in the following year.

## **Te tāhū kōrero**

### **Background**

3. Section 95(1) of the Local Government Act 2002 (LGA) requires a local authority to prepare and adopt an annual plan for each financial year.
4. Under section 95(2) and (2A) of the LGA, Council must consult the community before adopting an annual plan, unless *“the proposed annual plan does not include significant or material differences from the content of the long-term plan for the financial year to which the proposed annual plan relates.”*
5. The planned average regional rates increase in the 2021-31 Long Term Plan (LTP) for 2023/24 (year three) was indicated as 14.01 percent. Council had several workshops to develop the Annual Plan 2023/24 draft budget and rates and expressed a preference for officers to keep the 2023/24 rates as close to the planned LTP rates as possible, despite rising costs and other financial pressures.
6. To achieve this, officers conducted a robust prioritisation of the 2023/24 work programme. This prioritisation process limited any new projects and resources, deferred several minor planned projects, and maximised current revenue. Due to these changes the proposed average regional rates increase was limited to 17.8 percent. This is 3.7 percent higher than the planned average regional rates increase in the 2021-31 LTP.
7. Officers completed a significance and materiality assessment on the proposed changes from year three (2023/24) of the 2021-31 LTP, in line with Greater Wellington’s Significance and Engagement Policy, and determined that no items trigger a requirement to consult.
8. However, given the proposed high average regional rates increase, Council agreed at its meeting on 30 March 2023 (Annual Plan 2023/24 Engagement, Report 23.100) to inform the community on the proposed Annual Plan 2023/24 (including what we are planning to deliver and the draft average regional rates) and provide the community an opportunity to comment on it.

## **Te tātaritanga**

### **Analysis**

#### **Public Engagement**

9. The public engagement period on the proposed Annual Plan 2023/24 ran from 3 April – 26 April 2023.

10. A region-wide document informing the community on the proposed rates increase for 2023/24, key projects/programmes that Greater Wellington is delivering, and highlighting the minor changes to year three of the 2021-31 LTP<sup>1</sup>. This was supported by area-specific fact sheets for the five areas in the Region, outlining key projects and changes in those areas.
11. The public engagement campaign was digital forward, using social media and media releases to encourage people to have utilise a Have Your Say survey to comment, and/or to sign up to an online forum – *Kōrero with Councillors* – to provide their feedback directly to Councillors.

### **Summary of Have Your Say feedback**

#### *Overview*

12. A total of 75 responses were received via the Have Your Say survey. A summary of the feedback received from this survey has been provided in [Attachment 1](#).
13. The respondents came from Wellington City (52 percent), Hutt Valley (26 percent), Porirua (10 percent) and Kāpiti Coast (9 percent), and Wairarapa (6 percent).
14. Survey respondents were asked if they had any feedback on Greater Wellington's proposed Annual Plan 2023/24, specifically relating to:
  - a Our approach to the proposed Annual Plan 2023/24
  - b Our priorities and/or how we spend our money
  - c Our upcoming 2024-34 Long Term Plan
  - d Anything else.

#### *Negative feedback – themes:*

15. 73 percent of the feedback was considered negative/unsupportive.
16. 63 percent (40 respondents) provided feedback that the rates are too high, with half of these responses specifically referencing the high cost of living and current inflation levels as issues.
17. 21 responses critiqued transport services, with nine commenting on the need to improve bus services.
18. 11 responses critiqued Let's Get Wellington Moving and/or spending money on cycle ways.
19. 5 responses commented that Greater Wellington had not provided enough detail in our engagement material on what work we have deferred, or clearly articulated what we have done to cut rates.

#### *Positive feedback – themes:*

20. 11 percent of the feedback was considered positive/supportive in general.

<sup>1</sup> See the proposed Annual Plan 2023/24 Engagement Document for detail on this information:  
<https://haveyoursay.gw.govt.nz/84257/widgets/401008/documents/255258>

21. Positive feedback was general in nature, with some respondents noting that they understood the rates increase was necessary.

*Suggestions – themes:*

22. 11 percent of the feedback were general suggestions.
23. Suggestions related to Transport improvements (e.g., reducing dependence on fossil fuels, making a bike-safe and walkable city, changes to Let's Get Wellington Moving, and improving train timetables), increasing flood Protection services, planting method and pest control work.
24. 5 suggestions were regarding the need to prioritise the essentials over the 'nice to have' projects, in order to keep rates down.
25. Specific suggestions made by respondents have been distributed to the relevant Greater Wellington teams to consider and respond to as appropriate.

*Summary of discussion from the online forum*

26. 19 individuals signed up to attend an online forum on 4 May 2023 with Councillors, however only five people attended on the day. Four of those five people spoke.
27. Two attendees spoke regarding how the high rates increases will bring upon increased affordability challenges for local business, noting the last few years have been tough off the back of COVID-19, and now they are faced with significant cost pressures. They were hoping Greater Wellington would be able to cut the average regional rate back down to the 14.01 percent originally proposed in the Long Term Plan, in line with what businesses within our Region had originally planned for.
28. One attendee spoke about wanting the disabled community to be considered more by the Council in planning, engagement and delivery of services. They noted an equity issue around increasing rates but not delivering accessible services, and the lack of references to the disabled community in general in Greater Wellington's planning docs (with the exception of Metlink).
29. One attendee asked for more information about the progress of the Whaitua te Whanganui-a-Tara and expressed suggestions for Greater Wellington to do more around creating wildlife corridors.

***Additions to the Annual Plan 2023/24***

30. Since the Council Meeting on 30 March 2023 (Annual Plan 2023.24 Engagement, Report 23.100), where the draft rates number was agreed by Council to be publicly engaged, three further items of additional expenditure have arisen:
  - a An increase to insurance premiums of \$800k, which equates to an increase to rates of 0.5 percent. This has been mitigated by a lower opening debt due to an underspend on 2022/23 capital projects.
  - b A request to increase the Public Transport debt funding of lower farebox revenue from \$4m up to \$15m. This is required due to the continuation of reduced patronage levels from increased working from home practices. The loan to cover this would be taken out at the end of the financial year so would have no rates

impact in the 2023/24 but would impact rates in subsequent years as the debt is serviced.

- c A request from WellingtonNZ to reinstate the \$250k of baseline funding from the regional targeted rate (**Attachment 2**). This \$250k had previously been reprioritised by the Council in 2022/23 to Te Matarau a Māui Trust. If Council supports reinstating \$250k to WellingtonNZ these additional funds will be covered by the WellingtonNZ reserve so, have no additional rates impact in 2023/24. However, there will be a rates impact in subsequent years as the use of the reserve is a one-off.
31. As all additional expenditure items can be mitigated, as outlined in paragraphs 30 (a,b and c) above, the proposed average regional rates number remains at 17.8 percent and the proposed average rates increase for residential, business and rural across the region is:

Draft Region-wide average	Change in amount per year:	Change in amount per week:
Residential (incl. GST):	\$103.48	\$1.99
Business (excl. GST):	\$691.60	\$13.30
Rural (excl. GST):	\$101.96	\$1.96

32. Wellington Water has also been impacted by an increase in insurance premiums of \$900k but these have not been able to be mitigated and have increased the proposed water levy from 24.2 percent to 26.3 percent. We are in the process of notifying the territorial authorities of this increase.

***Mechanisms for lowering rates increase***

33. There are several financial tools that were discussed with the Council at a workshop prior to the public engagement period that could be used to reduce the rates figure now if Council desired. These are: reducing a proportion of the contribution to the Public Transport Reserve of \$4.0 million; using a proportion of the Special Dividend Reserve, currently \$3.0 million; applying a 1 percent reduction in expenditure across the whole Council’s budget.

**Nga kōwhiringa  
Options**

***Option One – Proceed as previously proposed (Recommended option)***

34. Deliver the Annual Plan 2023/24 with the proposed rates increase of 17.8 percent, as described in the public engagement material approved by the Council at their Meeting on 30 March 2023 (Annual Plan 2023.24 Engagement, 23.100).
35. This is our recommended option because:
- a This option continues with most of our planned 2023/24 work programme, with some projects deferred, and means we can continue to deliver our major

RiverLink project and services across the Region to meet our social and climate goals.

- b This option does not result in a high rates increase in the following years.

***Option Two – Apply financial tools to reduce rates impact***

- 36. Deliver the same work programme as Option One; however, use one or multiple of the available financial mechanisms (paragraph 36) to lower the rates<sup>2</sup>.
- 37. The mechanisms to consider and their impact on rates are:
  - a Reducing a portion of the contribution to the Public Transport reserve: \$1.8m equates to 1 percent rates reduction
  - b Using a portion of the special dividend reserve: \$1.8m equates to 1 percent rates reduction
  - c A general 1 percent reduction in expenditure: 0.6 percent rates reduction. This is not recommended due to the bluntness of the approach as it would adversely impact all business activities.
- 38. Officers do not recommend this option as any one-off reduction in rates this year from one of the above mechanisms will result in a higher rate increase in the following year.

**Ngā hua ahumoni**

**Financial implications**

- 39. The issues above in the analysis and options sections (paragraphs 30-41) describe the impacts to the draft Annual Plan 2023/24 budget.

**Ngā Take e hāngai ana te iwi Māori**

**Implications for Māori**

- 40. Improving outcomes for mana whenua and Māori is one of four overarching strategic priorities and alongside Te Whāriki, our Māori Outcomes Framework, underpins Greater Wellington's 2021-31 Long Term Plan, and therefore the Annual Plan 2023/24.

**Te huritao ki te huringa o te āhuarangi**

**Consideration of climate change**

- 41. Responding to the climate emergency is one of four overarching strategic priorities which underpins Greater Wellington's 2021-31 Long Term Plan, and therefore the Annual Plan 2023/24.

**Ngā tikanga whakatau**

**Decision-making process**

- 42. The matters requiring decision in this report were considered by officers against the decision-making requirements of Part 6 of the Local Government Act 2002.

<sup>2</sup> 40 respondents amounting to 63 percent of the engagement feedback raised concerns that the draft 17.8 percent average regional rates increase is too high.

## Te hiranga

### Significance

43. Officers considered the significance (as defined by Part 6 of the Local Government Act 2002) of the matter, taking into account Council's Significance and Engagement Policy and Greater Wellington's Decision-making Guidelines. Officers consider that the matter is of medium significance. This was because there were no significant or material changes to the work programme from Year Three (2023/24) of our 2021-2031 Long Term Plan. However, the overall average regional rates increase was considered high enough to be of public interest.

## Te whakatūtakitaki

### Engagement

44. The engagement undertaken on the proposed Annual Plan 2023/24 is described in the Background and Analysis sections of this report (paragraphs 7-8 and 9-29 respectively).

## Ngā tūāoma e whai ake nei

### Next steps

45. Officers will prepare the final Annual Plan 2023/24 and related rates and charges resolutions for Council adoption at their Meeting on 29 June 2023.

## Ngā āpitihanga

### Attachments

Number	Title
1	Annual Plan 2023/24 Engagement Feedback
2	Letter from WellingtonNZ

## Ngā kaiwaitohu

### Signatories

Writers	George Grover, Kaitohutohu   Advisor Planning and Reporting Rebecca Gillett, Kaitohutohu   Advisor Planning and Reporting Darryl Joyce, Kaiwhakahaere Matua   Manager Accounting Services
Approvers	Zofia Miliszewska, Kaiwhakahaere Matua   Manager Strategy and Performance Alison Trustrum-Rainey, Āpiha Mātāmua Pūtea   Chief Financial Officer Grant Fletcher, Kaiwhakahaere Matua Rautaki   Acting General Manager Strategy

<b>He whakarāpopoto i ngā huritaonga Summary of considerations</b>
<p><b><i>Fit with Council's roles or with Committee's terms of reference</i></b></p> <p>The Council is responsible under section 93 of the LGA for the preparation and adoption of an Annual Plan for each financial year.</p> <p>This report provides the analysis of the public feedback received on the proposed Annual Plan 2023/24 to support finalising the plan for adoption.</p>
<p><b><i>Contribution to Annual Plan / Long Term Plan / Other key strategies and policies</i></b></p> <p>This report outlines the community feedback on the proposed Annual Plan 2023/24, which is Year 3 of the 2021-31 Long Term Plan. This community feedback will inform the Council's decision-making process to prepare and adopt the final Annual Plan 2023/24.</p>
<p><b><i>Internal consultation</i></b></p> <p>The Finance, Strategic and Corporate Planning, Democratic Services, and Customer and Engagement departments were consulted in the preparation of this report.</p>
<p><b><i>Risks and impacts - legal / health and safety etc.</i></b></p> <p>There are no identified risks relating to the content or recommendations of this report.</p>

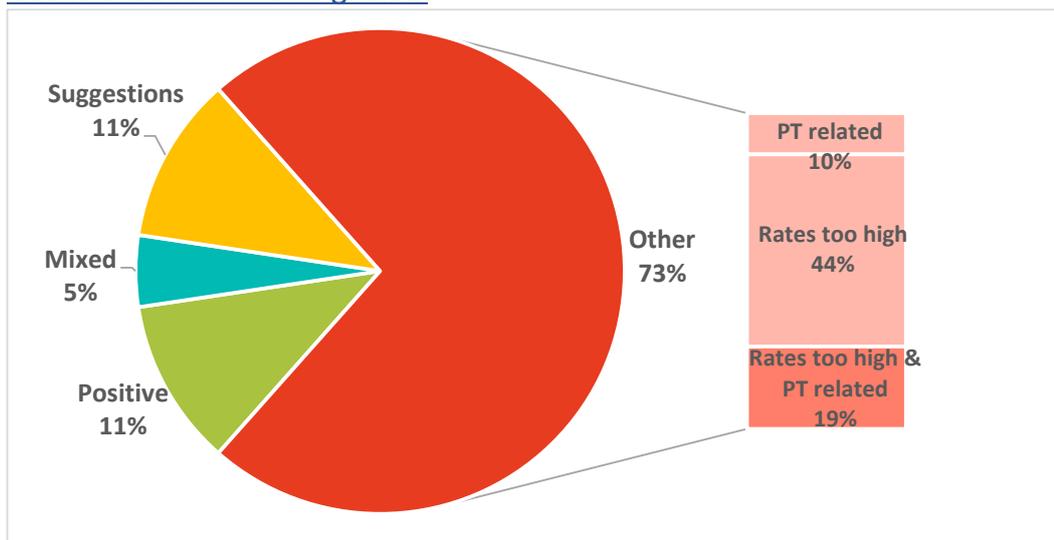
## Annual Plan 2023/24, Public Engagement feedback

- Engagement period: 3 April 2023 to 26 April 2023
- Number of responses = 75
- Number of sign-ups to the online discussion forums:
  - Wed 3 May 2023, 12:00pm–1:00pm: session cancelled due to low numbers
  - Thu 4 May 2023, 6:30pm–7:30pm: 19x sign ups.

**Question asked:** Please let us know if you have any feedback on the Annual Plan 2023/24. This may relate to:

- Our approach to the proposed Annual Plan 2023/24
- Our priorities and/or how we spend our money
- Our upcoming 2024-34 Long Term Plan
- Anything else.

### Section 1: Feedback categorised



- 73% of the feedback was considered negative/unsupportive. Two main themes emerged from the negative feedback relating to the proposed rates level being too high (58%) and/or critique on the public transport network (27%).
- 11% of the feedback was considered positive/supportive in general
- 5% of the feedback was considered mixed, which included both positive and negative feedback
- 17% of the feedback were suggestions relating to Public Transport and other Greater Wellington activity.

### Negative feedback – themes

The negative feedback relates to Rates being too high, critique of public transport, and a lack of detail about work Greater Wellington has done to lower rates.

- Rates are too high (40x respondents)**
  - with 21x references to high costs of living, inflation.
- Transport related critiques (21x respondents)**
  - with 11x references opposing Let's Get Wellington Moving / cycleways
  - with 9x references on the need to improve bus services.
- Greater Wellington has not provided enough detail on any work deferred and what we have done to cut rates (5x respondents).**

### Positive feedback - themes

The positive feedback was mostly general in nature. Some respondents referred to being content with the rates increase.

- General positive feedback (7x respondents)**

**v) Content with the rates increase (3x respondents).**

**Suggestions - themes**

Suggestions received related to Public Transport, specific Greater Wellington activity, and other comments along the lines of prioritising necessary things over “nice to have” things.

**vi) Transport related (5x respondents)**

- Including a review of the Public Transport Operating Model, reduction of fossil fuels, bike-safe city, train timetable, Let’s Get Wellington Moving.

**vii) Greater Wellington activity related (5x respondents)**

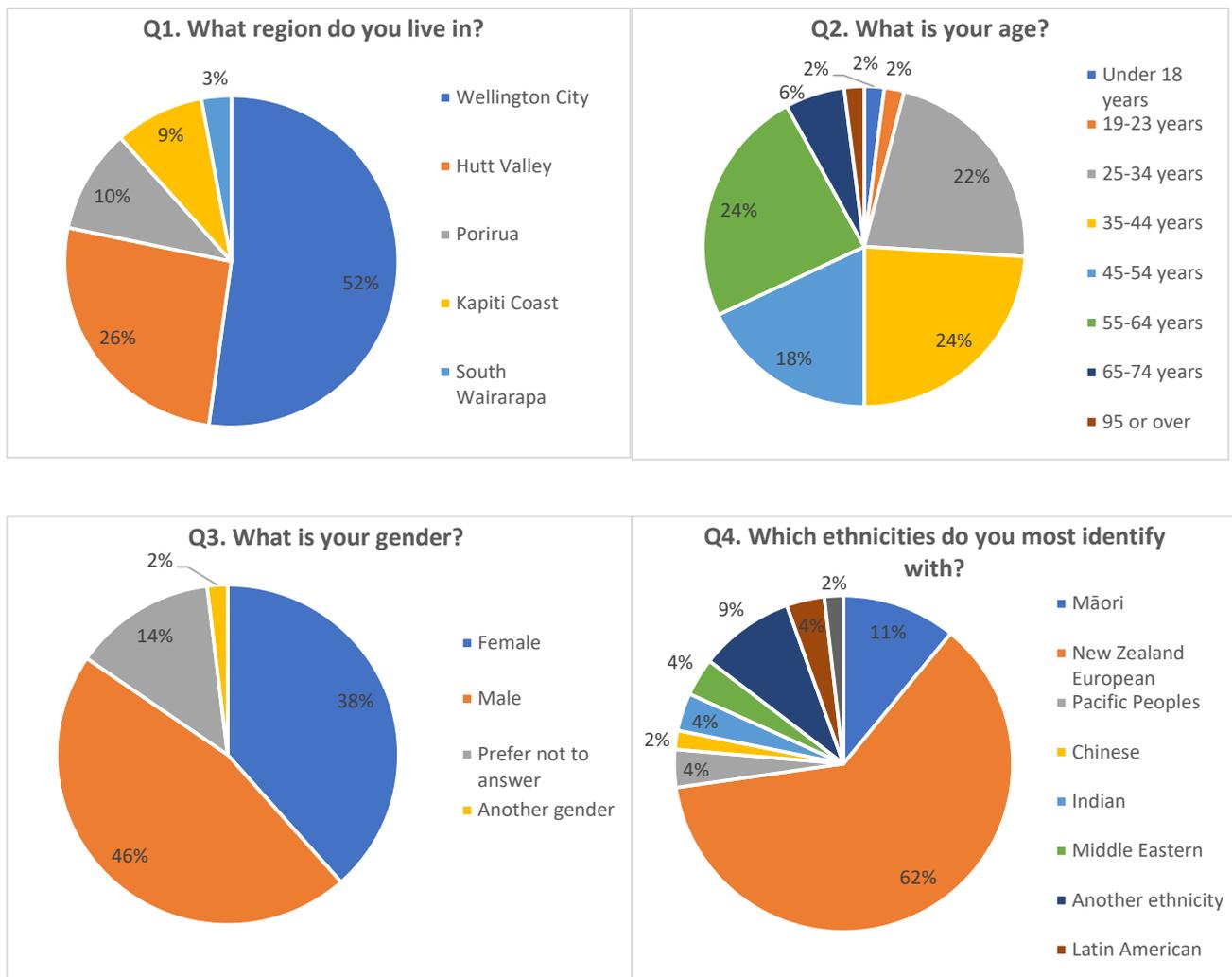
- Including Flood Protection, Planting, Pest Control.

**viii) Prioritise necessity over “nice to have things” (5x respondents).**

**Section 2: Feedback Demographics**

**Demographics Summary**

- There were no stand-out trends in feedback by demographic identified.
- The majority of respondents came from Wellington City (52%), Hutt Valley (26%), Porirua (10%) and Kāpiti Coast (9%).
- The majority of respondents (81%) were over the age of 35.
- Of identifiable respondents, 49% were male, 38% were female, 1% were another gender.
- The majority of respondents identified as New Zealand European (58%).



Greater Wellington Regional Council  
100 Cuba Street, Te Aro  
**WELLINGTON 6011**

**Atten:** Daran Ponter Chair of Greater Wellington Regional Council

**Cc:** Luke Troy and Sarah Allen

21 April 2023

### **Request to reinstate WellingtonNZ baseline funding**

Tēnā koe Daran

Thank you for inviting us to set out our case to reinstate the WellingtonNZ baseline funding (\$250k) from the regional targeted rate that was reprioritised in 2022/23.

As the economic development agency for our region it is our mission to be a catalyst in creating a thriving Wellington region for all. Delivering this requires us to balance a long-term view to align with wider goals such as Carbon Zero 2050, with the need to deliver more immediate tactical results to support our shareholders and partners.

Much has changed over recent years and we have greater expectations on us for example:

- The Regional Economic Development Plan was approved in August 2022 and we are managing the coordination and implementation on behalf of the Wellington Regional Leadership Committee (WRLC). This is going well and in the first six months we have managed to leverage close to \$1million in co-funding for initiatives.
- We have a greater focus on supporting mana whenua and Māori in our region (Mātāwaka) to realise their aspirations and opportunities.
- We have a greater focus on supporting Pasifika businesses to realise their aspirations and opportunities.

As you will be aware the cost of living, salaries, and overheads have all increased. WellingtonNZ last received an increase in funding from GWRC in 2020. We have met this challenge within existing baselines and deliberate prioritisation of resources such as stopping the International Education Programme however we are at the point that without reinstating the \$250k and inflationary adjustment into the baseline from the Regional Targeted Rate we will have to deliver fewer projects and the benefits will take much longer to realise.

We have reprioritised existing resources to increase our capacity and capability to work with Māori businesses and communities. Our existing work is focused on our WellingtonNZ Māori Development Strategy to identify aspirations/opportunities and support for initiatives in the REDP, Wairarapa Economic Development Strategy and Business Growth Team.

If the proposed \$250K reinstatement is approved, we will use it to activate and accelerate initiatives that will make an impact. These initiatives are highlighted below:

#### **\$150k towards activating Māori development initiatives**

We are working closely with Te Matarau a Māui to ensure initiatives are consistent with their overarching strategy and the Māori Economic Development chapter in the REDP.

REDP initiatives:

- 1) Te Pokapū Pakihi – Māori business digital hub to provide lean Māori businesses with back-office support, opportunities to learn from others and grow businesses through technology and skills development in a virtual community. The hub will equip businesses with the tools and skills to become more efficient and resilient;
- 2) STEM mentorship programme with Ngāti Toa and Victoria University – We provided an initial contribution towards piloting these initiatives this year and would like to be able to fund successful expansion across the wider region;

Other initiatives:

- 3) Shared Services hub – To support and validate the shared services concept with multiple Māori businesses. This centralised hub is complementary to Te Pokapū Pakihi and Social Procurement initiatives with support focussed on getting businesses ready to win contracts and/or access capital;
- 4) Social Procurement - implement recommendations from the current state analysis of the ecosystem to identify priority areas for future investment; and
- 5) Undertake a feasibility study for a Māori Start-up business programme (business school for Māori, by Māori). This aligns with two pou/pillars for Te Matarau a Māui, business growth and investing in education. There are potential opportunities to build partnerships with Te Wānanga o Raukawa and the founding Iwi partners of the ART<sup>1</sup> Confederation to build a sustainable business programme.

**\$100k towards Pasifika initiatives in partnership with the Wellington Pasifika Business Network**

On 7 March 2023, the WRLC approved two new Pasifika initiatives in the Regional Economic Development Plan. Resources are required to manage and implement these two initiatives which are:

- 6) A resource hub to create and maintain a digital online hub for Pacific businesses, service providers and networks in the wider Wellington region, and
- 7) Business/student network series to connect university students with the Pacific businesses. These initiatives are expected to increase wellbeing and create employment opportunities for Pacific peoples while creating a thriving Wellington region for all.

Both these initiatives will run for an initial period of 18 months. There is potential for the initiatives to evolve and further options to grow Pasifika business capability and capacity to be identified during this period.

We know we can make a greater positive impact on our region and our communities if the \$250,000 is reinstated. This will support us in creating thriving Wellington region for all.

Thank you in advance for your consideration. We would be happy to meet with you and your Council colleagues to discuss this if that would be helpful.

Ngā mihi nui



Tracey Bridges

**Chair of the Board**



John Allen

**Chief Executive**

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<sup>1</sup> ART Confederation refers to Ngāti Toa Rangatira, Ngāti Raukawa ki te Tonga and Te Atiawa ki Whakarongotai

**Council**  
**18 May 2023**  
**Report 23.178**



**For Information**

## **UNIFORM ANNUAL GENERAL CHARGE AND GENERAL RATES ANALYSIS**

### **Te take mō te pūrongo**

#### **Purpose**

1. To inform Council about the use of a Uniform Annual General Charge (UAGC) as a funding tool, and the cost of collecting General rates, for the purpose of enabling Council to make more informed decisions when next reviewing the Revenue and Financing Policy.

### **Te horopaki**

#### **Context**

##### ***General Rates***

2. General Rates are set to fund activities that reflect “public good” with a broader, whole of society benefit. They are distinct from Targeted Rates, which are intended to recover costs of particular activities that benefit particular groups.
3. In the 2022/23 financial year, General Rates were approximately \$73,338,000 (excl. GST).
4. Greater Wellington does not hold a rating database to collect its own rates. Instead, Greater Wellington has a Memorandum of Understanding (MoU) with each territorial authority (TA) in the Wellington Region to collect rates on our behalf.
5. At the end of the 2021/22 financial year, Council requested an analysis of the cost of collecting rates as well as a better understanding of what makes up the General Rate.
6. Understanding the General Rate also ties into being able to form scenarios and model impacts of the UAGC, therefore the General Rates analysis and the UAGC analysis are presented together.
7. The General Rates Analysis ([Attachment 1](#)) was requested to educate, inform and create discussion regarding the use of this funding tool.

##### ***Uniform Annual General Charge***

8. Currently, Greater Wellington does not apply a UAGC as part of its funding methods, as stated in the 2022 R&FP.
9. After receiving numerous submissions on UAGCs, Council recognised the need for a UAGC analysis to better inform its decision-making for the next Revenue and Financing Policy (R&FP) review.

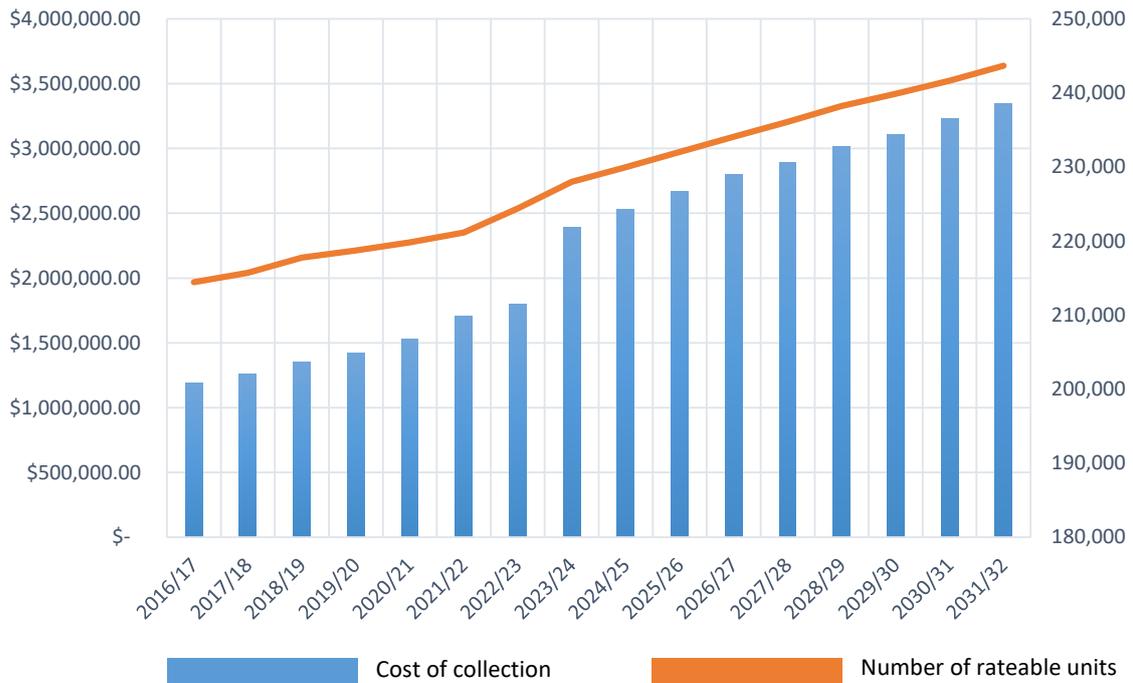
10. The Uniform Annual General Charge Analysis ([Attachment 2](#)) was requested to educate, inform and create discussion regarding the use of this funding tool.

## **Te tātāritanga Analysis**

### ***General Rates***

11. Greater Wellington requires more than half a billion dollars each year (excl. GST) to fund its activities. The majority going towards funding Metlink (64 percent), followed by Environment and Flood protection (18 percent), Water Supply (12 percent) and then Regional Strategy and Partnerships (6 percent).
12. The General Rate makes up approximately 15 percent of the total annual budget revenue at Greater Wellington, and targeted rates approximately 21 percent. The rest comes through other funding methods, such as grants and subsidies, user charges and fees etc.
13. Greater Wellington agrees to pay a collection fee for the services specified within in the MoUs, based upon the number of rating units for which an invoice is issued by the Territorial Authority. The collection fee over the past five years has increased by \$0.20c per rateable unit per year, as follows:
  - + 2018/19 = \$10.60 +GST per rating unit
  - + 2019/20 = \$10.80 +GST per rating unit
  - + 2020/21 = \$11.00 +GST per rating unit
  - + 2021/22 = \$11.20 +GST per rating unit
  - + 2022/23 = \$12.00 +GST per rating unit
  - + 2023/24 = \$12.36 +GST per rating unit
  - + 2024/25 = \$12.73 +GST per rating unit
  - + 2025/26 = \$13.11 +GST per rating unit
14. There were approximately 206,000 rateable units in the Wellington Region in the 2021/22 year; therefore the total cost to Greater Wellington to collect rates in the 2021/22 financial year was \$2,307,200 +GST.
15. The following graph shows the relationship between number of rateable units and the cost of collecting rates. It is projected to the year 2031/32.

Table 1 - The cost of collecting rates



**Uniform Annual General Charge**

16. The Local Government (Rating) Act 2002 currently specifies that revenue from UAGCs (including uniform targeted rates applying across the district but excluding uniform water and wastewater rates) must not exceed 30 percent of rates revenue.
17. Greater Wellington’s Financial Strategy has objectives to take a sustainable approach to service delivery and financial management. This means focusing on ensuring the levels of service and activities are financed and funded to generate and protect community outcomes and promote long-term community well-being.
18. There are four key principles in the Finance Strategy, two of which should also be considered when thinking about funding methods to utilise as part of the R&FP. They are:
  - a “Willingness of ratepayers to pay, and affordability” - Consideration is given to balancing the need for public facilities and services with consideration of the ratepayers’ ability and willingness to pay.
  - b “Who should pay based, where possible, on the distribution of benefits” - Greater Wellington considers who benefits from an activity when evaluating how to fund it.
19. The analysis demonstrates three scenarios, which have been made to show the varying level of impacts (low, medium, and high) if considering using the UAGC to fund the activities listed. The scenarios were modelled using the most up to date 2022/23 rates model.

20. The scenarios were prepared as examples to demonstrate the levels of impact and shift in 'who pays' across the region, using a selection of activities currently rated for using the General Rates. The scenarios also use all rateable units.
21. A key decision Council would need to make if they choose to utilise a UAGC as a funding tool is:
  - a whether the charge should be applied per rateable unit; OR
  - b per separately used or inhabited part (SUIP) basis, and considerations for contiguous properties, then the level of 'fixed charge' to be applied.
22. These scenarios are to encourage discussions about how or if the UAGC should be utilised as a funding method. Council will need to form their own scenario as an option if they choose to explore the use of a UAGC during the R&FP review.
23. The scenarios are:
  - a Scenario One = "Low Use" of a UAGC – Using activities funded using 100 percent General Rates with 'equal benefit' across the region to all rate payers, regardless of location and property values. Total value \$50.68 per rateable unit.
  - b Scenario Two = "Medium Use" of a UAGC – Using activities funded using General rates + additional funds from sources such as central government because "whole of community benefits from these services", however, may also have location factors that could debate the equality of "whole of community benefits". Total value \$136.17 per rateable unit
  - c Scenario Three = "High Use" of a UAGC – Using all activities currently funded through the General rate.
24. The following table illustrates the impact to each Territorial Authority (TA) after applying each UAGC scenario.

Table 2 - The total impact to each TA after applying each UAGC scenario

Territorial Authority	Rateable Properties	Current General Rate	Scenario One: <b>\$50.68</b>	Scenario Two: <b>\$136.17</b>	Scenario Three: <b>\$354.56</b>
<b>Wellington City</b>	79,856	\$34,594,986	<b>-\$897,760</b>	<b>-\$2,412,102</b>	<b>-\$6,280,878</b>
<b>Hutt City</b>	40,449	\$12,788,945	\$221,955	\$596,350	\$1,552,837
<b>Upper Hutt City</b>	17,474	\$5,160,804	\$147,918	\$397,426	\$1,034,857
<b>Porirua City</b>	19,859	\$6,152,529	\$127,036	\$341,322	\$888,768
<b>Kāpiti Coast District</b>	25,265	\$7,579,832	\$196,999	\$529,298	\$1,378,241
<b>Masterton District</b>	12,546	\$3,262,323	\$169,528	\$455,487	\$1,186,044
<b>Carterton District</b>	4,616	\$1,441,409	\$27,910	\$74,988	\$195,261

Territorial Authority	Rateable Properties	Current General Rate	Scenario One: <b>\$50.68</b>	Scenario Two: <b>\$136.17</b>	Scenario Three: <b>\$354.56</b>
<b>South Wairarapa District</b>	6,765	\$2,350,670	\$6,855	\$18,418	\$47,959
<b>Tararua District</b>	9	\$6,281	<b>-\$442</b>	<b>-\$1,187</b>	<b>-\$3,090</b>

25. In this table, you can see each TA's current general rate value. The total value each TA would need to contribute to the total rates collected increases more and more from scenario one to scenario three, with the exception of Wellington City and Tararua District which would actually see significant decreases to their contribution to the total rates collected.
26. The shift in rates from Wellington City to the other TAs is largely due to Wellington City's larger number of rateable units, as well as high Capital Values (CVs), particularly for the Business and CBD categories which pay a higher share of the General rates.
27. The shift in rates from Tararua District to other TAs is due to the properties all being a rural category, also having higher CV than the average rateable unit.
28. The following table illustrates the impact by rating category in each TA after applying the 'low value' UAGC scenario one.

Table 3 - The impact by rating category after applying UAGC scenario one

<b>UAGC \$50.68</b>	Territorial Authority	Rateable Properties	Current General Rate	UAGC Total	New General Rate Portion	Impact	\$ per rateable property
WCC	Wellington CBD	3,331	\$6,132,892	\$168,815	\$5,256,284	<b>\$707,793</b>	<b>-\$212.5</b>
	Business	1,885	\$2,378,205	\$95,531	\$2,038,276	<b>\$244,398</b>	<b>-\$129.7</b>
	Residential	73,796	\$25,726,497	\$3,739,969	\$22,049,270	\$62,741	\$0.85
	Rural	844	\$357,391	\$42,774	\$306,307	<b>-\$8,310</b>	<b>-\$9.8</b>
HCC	Business	2,348	\$2,153,691	\$118,996	\$1,845,852	<b>\$188,842</b>	<b>-\$80.4</b>
	Residential	37,661	\$10,464,653	\$1,908,653	\$8,968,884	\$412,884	\$10.9
	Rural	440	\$170,601	\$22,299	\$146,216	<b>-\$2,086</b>	<b>-\$4.7</b>
UHCC	Business	751	\$637,837	\$38,061	\$546,668	<b>-\$53,109</b>	<b>-\$70.7</b>
	Residential	15,444	\$4,007,373	\$782,699	\$3,434,577	\$209,904	\$13.6
	Rural	1,279	\$515,594	\$64,820	\$441,898	<b>-\$8,877</b>	<b>-\$6.9</b>
PCC	Business	801	\$589,090	\$40,595	\$504,888	<b>-\$43,607</b>	<b>-\$54.4</b>
	Residential	18,419	\$5,204,621	\$933,472	\$4,460,696	\$189,547	\$10.3
	Rural	639	\$358,818	\$32,384	\$307,531	<b>-\$18,903</b>	<b>-\$29.6</b>
	Business	1,303	\$680,366	\$66,036	\$583,117	<b>-\$31,213</b>	<b>-\$24.5</b>

<b>UAGC \$50.68</b>	Territorial Authority	Rateable Properties	Current General Rate	UAGC Total	New General Rate Portion	Impact	\$ per rateable property
KCDC	Residential	18,186	\$5,240,690	\$921,663	\$4,491,610	\$172,583	\$9.5
	Residential	3,188	\$640,410	\$161,567	\$548,873	\$70,030	\$21.9
	Rural	2,588	\$1,018,366	\$131,159	\$872,806	-\$14,401	-\$5.6
MDC	Business	570	\$273,406	\$28,888	\$234,327	-\$10,192	-\$17.9
	Residential	8,396	\$1,514,776	\$425,508	\$1,298,261	\$208,993	\$24.9
	Rural	3,580	\$1,474,141	\$181,434	\$1,263,434	-\$29,273	-\$8.2
CDC	Business	236	\$51,755	\$11,960	\$44,358	\$4,563	\$19.3
	Residential	2,521	\$509,472	\$127,764	\$436,650	\$54,942	\$21.8
	Rural	1,859	\$880,182	\$94,214	\$754,372	-\$31,595	-\$16.9
SWDC	Business	315	\$106,254	\$15,964	\$91,067	\$777	\$2.5
	Residential	3,447	\$796,020	\$174,693	\$682,240	\$60,914	\$17.7
	Rural	3,003	\$1,448,397	\$152,192	\$1,241,369	-\$54,836	\$18.3
TDC	Rural	9	\$6,281	\$456	\$5,384	-\$442	-\$49.1
			\$73,337,780	\$10,482,565	\$62,855,215		

29. The following table illustrates the impact by rating category in each TA after applying the 'high value' UAGC scenario three.

<b>UAGC \$354.56</b>	Territorial Authority	Rateable Properties	Current General Rate	UAGC Total	New General Rate Portion	Impact	\$ per rateable property
WCC	Wellington CBD	3,331	\$6,132,892	\$1,181,055	\$0	\$4,951,837	-\$1486.6
	Business	1,885	\$2,378,205	\$668,354	\$0	\$1,709,851	-\$907.1
	Residential	73,796	\$25,726,497	\$26,165,447	\$0	\$438,949	\$5.9
	Rural	844	\$357,391	\$299,252	\$0	-\$58,139	-\$68.9
HCC	Business	2,348	\$2,153,691	\$832,518	\$0	\$1,321,173	-\$562.7
	Residential	37,661	\$10,464,653	\$13,353,256	\$0	\$2,888,603	\$76.7
	Rural	440	\$170,601	\$156,008	\$0	-\$14,593	-\$33.2
UHCC	Business	751	\$637,837	\$266,278	\$0	-\$371,559	-\$494.7
	Residential	15,444	\$4,007,373	\$5,475,895	\$0	\$1,468,523	\$95.1
	Rural	1,279	\$515,594	\$453,488	\$0	-\$62,106	-\$48.6
PCC	Business	801	\$589,090	\$284,006	\$0	-\$305,084	-\$380.9
	Residential	18,419	\$5,204,621	\$6,530,725	\$0	\$1,326,104	\$71.9
	Rural	639	\$358,818	\$226,567	\$0	-\$132,252	-\$206.9
	Business	1,303	\$680,366	\$461,998	\$0	-\$218,368	-\$167.6

UAGC \$354.56	Territorial Authority	Rateable Properties	Current General Rate	UAGC Total	New General Rate Portion	Impact	\$ per rateable property
KCDC	Residential	18,186	\$5,240,690	\$6,448,111	\$0	\$1,207,421	\$66.4
	Residential	3,188	\$640,410	\$1,130,352	\$0	\$489,942	\$153.7
	Rural	2,588	\$1,018,366	\$917,613	\$0	-\$100,753	-\$38.9
MDC	Business	570	\$273,406	\$202,102	\$0	-\$71,304	-\$125.1
	Residential	8,396	\$1,514,776	\$2,976,924	\$0	\$1,462,148	\$174.1
	Rural	3,580	\$1,474,141	\$1,269,341	\$0	-\$204,800	-\$57.2
CDC	Business	236	\$51,755	\$83,677	\$0	\$31,922	\$135.3
	Residential	2,521	\$509,472	\$893,857	\$0	\$384,385	\$152.5
	Rural	1,859	\$880,182	\$659,136	\$0	-\$221,046	-\$118.9
SWDC	Business	315	\$106,254	\$111,688	\$0	\$5,434	\$17.3
	Residential	3,447	\$796,020	\$1,222,184	\$0	\$426,164	\$123.6
	Rural	3,003	\$1,448,397	\$1,064,757	\$0	-\$383,639	-\$127.8
TDC	Rural	9	\$6,281	\$3,191	\$0	-\$3,090	-\$343.3
			\$73,337,780	\$73,337,780	\$0		

30. Regardless of how much value is applied using a UAGC, rateable units at the low and high end of the bell curve will experience the most significant changes to their rates.
31. Being a fixed amount, it has the effect of increasing the rates for all properties below the average CV and reducing those above the average. The further a property value is from the average, the greater impact.
- Rateable units with the lowest CVs would see the biggest proportional increases
  - Rateable units with the highest CVs would see the biggest proportional decreases
  - Rateable units that have CVs closest to the average values for the region would have the least financial impacts (changes).
32. Residential properties, as a whole rating category, would see the biggest financial increase to their rates contribution. This is due to there being significantly more rateable properties classed as 'Residential' than any other rating category. Residential CVs, on average, are not as high as CBD/business or rural categories. As General Rates use CV for distribution, these categories pay more towards the General Rate.
33. The average rural category value is heavily weighted by the increase in 'lifestyle' properties and doesn't reflect the impact on agricultural and horticultural properties.

#### ***Some general advantages of a UAGC***

34. Applying a UAGC is one of the easier funding methods to apply as all rateable properties pay the same fixed amount regardless of rating category or CVs, meaning less calculations required and less chance of error.
35. It is seen as a fair approach to paying for services that Councils are required to provide that have no clear benefit to one group of rate payers over another. E.g. Democratic

services – is a service required to uphold fair democratic processes and does not advantage one rate payer more than another.

36. Utilising a UAGC as a funding tool ensures that every rate payer makes a minimum level of contribution to fund services with an equal benefit to the region.
37. Is generally favoured by rate payers who reside further from services provided by the Regional Council, such as Parks and Harbours, predator programmes like 'Predator Free Wellington' etc.

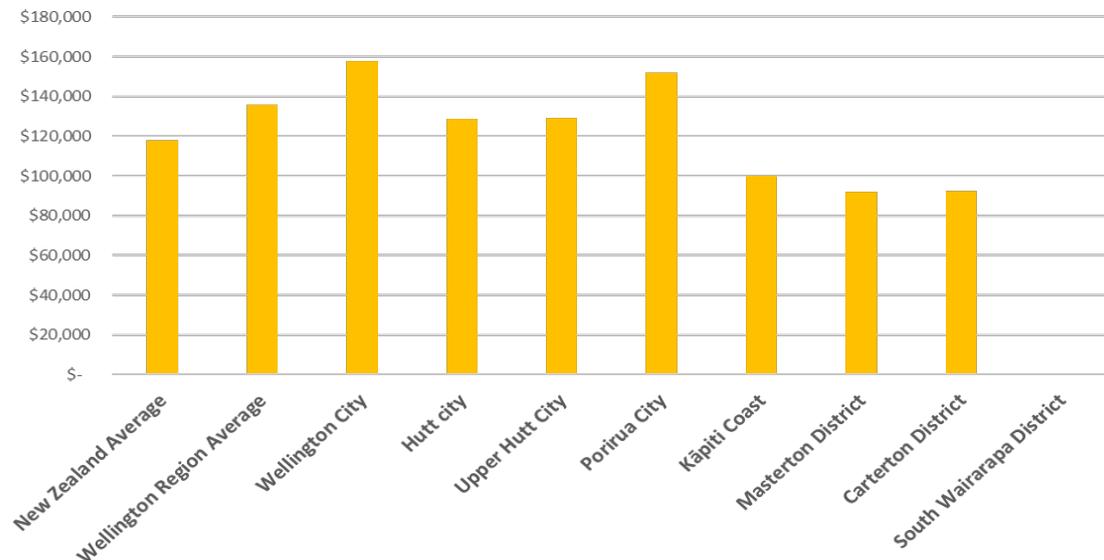
***Some general disadvantages of a UACG***

38. Properties, generally in the business category, may contain a large number of separately used or inhabited part (SUIP) (depending on the TA rating system), such as a shopping mall or an office building, which could experience very large rate increases if they were previously rated on a per rating unit basis and not per SUIP.
39. Generally, the low socio-economic group are negatively impacted as their 'low CV' properties could see considerable increases to their rates affecting their ability and willingness to pay, which also goes against the Greater Wellington Financial Strategy principle - "Willingness of ratepayers to pay, and affordability".
40. Rateable units with the highest CVs (e.g. Wellington city CBD/business category) would have the biggest reductions in overall rate as many of the lower valued properties would be picking up more of the total expense.

***Household income***

41. Current rating systems do not allow for people in situations where they may be 'asset rich, money poor'. For example, a family home that has been passed down through the generations, located in what has now become a wealthy area. The value of that home has increased dramatically without any capital investment and well beyond what the residents in it can now afford on their average incomes. Therefore, assuming property owners with high CVs can afford to pay higher proportions of rates is unjust.
42. Factors such as household income or affordability need to be better understood to rationalise if basing rates on CV is a fair distribution of 'who pays', as it is perceived in the same manner as an income tax is. The ability to pay does not match.
43. Household income would provide a more holistic measure of affordability for a 'residential' rateable unit.

44. The following graph (from Infometrics<sup>1</sup>) shows that the Wellington Region, on average, has a higher household income than the national average. Only the Territorial Authorities in the Wairarapa fall under the national average, while Wellington City and Porirua City well exceed the national average.



**Note:** Infometrics was not displaying information for South Wairarapa District, therefore the data has been left blank.

45. Currently, Councils do not have the possible mechanisms that would allow them to rate based on household income, therefore it is not an option for Council to consider when it reviews the R&FP.
46. Under current law, New Zealand local government is, however, heavily constrained in the tax options open to it. Local government has no inherent taxing power and is constrained in its revenue options by what Parliament authorises.

**Ngā hua ahumoni**  
**Financial implications**

47. There are no financial implications.

**Ngā Take e hāngai ana te iwi Māori**  
**Implications for Māori**

48. There are no implications for Māori or mana whenua arising from this report.

**Ngā tūāoma e whai ake nei**  
**Next steps**

49. The R&FP will be reviewed again in conjunction with the Long Term Plan process. During this process, Councillors will be taken through a series of workshops to consider changes

<sup>1</sup> <https://www.infometrics.co.nz/product/regional-economic-profile>

to the Policy which will include considerations for the use of the UAGC and General Rate as discussed here.

**Ngā āpitihanga  
Attachments**

<b>Number</b>	<b>Title</b>
1	General Rates information
2	Uniform Annual General Charge Analysis

**Ngā kaiwaitohu  
Signatories**

Writer	Kyn Drake – Project Manager of Financial Policies
Approvers	Alison Trustrum-Rainey – Chief Financial Officer Sue McLean – General Manager, Corporate Services

<b>He whakarāpopoto i ngā huritaonga Summary of considerations</b>
<b><i>Fit with Council's roles or with Committee's terms of reference</i></b> The Council's roles include reviewing statutory policies, such as the Revenue and Financing Policy and this information contribute to their ability to make informed decisions in that process.
<b><i>Contribution to Annual Plan / Long Term Plan / Other key strategies and policies</i></b> This report does not directly contribute to the Council's plans, strategies, however, does provide information for the Revenue and Financing Policy review process.
<b><i>Internal consultation</i></b> The information in this report was consulted with the finance team, ELT and then workshopped with Council.
<b><i>Risks and impacts - legal / health and safety etc.</i></b> There are no known risks and impacts.



# 2022/23

## GENERAL RATES ANALYSIS

**Purpose:**

To provide a better understanding of rates, including what goes into the general rates and how they are collected, to enable Councillors to make more informed decisions during the next review of the Revenue and Financing Policy.

For Information Only

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## For Information Only

## PART ONE – Legislative Requirements

### Legislation

The Local Government (Rating) Act 2002 (LGRA) provides councils with powers to set, assess and collect rates to fund local government activities. There are three main purposes of the LGRA –

- *To provide local authorities with flexible powers to set, assess, and collect rates.*
- *To ensure rates reflect decisions made in a transparent and consultative manner.*

To provide for processes and information to ensure ratepayers can identify and understand their liability for rates.

One of the prime objectives of the LG(R)A is to establish clarity, certainty, and stability in rating matters. Mechanisms are set out in the LGRA to allow local authorities to raise revenue from the community generally, specified groups or categories of ratepayers, and those who use or generate the need for particular services or amenities.

How properties are rated is a local authority policy matter. Decisions on which rating tools are selected, and how they are applied, are left up to individual councils.

#### What land is rateable?

The (LGRA) states that all land is rateable unless this (LGRA) or another Act states that the land is non-rateable.

#### What land is non-rateable?

The (LGRA) states<sup>1</sup> that land is fully non-rateable if:

- Land forms part of a national park ([National Parks Act 1980](#)) a reserve ([Reserves Act 1977](#)), a conservation area ([Conservation Act 1987](#)), or a wildlife management reserve, refuge or sanctuary ([Wildlife Act 1953](#))
- Land that is subject to a Ngā Whenua Rāhui kawenata
- Land vested in the Crown and forming part of a flood ponding area, the bed of a navigable lake or river
- Land vested in the Crown or a local authority that is formed and used for a road, limited access road, access way, or service lane
- Land vested in and occupied by the Crown, or by any airport authority, that is within the operational area of an aerodrome, and used for the landing, departure, or movement of aircraft, or the loading of goods and passengers on to or from aircraft
- Land occupied by the New Zealand Railways Corporation, or by a railway operator, that is part of the permanent way of the railway and used, solely or principally, for the loading or unloading of goods or passengers on to or from trains situated on the railway line
- Land used as a wharf

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<sup>1</sup> Local Government (Rating) Act 2002, Schedule 1 Categories of non-rateable land  
<https://legislation.govt.nz/act/public/2002/0006/latest/whole.html#DLM132208>

**For Information Only**

- The common marine and coastal area, including any customary marine title area, within the meaning of the Marine and Coastal Area (Takutai Moana) Act 2011
- Land on which any vice-regal residence or Parliament building is situated
- Land that is owned by a society or association, not used for private pecuniary profit, and able to be accessed by the general public
- Land used by a local authority for
  - a public garden or reserves
  - children's playgrounds
  - sports (excludes animal races (horse, dogs))
  - public halls
  - libraries
  - museums
  - art galleries
  - public baths, swimming baths, bath houses or similar sanitary conveniences,
  - soil conservation and river control purposes
- Land owned or used by
  - Heritage New Zealand Pouhere Taonga
  - the Queen Elizabeth the Second National Trust
  - the Museum of New Zealand Te Papa Tongarewa Board
  - the charitable trust known as Children's Health Camps—The New Zealand Foundation for Child and Family Health and Development
  - the Royal New Zealand Foundation of the Blind
- Land owned or used in accordance with the Education and Training Act 2020, such as schools (except private schools that operate for profit), early childhood education centres (unless it is for profit)
- Land owned or used by Health New Zealand and used to provide health or related services (including living accommodation for hospital purposes and child welfare homes).
- Land used solely or principally as a place of religious worship or schooling
- Land that is used for a cemetery, crematorium, or burial ground, a Māori burial ground
- Māori customary land primarily used for a marae, commercial or agricultural activity, or residential accommodation<sup>2</sup>
- Māori freehold land (as per the Rates Remission on Māori Land Policy)

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<sup>2</sup> Schedule 1 Part 1 clause 12: replaced, on 1 July 2021, by section 52(3) of the Local Government (Rating of Whenua Māori) Amendment Act 2021 (2021 No 12).

## For Information Only

## PART TWO – General Rates

### What are General Rates?

General Rates are set to fund activities that reflect “public good” with a broader, whole of society benefit. They are distinct from Targeted Rates, which are intended to recover costs of particular activities that benefit particular groups.

General rates are paid by all ratepayers in the region for activities that have been deemed beneficial to all by the Council. Some activities are partially funded by general rates and the rest using a different funding method, such as targeted rates. General rate activities include:

- |  |   |
|--|---|
| + Resource management – Policy and planning                    | + Pest management                             |
| + Environmental science – State of Environment monitoring      | + Harbour management                          |
| + Land management advice                                       | + Mana whenua engagement                      |
| + Biodiversity management                                      | + Emergency management                        |
| + Resource management – Compliance and enforcement             | + Democratic services                         |
| + Land management – Farm plans and advice or catchment schemes | + Wairarapa water use project                 |
|  | + Flood protection – Understanding flood risk |
|  | + Regional Parks                              |

### Greater Wellington’s Activities

At Greater Wellington, our role is to work together for the greater environmental good to create an extraordinary region with a thriving environment, connected communities, and a resilient future.

We achieve this through delivery of our key services, organised under four groups of activities in the 2021-31 Long Term Plan.

- |                                    |                                      |
|------------------------------------|--------------------------------------|
| • Metlink Public Transport         | • Regional Strategy and Partnerships |
| • Environment and Flood Protection | • Water Supply (until 1 July 2024)   |

To pay for these activities, Greater Wellington relies on several sources of funds; they are:

- Rates
- Levies (Water supply)
- Government subsidies
- Transport Improvement grants (Waka Kotahi)
- Interest and dividends
- Operating revenue

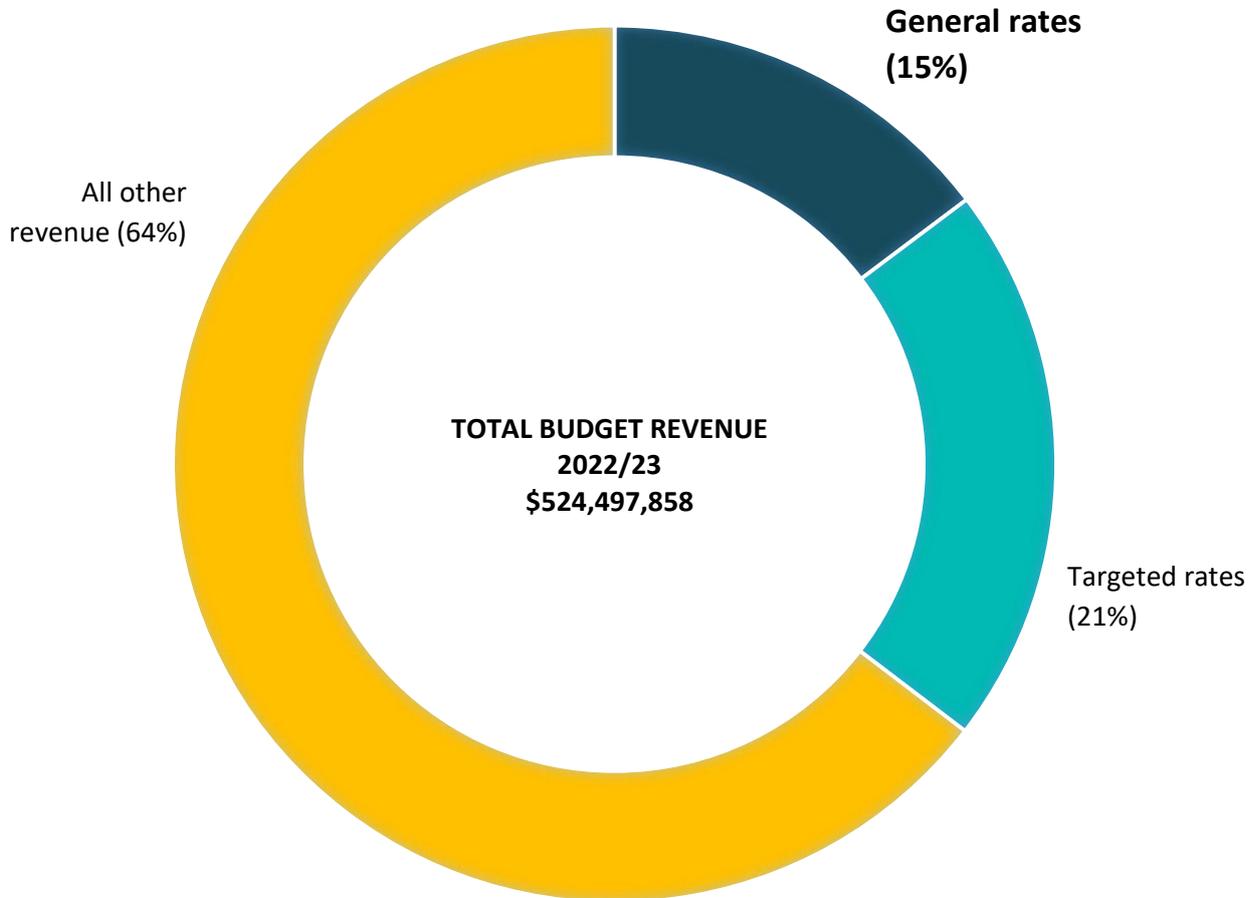
How the activities are funded (who pays what) is outlined in the Revenue and Financing Policy, which is reviewed every three years in line with the Long Term Plan.

Greater Wellington receives funding from two broad categories of rates – General Rates and Targeted Rates. It is here, we will look at what goes into the General Rate for Greater Wellington.

For Information Only

2022/23 Financial Information

The General Rate makes up approximately 15 percent of the total annual budget revenue at Greater Wellington, and targeted rates approximately 21 percent.



No General Rates are used to fund 'Water Supply' or 'Metlink Public Transport'  
Water Supply uses water levies that are charged to Territorial Authorities (WCC, HCC, UPCC, PCC) based on their water consumption.  
Metlink Public Transport is funded using target differentials, user charges and government grants and subsidies.

## Attachment 1 to Report 23.178

## For Information Only

Activity 2022/23	Activity Cost Budget Version 2	General rates	Targeted Rates	Grants & Subs	Other Income
Flood protection - Understanding flood risk	2,213,042	2,507,930	307,555	-	-
Maintaining flood protection and control works	8,698,578	4,089,381	3,456,836	500,000	1,342,449
Improving flood security	13,229,463	3,967,089	5,816,170		2,630,947
<b>Sub-Total Flood Protection</b>	<b>24,141,083</b>	<b>10,564,400</b>	<b>9,580,561</b>	<b>500,000</b>	<b>3,973,396</b>
<b>Regional Parks</b>	<b>7,820,883</b>	<b>7,489,221</b>	-	-	<b>1,076,932</b>
Resource management - Policy and planning	8,713,209	8,948,015	-	-	
Resource management - Compliance & Enforcement	7,320,953	4,407,996	-	-	2,973,857
Resource management – Pollution prevention and control	433,789	279,248	-	-	154,541
Resource Management - Science	13,389,133	10,754,514	-	-	1,794,606
<b>Sub-Total Resource Management</b>	<b>29,857,084</b>	<b>24,389,773</b>	-	-	<b>4,923,004</b>
Riparian	565,978	565,979	-	-	-
Farm environment plans	2,196,442	1,150,974	-	-	1,045,468
Wellington Regional Erosion Control Initiative	4,384,631	1,048,522	-	2,081,484	1,254,626
Land management advice	1,228,579	840,712	-	57,227	460,496
Land management - erosion schemes	215,751	107,875	76,227		22,347
Integrated Catchment Management	531,126	531,125	-	-	-
Chief Executive FFF	5,783,150	1,345,948	-	-	-
<b>Sub-Total Land Management</b>	<b>14,905,657</b>	<b>5,591,135</b>	<b>76,227</b>	<b>2,138,711</b>	<b>2,782,937</b>
Biodiversity management	6,333,257	5,247,847	-	748,680	336,729
Biodiversity management – Key Native Ecosystems programme	2,152,791	2,021,758	-	-	131,034
<b>Sub-Total Biodiversity</b>	<b>8,486,048</b>	<b>7,269,605</b>	-	<b>748,680</b>	<b>467,763</b>
Biosecurity Admin	119,645	-	-	-	-
Regional predator control programme	2,263,053	2,188,053	-	-	-
Predator Free Wellington Funding	188,614	338,613	-	-	-

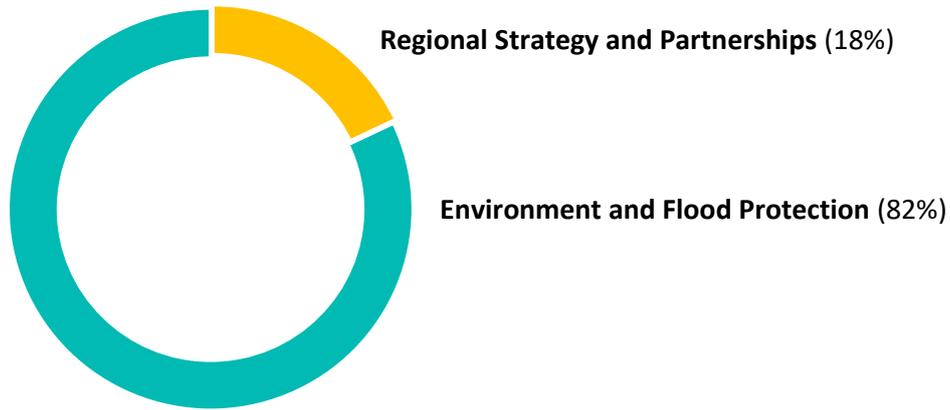
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## For Information Only

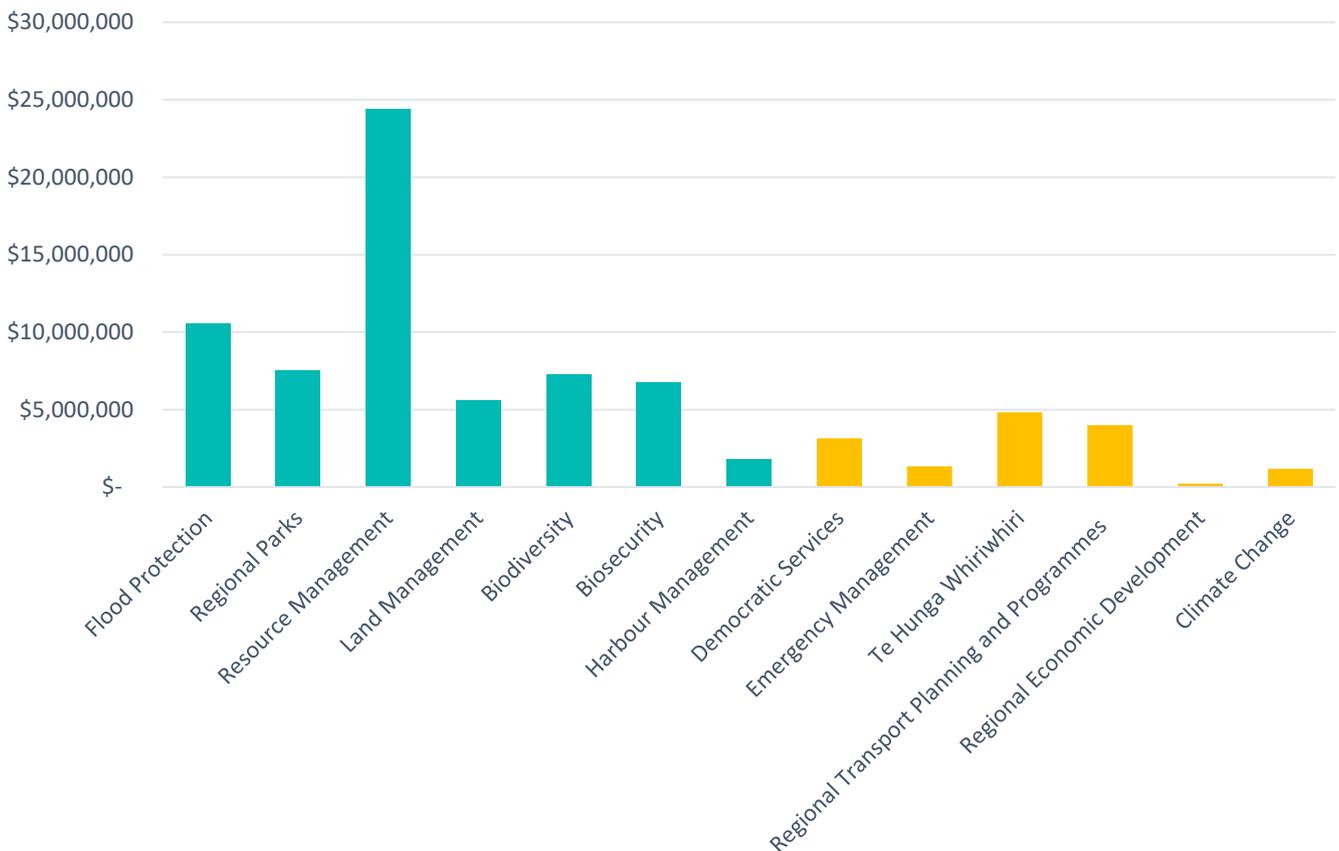
Activity 2022/23	Activity Cost Budget Version 2	General rates	Targeted Rates	Grants & Subs	Other Income
Predator Free Wellington Operations	3,825,760	-	-	-	3,575,760
Regional pest management plan	4,486,988	4,198,426	-	-	288,562
<b>Sub-Total Biosecurity</b>	<b>10,644,770</b>	<b>6,725,092</b>	-	-	<b>3,864,322</b>
Harbour management	1,741,823	1,327,706	-	-	478,506
Navigational aids and communications service	807,453	438,315	-	-	369,137
Education; Enforce maritime safety regulations	-	-	-	-	-
Pollution clean-up – oil	-	-	-	-	-
Pollution clean-up – other	-	-	-	-	-
<b>Sub-Total Harbour Management</b>	<b>2,549,276</b>	<b>1,766,021</b>	-	-	<b>847,643</b>
<b>Total Environment &amp; Flood Protection</b>	<b>98,404,801</b>	<b>63,795,247</b>	<b>9,656,788</b>	<b>3,387,391</b>	<b>17,935,997</b>
Democratic services	3,374,054	3,154,327	-	-	18,727
Emergency management	5,100,534	1,336,088	-	-	3,799,446
Mana whenua engagement	4,882,490	4,816,190	35,700	-	-
Regional transport planning and programmes	19,693,223	3,996,335	-	2,072,501	830,280
Regional Economic Development	4,850,661	220,616	2,143,646	-	907,800
Climate Change	3,061,607	1,175,960	-	-	-
<b>Total Regional Strategy &amp; Partnerships</b>	<b>45,409,240</b>	<b>13,716,686</b>	<b>6,522,448</b>	<b>2,072,501</b>	<b>5,556,253</b>
Investment Management	22,288,120	-4,173,933	-	-	17,950,188
Water Supply	35,843,376	-	-	-	42,376,825
Public Transport	297,389,655	-	90,658,480	78,093,224	105,741,674
Indirect	25,162,666	-	-	-	29,312,145
Water Wairarapa		-982,830			
<b>Total GWRC</b>	<b>524,497,858</b>	<b>73,338,000</b>	<b>106,837,716</b>	<b>83,553,116</b>	<b>218,873,082</b>

For Information Only

USE OF GENERAL RATES BY ACTIVITY GROUP



USE OF GENERAL RATES BY SUB-ACTIVITY



**Note:** 'Corporate Services' and 'People & Customer' are key groups for business continuity at Greater Wellington. The funding of these groups is calculated into the business plans of all other areas of the business as each use and share these services, which is then funded through various methods such as General rates, Targeted rates, User charges and Grants/subsidies.

Corporate Services includes functions such as: Finance, Legal and Procurement, Information Technology etc.

People & Customer includes functions such as: Human Resources, Customer & Engagement (Comms), Call centre and Health, Safety and Wellbeing, etc.

**For Information Only**

## Other contributions to the General Rate

**Investment**

Investment income is used to reduce general rates and allows ratepayers to realise some of the benefits from the investment portfolio each year. This approach ensures intergenerational equity is maintained.

Investment income consists of direct equity investments in Council controlled Organisations and Council controlled Trading Organisations; investment property; and holdings of financial assets.

Over the term of the 2021-31 Long Term Plan period, we are forecasting \$59 million of investment income. The largest contributor is expected to be CentrePort of \$38 million.

*“Special Reserves: This class of reserves include Election, Corporate Systems, LTP, Wellington Regional Strategy and CentrePort Dividend reserves. This class of reserves are funds set aside to smooth the costs of irregular expenditure” – 2021-31 Long Term Plan Financial Strategy*

**Dividends**

Each year, Greater Wellington receives dividends (investment income) from their Council Controlled Organisations (CCO's) such as CentrePort.

The investment income is used in the annual budget to reduce the general rates. In [the 2022/23 financial year](#), investment income added approximately \$5.9m to subsidising the general rate.

Dividends from GWRC Holdings made up approximately \$2.38m of that \$5.9m while the rest came from interest earned on other investments, mainly term deposits.

Income from dividends may differ from what was projected due to fluctuating market prices or decline in dividends. Reduction in dividend income will affect the level of contribution able to offset the rate requirement.

Dividend income forecasts can be restated every year through the Annual Plan.

## For Information Only

## PART THREE – Collecting Rates

Greater Wellington does not hold a rating database to collect its own rates. Instead, Greater Wellington has a Memorandum of Understanding (MoU) with each Territorial Authority in the Wellington Region to collect rates on their behalf.

### Why do Territorial Authorities collect Greater Wellingtons rates?

“For reasons of administrative convenience and cost to both the WRC and the TA and to their common ratepayers it is desirable that the TA maintain the WRC's rating information database and the rates record and continue to among other things assess, issue rates assessments and invoices, and collect the rates set by the WRC for rating units within the district of the TA.” Council decision from 2001.

Under section 53 of the Local Government (Rating) Act 2002, one or more local authorities may appoint a person or a local authority to collect the rates they assess.

### The cost of collecting rates

Each Financial Year, Territorial Authorities calculate the Greater Wellington rates payable in respect of each rating unit within its district, based on the rates set by the Greater Wellington through their Annual and/or Long Term Plans, and in line with their Revenue and Financing Policy.

Greater Wellington agrees to pay a collection fee for the services specified within in the MoU's, based upon the number of rating units for which an invoice is issued by the Territorial Authority. The collection fee over the past five years have increased \$0.20c per rateable unit per year, as follows:

- 2018/19 = \$10.60 +GST per rating unit
- 2019/20 = \$10.80 +GST per rating unit
- 2020/21 = \$11.00 +GST per rating unit
- 2021/22 = \$11.20 +GST per rating unit
- 2022/23 = \$12.00 +GST per rating unit
- 2023/24 = \$12.36 +GST per rating unit
- 2024/25 = \$12.73 +GST per rating unit
- 2025/26 = \$13.11 +GST per rating unit

The next review of the annual cost for collecting rates will take place before 30 June 2026.

Such costs are expected to cover; software/system changes relating solely to the requirements of Greater Wellington, costs of providing Greater Wellington online access to, and/or extracts from, the Territorial Authority's 'Rating Information System', costs of updating Greater Wellington rating types, categories of rateable land and factors to be used, report writing and training, design of rate assessments and invoices and the transfer by the Territorial Authority to Greater Wellington of such information as required by Greater Wellington.

There was approximately 206,000 rateable units in the Wellington Region in the 2021/22 year (this number is increasing as populations grow, more dwellings are built, and more land is subdivided for developments etc), therefore the total cost to Greater Wellington to collect rates in the 2021/22 financial year was \$2,307,200 +GST.

For Information Only

The Trend of Collecting Rates

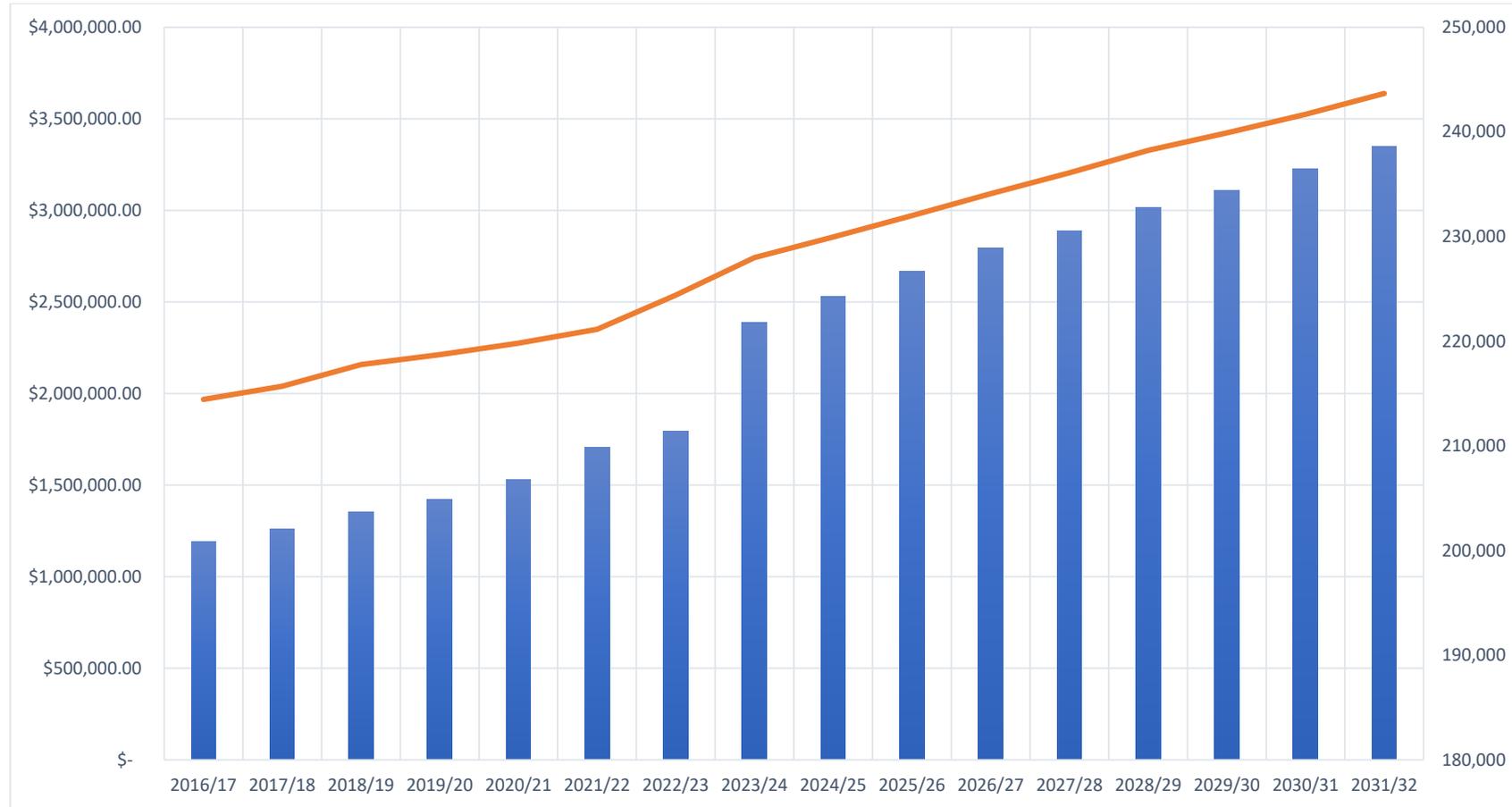


Figure 1



Cost of collection



Number of rateable properties

## For Information Only

## Pros and cons of 'how' to collect rates

## TERRITORIAL AUTHORITIES COLLECTING GREATER WELLINGTON RATES



- Rate payers receive one rate demand with all rates included for payment
- The TAs:
  - manage any legal proceedings with rate payers that do not comply
  - hold the latest rateable property information (through their consenting processes)
  - manage (in the first instance) rate inquiries and/or applications, such as government rebates, or rates remissions
- Less staff are required at GW
- GW does not require a system or the people resource to rate



- Greater Wellington:
  - pays millions per year in collection fees (refer table 1)
  - is required to pay 'one-off' costs to the TAs to help pay for software/system changes, updates, report writing, design of rates assessments and the invoices
  - has no ICT asset
  - has no database to improve communications and awareness (very important for public consultations)
  - increased costs for advertising (during consultations and/or important notices) as there is no direct avenue for communications
  - must use the rating categories used by each TA (they can vary), reducing GW's ability to adequately amend the Revenue and Financing Policy to meet GW's needs
- The general public misunderstand the impacts of rate increase (GW rates are 15-20 percent of the total rates bill and has a much smaller dollar increase in rates than TAs)
- TAs are required to keep an up-to-date rateable properties register for GW to use, however this does not happen
- GW and TAs are put under extreme pressures to finalise rate figures at the end of each financial year (this requires GW verifying, approving, and communicating budget and rates information to nine TAs within statutory deadlines)

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PRO and CONS IF GW COLLECTED THEIR OWN RATES



- Greater Wellington would own the rating database asset
- Resources would be saved having not be required to develop a new MoU with each TA to set the fee
- New promotional or awareness campaigns could utilise the database, improving public engagement for consultations or other important notices
- Opportunities to build brand awareness would increase, and be considerably cheaper than using the external advertising avenues currently used
- Reduced advertising costs
- Rate payers are increasingly using online methods to pay their rates (other methods like cheques have been phased out). Greater Wellington offices already accept debit payments from the public.
- The new Water Service Entities will also be introducing a charging system to pay for the three waters services (they will use the Tas to charge until they establish a billing database system)



- Rate payers will receive an additional rates bill (it is common in New Zealand to receive two, but the Wellington Region has received only one for more than 20 years)
- Additional staff would be required to run and maintain the rates database system as well as keeping it up to date with TA databases
- An initial capital investment will be required to establish the system
- The system would take time to implement
- The public would require notification and/or educational campaigns to be made aware of the change (particularly the idea of paying two rates bills)

For Information Only

‘Over collection’ of rates

The rates setting process

Greater Wellington sets its rates based off and internal rates model several months before the Annual Plan or Long Term Plan are adopted. This needs to happen then in order to meet the process deadlines which include public consultations, hearings and council meetings.

To form the budget and set the rates, Greater Wellington relies on an update in property information from each of the Territorial Authorities. This usually takes place in late January of each year then updated later (about May). It is at this point that Greater Wellington also relies on the information from QV to provide the equalised capital value (ECV) figures. With these updated figures, Greater Wellington can model the impacts of their budget changes.

The number of rateable properties that Greater Wellington uses for its forecast is usually less than the total number of rateable properties that the TAs rate for. Throughout the year, new properties are created, growing the number of rateable properties, and the TA’s rate them immediately instead of waiting for the next financial year. This causes to more properties to be rated than we plan for.

The TAs still apply the rates as Council have set per rateable property, as opposed to the TAs redistributing the costs across their database, often resulting in a slightly higher amount of revenue collected than forecasted. For target rates these funds automatically go to reserves. Currently, any general rates surplus goes into general funds. As part of the Treasury Risk Policy review in 2023/24 GW will consider the option for any general rates surplus being allocated to a reserve for use to subsidise future general rates.

Reserves

Reserves are generated using surplus or allocated funds from prior financial years and are used occasionally to fund expenditure. Maintaining reserves is a prudent form of financial management used to either minimise volatility in capital expenditure or to help protect against the impact of unexpected events. This ensures we can maintain our usual service levels without putting pressure on debt and rates.

Reserves by type

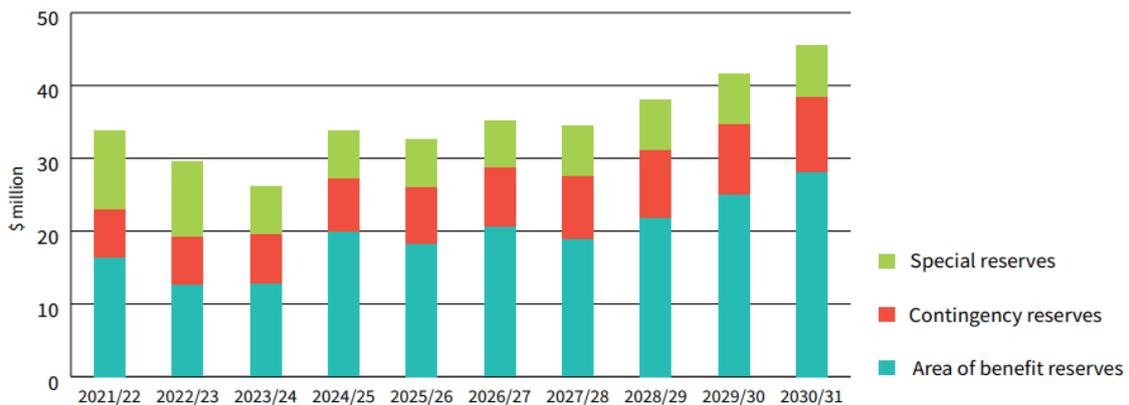


Figure 2 - 2021-31 LTP Reserves Graph

In recent years, the impacts of COVID-19, have caused reason for reserves to be used as a mechanism to reduce the financial impact to rate payers at a time of great uncertainty, as well as loss of revenue for Council from reduced income from such things as user charges for public transport.



# UNIFORM ANNUAL GENERAL CHARGE (UAGC) ANALYSIS

USING THE 2022/23 FINANCIAL YEAR

**Purpose:**

To provide a better understanding of what a Uniform Annual General Charge is, and the impacts of using it as a funding method, enabling Councillors to make more informed decisions during the next review of the Revenue and Financing Policy.

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## What is a Uniform Annual General Charge?

A Uniform Annual General Charge (UAGC) is part of the General rate and is set using a fixed amount or charge per property, irrespective of value or location.

A vital decision to be made when choosing to utilise a UAGC as a funding tool is whether the charge should be applied **per rateable unit** OR **per separately used or inhabited part (SUIP)** basis, and then the level of 'fixed charge' to be applied.

Using a UAGC on a per SUIP basis better aligns the charge with the services provided. Addressing concerns for property owners paying multiple UAGC's, such as 'granny flats' being used by family dependants, can be easily addressed in the Rates Remission Policy.

### Does Greater Wellington utilise the UAGC as a funding method?

Currently, Greater Wellington does not apply a UAGC as part of its funding methods, as stated in the 2022 Revenue and Financing Policy.

Council decided not to use a UAGC because it is of the view the General rates recover the costs when the whole region benefits, and therefore these costs should be recovered by using taxation principles. Using solely capital values (CV) was identified as the most appropriate method.

### Can a UAGC be applied in some areas or rating categories and not others?

No. It is a fixed charge that is applied to all rateable properties regardless of location, rating category, or capital value.

### Equalised Capital Value (ECV)

Rates are calculated based on property values. Greater Wellington uses something called Equalised Capital Value as the measure of property value. Within the region, different territorial authorities undertake general revaluations at different times.

To equalise the values, Greater Wellington gets Quotable Value to estimate the projected valuations of all the rateable land in the districts within the region, each year. This estimation is enabled under s131 of the Local Government Rating Act. It means that rates are assessed on a consistent valuation basis, regardless of the timing of individual territorial authority revaluations.

Greater Wellington uses rates per \$100,000 ECV as a measure of fairness when comparing rates in districts that get similar levels of benefit from an activity or service.

### The statutory 30 percent cap on uniform charges

The Local Government (Rating) Act 2002 currently specifies that revenue from UAGCs (including uniform targeted rates applying across the district but excluding uniform water and wastewater rates) must not exceed 30 percent of rates revenue.

## Legislation

The Local Government (Rating) Act 2002 (LG(R)A) provides councils with powers to set, assess and collect rates to fund local government activities. There are three main purposes of the LG(R)A –

*To provide local authorities with flexible powers to set, assess, and collect rates.*

*To ensure rates reflect decisions made in a transparent and consultative manner.*

To provide for processes and information to ensure ratepayers can identify and understand their liability for rates.

One of the prime objectives of the LG(R)A is to establish clarity, certainty, and stability in rating matters. Mechanisms are set out in the LG(R)A to allow local authorities to raise revenue from the community generally, specified groups or categories of ratepayers, and those who use or generate the need for particular services or amenities.

How properties are rated is a local authority policy matter. Decisions on which rating tools are selected, and how they are applied, are left up to individual councils.

Where any targeted rate is calculated as a fixed amount per rating unit, a council cannot collect more than 30 percent<sup>1</sup> of its total rates revenue by way of a combination of those targeted rates and the uniform annual general charges.

### Section 15 - Uniform Annual General Charge

- (1) A local authority may set a uniform annual general charge for all rateable land within its district, being—
  - (a) a fixed amount per rating unit; or
  - (b) a fixed amount per separately used or inhabited part of a rating unit.
- (2) A uniform annual general charge is a rate for the purposes of this Act. (Local Government Act 2002)

### 103 Revenue and Financing Policy

- (1) A policy adopted under section 102(1) must state—
  - (a) the local authority's policies in respect of the funding of operating expenses from the sources listed in subsection (2); and
  - (b) the local authority's policies in respect of the funding of capital expenditure from the sources listed in subsection (2).
- (2) The sources referred to in subsection (1) are as follows:
  - (a) general rates, including—
    - (i) choice of valuation system; and
    - (ii) differential rating; and
    - (iii) uniform annual general charges
  - (b) targeted rates
  - (ba) lump sum contributions
  - (c) fees and charges
  - (d) interest and dividends from investments
  - (e) borrowing
  - (f) proceeds from asset sales
  - (g) development contributions
  - (h) financial contributions under the Resource Management Act 1991:
    - (i) grants and subsidies
    - (ia) regional fuel taxes under the Land Transport Management Act 2003
    - (j) any other source

<sup>1</sup> <https://www.localcouncils.govt.nz/lqip.nsf/wpgurl/About-Local-Government-Local-Government-In-New-Zealand-Council-funding>

## Greater Wellington Financial Strategy

Greater Wellington is required to prepare and adopt a Financial Strategy <sup>2</sup> under section 101 of the Local Government Act 2002.

The objective of the Greater Wellington financial strategy is to take a sustainable approach to service delivery and financial management. This means focusing on ensuring the levels of service and activities are financed and funded to generate and protect community outcomes and promote long-term community well-being.

There are four key principles in the Finance Strategy, two of which should be considered when thinking about funding methods to utilise as part of the Revenue and Financing Policy, they are:

***“Willingness of ratepayers to pay, and affordability”***. Consideration is given to balancing the need for public facilities and services with consideration of the ratepayers’ ability and willingness to pay. This is done by considering economic information about the region. The rates (increase) affordability benchmark has been reviewed, resulting in an additional benchmark showing the change in the quantum to a dollar per average rating unit to reassure ratepayers of the affordability of Greater Wellington regional rates.

***“Who should pay based, where possible, on the distribution of benefits”*** We consider who benefits from an activity when evaluating how to fund it.

Greater Wellington funds activities through a range of sources as set out in the Revenue and Financing Policy. The key items considered when determining how to fund an activity are:

- The distribution of benefits between the community, any identifiable part of the community and individuals
- The period over which benefits are expected to occur
- The extent to which the actions or inaction of particular individuals or a group contribute to the need to undertake the activity
- The costs and benefits of funding the activity distinctly from other activities
- The overall impact of any allocation of liability for revenue needs on the community
- The most appropriate fees and charges strategy so that adequate funds are recovered to offset operational expenses

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<sup>2</sup> <https://ltp.gw.govt.nz/assets/LTP-21-31/supporting-policies/Finance-strategy.pdf>

## UAGC's in the Wellington Region

### **Wellington City Council –**

Council does not assess a UAGC, however, does apply a targeted fixed rate for water services.

### **Hutt City Council –**

Council has not set a UAGC for 2022/23, however do apply a targeted fixed rate per SUIP for services such as water supply, wastewater and green waste collection.

### **Upper Hutt City Council –**

Council has set UAGC's per SUIP for 2022/23, for services such as water supply and wastewater.

### **Porirua City Council –**

Council will use a mixture of the following funding mechanisms to cover the estimated expense of the Council for 2022/23, including a UAGC. The UAGC will be set and calculated as a fixed amount per separately used or inhabited part of a rating unit. The UAGC has been determined, as a portion of overall rates, in order to distribute the allocation of the general rate at an appropriate level among all ratepayers.

The General Rate is charged differentially under categories based on land use and location (residential, rural, commercial, motels, and shopping plazas) and is assessed on the capital value (land value plus improvements) of the property or rating unit. They are charged at a specific rate in the dollar on the capital value of the rating unit, according to the category in which the property lies. Because of the substantial range of property values in the city, a UAGC ("targeted rate") is used to modify the extremes that would arise.

### **Kāpiti Coast District Council –**

Council does not assess a UAGC, however, does apply a targeted fixed rate for water services.

### **South Wairarapa District Council –**

Council has set a UAGC on each rating unit of \$757. The total anticipated to be raised from this funding method in the year ending 30 June 2023 is \$4,989,247.

### **Carterton District Council –**

Under the Local Government (Rating) Act 2002 Council has the provision to collect up to 30 percent of its total revenue from UAGC and Targeted Rates set on a uniform basis. Council has made the decision to fully utilise this provision.

The Council proposes to set a Uniform Annual General Charge on each rating unit in the district to fully fund Governance activities and to fund Community Support activities.

### **Masterton District Council –**

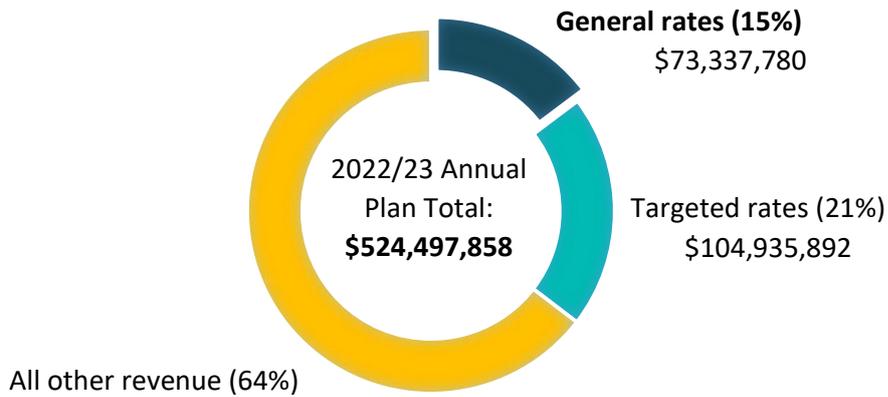
The UAGC is not utilised in Masterton's rating policy, however the targeted uniform and roading charges can be considered equivalent. These targeted uniform charges amount to 20.6 percent of overall rates.

## Greater Wellington Rates

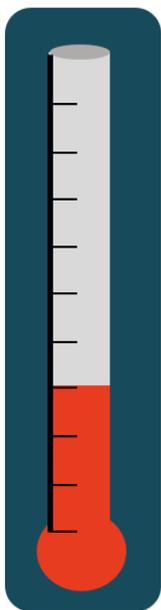
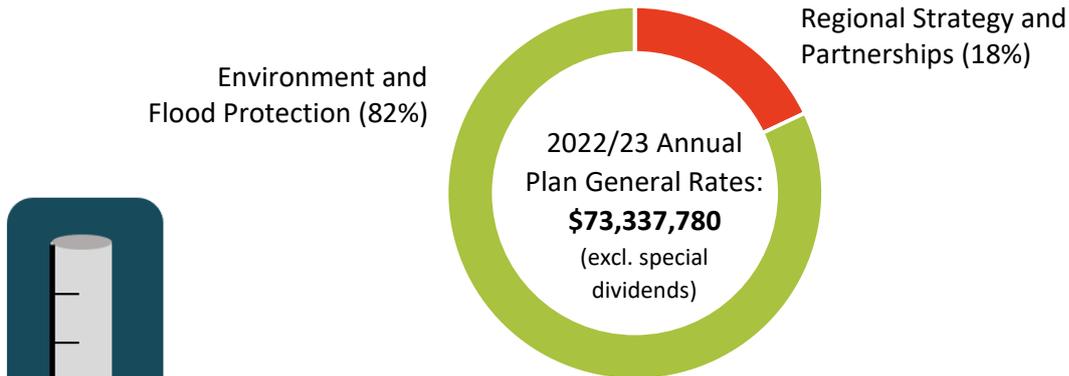
Greater Wellington requires more than half a billion dollars each year to fund its activities. The majority going towards funding Metlink (64 percent), followed by Environment and Flood protection (18 percent), Water Supply (12 percent) and then Regional Strategy and Partnerships (6 percent).

The General Rate makes up approximately 15 percent of the total annual budget revenue at Greater Wellington, and targeted rates approximately 21 percent. The rest comes through other funding methods, such as grants and subsidies, user charges and fees etc.

### TOTAL BUDGET REVENUE 2022/23 (excl. GST)



### USE OF GENERAL RATES BY ACTIVITY GROUP (excl. GST)



The LG(R)A 2002 allows Councils to use a UAGC as a funding method to collect up to 30 percent of their rates. The total rates (general and targeted excl. water levies and Warm Wellington) is \$178,273,672.

For Greater Wellington, this means the maximum that could be collected using a UAGC is **\$53,482,102 +GST**.

The maximum that could be applied to each rating unit is approximately **\$256 +GST** per annum.

*\* These maximum limits are based on the 2022/23 Annual budget and volume of rating units in the Wellington Region.*

## UAGC Scenarios

The following scenarios have been made to show the varying level of impacts (low, medium, and high) if considering to use the UAGC to fund the activities listed.

The scenarios have been prepared as examples to demonstrate the levels of impact and shift in 'who pays' across the region. The scenarios were modelled using the most up to date 2022/23 rates model.

The analysis in this report is to inform the effects of the UAGC as a rating tool which Council has as an option to utilise as part of its tools through the Revenue and financing Policy.

### What considerations the scenarios need?

Local authorities are permitted to set a UAGC, which is a fixed charge per rating unit, however, to limit the potential impact of fixed charges on the overall rating burden for low-income households, the LG(R)A specifies that revenue from UAGC's must not exceed 30 percent of rates revenue.

Within the rates category, councils can vary their mix of general rates, targeted rates and UAGCs; apply rating differentials for different classes of taxpayers (residential, business and rural); and choose whether to base property-value rates on land value or capital value.

### Distribution of benefits - Revenue and Financing Policy

In developing the Revenue and Financing Policy, Council used a two-stage approach as required by legislation. Council considered the five matters in s101(3)(a) of the LGA 2002 for each activity.

These are summarised as-

- 1) *Primary community outcomes*  
Each group of activities contributes primarily to achieving one of these community outcomes: Connected Communities, Thriving Environment and Resilient Future.
- 2) *Distribution of benefits*  
The distribution of benefits between the community as a whole, any identifiable part of the community, and individuals.
- 3) *Timeframe of benefits*  
Most activities provide ongoing benefits. Where an activity provides benefits that will last for future generations we have noted this too.
- 4) *Contributors to need for activity*  
These contributors are any individuals or groups who, through their action, or inaction, contribute to the need to undertake the activity. For example, polluters create a need for Council to clean up the mess or make rules about how it is to be reduced or cleaned up.
- 5) *Costs and benefits of funding activity distinctly*  
There are costs and benefits, including consequences for transparency and accountability, of funding an activity separately, whether by user charges or targeted rates or a combination of these.

To apply a Uniform Annual General charge, (which will look the same as a fixed charge to all rate payers) **the distribution of benefits** would need to align with an "all of region benefits" rationale, otherwise another funding method would be required.

### Scenario One

This scenario considers “**Low Use**” of a UAGC - *Activities funded using General rates that could be debated as having an ‘equal benefit’ across the region to all rate payers, regardless of location and property values.*

ACTIVITY	COST	RATIONALE
<b>Relationships with Mana Whenua (Te Hunga Whiriwhiri)</b>	\$4,816,190	This activity enables Council to build and maintain constructive partnership relationships with iwi and Māori of the region. Councils are obligated to ensure that we work in a partnership approach with mana whenua that enables iwi Māori and their kaitiaki roles and responsible. Regional communities benefit from the decision making that is enabled when mana whenua participate in decisions.
<b>Emergency Management</b>	\$1,336,088	Wellington region has a wide range of natural hazards (earthquake, flooding, landslide, tsunami, storm) and hazard risks (biological, chemical, terrorism, other), and the region needs to be prepared to provide emergency services, wherever and whenever they happen.
<b>Climate Change</b>	\$1,175,960	The impacts of climate change are felt across the region (country and the world). It is vital we play our part to reduce emissions, build resiliency and mitigate the effects of climate change to our communities and local economies.
<b>Democratic Services</b>	\$3,154,327	Democracy services enable citizens and communities to engage with decision makers for the benefit of the region. These services also support Councillors in the performance of their roles.
<b>Total</b>	<b>\$10,482,565</b>	

### Scenario Two

This scenario considers “**Medium Use**” of a UAGC – *Activities funded using General rates + additional funds from sources such as central government because “whole of community benefits from these services”, however, may also have location factors that could debate the equality of “whole of community benefits”.*

ACTIVITY	COST	RATIONALE
<b>Relationships with Mana Whenua (Te Hunga Whiriwhiri)</b>	\$4,816,190	This activity enables Council to build and maintain constructive partnership relationships with iwi and Māori of the region. Councils are obligated to ensure that we work in a partnership approach with mana whenua that enables iwi Māori and their kaitiaki roles and responsible. Regional communities benefit from the decision making that is enabled when mana whenua participate in decisions.
<b>Regional Transport Planning and Programmes</b>	\$3,996,335	A plan for development of the region’s land transport network is essential for integration with territorial authority plans, and to enable the efficient transport of people and goods. The community as a whole, benefits from transport infrastructure planning services.
<b>Emergency Management</b>	\$1,336,088	Wellington region has a wide range of natural hazards (earthquake, flooding, landslide, tsunami, storm) and hazard risks (biological, chemical, terrorism, other), and the region needs to be prepared to provide emergency services, wherever and whenever they happen.
<b>Climate Change</b>	\$1,175,960	The impacts of climate change are felt across the region (country and the world). It is vital we play our part to reduce emissions, build

## Attachment 2 to Report 23.178

		resiliency and mitigate the effects of climate change to our communities and local economies.
<b>Democratic Services</b>	\$3,154,327	Democracy services enable citizens and communities to engage with decision makers for the benefit of the region. These services also support Councillors in the performance of their roles.
<b>Regional Economic Development</b>	\$220,616	Council promotes economic growth and hosts this activity on behalf of the region. Business communities are the primary beneficiaries of economic growth and increased wealth within the region. The community as a whole benefit to a lesser extent.
<b>Harbour Management and Navigational Aids and Communications Service</b>	\$1,766,021	Maritime traffic in the harbours benefit from Beacon Hill Communications station, navigational aids, and the enforcement of maritime safety regulations. Recreational boat users benefit from navigational aids, education programmes, and the enforcement of maritime safety regulations.
<b>Parks</b>	\$7,489,221	Council manages parks for community recreation and enjoyment, and conservation (protecting regionally significant landscapes, bush, and heritage features).
<b>Key Native Ecosystems Programme - Biodiversity Management</b>	\$2,021,758	Biodiversity contributes to the region's natural character and supports the healthy functioning of ecosystems which in turn provide essential, life supporting services, including purifying air and water.
<b>Regional Predator Control Programme</b>	\$2,188,053	Pest management supports economic activity and improves environmental outcomes across the region.
<b>Total</b>		<b>\$28,164,569</b>

## Scenario Three

This scenario considers **“High Use”** of a UAGC - *All activity that has a “whole of community benefits from these services” application used to justify the use of the general rate.*

ACTIVITY	COST	RATIONALE
<b>Flood Protection - Understanding Flood Risk</b>	\$2,507,930	Council provides flood protection services to protect the lives and property of people within the region. The balance of costs (50 to 100 percent) met via targeted rates on the local authority area, scheme rates or catchment rates
<b>Maintaining Flood Protection and Control Works</b>	\$4,089,381	
<b>Improving Flood Security</b>	\$3,967,089	
<b>Regional Parks</b>	\$7,489,221	Council manages parks for community recreation and enjoyment, and conservation (protecting regionally significant landscapes, bush, and heritage features).
<b>Resource Management (RM) - Policy and Planning</b>	\$8,948,015	Council implements the Regional Plan, with consent, compliance, and pollution services. When recovery is not possible, then the General rate is considered the most appropriate funding source after an allowance for any fees.
<b>Rm - Compliance &amp; Enforcement</b>	\$4,407,996	
<b>RM - Pollution Prevention and Control</b>	\$279,248	
<b>RM - Science</b>	\$10,754,514	Council regulates the use and development of the environment via the Regional Plan and other planning documents, to ensure that natural and physical resources are managed sustainably. Because the community as a whole is the main beneficiary, there is no particular benefit from distinct funding.
<b>Riparian</b>	\$565,979	

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<b>Farm Environment Plans</b>	\$1,150,974	Council seeks to mitigate the environmental impacts of farming, because land management practices can affect soil erosion, soil health water quality, and the health of streams, rivers, and the coast. The balance after any subsidies the General rate is considered the most appropriate funding source after an allowance for any fees.
<b>Wellington Regional Erosion Control Initiative</b>	\$1,048,522	
<b>Land Management Advice</b>	\$840,712	
<b>Land Management - Erosion Schemes</b>	\$107,875	Council seeks to mitigate the environmental impacts of farming, because land management practices create erosion, and affect the health and quality of streams, rivers, and the coast. As the private landowners benefit from this activity, then the user fees and charge are considered the most appropriate funding source.
<b>Integrated Catchment Management</b>	\$531,125	
<b>Chief Executive FFF</b>	\$1,345,948	
<b>Biodiversity Management</b>	\$5,247,847	Biodiversity contributes to the region's natural character and supports the healthy functioning of ecosystems which in turn provide essential, life supporting services, including purifying air and water.
<b>Biodiversity Management – Key Native Ecosystems Programme</b>	\$2,021,758	Biodiversity contributes to the region's natural character and supports the healthy functioning of ecosystems which in turn provide essential, life supporting services, including purifying air and water.
<b>Regional Predator Control Programme</b>	\$2,188,053	Pest management supports economic activity and improves environmental outcomes.
<b>Predator Free Wellington Funding</b>	\$338,613	
<b>Regional Pest Management Plan</b>	\$4,198,426	
<b>Harbour Management</b>	\$1,327,706	Maritime traffic in the harbours benefit from Beacon Hill Communications station, navigational aids, and the enforcement of maritime safety regulations. Recreational boat users benefit from navigational aids, education programmes, and the enforcement of maritime safety regulations.
<b>Navigational Aids and Communications Service</b>	\$438,315	
<b>Democratic Services</b>	\$3,154,327	Democracy services enable citizens and communities to engage with decision makers for the benefit of the region. These services also support Councillors in the performance of their roles.
<b>Emergency Management</b>	\$1,336,088	Wellington region has a wide range of natural hazards (earthquake, flooding, landslide, tsunami, storm) and hazard risks (biological, chemical, terrorism, other), and the region needs to be prepared to provide emergency services, wherever and whenever they happen.
<b>Mana Whenua Engagement</b>	\$4,816,190	This activity enables Council to build and maintain constructive partnership relationships with iwi and Māori of the region. Councils are obligated to ensure that we work in a partnership approach with mana whenua that enables iwi Māori and their kaitiaki roles and responsible. Regional communities benefit from the decision making that is enabled when mana whenua participate in decisions.
<b>Regional Transport Planning and Programmes</b>	\$3,996,335	A plan for development of the region's land transport network is essential for integration with territorial authority plans, and to enable the efficient transport of people and goods. The community as a whole, benefits from transport infrastructure planning services.
<b>Regional Economic Development</b>	\$220,616	Council promotes economic growth and hosts this activity on behalf of the region. Business communities are the primary beneficiaries of economic growth and increased wealth within the region. The community as a whole benefit to a lesser extent.

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<b>Climate Change</b>	\$1,175,960	The impacts of climate change are felt across the region (country and the world). It is vital we play our part to reduce emissions, build resiliency and mitigate the effects of climate change to our communities and local economies.
<b>General Total</b>	<b>\$78,494,763</b>	
Investment Management (reduction in general rates)	-\$4,173,933	
<b>TOTAL<sup>3</sup></b>	<b>\$73,338,000</b>	

**Note:** *The Regional Economic Development rate is a fixed charge (like a UAGC) and would be included in the 30 percent allowance, meaning that 'scenario Three' (using all general rates) would not meet legislative requirements as it exceeds the 30 percent. However, this scenario does demonstrate the extreme end of the impacts to utilising more UAGC instead of a rating system based on CV.*

<sup>3</sup> *The total amount differs from the totals listed as the Water Wairarapa Limited investment redemption (-\$982,830) did not eventuate as it went into receivership.*

## UAGC Impacts – Applying the scenarios

The following tables demonstrate the **average impact** for each Territorial Authority in the region.

**Note:** These scenarios are to encourage discussions about how or if the UAGC should be utilised as a funding method in the Wellington Region. Council will have the opportunity to explore variations to any of the scenario as and when they see fit.

The following tables demonstrate: the financial impacts:

- To each TA after applying each UAGC scenario
- To each TA after applying each UAGC scenario and the shift in General Rate proportions
- To each TA after applying each UAGC scenario broken down by rating category

Table 1: The total impact to each TA after applying each UAGC scenario<sup>4</sup>

Territorial Authority	Rateable Properties	Current General Rate	Scenario One: \$50.68	Scenario Two: \$136.17	Scenario Three: \$354.56
Wellington City	79,856	\$34,594,986	-\$897,760	-\$2,412,102	-\$6,280,878
Hutt City	40,449	\$12,788,945	\$221,955	\$596,350	\$1,552,837
Upper Hutt City	17,474	\$5,160,804	\$147,918	\$397,426	\$1,034,857
Porirua City	19,859	\$6,152,529	\$127,036	\$341,322	\$888,768
Kāpiti Coast District	25,265	\$7,579,832	\$196,999	\$529,298	\$1,378,241
Masterton District	12,546	\$3,262,323	\$169,528	\$455,487	\$1,186,044
Carterton District	4,616	\$1,441,409	\$27,910	\$74,988	\$195,261
South Wairarapa District	6,765	\$2,350,670	\$6,855	\$18,418	\$47,959
Tararua District	9	\$6,281	-\$442	-\$1,187	-\$3,090

\* Note: The rateable properties exclude contiguous assessments. The rates category is 'District-wide'.

The table clearly demonstrates that both Wellington City and Tararua District benefit more from applying any level of UAGC, as both received reductions in their total revenue for Greater Wellington. All other Territorial Authorities would increase their total revenue paid to Greater Wellington.

### Impact by Territorial Authority

The following tables demonstrate the total impact to each TA after applying each UAGC scenario and the shift in 'General Rate' proportions<sup>5</sup>.

Table 2

Territorial Authority	Rateable Properties	General Rate	Scenario One: \$50.68			
			UAGC Total	General Rate portion	New Total	Impact
Wellington City	79,856	\$34,594,986	\$4,047,088	\$29,650,138	\$33,697,226	-\$897,760
Hutt City	40,449	\$12,788,945	\$2,049,948	\$10,960,952	\$13,010,901	\$221,955
Upper Hutt City	17,474	\$5,160,804	\$885,579	\$4,423,142	\$5,308,722	\$147,918

<sup>4</sup> All figures ex-GST, unless otherwise stated.

<sup>5</sup> All figures ex-GST, unless otherwise stated.

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Porirua City	19,859	\$6,152,529	\$1,006,451	\$5,273,115	\$6,279,566	\$127,036
Kāpiti Coast District	25,265	\$7,579,832	\$1,280,426	\$6,496,406	\$7,776,832	\$196,999
Masterton District	12,546	\$3,262,323	\$635,829	\$2,796,022	\$3,431,851	\$169,528
Carterton District	4,616	\$1,441,409	\$233,938	\$1,235,380	\$1,469,318	\$27,910
South Wairarapa District	6,765	\$2,350,670	\$342,849	\$2,014,676	\$2,357,525	\$6,855
Tararua District	9	\$6,281	\$456	\$5,384	\$5,840	-\$442
		<b>\$73,337,780</b>	<b>\$10,482,565</b>	<b>\$62,855,215</b>	<b>\$73,337,780</b>	

Table 3

Scenario Two: \$136.17						
Territorial Authority	Rateable Properties	General Rate	UAGC Total	General Rate portion	New Total	Impact
Wellington City	79,856	\$34,594,986	\$10,873,722	\$21,309,161	\$32,182,884	-\$2,412,102
Hutt City	40,449	\$12,788,945	\$5,507,804	\$7,877,491	\$13,385,295	\$596,350
Upper Hutt City	17,474	\$5,160,804	\$2,379,376	\$3,178,854	\$5,558,229	\$397,426
Porirua City	19,859	\$6,152,529	\$2,704,133	\$3,789,718	\$6,493,851	\$341,322
Kāpiti Coast District	25,265	\$7,579,832	\$3,440,250	\$4,668,881	\$8,109,131	\$529,298
Masterton District	12,546	\$3,262,323	\$1,708,347	\$2,009,464	\$3,717,810	\$455,487
Carterton District	4,616	\$1,441,409	\$628,545	\$887,852	\$1,516,397	\$74,988
South Wairarapa District	6,765	\$2,350,670	\$921,167	\$1,447,921	\$2,369,088	\$18,418
Tararua District	9	\$6,281	\$1,225	\$3,869	\$5,095	-\$1,187
		<b>\$73,337,780</b>	<b>\$28,164,569</b>	<b>\$62,855,215</b>	<b>\$73,337,780</b>	

Table 4

Scenario Three: \$354.56						
Territorial Authority	Rateable Properties	General Rate	UAGC Total	General Rate portion	New Total	Impact
Wellington City	79,856	\$34,594,986	\$28,314,108	\$0	\$28,314,108	-\$6,280,878
Hutt City	40,449	\$12,788,945	\$14,341,782	\$0	\$14,341,782	\$1,552,837
Upper Hutt City	17,474	\$5,160,804	\$6,195,661	\$0	\$6,195,661	\$1,034,857
Porirua City	19,859	\$6,152,529	\$7,041,298	\$0	\$7,041,298	\$888,768
Kāpiti Coast District	25,265	\$7,579,832	\$8,958,074	\$0	\$8,958,074	\$1,378,241
Masterton District	12,546	\$3,262,323	\$4,448,367	\$0	\$4,448,367	\$1,186,044
Carterton District	4,616	\$1,441,409	\$1,636,670	\$0	\$1,636,670	\$195,261
South Wairarapa District	6,765	\$2,350,670	\$2,398,629	\$0	\$2,398,629	\$47,959
Tararua District	9	\$6,281	43,191	\$0	\$3,191	-\$3,090
		<b>\$73,337,780</b>	<b>\$73,337,780</b>	<b>\$0</b>	<b>73,337,780</b>	

As the amount applied to a UAGC increases, the larger the proportional difference becomes between what is the current General Rate application and the 'New General Rate' total as the total capital values becomes less relevant, significantly Wellington City as it has the largest capital values in the region.

## Impact by Rating Category

The following tables demonstrate the total impact to each TA after applying each UAGC scenario broken down by rating category.<sup>6</sup>

**Scenario One: \$50.68**

Table 5

	Territorial Authority	Rateable Properties	Current General Rate	UAGC Total	New General Rate Portion	Impact	\$ per rateable property
<b>WCC</b>	Wellington CBD	3,331	\$6,132,892	\$168,815	\$5,256,284	-\$707,793	-\$212.5
	Business	1,885	\$2,378,205	\$95,531	\$2,038,276	-\$244,398	-\$129.7
	Residential	73,796	\$25,726,497	\$3,739,969	\$22,049,270	\$62,741	\$0.85
	Rural	844	\$357,391	\$42,774	\$306,307	-\$8,310	-\$9.8
<b>HCC</b>	Business	2,348	\$2,153,691	\$118,996	\$1,845,852	-\$188,842	-\$80.4
	Residential	37,661	\$10,464,653	\$1,908,653	\$8,968,884	\$412,884	\$10.9
	Rural	440	\$170,601	\$22,299	\$146,216	-\$2,086	-\$4.7
<b>UHCC</b>	Business	751	\$637,837	\$38,061	\$546,668	-\$53,109	-\$70.7
	Residential	15,444	\$4,007,373	\$782,699	\$3,434,577	\$209,904	\$13.6
	Rural	1,279	\$515,594	\$64,820	\$441,898	-\$8,877	-\$6.9
<b>PCC</b>	Business	801	\$589,090	\$40,595	\$504,888	-\$43,607	-\$54.4
	Residential	18,419	\$5,204,621	\$933,472	\$4,460,696	\$189,547	\$10.3
	Rural	639	\$358,818	\$32,384	\$307,531	-\$18,903	-\$29.6
<b>KCDC</b>	Business	1,303	\$680,366	\$66,036	\$583,117	-\$31,213	-\$24.5
	Residential	18,186	\$5,240,690	\$921,663	\$4,491,610	\$172,583	\$9.5
	Residential	3,188	\$640,410	\$161,567	\$548,873	\$70,030	\$21.9
	Rural	2,588	\$1,018,366	\$131,159	\$872,806	-\$14,401	-\$5.6
<b>MDC</b>	Business	570	\$273,406	\$28,888	\$234,327	-\$10,192	-\$17.9
	Residential	8,396	\$1,514,776	\$425,508	\$1,298,261	\$208,993	\$24.9
	Rural	3,580	\$1,474,141	\$181,434	\$1,263,434	-\$29,273	-\$8.2
<b>CDC</b>	Business	236	\$51,755	\$11,960	\$44,358	\$4,563	\$19.3
	Residential	2,521	\$509,472	\$127,764	\$436,650	\$54,942	\$21.8
	Rural	1,859	\$880,182	\$94,214	\$754,372	-\$31,595	-\$16.9
<b>SWDC</b>	Business	315	\$106,254	\$15,964	\$91,067	\$777	\$2.5
	Residential	3,447	\$796,020	\$174,693	\$682,240	\$60,914	\$17.7
	Rural	3,003	\$1,448,397	\$152,192	\$1,241,369	-\$54,836	-\$18.3
<b>TDC</b>	Rural	9	\$6,281	\$456	\$5,384	-\$442	-\$49.1
		206,839	<b>\$73,337,780</b>	<b>\$10,482,565</b>	<b>\$62,855,215</b>		

<sup>6</sup> All figures ex-GST, unless otherwise stated.

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## Scenario Two: \$136.17

Table 6

	Territorial Authority	Rateable Properties	Current General Rate	UAGC Total	New General Rate Portion	Impact	\$ per rateable property
WCC	Wellington CBD	3,331	\$6,132,892	\$453,571	\$3,777,622	-\$1,901,699	-\$570.9
	Business	1,885	\$2,378,205	\$256,674	\$1,464,882	-\$656,650	\$348.4
	Residential	73,796	\$25,726,497	\$10,048,552	\$15,846,519	\$168,574	\$2.3
	Rural	844	\$357,391	\$114,925	\$220,139	-\$22,327	-\$26.5
HCC	Business	2,348	\$2,153,691	\$319,719	\$1,326,590	-\$507,382	-\$216.1
	Residential	37,661	\$10,464,653	\$5,128,171	\$6,445,818	\$1,109,336	\$29.5
	Rural	440	\$170,601	\$59,913	\$105,084	-\$5,604	-\$12.7
UHCC	Business	751	\$637,837	\$102,261	\$392,883	-\$142,693	-\$190
	Residential	15,444	\$4,007,373	\$2,102,957	\$2,468,385	\$563,970	\$36.5
	Rural	1,279	\$515,594	\$174,157	\$317,586	-\$23,851	-\$18.6
PCC	Business	801	\$589,090	\$109,069	\$362,857	-\$117,164	-\$146.3
	Residential	18,419	\$5,204,621	\$2,508,053	\$3,205,843	\$509,276	\$27.6
	Rural	639	\$358,818	\$87,010	\$221,018	-\$50,790	-\$79.5
KCDC	Business	1,303	\$680,366	\$177,425	\$419,079	-\$83,862	-\$64.4
	Residential	18,186	\$5,240,690	\$2,476,326	\$3,228,061	\$463,697	\$25.5
	Residential	3,188	\$640,410	\$434,099	\$394,468	\$188,157	\$59
	Rural	2,588	\$1,018,366	\$352,399	\$627,274	-\$38,693	-\$14.9
MDC	Business	570	\$273,406	\$77,615	\$168,407	-\$27,384	-\$48
	Residential	8,396	\$1,514,776	\$1,143,255	\$933,043	\$561,522	\$985.1
	Rural	3,580	\$1,474,141	\$487,477	\$908,014	-\$78,651	-\$21.9
CDC	Business	236	\$51,755	\$32,135	\$31,879	\$12,259	\$51.9
	Residential	2,521	\$509,472	\$343,276	\$313,815	\$147,619	-\$58.6
	Rural	1,859	\$880,182	\$253,134	\$542,157	-\$84,890	-\$45.7
SWDC	Business	315	\$106,254	\$42,892	\$65,448	\$2,087	\$6.6
	Residential	3,447	\$796,020	\$469,366	\$490,317	\$163,664	\$47.5
	Rural	3,003	\$1,448,397	\$408,908	\$892,156	-\$147,332	-\$49.1
TDC	Rural	9	\$6,281	\$1,225	\$3,869	-\$1,187	-\$131.9
		206,839	\$73,337,780	\$28,164,569	\$45,173,211		

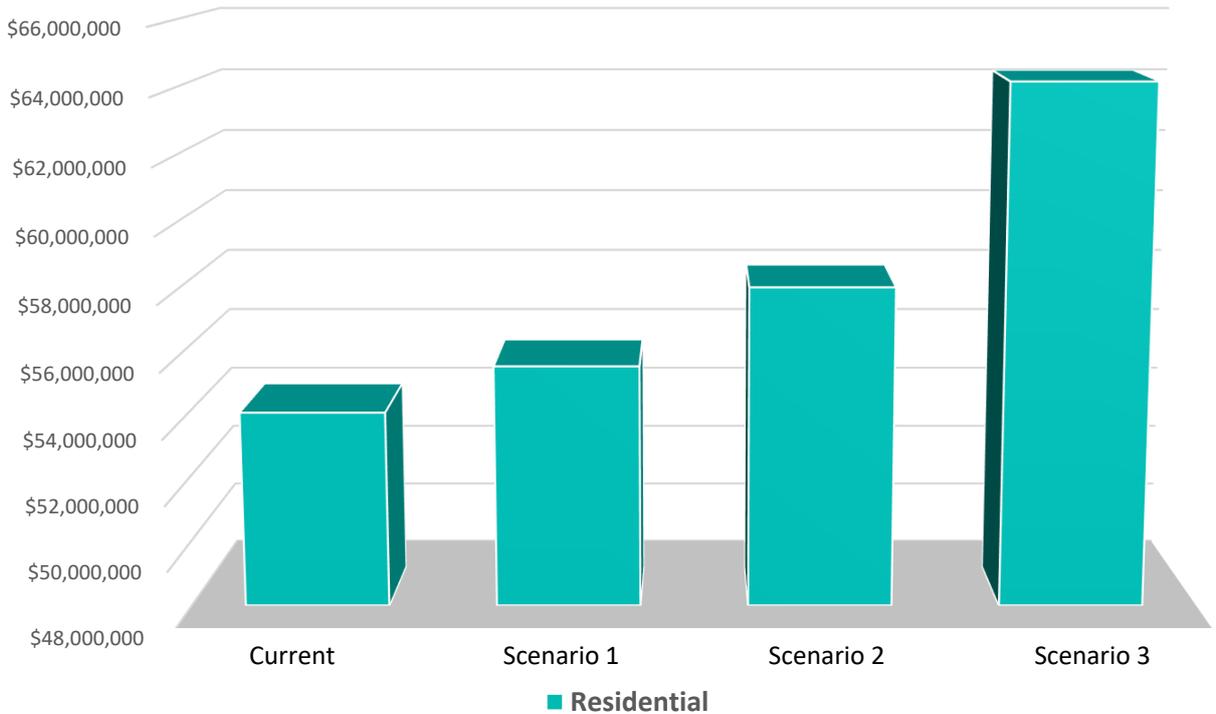
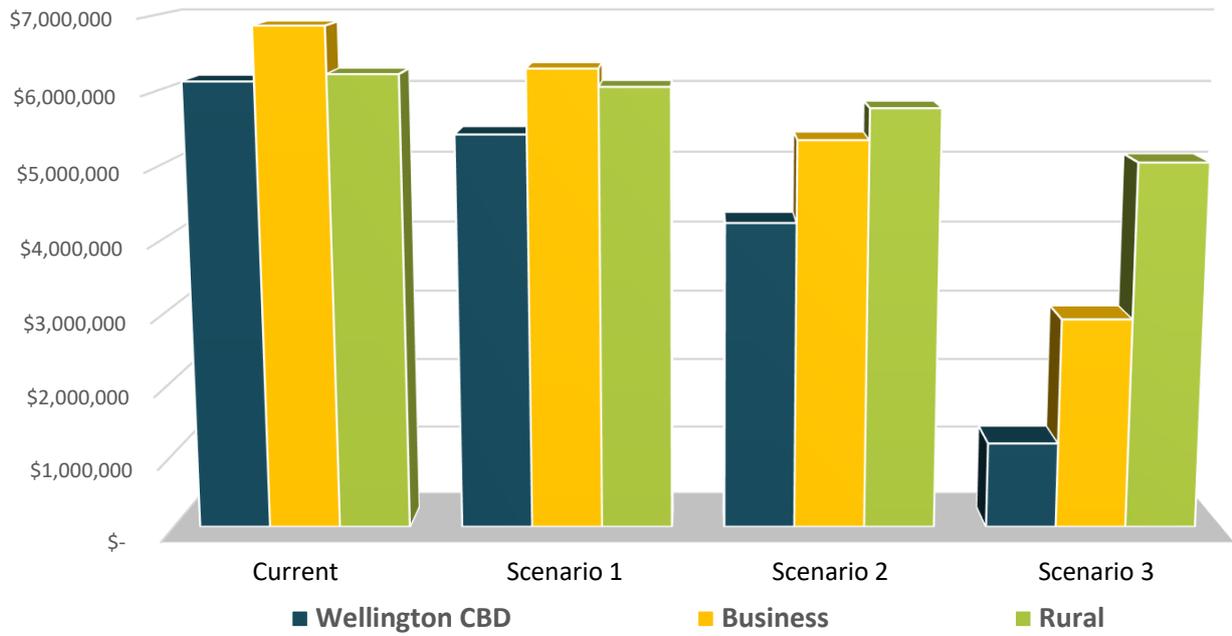
## Attachment 2 to Report 23.178

## Scenario Three: \$354.56

Table 7

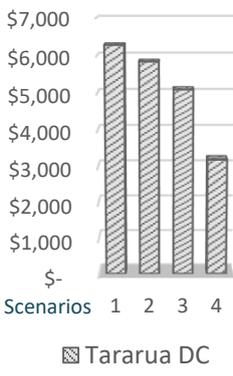
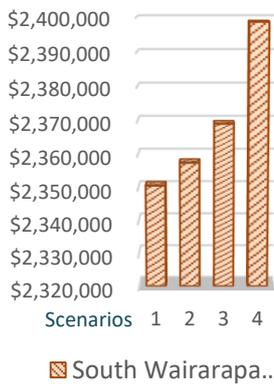
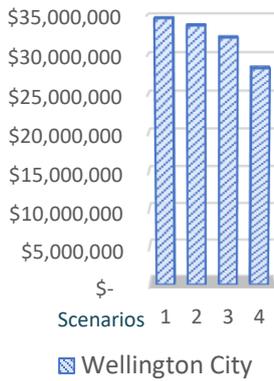
	Territorial Authority	Rateable Properties	Current General Rate	UAGC Total	New General Rate Portion	Impact	\$ per rateable property
WCC	Wellington CBD	3,331	\$6,132,892	\$1,181,055	\$0	-\$4,951,837	-\$1486.6
	Business	1,885	\$2,378,205	\$668,354	\$0	-\$1,709,851	-\$907.1
	Residential	73,796	\$25,726,497	\$26,165,447	\$0	\$438,949	\$5.9
	Rural	844	\$357,391	\$299,252	\$0	-\$58,139	-\$68.9
HCC	Business	2,348	\$2,153,691	\$832,518	\$0	-\$1,321,173	-\$562.7
	Residential	37,661	\$10,464,653	\$13,353,256	\$0	\$2,888,603	\$76.7
	Rural	440	\$170,601	\$156,008	\$0	-\$14,593	-\$33.2
UHCC	Business	751	\$637,837	\$266,278	\$0	-\$371,559	-\$494.7
	Residential	15,444	\$4,007,373	\$5,475,895	\$0	\$1,468,523	\$95.1
	Rural	1,279	\$515,594	\$453,488	\$0	-\$62,106	-\$48.6
PCC	Business	801	\$589,090	\$284,006	\$0	-\$305,084	-\$380.9
	Residential	18,419	\$5,204,621	\$6,530,725	\$0	\$1,326,104	\$71.9
	Rural	639	\$358,818	\$226,567	\$0	-\$132,252	-\$206.9
KCDC	Business	1,303	\$680,366	\$461,998	\$0	-\$218,368	-\$167.6
	Residential	18,186	\$5,240,690	\$6,448,111	\$0	\$1,207,421	\$66.4
	Residential	3,188	\$640,410	\$1,130,352	\$0	\$489,942	\$153.7
	Rural	2,588	\$1,018,366	\$917,613	\$0	-\$100,753	-\$38.9
MDC	Business	570	\$273,406	\$202,102	\$0	-\$71,304	-\$125.1
	Residential	8,396	\$1,514,776	\$2,976,924	\$0	\$1,462,148	\$174.1
	Rural	3,580	\$1,474,141	\$1,269,341	\$0	-\$204,800	-\$57.2
CDC	Business	236	\$51,755	\$83,677	\$0	\$31,922	\$135.3
	Residential	2,521	\$509,472	\$893,857	\$0	\$384,385	\$152.5
	Rural	1,859	\$880,182	\$659,136	\$0	-\$221,046	-\$118.9
SWDC	Business	315	\$106,254	\$111,688	\$0	\$5,434	\$17.3
	Residential	3,447	\$796,020	\$1,222,184	\$0	\$426,164	\$123.6
	Rural	3,003	\$1,448,397	\$1,064,757	\$0	-\$383,639	-\$127.8
TDC	Rural	9	\$6,281	\$3,191	\$0	-\$3,090	-\$343.3
		206,839	\$73,337,780	\$73,337,780	\$0		

**Total Financial Impact by Rating Category<sup>7</sup>**



<sup>7</sup> All figures ex-GST, unless otherwise stated.

**Financial Impact by Territorial Authority**



**Note:** Tararua District council only has 'rural' properties for the purpose of Greater Wellington rates.

### General observations of the financial impacts

Regardless of how much value is applied using a UAGC, rateable units at the low and high end of the bell curve will experience the most significant changes to their rates.

- Rateable units with the lowest CV's would see the biggest proportional increases
- Rateable units with the highest CV's would see the biggest proportional decreases
- rateable units that have CV's closest to the average values for the region would have the least financial impacts (changes).

The proportion of increase for the lower value properties is less than that of the decrease of the higher value properties

Residential properties have the greatest increases to their rates. This is due to their being significantly more rateable properties classed as residential than any other rating category. Also, residential CV's on average are not as high as CBD/business or rural categories which would have been paying a greater share of the general rates as it was based on capital value.

### Other financial impact considerations:

Properties, generally in the business category, may contain a large number of *separately used or inhabited part (SUIP)* (depending on the TA rating system), such as a shopping mall or an office building, may experience very large rate increases if they were previously rated on a per rating unit basis and not per SUIP.

**Note:** *This impact would need to be a consideration when deciding if a UAGC is to be based on per rateable unit OR per SUIP basis.*

### General advantages of a UAGC –

- Applying a UAGC is one of the easier funding methods to apply as all rateable properties pay the same fixed amount regardless of rating category or capital values, meaning less calculations required and less chance of error.
- It is seen as a fair approach to paying for services that Councils are required to provide that have no clear benefit to one group of rate payers over another. E.g. Democratic services – is a service required to uphold fair democratic processes and does not advantage one rate payer more than another.
- Utilising a UAGC as a funding tool ensures that every rate payer makes a minimum level of contribution to fund services with an equal benefit to the region.

### General disadvantages of a UAGC –

- Being a fixed amount, it has the effect of increasing the rates for all properties below the average capital value and reducing those above the average. The further a property value is from the average, the greater impact.
- Generally, the low socio-economic group are negatively impacted as their 'low CV' properties could see considerable increases to their rates effecting their ability and willingness to pay, which also goes against the GW Financial Strategy principle - "Willingness of ratepayers to pay, and affordability".

**Attachment 2 to Report 23.178**

- The wealthiest of rate payers, e.g. Wellington city CBD/business category, would have the biggest reductions in overall rate as many of the lower valued properties would be picking up more of the total expense.

## Regional Economic Profile

As the UAGC scenarios demonstrate, the share of rates to be collected would shift more significantly onto residential rate payers the more that was funded by this funding tool. To contemplate if this shift is appropriate or not, then factors such as household income or affordability need to be better understood.

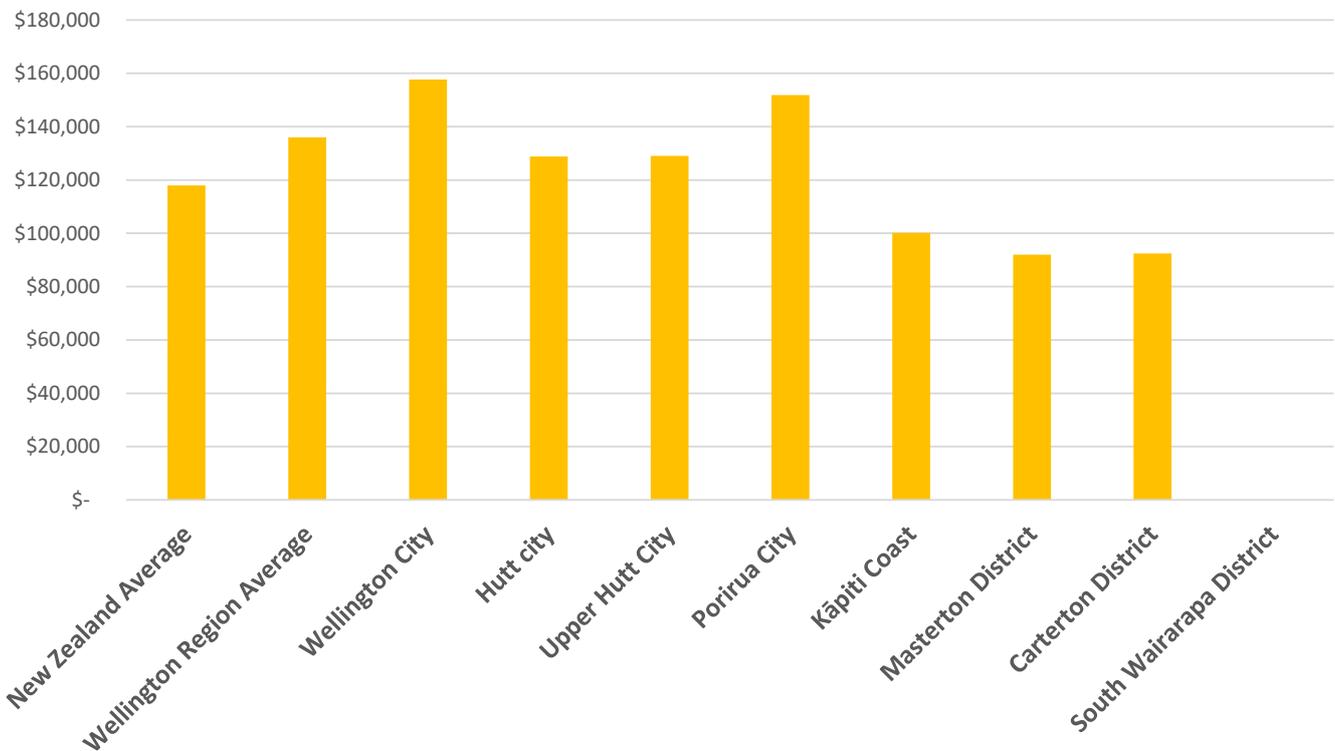
As Infometrics<sup>8</sup> describes “Household income is a fundamental measure of living standards and reflects the economic health of an area. Household income comprises multiples sources including earnings from employment (wages and salaries), earnings from self-employment, allowances, benefits and superannuation.”

Here, we focus on ‘Household income’ as it provides a more holistic measure of affordability for a ‘residential’ rateable unit, from which Greater Wellington revenue is collected.

### Household income

The following graph shows that the Wellington Region, on average, has a higher household income than the national average. Only the Territorial Authority’s in the Wairarapa fall under the national average, while Wellington city and Porirua well exceed the national average.

### Mean Household Income in 2022



**Note:** Infometrics was not displaying information for South Wairarapa District, therefore the data has been left blank.

<sup>8</sup> <https://www.infometrics.co.nz/product/regional-economic-profile>

How has this been changing?

Year	New Zealand		Wellington City		Lower Hutt City		Kapiti Coast District		Carterton District		Masterton District		Upper Hutt City		Porirua City	
	Level	Change	Level	Change	Level	Change	Level	Change	Level	Change	Level	Change	Level	Change	Level	Change
2000	\$ 49,618		\$ 71,501		\$ 57,931		\$ 42,635		\$ 42,331		\$ 44,912		\$ 48,582		\$ 57,194	
2001	\$ 50,319	1.40%	\$ 71,961	0.60%	\$ 58,144	0.40%	\$ 41,491	-2.70%	\$ 43,996	3.90%	\$ 45,925	2.30%	\$ 48,816	0.50%	\$ 57,159	-0.10%
2002	\$ 52,960	5.20%	\$ 74,455	3.50%	\$ 60,100	3.40%	\$ 42,256	1.80%	\$ 46,942	6.70%	\$ 48,613	5.90%	\$ 50,786	4.00%	\$ 59,322	3.80%
2003	\$ 54,703	3.30%	\$ 76,354	2.60%	\$ 62,230	3.50%	\$ 43,579	3.10%	\$ 45,204	-3.70%	\$ 49,846	2.50%	\$ 52,128	2.60%	\$ 61,174	3.10%
2004	\$ 56,436	3.20%	\$ 78,023	2.20%	\$ 64,038	2.90%	\$ 44,680	2.50%	\$ 44,953	-0.60%	\$ 50,790	1.90%	\$ 53,426	2.50%	\$ 62,927	2.90%
2005	\$ 59,306	5.10%	\$ 81,647	4.60%	\$ 66,814	4.30%	\$ 46,599	4.30%	\$ 46,729	4.00%	\$ 52,535	3.40%	\$ 55,590	4.10%	\$ 65,976	4.80%
2006	\$ 61,814	4.20%	\$ 85,673	4.90%	\$ 69,744	4.40%	\$ 48,632	4.40%	\$ 48,776	4.40%	\$ 54,108	3.00%	\$ 57,934	4.20%	\$ 68,792	4.30%
2007	\$ 65,133	5.40%	\$ 91,308	6.60%	\$ 74,072	6.20%	\$ 51,692	6.30%	\$ 49,509	1.50%	\$ 56,216	3.90%	\$ 62,536	7.90%	\$ 72,786	5.80%
2008	\$ 70,440	8.10%	\$ 98,696	8.10%	\$ 80,123	8.20%	\$ 56,311	8.90%	\$ 51,340	3.70%	\$ 59,509	5.90%	\$ 66,555	6.40%	\$ 79,083	8.70%
2009	\$ 74,731	6.10%	\$ 104,912	6.30%	\$ 85,372	6.60%	\$ 59,940	6.40%	\$ 53,596	4.40%	\$ 62,994	5.90%	\$ 70,344	5.70%	\$ 85,782	8.50%
2010	\$ 75,240	0.70%	\$ 105,305	0.40%	\$ 86,341	1.10%	\$ 61,025	1.80%	\$ 53,983	0.70%	\$ 63,937	1.50%	\$ 71,523	1.70%	\$ 87,469	2.00%
2011	\$ 78,030	3.70%	\$ 108,561	3.10%	\$ 89,411	3.60%	\$ 63,595	4.20%	\$ 53,010	-1.80%	\$ 66,335	3.80%	\$ 73,673	3.00%	\$ 90,793	3.80%
2012	\$ 81,487	4.40%	\$ 112,647	3.80%	\$ 91,954	2.80%	\$ 66,100	3.90%	\$ 56,734	7.00%	\$ 68,652	3.50%	\$ 75,658	2.70%	\$ 94,905	4.50%
2013	\$ 83,224	2.10%	\$ 114,255	1.40%	\$ 92,835	1.00%	\$ 67,318	1.80%	\$ 59,262	4.50%	\$ 68,768	0.20%	\$ 76,483	1.10%	\$ 95,919	1.10%
2014	\$ 84,305	1.30%	\$ 113,913	-0.30%	\$ 92,316	-0.60%	\$ 68,049	1.10%	\$ 60,326	1.80%	\$ 68,874	0.20%	\$ 77,768	1.70%	\$ 96,751	0.90%
2015	\$ 87,408	3.70%	\$ 116,769	2.50%	\$ 93,868	1.70%	\$ 70,459	3.50%	\$ 62,083	2.90%	\$ 70,547	2.40%	\$ 81,890	5.30%	\$ 100,655	4.00%
2016	\$ 88,685	1.50%	\$ 117,263	0.40%	\$ 93,546	-0.30%	\$ 71,955	2.10%	\$ 62,995	1.50%	\$ 70,124	-0.60%	\$ 84,925	3.70%	\$ 102,884	2.20%
2017	\$ 92,019	3.80%	\$ 120,600	2.80%	\$ 95,818	2.40%	\$ 74,843	4.00%	\$ 66,937	6.30%	\$ 71,927	2.60%	\$ 88,729	4.50%	\$ 107,636	4.60%
2018	\$ 99,601	8.20%	\$ 129,926	7.70%	\$ 103,659	8.20%	\$ 81,064	8.30%	\$ 73,755	10.20%	\$ 77,414	7.60%	\$ 97,382	9.80%	\$ 117,603	9.30%
2019	\$ 107,555	8.00%	\$ 141,121	8.60%	\$ 112,564	8.60%	\$ 87,590	8.10%	\$ 80,591	9.30%	\$ 82,546	6.60%	\$ 107,604	10.50%	\$ 129,837	10.40%
2020	\$ 111,010	3.20%	\$ 146,651	3.90%	\$ 118,210	5.00%	\$ 91,803	4.80%	\$ 85,408	6.00%	\$ 84,848	2.80%	\$ 115,796	7.60%	\$ 137,219	5.70%
2021	\$ 112,387	1.20%	\$ 149,619	2.00%	\$ 122,313	3.50%	\$ 94,844	3.30%	\$ 86,771	1.60%	\$ 87,374	3.00%	\$ 121,995	5.40%	\$ 142,638	3.90%
2022	\$ 117,934	4.90%	\$ 157,677	5.40%	\$ 128,795	5.30%	\$ 100,146	5.60%	\$ 92,403	6.50%	\$ 91,935	5.20%	\$ 129,042	5.80%	\$ 151,875	6.50%

## Non-financial Considerations

### Four Wellbeings – Environmental, Cultural, Social and Economic

One of the purposes of local government is to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future. (Local Government Act 2002, section 10 (1)).

The role of local authorities is to lead and represent their communities. They must engage with their communities and encourage community participation in decision-making, while considering the needs of people currently living in communities and those who will live there in the future.

In the Greater Wellington 2021-31 Long Term Plan, we promote the **social, economic, environmental, and cultural well-being** of our communities through our community outcomes:

**Thriving Environment** – healthy fresh and coastal water, clean and safe drinking water, unique landscapes and indigenous biodiversity, sustainable land use, a prosperous low carbon economy

**Connected Communities** – vibrant and liveable region in which people can move around, active and public transport, sustainable rural and urban centres that are connected to each other, including mana whenua and mātāwaka Māori communities

**Resilient Future** – safe and healthy communities, a strong and thriving regional economy, inclusive and equitable participation, adapting to the effects of climate change and natural hazards, community preparedness, modern and robust infrastructure

During each review of the Revenue and Financing Policy, Greater Wellington Councillors consider the four wellbeings as part of the impact assessment when making decisions that either introduce or change funding tools.

A principal objective of the New Zealand Local Government Funding Agency (LGFA) is to demonstrate social, economic, environmental and cultural responsibility.

- Social sustainability aims to preserve social capital by investing and creating services that constitute the framework of our society, and to preserve future generations, acknowledging that what we do has impacts on others. It can be encouraged and supported by laws, information and shared ideas of equality and rights.
- Economic sustainability aims to maintain the capital intact and to improve the standard of living.
- Environmental sustainability aims to improve human welfare through the protection of natural capital.

LGFA recognises and supports the shift to an economy that supports sustainable, social, environmental and economic wellbeing and is actively progressing facilities to provide member councils with green, social and sustainability financing for projects that promote environmental and social wellbeing in New Zealand.<sup>9</sup>

The consideration of a UAGC would require council to assess the four wellbeings too.

<sup>9</sup> [https://www.lgfa.co.nz/sites/default/files/2021-09/LGFA\\_AnnualReport\\_2021\\_Complete\\_Web4.pdf](https://www.lgfa.co.nz/sites/default/files/2021-09/LGFA_AnnualReport_2021_Complete_Web4.pdf)

### Affordability

As part of the two-step process for reviewing a Revenue and financing Policy, Council considers the impacts of any changes they make or any new funding methods that are introduced. The issue of affordability for the rate payers in the Wellington Region is a key concern, given that the Region has a socio-economic demographic that encompasses the wealthiest and the poorest community groups in the country.

The division between the poor and the wealthy has become increasingly blurred as the over heated property market continued to push home buyers further out into more affordable housing. This has seen people with high incomes, living in areas more commonly associated with low income or unemployed.

This can be seen in the gentrification of certain suburbs which will more likely be officially understood following the results of the 2023 census, to be held on 7 March.

For ratepayers caught in a position where rates have become unaffordable (due to a range of circumstances), Councils have Rates Remission and Postponement Policies that are a statutory requirement. Generally, if a rate payer is facing financial hardship, these policies offer relief. However, those who do not qualify, other mechanisms to help people with their rates are available from central government.

A central government's rates rebate scheme is available for low income ratepayers and is provided to address affordability concerns. The Rates Rebate Scheme is related to income, the accepted measure of affordability.

### Local Government Review

The Future for Local Government – Study into the Principles of a High Quality Tax and Revenue System – Key Issues<sup>10</sup> (2022), by Oliver Shaw, tackles the range of issues councils face trying to implement their Revenue and Financing Policy to reflect a fair and equitable revenue collection.

Greater Wellington, like many other Councils has moved more and more of its funding tools to be based on a Capital Value rating system. However, this form of justifying wealth and affordability is a one size fits all approach that actually drastically penalises many.

As Shaw says, "A measure of wealth or income land value may be viewed as a blunt measure since it does not take into account debt levels or income levels of the ratepayer".

Rates on land value are land taxes. Basing rates of a Capital Value system is not a fair distribution of 'who pays', as it is perceived in the same manner as an income tax is. The ability to pay does not match. The classic example of asset rich, money poor, becomes a significant factor for many property owners who have had property in their family for generations, but not an income that matches present day taxes/rates on the property.

Under current law, New Zealand local government is, however, heavily constrained in the tax options open to it. Local government has no inherent taxing power and is constrained in its revenue options by what Parliament authorises. Generally local government is limited to:

- Rates under the Local Government (Rating) Act 2002 and as also constrained by the Local Government Act 2002. This is a land tax (but rates can also tax improvements to land).

<sup>10</sup> [The Future for Local Government – Study into the Principles of a High Quality Tax and Revenue System – Key Issues](#)

- Fees and charges for goods and services provided. While there can be specific legislation allowing local authorities to charge fees, the general authority is section 150 of the Local Government Act 2002 stating the general principle that, for fees prescribed by bylaw, fees should be on a cost recovery basis and cost recovery is limited to no more than the reasonable costs incurred by the local authority in providing the good or service. Fees and charges are also subject to the Auditor General's Good Practice Guide for setting and administering fees and levies for cost recovery (2021).

Moving to a funding system that equitably supports communities to thrive seems to require local government to have greater flexibility in its revenue options than the above allows. There is a strong case for local authorities to have more funding options to fund growing demands being made on them and for local authorities to have greater autonomy so that tax options can reflect the needs and constraints of their particular local community.

#### Productivity Commission report

The New Zealand Productivity Commission<sup>11</sup> / Te Kōmihana Whai Hua o Aotearoa was asked to examine options and approaches for improving the system of local government funding and financing. Their findings concluded that no radical reform is required, however, Councils need to lift their performance to help manage funding pressures. This includes making better use of all existing funding tools.

The report states that it is important that ratepayers understand the decisions (and the process) that council makes when setting rates and changing funding policies. If ratepayers understand that rates and charges are being set in line with 'desirable principles' and it is clear what they're funding, then they are more likely either to accept their rates set by councils and/or make an active choice to participate in local democracy.

It also discussed Councils' rating decisions often lack transparency. The Commission (as well as many submitters) find that councils' rating practices are too often not transparent. Councils do not make clear how the general rates, rating differentials and UAGC's that they set relate to benefits received, ability to pay and efficiency. Targeted rates are more transparent because they relate to a particular benefit and group of ratepayers.

Three aspects of fair revenue and financing:

- 1) The most important principles for councils in deciding who should pay rates are the benefit principle and ability to pay. The usual means to charge according to benefits received are user pays, targeted rates, rating differentials and UAGC's. The usual means to charge according to ability to pay are general rates based on either land value or capital value.
- 2) Applying the benefit principle by charging citizens directly for local government services, or levying rates that reflect benefits, is not only fair under the benefit principle; it can also promote efficiency.
- 3) Fairness in the sense of inter-generational equity demands that the cost of a large investment in a long-lived infrastructure asset should be spread over time so that all who benefit from the asset pay for it, not just the ratepayers at the time of the investment.

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<sup>11</sup> New Zealand Productivity Commission. (2019). Local government funding and financing: Final report. Available from [www.productivity.govt.nz](http://www.productivity.govt.nz)

**Attachment 2 to Report 23.178**

- 4) It advised “Council decision-making and broader performance needs to be more visible to stakeholders, including voters. This includes information about how councils are making trade-offs, and how they are allocating rates across different ratepayer groups... The ability for ratepayers to more easily scrutinise and compare their council’s performance would provide incentives for councils to clearly explain their decisions.”

Council  
18 May 2023  
Report 23.164



For Decision

## POLICY ON ELECTED MEMBERS' ALLOWANCES AND EXPENSES

### Te take mō te pūrongo

#### Purpose

1. To advise the Council on proposed changes to its *Policy on Elected Members' Allowances and Expenses* (the Policy).

### He tūtohu

#### Recommendations

That the Council:

1. **Notes** that the proposed revised *Policy on Elected Members' Allowance and Expenses* requires the subsequent approval of the Remuneration Authority before it can take effect as the policy includes provisions (on flu vaccinations and personal and work-related support) that are outside the Remuneration Authority's Annual Local Government Members Determination.
2. **Adopts** the revised *Policy on Elected Members' Allowance and Expenses* (Attachment 3).

### Te tāhū kōrero

#### Background

2. The Remuneration Authority (the Authority) advises that, at the discretion of individual councils, elected members are entitled to receive the following allowances while working on council business:
  - a. Vehicle kilometre allowance
  - b. Travel time allowance
  - c. Information Communications and Technology (ICT) allowance
  - d. Childcare allowance.
3. The Council's 2019 Policy ([Attachment 1](#)) provides for all of these allowances.
4. The Authority sets limits for these allowances and reviews these limits in its Annual Local Government Members Determination (the Determination). The Council does not need the Authority's agreement for changes to its related policy unless the Council adopts a policy outside the settings of the Determination.

5. At the start of each council triennium, the Council's standard practice is to review its:
- a *Policy on Elected Members' Allowances and Expenses* to provide for any new or changed allowances and expenses introduced by the Authority or proposed by the Council or Greater Wellington
  - b *Sensitive Expenditure (Elected Members) Policy* – a report on this review (Report 23.93) is also being considered at this meeting.

## Te tātaritanga

### Analysis

6. Greater Wellington's officers have reviewed the Policy (**Attachment 1**) and have transferred it into the new format used for the Council's policies (which includes numbering clauses rather than headings).
7. We consider the Policy remains generally fit-for-purpose. However, we propose a range of changes in a track change version (**Attachment 2**):

Proposed change	Rationale
Deletions	
No mileage allowance where an elected member chooses to travel separately from Greater Wellington-provided transport (old clause 14)	The current clause is inflexible, as elected members may have a legitimate reason for not using Greater Wellington's transport (e.g. another event, or a personal appointment, before or after the event to which they are travelling).
Stationery (old clause 29)	The elected members' ICT allowance now provides for Councillors' purchase of related stationery (under 'ICT consumables' – see clause 21f).
Additions	
Definitions (new clause 4) – "Council business" was previously defined under the 'Interpretation' section	<p>These definitions align with the approach taken in the Council's revised <i>Sensitive Expenditure (Elected Members) Policy</i> (see Report 23.93).</p> <p>More specifically, the definition of:</p> <ul style="list-style-type: none"> <li>• "Council business" consolidates the current definition and includes useful elements from a review of other councils' policies</li> <li>• "Event" now includes seminars and conferences.</li> </ul>
Electric vehicle charging (new clause 12)	This change clarifies when and how elected members can use Greater Wellington's electricity supply to charge their own Petrol Hybrid Electric Vehicle or Electric Vehicle.

Proposed change	Rationale
	This provision also ensures that Councillors do not receive any additional benefit over that generally available to the public.
Flu vaccinations and personal and work-related support (new clauses 35 and 36)	<p>This proposal provides elected members with the same benefits available to Greater Wellington staff.</p> <p>As these proposals are outside the scope of the Determination, they require the Authority's subsequent approval. We have consulted with the Authority, which is comfortable with both the intent and wording of these proposals.</p>
<b>Changes</b>	
Revised policy is approved by the Remuneration Authority (cover page / table)	Required, as the revised Policy includes proposals that are outside the scope of the Determination.
Chair's vehicle (clauses 8 to 11)	<p>The changes clarify the:</p> <ul style="list-style-type: none"> <li>• Nature of the vehicle provided (Petrol Hybrid Electric Vehicle or Electric Vehicle)</li> <li>• Replacement and disposal process</li> <li>• Applicability of Greater Wellington's <i>Vehicle Policy</i>.</li> </ul>
Mileage allowance for all events outside the Wellington Region (clause 17)	This change makes the mileage allowance available for travel to all Council business events outside the Wellington Region, not just seminars and conferences.
References to 'allowance' rather than 'rate' payable (clauses 18 and 21)	This wording aligns with Greater Wellington's practice and the wording of the Determination.
Equipment items eligible for the ICT allowance e (clause 21)	The proposed change aligns with the approach taken in the Determination and Greater Wellington's related allowance form.
Conferences, courses, seminars etc. (clauses 27 to 29)	<p>This redraft:</p> <ul style="list-style-type: none"> <li>• Expands the scope of these clauses to apply to all "events", not just conferences, course, and seminars</li> <li>• Cross-references the approval processes in the Council's <i>Sensitive Expenditure (Elected Members) Policy</i>, rather than repeating them.</li> </ul>

Proposed change	Rationale
Travel insurance (clause 32)	The suggested wording aligns with the approval process in the Council's <i>Sensitive Expenditure (Elected Members) Policy</i> .
A range of drafting and technical changes	These changes ensure consistency of wording and approaches throughout the revised Policy.

8. As a result, officers recommend that the Council adopts a revised *Policy on Elected Members' Allowance and Expenses* ([Attachment 3](#)), which is provided as a clean version of [Attachment 2](#).

### **Ngā hua ahumoni** **Financial implications**

9. Any financial implications arising from extending the mileage allowance to all events outside the Wellington Region can be managed within existing budgets.

### **Ngā Take e hāngai ana te iwi Māori** **Implications for Māori**

10. There are no implications for Māori or mana whenua arising from this report.

### **Ngā tikanga whakatau** **Decision-making process**

11. The matters requiring decision in this report were considered by officers against the decision-making requirements of Part 6 of the Local Government Act 2002.

### **Te hiranga** **Significance**

12. Officers considered the significance (as defined by Part 6 of the Local Government Act 2002) of these matters, taking into account Council's *Significance and Engagement Policy* and Greater Wellington's *Decision-making Guidelines*. Officers consider that these matters are of low significance, given their administrative nature.

### **Te whakatūtakitaki** **Engagement**

13. Given the low significance of the matters for decision, no external engagement was undertaken.

## Ngā tūāoma e whai ake nei

### Next steps

14. If the Council adopts the revised *Policy on Elected Members' Allowances and Expenses*, officers will seek the Remuneration Authority's approval to the policy.
15. Following the Authority's approval, a copy of the revised Policy will be made available on Diligent for Councillors' reference and on Greater Wellington's website.

## Ngā āpitihanga

### Attachments

Number	Title
1	<i>2019 Policy on Elected Members' Allowances and Expenses</i>
2	<i>Revised Policy on Elected Members' Allowances and Expenses (track changes)</i>
3	<i>Revised Policy on Elected Members' Allowances and Expenses (clean)</i>

## Ngā kaiwaitohu

### Signatories

Writers	Vicki Johns – Kaitohutohu   Advisor Democratic Services Will Ogier – Kaitohutohu Matua   Principal Advisor Democratic Services
Approvers	Francis Ryan – Kaiwhakahaere Matua   Manager Governance and Democracy Grant Fletcher – Kaiwhakahaere Matua Rautaki   Acting General Manager Strategy

<b>He whakarāpopoto i ngā huritaonga Summary of considerations</b>
<b><i>Fit with Council's roles or with Committee's terms of reference</i></b> The Council's roles include updating core policies that align with statutory requirements and best practice.
<b><i>Contribution to Annual Plan / Long Term Plan / Other key strategies and policies</i></b> The revised Policy does not directly contribute to the Council's plans, strategies and policies.
<b><i>Internal consultation</i></b> The Strategy Group was consulted.
<b><i>Risks and impacts - legal / health and safety etc.</i></b> There are no known risks and impacts.

**2019 Policy on Elected Members' Allowances and Expenses**

# **Policy on Elected Members' Allowances and Expenses 2019 – Greater Wellington Regional Council**

**(As adopted by Council on 25 June 2019)**

## Attachment 1 to Report 23.164

### 1. Introduction

In addition to determining the remuneration of elected members, the Remuneration Authority (the Authority) is required to determine the allowances' framework for elected members.

The payment of any or all allowances is at the discretion of each local authority. Greater Wellington Regional Council provides for elected member allowances through the Policy on Elected Members' Allowances and Expenses adopted by Council

This policy should be read in conjunction with the Council's Sensitive Expenditure Policy (Elected Members).

### 2. Commencement

The provisions of this policy take effect from 1 July 2019.

### 3. Policy on allowances and expenses

#### 3.1 Parking

Elected members will be provided with parking spaces at, or close to, the Council's Wellington offices for their use when on council business.

Elected members who incur parking charges when on Council business at other locations are entitled to reimbursement of the actual cost.

#### 3.2 Use of public transport

Elected members who travel by public transport in relation to Council business are entitled to reimbursement of the actual cost. Evidence of the cost incurred should be provided.

#### 3.3 Chair's vehicle

The Chair of the Council will be eligible to be provided with a vehicle. If the Chair elects to have the vehicle available for private use, a deduction will be made from their salary as determined by the Authority.

#### 3.4 Mileage allowance

Subject to the interpretation and exceptions listed below, elected members, excluding the Chair if provided with a vehicle, are entitled to a mileage allowance when using their own vehicle for Council business.

Eligibility for mileage allowance commences from the member's primary place of residence until the conclusion of their Council business travel.

Mileage will be paid at the maximum rate per kilometre as set out in the current Authority determination.

#### Interpretation

## Attachment 1 to Report 23.164

With respect to mileage allowances and reimbursement of public transport costs, the term "Council business" includes attendance at the following:

- Official meetings of the Council and any committee and subcommittee of Council
- Council workshops
- Meetings and workshops of advisory groups established by Council
- Meetings and workshops of external bodies to which the elected member has been appointed by Council
- Statutory hearings
- Meetings of Council-owned companies
- An external event or meeting where there has been:
  - a resolution of Council or a committee, or
  - an authorisation by the Council Chair, or
  - with respect to the member of a committee, an authorisation by the Chairperson of that committee
- Visits to, and tours of, facilities, or sites, or works, for which the Council is responsible for, or has involvement in, or which will be the subject of business to come before the Council or any committee
- Seminars and training courses where the elected member's attendance has been authorised
- Constituency meetings
- Discussions with committee chairpersons or Council officers
- Consultation with Mayors, territorial authority committee chairpersons, or elected members
- Official briefings.

Mileage may include travel to and from the member's primary place of residence, if the travel is:

- (a) in the member's own vehicle; and
- (b) on Council business as outlined above; and
- (c) by the most direct route reasonable in the circumstances.

"Council business" does not include events where the primary focus is on social activity.

## Attachment 1 to Report 23.164

### Exceptions

- If Greater Wellington Regional Council is providing transport, and an elected member chooses, for personal reasons, to travel separately, they will not be entitled to a mileage allowance.
- Where an elected member chooses, for personal reasons, to travel by private motor vehicle to a conference or seminar outside of the Wellington Region, they will be entitled to a mileage payment no more than the cheapest equivalent air fares available for the day(s) of travel, where such fares are less than the mileage allowance at ordinary rates

### 3.5 Communications allowance

It is expected that elected members have their own communications and computer equipment and that these items are available for elected members to use for their Council related business.

Elected members having such items available for Council business are eligible to receive a communications allowance. The rate payable will be the maximum rate determined by the Authority. The rate will be divided into annual allowances for each eligible item made available by the member for Council business purposes:

- Personal computer, tablet, or laptop, including any related docking station
- Printer
- Mobile phone
- Mobile calls
- Internet connection.

An elected member may be issued with a standard specification Greater Wellington Regional Council mobile tablet device for use on Council business. The use of loaned equipment by an elected member is subject to the following conditions:

- The loaned equipment is provided for Council business purposes
- The loaned equipment remains Greater Wellington Regional Council's property at all times and must be returned when requested.

Greater Wellington Regional Council will provide a mobile phone for the Chair and cover all expenses associated with the use of that phone on Council business. The phone remains the property of the Council, and the communication allowance payable to the Chair will be reduced as outlined above to reflect the provision of the phone.

### 3.6 Travel time allowance

Elected members are entitled to a travel time allowance in relation to travel undertaken in relation to Council business. The rate payable will be the maximum rate determined by the Authority.

## Attachment 1 to Report 23.164

### 3.7 Childcare allowance

An elected member who is responsible for one or more children under 14 years of age may claim a childcare allowance for each eligible child up to the annual maximum limit set by the Authority.

The childcare allowance is only payable if –

- (a) The member is a parent or guardian of the child, or is a person who usually has responsibility for the day-to-day care of the child (other than on a temporary basis); and
- (b) the child is aged under 14 years of age; and
- (c) the childcare is provided by a person who –
  - (i) is not a family member of the member<sup>1</sup>; and
  - (ii) does not ordinarily reside with the member; and
- (d) the member provides evidence satisfactory to Greater Wellington Regional Council of the amount paid for childcare; and
- (e) the minimum hourly rate paid for childcare is the Living Wage rate applicable at the time the service is provided.

Payment of the allowance will be made on submission of a childcare allowance claim from the member. The claim must set out the actual costs incurred and paid by the member, the hourly rate incurred, and must include a receipted invoice or other appropriate record of payment for the childcare services provided.

### 3.8 Travel from additional place of residence

Where an elected member has an additional place of residence (e.g. a holiday home) and they are travelling from that additional place of residence, and that travel involves a distance and/or duration greater than they would travel if they were travelling from their primary place of residence, then they will only be eligible to claim for the mileage and travel time that would have been incurred from their primary place of residence. The primary place of residence will usually be determined by the elected member's address recorded on the Electoral Roll.

### 3.9 Conferences, courses, seminars, etc.

Elected members authorised to attend a conference, course, seminar, etc., will have attendance fees, travel, accommodation, and meals paid for. Unless otherwise agreed by the Chief Executive, all travel and accommodation will be booked through Democratic Services.

Core training will be organised by Democratic Services. Elected member attendance at one-off events in New Zealand will be subject to approval by the Council Chair; in

<sup>1</sup> "family member of the member" means –

- (a) a spouse, civil union partner, or de facto partner
- (b) a relative, that is, another person connected with the member within 2 degrees of relationship, whether by blood relationship or by adoption.

**Attachment 1 to Report 23.164**

the case of attendance by the Chair the approval will be by the Chief Executive and Chief Financial Officer.

Overseas conference attendance is to be approved by Council, consistent with the Council's Sensitive Expenditure Policy (Elected Members).

**3.10 Clothing**

Elected members may be supplied with jackets and coats bearing the Council's branding. These remain Council property at all times.

**3.11 Stationery**

Stationery is available on request for use on Council business.

**3.12 Councillors' Lounge**

Elected members are entitled to use the Councillors' Lounge in the Council's Wellington office for Council business purposes.

**3.13 Travel insurance**

Travel insurance will be provided for overseas travel on Council business.

**3.14 Personal accident insurance**

Greater Wellington Regional Council's personal accident insurance includes cover for the death or bodily injury of an elected member. Any payment received as a result of a claim made under this cover in respect of an elected member is payable to the Council, and will be utilised for Council purposes only, e.g. as a contribution to the costs of running an extraordinary election. No payment will be made to the elected member who is the subject of the claim.

**3.15 Payment**

Where applicable, allowances will be paid fortnightly.

Claims for expenses should be made fortnightly on the forms provided, no later than three months after the date the mileage or expense was incurred, and should include all relevant receipts.

Payment will be made by direct credit.

*Revised Policy on Elected Members' Allowances and Expenses (track changes)*



# Policy on Elected Members' Allowances and Expenses — ~~Greater Wellington Regional Council~~

**A policy to provide for the allowances and expenses of elected members of the ~~Greater Wellington Regional Council.~~**

<b>Policy owner</b>	The Council
<b>Date policy comes into effect</b>	<del>The first working day following the date of approved by the Remuneration Authority adoption by Council.</del>
<b>Related policies, legislation, and documents</b>	The Council's <i>Code of Conduct for Councillors</i> The Council's <i>Sensitive Expenditure (Elected Members) Policy</i> <del>The Remuneration Authority's Annual Local Government Members Determinations issued by the Remuneration Authority.</del> <u>Greater Wellington's Vehicle Policy (as specified).</u>
<b>Policy review date</b>	By 31 March 2026.
<b>Policy history</b>	This policy was <del>first</del> established in <del>2007, and 2007 and has been</del> revised at the start of each subsequent council triennium.

**Date of the Council's adoption:**

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## Introduction

- 1 In addition to determining the remuneration of elected members, the Remuneration Authority is required to determine the allowances framework for elected members.
- 2 The payment of any or all allowances and expenses is at the discretion of each local authority. The ~~Greater~~ Wellington Regional Council provides for elected members' allowances and expenses though this policy, which is e-Policy on Elected Members' Allowances and Expenses adopted by the Council. As this policy includes provisions requiring the Remuneration Authority's approval, the policy is not effective until that approval is provided.
- 3 This policy should be read in conjunction with the Council's *Sensitive Expenditure Policy (Elected Members)* Policy, its Code of Conduct for Councillors, and any applicable Greater Wellington policies (as specified).

## Definitions

- 4 The following definitions are used throughout this policy:
  - a "Authority" refers to the Remuneration Authority
  - b "Chair" refers to the Council Chair
  - c "Council" refers to the governing body of the Wellington Regional Council
  - d "Council business" includes:
    - i ~~Official meetings and workshops of the Council, and any committees, its and subcommittees, its advisory bodies, and of Council~~
    - ii ~~Council workshops~~
    - iii ~~Meetings and workshops of~~ external bodies to which the elected member is appointed by the Council
    - iv ~~Meetings and workshops of advisory bodies established by Council~~
    - vii Statutory hearings and related meetings
    - viii Meetings of Council-owned companies
    - vii ~~An external event or meeting where the elected member attends in an official Council capacity where there has been:~~
    - viii ~~A resolution of Council or a committee, or~~
    - ix ~~An authorisation by the Council Chair, or~~
    - xiv ~~With respect to a member of a committee, an authorisation by the Chairperson of that committee, including a meeting with community groups and members of the public~~
    - xiv Visits to, and tours of, facilities, sites or works, for which the Council is responsible for, or has involvement in, or which will be the subject of business to come before the Council or any committee or subcommittee

vi Seminars, conferences and training courses ~~where the elected member's attendance is authorised~~

~~xiv~~vii Constituency meetings

~~xiii~~viii Discussions with committee ~~chairpersons~~ subcommittee and advisory group chairpersons, and/or deputy chairs or with ~~Council~~ Greater Wellington officers

~~xiv~~ix Consultation with mayors, territorial authority committee chairpersons, or other elected members

~~xv~~x Official briefings.

and excludes events where the primary focus is on social activity or attendance is not in an official Council capacity (including electioneering).

e "Determination" refers to the Remuneration Authority's current Annual Local Government Members Determination

f "Elected member" or "Councillor" refers to a member of the Council elected under the Local Electoral Act 2001, and includes the Chair

g "Event" includes a conference, course, seminar, event, function or meeting that an elected member is attending on Council business

h "Greater Wellington" refers to the organisation, the Chief Executive appointed by the Council, and staff members appointed under the authority of the Chief Executive.

## Parking

35 Elected members will be provided with parking spaces ~~at, or close to, near the Greater Wellington's Council's Wellington-Cuba Street~~ offices for their use when on Council business.

6 Elected members who incur parking charges when on Council business at other locations are entitled to reimbursement of the actual cost. Evidence of the cost incurred should be provided when the elected member claims reimbursement.

4

## Use of public transport

57 Elected members who travel by public transport ~~in relation to~~ for Council business are entitled to reimbursement of the actual cost. Evidence of the cost incurred should be provided when the elected member claims reimbursement.

6

## Chair's vehicle

8 The Chair ~~of the Council~~ will be eligible to be provided with a vehicle (which shall be a Petrol Hybrid Electric Vehicle or an Electric Vehicle) for the Chair's business and private

use as part of the remuneration provided in the Determination and adopted by the Council.

~~79~~ If the Chair elects to have ~~the~~this vehicle available for private use, a deduction (as set out in the Determination) will be made from their ~~salary remuneration as determined by the Authority.~~

~~10~~ The Chair's vehicle is eligible for replacement at the commencement of each council triennium. The Chair's previous vehicle will be disposed of by Greater Wellington in accordance with its standard vehicle disposal process.

~~8~~ Greater Wellington shall not~~The Chair is including~~ liable for any parking fines or traffic offences incurred whilst using their vehicle. The Chair's use of their vehicle is also subject to any applicable requirements of Greater Wellington's Vehicle Policy.

~~11~~

### Electric vehicle charging

~~12~~ Where an elected member, excluding the Chair when using the vehicle provided under the clause 8, is using their own Petrol Hybrid Electric Vehicle or Electric Vehicle for Council business, they may not charge that vehicle using Greater Wellington's electricity supply unless:

- a That electricity supply is generally available to the public for the purpose of electric vehicle charging; and
- b The elected member pays any applicable cost payable by the public for the use of that electricity supply.

### **Mileage allowance**

~~913~~ Subject to the interpretation and exceptions listed below, e~~E~~lected members, excluding the Chair ~~if when using the Chair's vehicle provided with a vehicle under clause 8,~~ are entitled to a mileage allowance when using their own vehicle for Council business.

~~1014~~ Eligibility for the mileage allowance commences from the elected member's primary place of residence until the conclusion of their travel on Council business ~~travel.~~

~~1115~~ The m~~Mileage allowance will be paid~~payable is at the maximum rate per kilometre as set out in the current Remuneration Authority D~~determination.~~

~~12~~ Mileage may include travel to and from the elected member's primary place of residence, if the travel is:

~~1316~~

- a In the elected member's own vehicle; and
- b On Council business; and
- c By the most direct route reasonable in the circumstances.

~~14~~ Exceptions

- ~~• If Greater Wellington Regional Council is providing transport, and an elected member chooses, for personal reasons, to travel separately, they will not be entitled to a mileage allowance.~~

~~1517~~ Where an elected member chooses, for personal reasons, to travel by private motor vehicle to an ~~event, conference or seminar~~ outside of the Wellington Region, they will be entitled to a mileage payment that is no more than the cheapest equivalent air fares available for the day(s) of travel ~~(where such fares are less than the applicable mileage allowance at ordinary rates).~~

### Travel time allowance

~~1618~~ Elected members are entitled to a travel time allowance ~~in relation to~~ travel undertaken ~~in relation to~~ Council business. The ~~rate travel time allowance~~ payable will be the maximum ~~rate determined by set in~~ the Authority Determination.

### Travel from additional place of residence

~~1719~~ Where:

- An elected member has an additional place of residence (e.g. a holiday home) and
- They are travelling from that additional place of residence; and
- That travel involves a distance and/or duration greater than they would travel if they were travelling from their primary place of residence,

then they will only be eligible to claim for the mileage and travel time that would have been incurred from their primary place of residence. The primary place of residence will usually be determined by the elected member's address as recorded on the Electoral Roll.

### ~~Communications-ICT allowance~~

~~1820~~ It is expected that elected members have their own communications and computer (ICT) equipment ~~and that these items are available for elected members to use for their Council related business.~~

~~19~~ Elected members having such items available to use for Council business are eligible to receive an communications-ICT allowance. The ~~rate-ICT allowance~~ payable will be the maximum ~~rate determined set in by~~ the Authority Determination. The ~~rate-total ICT allowance payable~~ will be divided into an annual allowances for each eligible equipment item made available by the member for Council business, namely purposes:

~~2021~~

- Personal computer, tablet, or laptop, including any related docking station (and excludes a Greater Wellington-provided iPad)
- Multi-functional or another pPrinter
- Mobile phone
- Mobile ~~calls~~phone service

e ~~Internet connection service~~

f ~~ICT consumables, including stationery.~~

~~a~~ An elected member may be loaned a standard specification Greater Wellington mobile tablet device and associated keyboard to use for Council business. The use of this loaned equipment by an elected member:

22

a ~~Must be~~ The loaned equipment is provided for Council business ~~purposes~~

b ~~Recognises that t~~The loaned equipment remains Greater Wellington ~~Regional Council's~~ property at all times and must be returned when requested.

23 The Chair is eligible to receive a Greater Wellington Regional Council will provide a mobile phone for the Chair. Where this mobile phone is provided:

a ~~Greater Wellington will and~~ cover all expenses associated with the use of that mobile phone on for Council business

b ~~The~~ mobile phone remains the property of ~~the Council~~ Greater Wellington

bc ~~, and t~~he communication-ICT allowance payable to the Chair will be reduced ~~as outlined above~~ to reflect the provision of the mobile phone.

## Childcare allowance

~~21~~24 An elected member who is responsible for one or more children under 14 years of age may claim a childcare allowance for each eligible child up to the annual maximum limit set ~~in~~ by the ~~Authority~~ Determination.

~~22~~ The childcare allowance is only payable if the:—

25

a ~~The Elected~~ member is a parent or guardian of the child, or is a person who usually has responsibility for the day-to-day care of the child (other than on a temporary basis); and

b ~~The C~~child is aged under 14 years of age; and

c ~~The C~~childcare is provided by a person who:—

i Is not a family member of the elected member<sup>1</sup>; and

ii ~~(ii)~~—Does not ordinarily reside with the elected member; and

d ~~E(d) the lected~~ member provides satisfactory evidence ~~satisfactory~~ to Greater Wellington ~~Regional Council~~ of the amount paid for childcare.

<sup>1</sup> “Family member of the elected member” means:

a A spouse, civil union partner, or de facto partner

b A relative, that is, another person connected with the member within two degrees of relationship, whether by blood relationship or by adoption.

~~2326~~ Payment of the childcare allowance ~~will be~~ made following on the elected member's submission of a childcare allowance claim ~~from the member~~. ~~This~~ claim must set out the actual costs incurred and paid by the elected member, and must include a receipted invoice or other appropriate record of payment for the childcare services provided.

### ~~Conferences, courses, seminars, etc.~~ Events

~~2427~~ Elected members authorised to attend an event ~~conference, course, seminar, etc.~~, will have their attendance fees, travel, accommodation, and meals paid for by Greater Wellington. Unless otherwise agreed by the Chief Executive, all travel and accommodation will be booked ~~through by Democratic Services~~ Greater Wellington.

~~28~~ ~~Core training~~ Councillor professional development and training will be ~~organised~~ arranged by Democratic Services.

~~25~~—Elected member and the Chair's attendance at a one-off events in New Zealand, or participation in an overseas event, will be subject to the approval processes stated in the Council's Sensitive Expenditure (Elected Members) Policy ~~by the Council Chair; in the case of attendance by the Chair the approval will be by the Chief Executive and Chief Financial Officer.~~

~~2629~~ ~~Overseas conference attendance is to be approved by Council, consistent with the Council's Sensitive Expenditure Policy (Elected Members).~~

### **Clothing**

~~2730~~ Elected members may be supplied with jackets and coats bearing the Council's Greater Wellington's branding. These jackets and coats remain Council Greater Wellington's property at all times.

### **Stationery**

~~28~~—~~Stationery is available on request for use on Council business.~~

### **Councillors' Lounge**

~~2931~~ Elected members are entitled to use the Councillors' Lounge in the Council's Greater Wellington's Wellington-Cuba Street offices for Council business purposes.

### **Travel insurance**

~~3032~~ Travel insurance will be provided to elected members for overseas travel on Council business (being travel approved by Council resolution, consistent with the Council's Sensitive Expenditure (Elected Members) Policy).

## Personal accident insurance

33 Greater Wellington ~~Regional Council~~'s personal accident insurance includes cover for the death or bodily injury of an elected member.

~~3134~~ Any payment received as a result of a claim made under this cover ~~in respect of~~ an elected member is payable to ~~the Council~~ Greater Wellington, and will be utilised for ~~Council~~ Greater Wellington's business purposes only (e.g. as a contribution to the costs of running an extraordinary election). No payment will be made to the elected member who is the subject of the claim.

## Flu vaccination

35 Elected members are entitled to an annual flu vaccination:

- a Through Greater Wellington's annual onsite vaccination clinics; or
- b By the elected member's submission of a claim for reimbursement. This claim must set out the actual costs incurred and paid by the elected member, and must include a receipted invoice or other appropriate record of payment for the flu vaccination.

## Personal and work-related support

36 Elected members are entitled to access Greater Wellington's Employee Assistance Programme (EAP), which is a confidential counselling and advice service that can provide short-term support for personal or work-related issues that are impacting an elected member.

## Payment

~~3237~~ Where applicable, allowances and expense claims will be paid fortnightly.

~~3338~~ Elected members' ~~c~~claims for allowances and expenses should be made fortnightly, on the forms provided, no later than three months after the date the mileage allowance or expense was incurred, and should include all relevant receipts.

~~3439~~ Payment will be made by direct credit.

Attachment 3 to Report 23.164

*Revised Policy on Elected Members' Allowances and Expenses (clean)*



# **Policy on Elected Members' Allowances and Expenses**

**Attachment 3 to Report 23.164**

**A policy to provide for the allowances and expenses of elected members of the Wellington Regional Council.**

<b>Policy owner</b>	The Council
<b>Date policy comes into effect</b>	Date approved by the Remuneration Authority.
<b>Related policies, legislation, and documents</b>	The Council's <i>Code of Conduct for Councillors</i> The Council's <i>Sensitive Expenditure (Elected Members) Policy</i> The Remuneration Authority's Annual Local Government Members Determination Greater Wellington's <i>Vehicle Policy</i> (as specified).
<b>Policy review date</b>	By 31 March 2026.
<b>Policy history</b>	This policy was established in 2007 and was revised at the start of each subsequent council triennium.

**Date of the Council's adoption:**

**Attachment 3 to Report 23.164**

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## Attachment 3 to Report 23.164

### Introduction

- 1 In addition to determining the remuneration of elected members, the Remuneration Authority is required to determine the allowances framework for elected members.
- 2 The payment of any or all allowances and expenses is at the discretion of each local authority. The Wellington Regional Council provides for elected members' allowances and expenses through this policy, which is adopted by the Council. As this policy includes provisions requiring the Remuneration Authority's approval, the policy is not effective until that approval is provided.
- 3 This policy should be read in conjunction with the Council's *Sensitive Expenditure (Elected Members) Policy*, its *Code of Conduct for Councillors*, and any applicable Greater Wellington policies (as specified).

### Definitions

- 4 The following definitions are used throughout this policy:
  - a "Authority" refers to the Remuneration Authority
  - b "Chair" refers to the Council Chair
  - c "Council" refers to the governing body of the Wellington Regional Council
  - d "Council business" includes:
    - i Official meetings and workshops of the Council, its committees, its subcommittees, its advisory bodies, and external bodies to which the elected member is appointed by the Council
    - ii Statutory hearings and related meetings
    - iii Meetings of Council-owned companies
    - iv An external event or meeting where the elected member attends in an official Council capacity, including a meeting with community groups and members of the public
    - v Visits to, and tours of, facilities, sites or works for which the Council is responsible for, or has involvement in, or which will be the subject of business to come before the Council or any committee or subcommittee
    - vi Seminars, conferences and training courses
    - vii Constituency meetings
    - viii Discussions with committee, subcommittee and advisory group chairs and/or deputy chairs or with Greater Wellington officers
    - ix Consultation with mayors, territorial authority committee chairs, or other elected members
    - x Official briefings.and excludes events where the primary focus is on social activity or attendance is not in an official Council capacity (including electioneering).

### Attachment 3 to Report 23.164

- e "Determination" refers to the Remuneration Authority's current Annual Local Government Members Determination
- f "Elected member" or "Councillor" refers to a member of the Council elected under the Local Electoral Act 2001, and includes the Chair
- g "Event" includes a conference, course, seminar, event, function or meeting that an elected member is attending on Council business
- h "Greater Wellington" refers to the organisation, the Chief Executive appointed by the Council, and staff members appointed under the authority of the Chief Executive.

#### Parking

- 5 Elected members will be provided with parking spaces near Greater Wellington's Cuba Street offices for their use when on Council business.
- 6 Elected members who incur parking charges when on Council business at other locations are entitled to reimbursement of the actual cost. Evidence of the cost incurred should be provided when the elected member claims reimbursement.

#### Use of public transport

- 7 Elected members who travel by public transport for Council business are entitled to reimbursement of the actual cost. Evidence of the cost incurred should be provided when the elected member claims reimbursement.

#### Chair's vehicle

- 8 The Chair will be eligible to be provided with a vehicle (which shall be a Petrol Hybrid Electric Vehicle or an Electric Vehicle) for the Chair's business and private use as part of the remuneration provided in the Determination and adopted by the Council.
- 9 If the Chair elects to have this vehicle available for private use, a deduction (as set out in the Determination) will be made from their remuneration.
- 10 The Chair's vehicle is eligible for replacement at the commencement of each council triennium. The Chair's previous vehicle will be disposed of by Greater Wellington in accordance with its standard vehicle disposal process.
- 11 The Chair is liable for any parking fines or traffic offences incurred whilst using their vehicle. The Chair's use of their vehicle is also subject to any applicable requirements of Greater Wellington's *Vehicle Policy*.

#### Electric vehicle charging

- 12 Where an elected member, excluding the Chair when using the vehicle provided under the clause 8, is using their own Petrol Hybrid Electric Vehicle or Electric Vehicle for Council business, they may not charge that vehicle using Greater Wellington's electricity supply unless:

### Attachment 3 to Report 23.164

- a That electricity supply is generally available to the public for the purpose of electric vehicle charging; and
- b The elected member pays any applicable cost payable by the public for the use of that electricity supply.

#### **Mileage allowance**

- 13 Elected members, excluding the Chair when using the Chair's vehicle provided under clause 8, are entitled to a mileage allowance when using their own vehicle for Council business.
- 14 Eligibility for the mileage allowance commences from the elected member's primary place of residence until the conclusion of their travel on Council business.
- 15 The mileage allowance payable is at the maximum rate per kilometre set in the Determination.
- 16 Mileage may include travel to and from the elected member's primary place of residence, if the travel is:
  - a In the elected member's own vehicle; and
  - b On Council business; and
  - c By the most direct route reasonable in the circumstances.
- 17 Where an elected member chooses, for personal reasons, to travel by private motor vehicle to an event outside of the Wellington Region, they will be entitled to a mileage payment that is no more than the cheapest equivalent air fares available for the day(s) of travel (where such fares are less than the applicable mileage allowance).

#### **Travel time allowance**

- 18 Elected members are entitled to a travel time allowance for travel undertaken for Council business. The travel time allowance payable will be the maximum set in the Determination.

#### **Travel from additional place of residence**

- 19 Where:
  - a An elected member has an additional place of residence (e.g. a holiday home) and
  - b They are travelling from that additional place of residence; and
  - c That travel involves a distance and/or duration greater than they would travel if they were travelling from their primary place of residence,then they will only be eligible to claim for the mileage and travel time that would have been incurred from their primary place of residence. The primary place of residence will usually be determined by the elected member's address as recorded on the Electoral Roll.

## Attachment 3 to Report 23.164

### ICT allowance

- 20 It is expected that elected members have their own communications and computer (ICT) equipment to use for Council business.
- 21 Elected members having such items available to use for Council business are eligible to receive an ICT allowance. The ICT allowance payable will be the maximum set in the Determination. The total ICT allowance payable will be divided into an annual allowance for each eligible equipment item, namely:
- a Personal computer, tablet, or laptop, including any related docking station (and excludes a Greater Wellington-provided iPad)
  - b Multi-functional or another printer
  - c Mobile phone
  - d Mobile phone service
  - e Internet service
  - f ICT consumables, including stationery.
- 22 An elected member may be loaned a standard specification Greater Wellington mobile tablet device and associated keyboard to use for Council business. The use of this loaned equipment by an elected member:
- a Must be for Council business
  - b Recognises that the loaned equipment remains Greater Wellington's property at all times and must be returned when requested.
- 23 The Chair is eligible to receive a Greater Wellington mobile phone. Where this mobile phone is provided:
- a Greater Wellington will cover all expenses associated with the use of that mobile phone for Council business
  - b The mobile phone remains the property of Greater Wellington
  - c The ICT allowance payable to the Chair will be reduced to reflect the provision of the mobile phone.

### Childcare allowance

- 24 An elected member who is responsible for one or more children under 14 years of age may claim a childcare allowance for each eligible child up to the annual maximum limit set in the Determination.
- 25 The childcare allowance is only payable if the:
- a Elected member is a parent or guardian of the child, or is a person who usually has responsibility for the day-to-day care of the child (other than on a temporary basis); and
  - b Child is aged under 14 years of age; and

### Attachment 3 to Report 23.164

- c Childcare is provided by a person who:
    - i Is not a family member of the elected member<sup>1</sup>; and
    - ii Does not ordinarily reside with the elected member; and
  - d Elected member provides satisfactory evidence to Greater Wellington of the amount paid for childcare.
- 26 Payment of the childcare allowance is made following the elected member's submission of a childcare allowance claim. This claim must set out the actual costs incurred and paid by the elected member, and must include a receipted invoice or other appropriate record of payment for the childcare services provided.

#### Events

- 27 Elected members authorised to attend an event will have their attendance fees, travel, accommodation, and meals paid for by Greater Wellington. Unless otherwise agreed by the Chief Executive, all travel and accommodation will be booked by Greater Wellington.
- 28 Councillor professional development and training will be arranged by Democratic Services.
- 29 Elected member and the Chair's attendance at a one-off event in New Zealand, or participation in an overseas event, will be subject to the approval processes stated in the Council's *Sensitive Expenditure (Elected Members) Policy*.

#### Clothing

- 30 Elected members may be supplied with jackets and coats bearing Greater Wellington's branding. These jackets and coats remain Greater Wellington's property at all times.

#### Councillors' Lounge

- 31 Elected members are entitled to use the Councillors' Lounge in Greater Wellington's Cuba Street offices for Council business.

#### Travel insurance

- 32 Travel insurance will be provided to elected members for overseas travel on Council business (being travel approved by Council resolution, consistent with the Council's *Sensitive Expenditure (Elected Members) Policy*).

<sup>1</sup> "Family member of the elected member" means:

- a A spouse, civil union partner, or de facto partner
- b A relative, that is, another person connected with the member within two degrees of relationship, whether by blood relationship or by adoption.

## Attachment 3 to Report 23.164

### Personal accident insurance

- 33 Greater Wellington's personal accident insurance includes cover for the death or bodily injury of an elected member.
- 34 Any payment received as a result of a claim made under this cover for an elected member is payable to Greater Wellington, and will be utilised for Greater Wellington's business purposes only (e.g. as a contribution to the costs of running an extraordinary election). No payment will be made to the elected member who is the subject of the claim.

### Flu vaccination

- 35 Elected members are entitled to an annual flu vaccination:
  - a Through Greater Wellington's annual onsite vaccination clinics; or
  - b By the elected member's submission of a claim for reimbursement. This claim must set out the actual costs incurred and paid by the elected member, and must include a receipted invoice or other appropriate record of payment for the flu vaccination.

### Personal and work-related support

- 36 Elected members are entitled to access Greater Wellington's Employee Assistance Programme (EAP), which is a confidential counselling and advice service that can provide short-term support for personal or work-related issues that are impacting an elected member.

### Payment

- 37 Where applicable, allowances and expense claims will be paid fortnightly.
- 38 Elected members' claims for allowances and expenses should be made fortnightly, on the forms provided, no later than three months after the date the allowance or expense was incurred, and should include all relevant receipts.
- 39 Payment will be made by direct credit.

Council  
18 May 2023  
Report 23.93



For Decision

## SENSITIVE EXPENDITURE (ELECTED MEMBERS) POLICY

### Te take mō te pūrongo

#### Purpose

1. To advise the Council on proposed changes to its *Sensitive Expenditure (Elected Members) Policy*.

### He tūtohu

#### Recommendations

That the Council:

- 1 **Notes** its prior resolution that any proposed involvement of the Chair of the Finance, Risk and Assurance Committee in Greater Wellington business outside of their specific Finance, Risk and Assurance Committee role shall require a prior authorising Council resolution (Report PE22.520).
- 2 **Agrees** to the Chair of the Finance, Risk and Assurance Committee on the recommendation of the Chief Financial Officer approving the Council Chair's expenditure under the *Sensitive Expenditure (Elected Members) Policy*.
- 3 **Adopts** the revised *Sensitive Expenditure (Elected Members) Policy* (Attachment 2).

### Te tāhū kōrero

#### Background

2. At the start of each council triennium, the Council's standard practice is to review its:
  - a *Sensitive Expenditure (Elected Members) Policy* to ensure transparent approvals, consistency practices, and accountability for this expenditure
  - b *Policy on Elected Members' Allowances and Expenses* - a report on this review (Report 23.164) is also being considered at this meeting.
3. The Council's current *Sensitive Expenditure (Elected Members) Policy* (the Policy) defines 'sensitive expenditure' as:

Expenditure by Greater Wellington where an elected member either directly benefits, or is perceived to benefit personally, from the expenditure that elected member has incurred whilst on Council business.

## **Te tātaritanga Analysis**

4. Greater Wellington's officers have reviewed the Policy and considered the Office of the Auditor-General's report on [Controlling Sensitive Expenditure: Guidelines for Public Entities](#) (the OAG's report)<sup>1</sup>.

### ***Approval of the Council Chair's expenditure***

5. On 15 December 2022, when appointing the Chair of the Finance, Risk and Assurance Committee (Report PE22.520), the Council resolved:

that any proposed involvement of the appointee in Greater Wellington business outside of their specific Finance, Risk and Assurance Committee role shall require a prior authorising Council resolution.
6. Officers propose that the Chair of the Finance, Risk and Assurance Committee is involved in Greater Wellington's business by changing the mechanism for approving the Council Chair's expenditure to the "Chair of the Finance, Risk and Assurance Committee on the recommendation of the Chief Financial Officer". These approvals currently cover the use of the Chair's purchase card, participation in New Zealand events, and personal travel linked with official travel.
7. Officers recommend this change to:
  - a Avoid a reciprocal arrangement<sup>2</sup> for approving sensitive expenditure<sup>3</sup>
  - b Implement Audit New Zealand's advice to the Finance, Risk and Assurance Committee that the Chair's expenditure should be authorised by the chair of the audit committee
  - c Include a recommendation step, involving the Chief Financial Officer, who has related expertise on financial policies and accounting practices, making a recommendation to the Chair of the Finance, Risk and Assurance Committee with regard to any expenditure put forward for approval.
8. The proposed change could potentially create a conflict of interest for the Chair of the Finance, Risk and Assurance Committee, particularly in the event that the Committee were to consider an audit management report that raises concern with regard to the approval of the Council Chair's expenditure. However, the more robust approval process should also minimise the prospect of such a conflict arising. Where there is an actual or perceived conflict for the Chair of the Finance, Risk and Assurance Committee in relation to any matter, they should declare this and take appropriate action.

<sup>1</sup> <https://oag.parliament.nz/2020/sensitive-expenditure/docs/sensitive-expenditure.pdf>

<sup>2</sup> For example, the Council Chair approves the Chief Executive's expenditure, who then approves the Council Chair's expenditure.

**Other proposed changes**

9. We consider the Policy remains generally fit-for-purpose. However, we propose a range of changes (see *Sensitive Expenditure (Elected Members) Policy* as a track change version ([Attachment 1](#)):

Proposed change	Rationale
<b>Deletions</b>	
Related policies, legislation, and documents (old clause 5)	The reference to these policies and documents is now included on the cover page to the Policy.
Airline club membership (clauses 25 to 28)	This change removes the reference to 'airpoints' as this term applies to Air New Zealand only. The general remaining reference to 'rewards' is considered sufficient.
Recommended amounts for value of meals and refreshments (clause 47a)	We consider it unnecessary to state the "recommended maximum amounts" as consideration of related amounts of expenditure is not usually this detailed.
<b>Addition</b>	
Other sensitive expenditure (clause 73)	This adds a 'catchall' clause to cover any other situations of sensitive expenditure by applying the standard approval processes used elsewhere in the Policy: <ul style="list-style-type: none"> <li>• For an elected member, approval by the Chair</li> <li>• For the Chair, approval by the Chair of the Finance, Risk and Assurance Committee on the recommendation of the Chief Financial Officer.</li> </ul>
<b>Changes</b>	
Definitions (clause 3)	These definitions now align with those in the proposed revised <i>Policy on Elected Members' Allowances and Expenses</i> (Report 23.164). More specifically, the definition of: <ul style="list-style-type: none"> <li>• "Council business" is amended to include useful elements from a review of other councils' policies</li> <li>• "Sensitive expenditure" adds the requirement that the related "benefit is additional to the business benefit to Greater Wellington" (see paragraph 1.3 of the OAG's report).</li> </ul>
Chair's credit card (clauses 7 to 11)	The proposed changes: <ul style="list-style-type: none"> <li>• Recognise the current practice of the Chair having a purchase card (P-Card) rather than a credit card</li> </ul>

Proposed change	Rationale
	<ul style="list-style-type: none"> <li>Clarify that cash advances on the Chair's P-Card are not permitted (thus removing the need for old clause 12)</li> <li>Apply the relevant requirements of Greater Wellington's <i>P-Card Policy</i>.</li> </ul>
Approval process for the Chair's expenditure (clause 11, 19, and 46)	See paragraphs 5 to 8 of this report.
Events, travel, accommodation, and meals and refreshments (clauses 13 to 15)	<p>These changes propose:</p> <ul style="list-style-type: none"> <li>Reflecting Council's commitment to being carbon neutral by 2030 and considering other options before travelling (new clauses 13b and 15)</li> <li>Adding another consideration for selecting accommodation to align with the OAG's report (new clause 13c).</li> </ul>
Rental vehicles (clause 31)	This amendment adds two factors (terrain and weather) to consider when selecting a rental vehicle, and reflects suggestions from the OAG's report.
Liability for parking fines and offences (clauses 32 and 33)	This change clarifies that the elected member is liable for these matters when they are responsible for a rental vehicle or are using their private vehicle on Council business.
Chair's vehicle (clauses 35 to 37)	This proposal indicates the type of vehicle provided to the Chair (Petrol Hybrid Electric Vehicle or Electric Vehicle) and clarifies that other related requirements are covered in the Council's <i>Policy on Elected Members' Allowances and Expenses</i> and applicable elements of Greater Wellington's <i>Vehicle Policy</i> .
A range of drafting and technical changes	These changes ensure consistency of wording and approaches throughout the Policy.

10. Accordingly, officers recommend that the Council adopts the revised *Sensitive Expenditure (Elected Members) Policy* ([Attachment 2](#)), which is provided as a clean version of [Attachment 1](#).

### Ngā hua ahumoni Financial implications

11. There are no financial implications arising from the proposed revisions.

### Ngā Take e hāngai ana te iwi Māori Implications for Māori

12. There are no implications for Māori or mana whenua arising from this report.

**Ngā tikanga whakatau**  
**Decision-making process**

13. The matters requiring decision in this report were considered by officers against the decision-making requirements of Part 6 of the Local Government Act 2002.

**Te hiranga**  
**Significance**

14. Officers considered the significance (as defined by Part 6 of the Local Government Act 2002) of these matters, taking into account Council's *Significance and Engagement Policy* and Greater Wellington's *Decision-making Guidelines*. Officers consider that these matters are of low significance, given their administrative nature.

**Te whakatūtakitaki**  
**Engagement**

15. Given the low significance of the matters for decision, no external engagement was undertaken.

**Ngā tūāoma e whai ake nei**  
**Next steps**

16. A copy of the adopted *Sensitive Expenditure (Elected Members) Policy* will be made available on Diligent for Councillors' reference and placed on Greater Wellington's website.

**Ngā āpitihanga**  
**Attachments**

Number	Title
1	Revised <i>Sensitive Expenditure (Elected Members) Policy</i> (track changes)
2	Revised <i>Sensitive Expenditure (Elected Members) Policy</i> (clean)

**Ngā kaiwaitohu**  
**Signatories**

Writers	Vicki Johns – Kaitohutohu   Advisor Democratic Services Will Ogier – Kaitohutohu Matua   Principal Advisor Democratic Services
Approvers	Francis Ryan – Kaiwhakahaere Matua   Manager Governance and Democracy Grant Fletcher – Kaiwhakahaere Matua Rautaki   Acting General Manager Strategy

<b>He whakarāpopoto i ngā huritaonga Summary of considerations</b>
<b><i>Fit with Council's roles or with Committee's terms of reference</i></b> The Council's roles include updating core policies that align with statutory requirements and best practice.
<b><i>Contribution to Annual Plan / Long Term Plan / Other key strategies and policies</i></b> The revised <i>Sensitive Expenditure (Elected Members) Policy</i> does not directly contribute to the Council's plans, strategies and policies.
<b><i>Internal consultation</i></b> The Strategy Group and the Chief Financial Officer were consulted.
<b><i>Risks and impacts - legal / health and safety etc.</i></b> There are no known risks and impacts.

Revised *Sensitive Expenditure (Elected Members) Policy*



# Sensitive Expenditure (Elected Members) Policy

A policy to ensure that sensitive expenditure by elected members of the **Greater Wellington** Regional Council is appropriate and justifiable.

Policy owner	<u>The</u> Council
Date policy comes into effect	The first working day following the date of adoption by <u>the</u> Council.
Related policies, legislation, and documents	<u>The</u> Council's <i>Code of Conduct for <del>Elected Members</del>Councillors-(2011)</i> <u>The</u> Council's <i>Policy on Elected Members' Allowances and Expenses-(2019)</i> Annual Local Government Members Determinations issued by the Remuneration Authority <u>Greater Wellington's P-Card Policy and Vehicle Policy (as specified).</u>
Policy review date	By 31 <del>March 2026</del> <u>December 2022</u> .
Policy history	This policy was <del>first</del> established in 2007 and <del>has been</del> <u>was</u> revised at the start of each subsequent <del>c</del> Council triennium.

Date of the Council's adoption:

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## Introduction

- 1 While it is necessary for the Council to commit to the expenditure of public money in order to achieve its objectives, there is heightened public interest when sensitive expenditure is involved. In particular, the public expects that:
  - a Any decisions the Council commits to, and any goods and services Greater Wellington makes payment for in relation to elected members, should be subject to proper authorisation and controls
  - b Any such expenditure must meet standards of probity that can withstand Parliamentary and public scrutiny.
- 2 This policy has been developed with reference to the Office of the Auditor-General's *Controlling Sensitive Expenditure: Guidelines for Public Entities* (~~February–October 2020~~2007).

## Definitions

- 3 The following definitions are used throughout this policy:
  - a "Chair" refers to the Council Chair
  - ~~b~~ b "Council" refers to the governing body of the ~~Greater~~ Wellington Regional Council
  - ~~b~~ c "Council's business" includes the matters covered by the same definition in the Council's Policy on Elected Members' Allowances and Expenses ~~and in section 2.1 of Council's Code of Conduct for Elected Members~~. It does not include an event, ~~function or meeting~~ where the primary focus is on social activity or attendance is not in an official Council capacity (including electioneering)
  - ~~d~~ d "Determination" refers to the Remuneration Authority's current Annual Local Government Members Determination
  - ~~ee~~ ee "Elected member" ~~or "Councillor"~~ means-refers to a member of the Council elected under the Local Electoral Act 2001, and includes the Chair
  - ~~ef~~ ef "Event" includes a conference, course, seminar, event, function or meeting that an elected member is attending on Council business
  - ~~eg~~ eg "Greater Wellington" refers to the organisation, the Chief Executive appointed by the Council, and ~~officers-staff members~~ appointed under the authority of the Chief Executive
  - ~~fh~~ fh "Official travel" ~~means-refers to~~ travel by an elected member on Council business
  - ~~g~~ g "Overseas travel" ~~means-refers to~~ travel from, outside of, and to New Zealand (and includes local travel at any overseas destinations)
  - ~~i~~ i
  - ~~j~~ j "Sensitive expenditure" is expenditure by Greater Wellington where:

- i ~~A~~ an elected member either directly benefits, or is perceived to benefit personally, from the expenditure that elected member has incurred whilst on Council business; ~~and~~
- ii That benefit is additional to the business benefit to Greater Wellington.

## Scope

- 4 This policy covers the following areas where sensitive expenditure may occur during the course of Council business:
- a Entertainment and hospitality
  - b Travel, accommodation, and meals and refreshments
  - c Goods and services
  - d Sponsorship, gifts, and koha
  - e ~~Communications~~CT, travel time, mileage and childcare allowances<sup>1</sup>.

~~5 This policy should be read together with the following documents:~~

- ~~a Council's Policy on Elected Members' Allowances and Expenses (2019)~~
- ~~b Council's Code of Conduct for Elected Members (2011) (with regard to gifts and opportunities to build relationships)~~
- ~~c Annual Local Government Members Determinations (the Determinations) issued by the Remuneration Authority.~~

## Legislative requirements

~~65~~ This policy is designed to be consistent with the Determinations. To the extent that this policy and the Determinations may differ, the Determinations take precedence.

## Guiding principles

- ~~76~~ The Council takes a principles-based approach to controlling sensitive expenditure in relation to elected members. The principles are that these expenditure decisions must:
- a Relate to an elected member's expenditure whilst on Council business
  - b Have Council business as the dominant purpose for the expenditure
  - c Preserve impartiality
  - d Be properly authorised
  - e Be made with integrity
  - f Be for expenditure that is moderate and conservative in the circumstances
  - g Be transparent

<sup>1</sup> The details and application of these allowances, including the eligibility criteria, are stated in the Council's Policy on Elected Members' Allowances and Expenses.

- h Be for expenditure that is both actually, and perceived to be, appropriate (taking into account both the individual transaction and the total amount of sensitive expenditure in that area).

## Payment for sensitive expenditure

### ~~Chair's credit-P-Card~~

~~87~~ The Chief Executive may approve issuing the Chair with a purchase card (P-Card)~~credit card~~. The Chief Executive will determine the ~~credit~~ limit, which shall be the minimum amount necessary for the Chair to undertake the Chair's duties.

~~98~~ The Chair's ~~credit-P-Card~~ may be used only by the Chair for expenditure relating to Council business that:

- a Is moderate and appropriate in the circumstances
- b Has acceptable original documentation to explain and corroborate the transaction (credit card statements are not acceptable)
- c Is within the ~~credit~~ limit determined for the ~~credit-P-Card~~.

~~109~~ Use of the Chair's credit-P-Card for personal expenditure, ~~or credit, cash advances, or for booking travel and/or accommodation~~ is not permitted. Unintended use of the Chair's credit-P-Card for personal expenditure must be immediately reimbursed by the Chair to Greater Wellington.

~~110~~ The Chair must keep all original documentation that records~~ing~~ expenditure using the Chair's credit-P-Card (including all itemised credit card receipts, GST invoices, or online order forms) to explain and corroborate each transaction. Within one week of receiving the ~~credit-P-Card~~ statement, the Chair must process each item of expenditure in Greater Wellington's ~~Flexipurchase~~ system. All ~~credit-P-Card~~ expenses must be supported by itemised ~~credit-P-Card~~ receipts, GST invoices, or online order forms.

~~12~~ ~~Cash advances on the Chair's credit card are not permitted unless, in the rare circumstance, cash is required for an emergency related to Council business. If the Chair's credit card is used for a cash advance in such an emergency, when processing the items of expenditure the Chair must attach:~~

- a ~~The original receipt or other documentation recording the cash advance~~
- b ~~A detailed account of what the cash was used for, including:~~
  - i ~~The date, amount, and description of the expenditure~~
  - ii ~~The related Council business~~
  - iii ~~Any relevant GST invoices.~~

~~13~~ ~~Credit-P-Card~~ purchases made by the Chair are approved ~~in Greater Wellington's Flexipurchase system~~ by the Chief Executive~~Chair of the Finance, Risk and Audit Committee on the recommendation of~~ and the Chief Financial Officer. These approvers must validate that all expenses are in line with the Council's or Greater Wellington's policies relating to the appropriateness of the scope of expenditure and relevant dollar

limits. The Chair's use of their creditP-C-card is also subject to any applicable requirements of Greater Wellington's P-Card Policy.

11

## Entertainment and hospitality

1412 All sensitive expenditure decisions relating to entertainment and hospitality must, where relevant, be consistent with the guiding principles set out in paragraph clause 76.

## Events, travel, accommodation, and meals and refreshments

13 Elected members may need to incur expenditure on events, travel, accommodation, and meals and refreshments while on Council business elsewhere in New Zealand or overseas. Such expenditure must ~~be~~:

a Be economical and efficient, having regard to the purpose, distance, time, and urgency for the travel; ~~and~~

b Support the Council's target to be carbon neutral by 2030 by reducing travel or choosing options that minimise carbon emissions;

c Consider ~~as well as the~~ accommodation's location relative to the event; and

ad Consider any personal health, security and safety considerations arising from the circumstances of the particular case.

1514 Decisions on expenditure for events, travel, accommodation, and meals and refreshments shall be ~~made in accordance~~ consistent with the guiding principles set out in paragraph clause 76 above, the Council's *Policy on Elected Members' Allowances and Expenses*, and this policy.

15 Before travelling, an elected member should consider what option is appropriate in the circumstances, including:

a Attending the event through an online format

b Using a mode of transport that minimises carbon emissions.

16

## Overseas events

1716 Participation by an elected member at an overseas event involves expenditure on overseas travel and related expenditure on accommodation, meals and refreshments.

1817 ~~The~~ Any elected member's participation at the overseas event and any related expenditure must have prior authorisation by a Council resolution in a public session. The report seeking approval for this participation and expenditure must outline:

a The overseas event, any stopovers, the purpose of this event ~~and~~ and how this purpose relates to Council business

b When and where the overseas event is being held

- c ~~Who Any elected members is~~ proposed to attend
- d The estimated expenditure involved (appropriately itemised)
- e ~~The benefits to the Council of the any elected member's'~~ participation in the overseas event.

e

### ***New Zealand events***

~~1918~~ Except for the situation in ~~paragraph clause 2221~~, the ~~Council~~ Chair's prior written approval is required for an elected member's:

- a Participation at an event in New Zealand on Council business that requires expenditure by Greater Wellington
- b Related expenditure on event fees, travel (including the use of a rental vehicle), accommodation, and meals and refreshments.

~~2019~~ The prior written approval of the ~~Chair of the Finance, Risk and Audit Committee on the recommendation of Chief Executive and the~~ Chief Financial Officer is required for the Chair's:

- a Participation at an event in New Zealand on Council business that requires expenditure by Greater Wellington
- ~~b~~ Related expenditure on event fees, travel (including the use of a rental vehicle), accommodation, and meals and refreshments.

b

### ***Bookings***

~~2120~~ All event, travel, accommodation, and rental vehicle bookings by elected members on Council business should:

- a Occur as far in advance as possible to ensure the related expenditure is cost-effective
- b Be arranged ~~through by Democratic Greater Wellington Services (unless determined otherwise by the Chief Executive).~~

### ***Overnight commercial accommodation in Wellington***

~~2221~~ The Chief Executive may approve expenditure for an elected member's overnight commercial accommodation in Wellington only when the following criteria have been met:

- a The elected member is attending an event in Wellington; ~~and~~

*Either*

- b The event finishes at an unsociable hour; and

- c The elected member is required to represent the Council early (before 9.00am) the next morning in a geographic location near to where the commercial accommodation is located;

Or

- d It is unsafe for the elected member to travel home in the circumstances.

~~2322~~ All commercial accommodation must be of a standard that is moderate and conservative, having regard to:

- a The geographic location of the accommodation relative to where the elected member will be representing the Council the next morning
- b The standard of accommodation reasonably available
- ~~c~~ Any safety and security issues.

c

~~2423~~ The Chief Executive will not approve or reimburse any accommodation expenditure where:

- a Any of the above criteria was not met
- b The elected member chooses to stay privately (e.g. with friends, relatives or colleagues).

### **Air travel**

#### *Class of air travel*

~~2524~~ Economy class travel must be booked for all air travel on Council business with the following exceptions:

- a The elected member agrees to meet the additional expenditure for a higher class of travel
- b The flight is of more than six hours duration and business class air travel for the elected member was authorised by the Council when considering the related report under ~~paragraph clause 1817~~.

#### *Airline club membership*

~~2625~~ Greater Wellington, ~~following the Chief Executive's approval of this expenditure,~~ may arrange an airline club membership for the Chair.

~~2726~~ The Chair's airline club membership ~~is entitled to may~~ accrue rewards ~~and airpoints~~ for air travel on Council business. All such accrued rewards ~~and airpoints are the property of Greater Wellington and~~ shall be used only for further travel by the Chair on Council business.

~~2827~~ When the Chair leaves the Council, Greater Wellington will cancel the Chair's airline club membership and any unused rewards ~~and airpoints~~ must be left to lapse.

~~29~~ The Chair must disclose any gifts derived through the airline club membership in accordance with the Council's Code of Conduct for Elected Members Councillors.

28

**Vehicle travel***Use of pPublic transport*

~~3029~~ The related policy is stated in the Council's *Policy on Elected Members' Allowances and Expenses*.

*Rental vehicles*

~~3130~~ Rental vehicles used by elected members on Council business shall be of the most economical type and size available given the terrain, weather, distance to be travelled and the number of people travelling.

~~3231~~ Any rental vehicle shall only be used for the intended Council business. ~~Personal/Private~~ use of the rental vehicle is not permitted unless the elected member is away from home and on Council business before and after a weekend. In these circumstances, the elected member is permitted reasonable weekend use of the rental vehicle provided the elected member reimburses Greater Wellington for any additional expenditure incurred.

~~3332~~ ~~Greater Wellington shall not be~~ The elected member is liable for any parking fines or traffic offences incurred whilst the elected member is responsible for the rental vehicle.

*Private vehicle use*

~~3433~~ ~~Greater W~~ The elected member is ellington shall not be liable for any parking fines or traffic offences incurred by an elected member whilst using a private vehicle on Council business.

~~34~~ Any travel costs that Greater Wellington will reimburse for an elected member's use of a ~~their~~ private vehicle on Council business:

a ~~S~~ shall be in accordance with the mileage ~~and travel time allowance rates~~ determined by Council (consistent with the Determinations and ~~referred to in the~~ Council's *Policy on Elected Members' Allowances and Expenses*); and

a ~~D~~ dependent upon the elected member providing a signed claim form detailing the distance travelled, and the Council business requiring the use of the private vehicle.

b

*Chair's vehicle*

~~35~~ The Chair will be eligible to be provided with a vehicle (which shall be a Petrol Hybrid Electric Vehicle or an Electric Vehicle) for the Chair's business and ~~personal-private~~ use as part of the Chair's remuneration provided in the Determination and adopted by the Council ~~and confirmed in the Determinations~~.

~~3536~~ ~~The Chair of the Council will be eligible to be provided with a vehicle.~~ If the Chair elects to have ~~the~~ this vehicle available for private use, a deduction (as set in the Determination) will be made from their ~~salary/remuneration as determined by the~~ Authority.

37 Other requirements for the use of the Chair's vehicle are stated in the Council's Policy on Elected Members' Allowances and Expenses and applicable elements of Greater Wellington's Vehicle Policy.

#### *Taxis*

3638 Greater Wellington may provide taxi chits to elected members for travel on Council business when other transport options, such as public transport or an elected member's use of their private vehicle, are unavailable or impractical.

3739 Elected members may not use Greater Wellington taxi chits for personal travel.

3840 Greater Wellington may provide the Chair with a taxi card issued in the Chair's name, to be used for travel on Council business when use of the Chair's vehicle or public transport is unavailable or impractical. Use of this taxi card for personal travel is not permitted. Unintended use of this taxi card for personal travel must be immediately reimbursed by the Chair to Greater Wellington.

3941 All use of taxi chits by elected members, and of a taxi card by the Chair, must be moderate and cost-effective relative to the other forms of transport available.

#### *Ride sharing*

4042 Ride sharing includes expenditure on the use of ride share transport operators like Uber, Ola and Zoomy.

4143 Elected members may use ride sharing for travel on Council business when other options, such as public transport or an elected member's use of their private vehicle, are unavailable or impractical. All use of ride sharing by elected members must be moderate and cost-effective, relative to the other forms of transport available.

4244 Greater Wellington will reimburse expenditure on an elected member's ride sharing where the following criteria have been met:

- a The expenditure is for travel on Council business
- b A receipt recording the payment is provided to support the reimbursement claim.

#### ***Personal travel linked with official travel***

4345 "Personal travel" includes the elected member travelling with a partner or spouse, and/or:

- a Extending a stopover; or
- b Extending a stay out of town

for an additional period of time before, during or after the official travel, including for a weekend.

4446 An elected member may combine personal travel and accommodation with official travel and accommodation where the following criteria have been met:

- a The primary reason for the travel is official travel on Council business
- b Greater Wellington incurs no additional expenditure from the personal travel, accommodation, and any other travel-related matters

- c Arrangements for the personal travel and accommodation are made by the elected member in their private capacity (i.e. Greater Wellington's resources may not be used)
- d The elected member provides a written proposal to the Chair (or the Chair provides a written proposal to the ~~Chief Executive~~Chair of the Finance, Risk and Audit Committee on the recommendation of and the Chief Financial Officer if the Chair is the traveller) of the elected member's (or the Chair's) intention to add personal travel and accommodation to their official travel
- e The Chair (or the Chair of the Finance, Risk and Audit Committee on the recommendation of and the Chief Financial Officer ~~Chief Executive~~ if the Chair is the traveller) provides written approval of this proposal prior to the personal travel.

### ***Meals and refreshments during official travel***

4547 Greater Wellington will reimburse an elected member's expenditure on meals and refreshments (excluding alcohol) whilst on official travel where the following criteria are met:

- a The value of the meals and refreshments is reasonable<sup>2</sup>
- b No refreshment is sourced from the accommodation's mini bar
- c The meal is not in addition to, or as an alternative to, a meal that was provided as part of a package paid for by Greater Wellington
- d Meals and refreshments~~s~~ are not bought for others
- e Original documentation and GST invoices are provided to support the reimbursement claim.

~~46~~ Greater Wellington will not approve or reimburse expenditure on alcohol purchased by an elected member whilst on official travel.

~~48~~

### ***Miscellaneous expenses***

#### *Tipping*

4749 Greater Wellington will not reimburse an elected member for any tipping in New Zealand.

4850 Greater Wellington will reimburse an elected member for tipping during overseas travel where the following criteria are met:

- a The tip is in accordance with local practice

<sup>2</sup> ~~While on official travel in New Zealand, the recommended maximum amounts for meals and refreshments for each elected member are \$30 (GST inclusive) for lunch and \$80 (GST inclusive) for dinner.~~

- b The tip is not extravagant (~~i.e.e.g.~~, does not exceed 10 to 15 percent of the total bill)
- c The tip occurred whilst the elected member was on Council business
- d Where possible, a receipt or tax invoice recording the tip is provided to support the reimbursement claim.

*Other services relating to official travel*

4951 Greater Wellington may reimburse an elected member's expenditure during official travel for the following services:

- a Dry cleaning and laundry (if the accommodation is for three nights or more)
- b Wi-Fi
- c Valet parking

where the elected member:

- d Demonstrates that the expenditure was reasonable and ~~related for~~ Council business
- e Provides all relevant original documentation detailing the expenditure to support the reimbursement claim.

5052 In no circumstances will Greater Wellington reimburse an elected member for use of personal services such as:

- a Mini bar
- b In-room pay movies
- c Spa treatments.

## Goods and services

### *Use of Greater Wellington purchase orders*

~~51~~—Elected members are not permitted to purchase goods or services for personal use through a Greater Wellington purchase order. All purchase orders ~~related to~~for Council business shall be made in the name of Greater Wellington and not in the name of an individual elected member.

53

### *Loyalty reward scheme benefits and prizes*

5254 Any loyalty rewards or prizes received by an elected member whilst on Council business shall, to the greatest extent practicable, be the property of Greater Wellington and/or be applied for the benefit of Greater Wellington only.

5355 Where receiving a prize or loyalty reward could be perceived as inappropriate, even if Greater Wellington rather than the elected member would benefit from it, the prize or reward should be declined in accordance with the policies on accepting gifts below.

## Sponsorship of elected members

[5456](#) Greater Wellington is not permitted to provide sponsorship of an elected member's personal activities.

## Gifts

[5557](#) To accept or give gifts, certain entertainment or any material benefits could be seen by the community as a means of seeking to influence the decision of the recipient (whether or not the recipient is a member or an organisation with which the Council or Greater Wellington has a relationship).

### *Giving gifts*

[5658](#) Elected members may give gifts to promote international relations when gift-giving is customary, or when the Chair has assessed the specific purpose or occasion warrants gift-giving.

[5759](#) The expenditure on the proposed gift must not be inappropriate or excessive to the occasion or reason for the gift-giving.

[5860](#) The nature of the proposed gift must not be inappropriate or excessive to the occasion or reason for it being given. The gift must be a tangible object.

[5961](#) Greater Wellington, following the Chief Executive's approval of the expenditure, will purchase the gift.

### *Accepting gifts*

[6062](#) An elected member may accept a gift, except when acceptance could be perceived as a means of influencing a Council or Greater Wellington decision-making process.

[6163](#) All accepted gifts are the property of Greater Wellington. The elected member accepting the gift must advise the Chief Executive of the gift (except where the elected member is given infrequent, inexpensive gifts such as pens, badges, or calendars).

[6264](#) An accepted gift with an estimated value over \$150 (GST inclusive) must be recorded in the Council's Gifts and Invitations Register held by the Chief Executive, and forwarded to the Chief Executive, who will determine how the gift should be used or distributed.

[6365](#) Where it is necessary, in the circumstances, to decline a gift, the elected member must preserve the relevant working relationships of the Council and the person or organisation giving the gift by:

- a Thanking the person or organisation for the gesture of the gift and acknowledge the Council's appreciation
- b Explaining that, due to the Council's policy, the gift cannot be accepted
- c Advising that the elected member is not the only person who has to respectfully decline a gift as a result of this policy. Other elected members are in the same situation.

[6466](#) Elected members are prohibited from accepting cash, or from soliciting, demanding or requesting a gift by virtue of their position.

[6567](#) Note that these requirements are also reflected in the 'Gifts' section of Council's *Code of Conduct for ~~Elected Members~~Councillors*.

### ***Invitations to a social function or event***

[6668](#) Elected members will be invited by external parties to social functions or events so the elected member can "network" and build appropriate business relationships.

[6769](#) Elected members make their own decisions on whether to accept such invitations. In making these decisions, elected members:

- a Must be aware of the line between appropriate relationship building and external parties seeking to influence a Council or Greater Wellington decision-making process; and
- b Should consult the Chief Executive in cases of doubt about whether to accept an invitation to a social function or event.

[6870](#) The elected member's decision to accept an invitation requires consideration of whether attendance would *either*:

- a Benefit a business relationship of Greater Wellington, *or*
- b Maintain impartiality and integrity (i.e. not be perceived as a means of influencing a Council or Greater Wellington decision-making process).

[71](#) Elected members should record the invitation, and its acceptance or otherwise, in the Council's Gifts and Invitations Register held by the Chief Executive.

### **Koha**

[72](#) The giving of koha at an event attended by an elected member will be arranged by the Chief Executive or an appropriately delegated officer.

### **Other sensitive expenditure**

[73](#) Any other sensitive expenditure not otherwise specified in this policy is subject to the following approval processes:

- [a](#) For an elected member, approval by the Chair
- [eb](#) For the Chair, approval by the Chair of the Finance, Risk and Assurance Committee on the recommendation of the Chief Financial Officer.

**Revised Sensitive Expenditure (Elected Members) Policy**

# Sensitive Expenditure (Elected Members) Policy

A policy to ensure that sensitive expenditure by elected members of the Wellington Regional Council is appropriate and justifiable.

<b>Policy owner</b>	The Council
<b>Date policy comes into effect</b>	The first working day following the date of adoption by the Council.
<b>Related policies, legislation, and documents</b>	<p>The Council's <i>Code of Conduct for Councillors</i></p> <p>The Council's <i>Policy on Elected Members' Allowances and Expenses</i></p> <p>Annual Local Government Members Determinations issued by the Remuneration Authority</p> <p>Greater Wellington's <i>P-Card Policy</i> and <i>Vehicle Policy</i> (as specified).</p>
<b>Policy review date</b>	By 31 March 2026.
<b>Policy history</b>	This policy was established in 2007 and was revised at the start of each subsequent council triennium.

**Date of the Council's adoption:**

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**Attachment 2 to Report 23.93****Introduction**

- 1 While it is necessary for the Council to commit to the expenditure of public money in order to achieve its objectives, there is heightened public interest when sensitive expenditure is involved. In particular, the public expects that:
  - a Any decisions the Council commits to, and any goods and services Greater Wellington makes payment for in relation to elected members, should be subject to proper authorisation and controls
  - b Any such expenditure must meet standards of probity that can withstand Parliamentary and public scrutiny.
- 2 This policy has been developed with reference to the Office of the Auditor-General's *Controlling Sensitive Expenditure: Guidelines for Public Entities* (October 2020).

**Definitions**

- 3 The following definitions are used throughout this policy:
  - a "Chair" refers to the Council Chair
  - b "Council" refers to the governing body of the Wellington Regional Council
  - c "Council business" includes the matters covered by the same definition in the Council's *Policy on Elected Members' Allowances and Expenses*. It does not include an event where the primary focus is on social activity or attendance is not in an official Council capacity (including electioneering)
  - d "Determination" refers to the Remuneration Authority's current Annual Local Government Members Determination
  - e "Elected member" or "Councillor" refers to a member of the Council elected under the Local Electoral Act 2001, and includes the Chair
  - f "Event" includes a conference, course, seminar, event, function or meeting that an elected member is attending on Council business
  - g "Greater Wellington" refers to the organisation, the Chief Executive appointed by the Council, and staff members appointed under the authority of the Chief Executive
  - h "Official travel" refers to travel by an elected member on Council business
  - i "Overseas travel" refers to travel from, outside of, and to New Zealand (and includes local travel at any overseas destinations)
  - j "Sensitive expenditure" is expenditure by Greater Wellington where:
    - i An elected member either directly benefits, or is perceived to benefit personally, from the expenditure that elected member has incurred whilst on Council business; and
    - ii That benefit is additional to the business benefit to Greater Wellington.

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### Scope

- 4 This policy covers the following areas where sensitive expenditure may occur during the course of Council business:
- a Entertainment and hospitality
  - b Travel, accommodation, and meals and refreshments
  - c Goods and services
  - d Sponsorship, gifts, and koha
  - e ICT, travel time, mileage and childcare allowances<sup>1</sup>.

### Legislative requirements

- 5 This policy is designed to be consistent with the Determination. To the extent that this policy and the Determination may differ, the Determination take precedence.

### Guiding principles

- 6 The Council takes a principles-based approach to controlling sensitive expenditure in relation to elected members. The principles are that these expenditure decisions must:
- a Relate to an elected member's expenditure whilst on Council business
  - b Have Council business as the dominant purpose for the expenditure
  - c Preserve impartiality
  - d Be properly authorised
  - e Be made with integrity
  - f Be for expenditure that is moderate and conservative in the circumstances
  - g Be transparent
  - h Be for expenditure that is both actually, and perceived to be, appropriate (taking into account both the individual transaction and the total amount of sensitive expenditure in that area).

### Payment for sensitive expenditure

#### *Chair's P-Card*

- 7 The Chief Executive may approve issuing the Chair with a purchase card (P-Card). The Chief Executive will determine the limit, which shall be the minimum amount necessary for the Chair to undertake the Chair's duties.

<sup>1</sup> The details and application of these allowances, including the eligibility criteria, are stated in the Council's *Policy on Elected Members' Allowances and Expenses*.

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- 8 The Chair's P-Card may be used only by the Chair for expenditure relating to Council business that:
  - a Is moderate and appropriate in the circumstances
  - b Has acceptable original documentation to explain and corroborate the transaction (credit card statements are not acceptable)
  - c Is within the limit determined for the P-Card.
- 9 Use of the Chair's P-Card for personal expenditure, credit, cash advances, or for booking travel and/or accommodation is not permitted. Unintended use of the Chair's P-Card for personal expenditure must be immediately reimbursed by the Chair to Greater Wellington.
- 10 The Chair must keep all original documentation that records expenditure using the Chair's P-Card (including all itemised credit card receipts, GST invoices, or online order forms) to explain and corroborate each transaction. Within one week of receiving the P-Card statement, the Chair must process each item of expenditure in Greater Wellington's system. All P-Card expenses must be supported by itemised P-Card receipts, GST invoices, or online order forms.
- 11 P-Card purchases made by the Chair are approved by the Chair of the Finance, Risk and Audit Committee on the recommendation of the Chief Financial Officer. These approvers must validate that all expenses are in line with the Council's or Greater Wellington's policies relating to the appropriateness of the scope of expenditure and relevant dollar limits. The Chair's use of their P-Card is also subject to any applicable requirements of Greater Wellington's *P-Card Policy*.

### Entertainment and hospitality

- 12 All sensitive expenditure decisions relating to entertainment and hospitality must, where relevant, be consistent with the guiding principles set out in clause 6.

### Events, travel, accommodation, and meals and refreshments

- 13 Elected members may need to incur expenditure on events, travel, accommodation, and meals and refreshments while on Council business elsewhere in New Zealand or overseas. Such expenditure must:
  - a Be economical and efficient, having regard to the purpose, distance, time, and urgency for the travel;
  - b Support the Council's target to be carbon neutral by 2030 by reducing travel or choosing options that minimise carbon emissions;
  - c Consider the accommodation's location relative to the event; and
  - d Consider any personal health, security and safety considerations arising from the circumstances of the particular case.
- 14 Decisions on expenditure for events, travel, accommodation, and meals and refreshments shall be consistent with the guiding principles set out in clause 6 above, the Council's *Policy on Elected Members' Allowances and Expenses*, and this policy.

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- 15 Before travelling, an elected member should consider what option is appropriate in the circumstances, including:
  - a Attending the event through an online format
  - b Using a mode of transport that minimises carbon emissions.

### ***Overseas events***

- 16 Participation by an elected member at an overseas event involves expenditure on overseas travel and related expenditure on accommodation, meals and refreshments.
- 17 Any elected member's participation at the overseas event and any related expenditure must have prior authorisation by a Council resolution in a public session. The report seeking approval for this participation and expenditure must outline:
  - a The overseas event, any stopovers, the purpose of this event and how this purpose relates to Council business
  - b When and where the overseas event is being held
  - c Any elected members proposed to attend
  - d The estimated expenditure involved (appropriately itemised)
  - e The benefits to the Council of any elected members' participation in the overseas event.

### ***New Zealand events***

- 18 Except for the situation in clause 21, the Chair's prior written approval is required for an elected member's:
  - a Participation at an event in New Zealand on Council business that requires expenditure by Greater Wellington
  - b Related expenditure on event fees, travel (including the use of a rental vehicle), accommodation, and meals and refreshments.
- 19 The prior written approval of the Chair of the Finance, Risk and Audit Committee on the recommendation of the Chief Financial Officer is required for the Chair's:
  - a Participation at an event in New Zealand on Council business that requires expenditure by Greater Wellington
  - b Related expenditure on event fees, travel (including the use of a rental vehicle), accommodation, and meals and refreshments.

### ***Bookings***

- 20 All event, travel, accommodation, and rental vehicle bookings by elected members on Council business should:
  - a Occur as far in advance as possible to ensure the related expenditure is cost-effective
  - b Be arranged by Greater Wellington.

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***Overnight commercial accommodation in Wellington***

21 The Chief Executive may approve expenditure for an elected member's overnight commercial accommodation in Wellington only when the following criteria have been met:

- a The elected member is attending an event in Wellington; and

*Either*

- b The event finishes at an unsociable hour; and
- c The elected member is required to represent the Council early (before 9.00am) the next morning in a geographic location near to where the commercial accommodation is located;

*Or*

- d It is unsafe for the elected member to travel home in the circumstances.

22 All commercial accommodation must be of a standard that is moderate and conservative, having regard to:

- a The geographic location of the accommodation relative to where the elected member will be representing the Council the next morning
- b The standard of accommodation reasonably available
- c Any safety and security issues.

23 The Chief Executive will not approve or reimburse any accommodation expenditure where:

- a Any of the above criteria was not met
- b The elected member chooses to stay privately (e.g. with friends, relatives or colleagues).

***Air travel***

*Class of air travel*

24 Economy class travel must be booked for all air travel on Council business with the following exceptions:

- a The elected member agrees to meet the additional expenditure for a higher class of travel
- b The flight is of more than six hours duration and business class air travel for the elected member was authorised by the Council when considering the related report under clause 17.

*Airline club membership*

25 Greater Wellington may arrange an airline club membership for the Chair.

26 The Chair's airline club membership may accrue rewards for air travel on Council business. All such accrued rewards are the property of Greater Wellington and shall be used only for further travel by the Chair on Council business.

## Attachment 2 to Report 23.93

- 27 When the Chair leaves the Council, Greater Wellington will cancel the Chair's airline club membership and any unused rewards must be left to lapse.
- 28 The Chair must disclose any gifts derived through the airline club membership in accordance with the Council's *Code of Conduct for Councillors*.

### **Vehicle travel**

#### *Use of public transport*

- 29 The related policy is stated in the Council's *Policy on Elected Members' Allowances and Expenses*.

#### *Rental vehicles*

- 30 Rental vehicles used by elected members on Council business shall be of the most economical type and size available given the terrain, weather, distance to be travelled and the number of people travelling.
- 31 Any rental vehicle shall only be used for the intended Council business. Private use of the rental vehicle is not permitted unless the elected member is away from home and on Council business before and after a weekend. In these circumstances, the elected member is permitted reasonable weekend use of the rental vehicle provided the elected member reimburses Greater Wellington for any additional expenditure incurred.
- 32 The elected member is liable for any parking fines or traffic offences incurred whilst the elected member is responsible for the rental vehicle.

#### *Private vehicle use*

- 33 The elected member is liable for any parking fines or traffic offences incurred by an elected member whilst using a private vehicle on Council business.
- 34 Any travel costs that Greater Wellington will reimburse for an elected member's use of their private vehicle on Council business:
- a Shall be in accordance with the mileage allowance determined by Council (consistent with the Determination and the Council's *Policy on Elected Members' Allowances and Expenses*); and
  - b Dependent upon the elected member providing a signed claim form detailing the distance travelled and the Council business requiring the use of the private vehicle.

#### *Chair's vehicle*

- 35 The Chair will be eligible to be provided with a vehicle (which shall be a Petrol Hybrid Electric Vehicle or an Electric Vehicle) for the Chair's business and private use as part of the Chair's remuneration provided in the Determination and adopted by the Council.
- 36 If the Chair elects to have this vehicle available for private use, a deduction (as set in the Determination) will be made from their remuneration.

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- 37 Other requirements for the use of the Chair's vehicle are stated in the Council's *Policy on Elected Members' Allowances and Expenses* and applicable elements of Greater Wellington's *Vehicle Policy*.

### *Taxis*

- 38 Greater Wellington may provide taxi chits to elected members for travel on Council business when other transport options, such as public transport or an elected member's use of their private vehicle, are unavailable or impractical.
- 39 Elected members may not use Greater Wellington taxi chits for personal travel.
- 40 Greater Wellington may provide the Chair with a taxi card issued in the Chair's name, to be used for travel on Council business when use of the Chair's vehicle or public transport is unavailable or impractical. Use of this taxi card for personal travel is not permitted. Unintended use of this taxi card for personal travel must be immediately reimbursed by the Chair to Greater Wellington.
- 41 All use of taxi chits by elected members, and of a taxi card by the Chair, must be moderate and cost-effective relative to the other forms of transport available.

### *Ride sharing*

- 42 Ride sharing includes expenditure on the use of ride share transport operators like Uber, Ola and Zoomy.
- 43 Elected members may use ride sharing for travel on Council business when other options, such as public transport or an elected member's use of their private vehicle, are unavailable or impractical. All use of ride sharing by elected members must be moderate and cost-effective, relative to the other forms of transport available.
- 44 Greater Wellington will reimburse expenditure on an elected member's ride sharing where the following criteria have been met:
- a The expenditure is for travel on Council business
  - b A receipt recording the payment is provided to support the reimbursement claim.

### ***Personal travel linked with official travel***

- 45 "Personal travel" includes the elected member travelling with a partner or spouse, and/or:
- a Extending a stopover; or
  - b Extending a stay out of town
- for an additional period of time before, during or after the official travel, including for a weekend.
- 46 An elected member may combine personal travel and accommodation with official travel and accommodation where the following criteria have been met:
- a The primary reason for the travel is official travel on Council business
  - b Greater Wellington incurs no additional expenditure from the personal travel, accommodation, and any other travel-related matters

## Attachment 2 to Report 23.93

- c Arrangements for the personal travel and accommodation are made by the elected member in their private capacity (i.e. Greater Wellington's resources may not be used)
- d The elected member provides a written proposal to the Chair (or the Chair provides a written proposal to the Chair of the Finance, Risk and Audit Committee on the recommendation of the Chief Financial Officer if the Chair is the traveller) of the elected member's (or the Chair's) intention to add personal travel and accommodation to their official travel
- e The Chair (or the Chair of the Finance, Risk and Audit Committee on the recommendation of the Chief Financial Officer if the Chair is the traveller) provides written approval of this proposal prior to the personal travel.

### ***Meals and refreshments during official travel***

- 47 Greater Wellington will reimburse an elected member's expenditure on meals and refreshments (excluding alcohol) whilst on official travel where the following criteria are met:
  - a The value of the meals and refreshments is reasonable
  - b No refreshment is sourced from the accommodation's mini bar
  - c The meal is not in addition to, or as an alternative to, a meal that was provided as part of a package paid for by Greater Wellington
  - d Meals and refreshments are not bought for others
  - e Original documentation and GST invoices are provided to support the reimbursement claim.
- 48 Greater Wellington will not approve or reimburse expenditure on alcohol purchased by an elected member whilst on official travel.

### ***Miscellaneous expenses***

#### *Tipping*

- 49 Greater Wellington will not reimburse an elected member for any tipping in New Zealand.
- 50 Greater Wellington will reimburse an elected member for tipping during overseas travel where the following criteria are met:
  - a The tip is in accordance with local practice
  - b The tip is not extravagant (e.g., does not exceed 10 to 15 percent of the total bill)
  - c The tip occurred whilst the elected member was on Council business
  - d Where possible, a receipt or tax invoice recording the tip is provided to support the reimbursement claim.

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### *Other services relating to official travel*

- 51 Greater Wellington may reimburse an elected member's expenditure during official travel for the following services:
- a Dry cleaning and laundry (if the accommodation is for three nights or more)
  - b Wi-Fi
  - c Valet parking
- where the elected member:
- d Demonstrates that the expenditure was reasonable and for Council business
  - e Provides all relevant original documentation detailing the expenditure to support the reimbursement claim.
- 52 In no circumstances will Greater Wellington reimburse an elected member for use of personal services such as:
- a Mini bar
  - b In-room pay movies
  - c Spa treatments.

### **Goods and services**

#### ***Use of Greater Wellington purchase orders***

- 53 Elected members are not permitted to purchase goods or services for personal use through a Greater Wellington purchase order. All purchase orders for Council business shall be made in the name of Greater Wellington and not in the name of an individual elected member.

#### ***Loyalty reward scheme benefits and prizes***

- 54 Any loyalty rewards or prizes received by an elected member whilst on Council business shall, to the greatest extent practicable, be the property of Greater Wellington and/or be applied for the benefit of Greater Wellington only.
- 55 Where receiving a prize or loyalty reward could be perceived as inappropriate, even if Greater Wellington rather than the elected member would benefit from it, the prize or reward should be declined in accordance with the policies on accepting gifts below.

### **Sponsorship of elected members**

- 56 Greater Wellington is not permitted to provide sponsorship of an elected member's personal activities.

### **Gifts**

- 57 To accept or give gifts, certain entertainment or any material benefits could be seen by the community as a means of seeking to influence the decision of the recipient (whether

## Attachment 2 to Report 23.93

or not the recipient is a member or an organisation with which the Council or Greater Wellington has a relationship).

### ***Giving gifts***

- 58 Elected members may give gifts to promote international relations when gift-giving is customary, or when the Chair has assessed the specific purpose or occasion warrants gift-giving.
- 59 The expenditure on the proposed gift must not be inappropriate or excessive to the occasion or reason for the gift-giving.
- 60 The nature of the proposed gift must not be inappropriate or excessive to the occasion or reason for it being given. The gift must be a tangible object.
- 61 Greater Wellington, following the Chief Executive's approval of the expenditure, will purchase the gift.

### ***Accepting gifts***

- 62 An elected member may accept a gift, except when acceptance could be perceived as a means of influencing a Council or Greater Wellington decision-making process.
- 63 All accepted gifts are the property of Greater Wellington. The elected member accepting the gift must advise the Chief Executive of the gift (except where the elected member is given infrequent, inexpensive gifts such as pens, badges, or calendars).
- 64 An accepted gift with an estimated value over \$150 (GST inclusive) must be recorded in the Council's Gifts and Invitations Register held by the Chief Executive and forwarded to the Chief Executive, who will determine how the gift should be used or distributed.
- 65 Where it is necessary, in the circumstances, to decline a gift, the elected member must preserve the relevant working relationships of the Council and the person or organisation giving the gift by:
  - a Thanking the person or organisation for the gesture of the gift and acknowledge the Council's appreciation
  - b Explaining that, due to the Council's policy, the gift cannot be accepted
  - c Advising that the elected member is not the only person who has to respectfully decline a gift as a result of this policy. Other elected members are in the same situation.
- 66 Elected members are prohibited from accepting cash, or from soliciting, demanding or requesting a gift by virtue of their position.
- 67 Note that these requirements are also reflected in the 'Gifts' section of Council's *Code of Conduct for Councillors*.

### ***Invitations to a social function or event***

- 68 Elected members will be invited by external parties to social functions or events so the elected member can "network" and build appropriate business relationships.

## Attachment 2 to Report 23.93

- 69 Elected members make their own decisions on whether to accept such invitations. In making these decisions, elected members:
- a Must be aware of the line between appropriate relationship building and external parties seeking to influence a Council or Greater Wellington decision-making process; and
  - b Should consult the Chief Executive in cases of doubt about whether to accept an invitation to a social function or event.
- 70 The elected member's decision to accept an invitation requires consideration of whether attendance would *either*:
- a Benefit a business relationship of Greater Wellington, *or*
  - b Maintain impartiality and integrity (i.e. not be perceived as a means of influencing a Council or Greater Wellington decision-making process).
- 71 Elected members should record the invitation, and its acceptance or otherwise, in the Council's Gifts and Invitations Register held by the Chief Executive.

### Koha

- 72 The giving of koha at an event attended by an elected member will be arranged by the Chief Executive or an appropriately delegated officer.

### Other sensitive expenditure

- 73 Any other sensitive expenditure not otherwise specified in this policy is subject to the following approval processes:
- a For an elected member, approval by the Chair
  - b For the Chair, approval by the Chair of the Finance, Risk and Assurance Committee on the recommendation of the Chief Financial Officer.

Council  
18 May 2023  
Report 23.152



For Decision

## DELEGATION TO AFFIX THE COMMON SEAL

### Te take mō te pūrongo

#### Purpose

1. To seek delegations of the power to affix the common seal of the Council to documents where Council is required by law to affix its seal or it is prudent to do so and in the interests of good local government.

### He tūtohu

#### Recommendations

That Council:

- 1 **Revokes** (effective 22 May 2023) the delegation made by the Council on 20 May 2019 to the General Manager Corporate Services to affix the common seal.
- 2 **Revokes** (effective 22 May 2023) the delegation made by the Council with effect from 31 August 2015 to the General Manager People and Customer to affix the common seal.
- 3 **Delegates** authority to each of the Group Manager People and Customer and the Group Manager Corporate Services (effective 22 May 2023) the power to affix the common seal of the Council when it is required to be fixed by law, including:
  - a When issuing a warrant to any officer authorised to enter private land on behalf of the Council in accordance with section 174(1) of the Local Government Act 2002
  - b When issuing a permit pursuant to section 417(1)(b) of the Resource Management Act 1991 (the RMA)
  - c When approving a plan of survey of reclamation (as the consent authority) in accordance with section 245(5) of the RMA
  - d When effecting any policy statement or plan (other than a regional coastal plan) under clause 17(3) of the First Schedule to the RMA
  - e When effecting the adoption of any regional coastal plan under clause 18(2) of the First Schedule to the RMA
  - f When executing any Memorandum of Transfer pursuant to section 80 of the Local Government (Rating) Act 2002

- g When adopting a regional pest management plan under section 77 of the Biosecurity Act 1993
- h When adopting a regional pathway management plan under section 97 of the Biosecurity Act 1993

or when it is prudent and in the interests of good local government to affix the seal to a document.

- 4 **Confirms** that the delegation to the Chief Executive to affix the common seal, made by the Council on 21 May 2014 remains in effect.

## **Te tāhū kōrero**

### **Background**

2. There are a number of circumstances when the common seal of the Wellington Regional Council (the Council) must be affixed to documents, including:
  - When issuing a warrant to any officer authorised to enter private land on behalf of the Council in accordance with section 174(1) of the Local Government Act 2002
  - When issuing a permit pursuant to section 417(1)(b) of the Resource Management Act 1991 (the RMA)
  - When approving a plan of survey of reclamation (as the consent authority) in accordance with section 245(5) of the RMA
  - When effecting any policy statement or plan (other than a regional coastal plan) under clause 17(3) of the First Schedule to the RMA
  - When effecting the adoption any regional coastal plan under clause 18(2) of the First Schedule to the RMA
  - When executing any Memorandum of Transfer pursuant to section 80 of the Local Government (Rating) Act 2002
  - When adopting a regional pest management plan under section 77 of the Biosecurity Act 1993
  - When adopting a regional pathway management plan under section 97 of the Biosecurity Act 1993.
3. In addition, while there may be no legal requirement to do so, Council is entitled to seal documents if it considers this to be prudent and in the interests of good local government.
4. The purpose of affixing the seal to a document is to acknowledge that it is a formal document of Council. In this context, the common seal will only be affixed to a document in order to give effect to a decision of Council or a decision made under delegated authority.
5. From 22 May 2023, Greater Wellington is revising its management position titles. Of relevance, General Managers will then be known as Group Managers. Any related delegations will need to be updated to reflect this change.

## **Te tātaritanga Analysis**

6. The Council has previously delegated the authority to affix its common seal to the:
  - a Chief Executive on 21 May 2014 (Report 14.229)
  - b General Manager People and Customer on 31 August 2015 (Report 15.367)
  - c General Manager Corporate Services on 20 May 2019 (Report 19.206).
7. Staff propose that:
  - a The current delegation to the Chief Executive remains in place, and is confirmed
  - b Effective 22 May 2023:
    - i The current delegations to the General Manager People and Customer and the General Manager Corporate Services are revoked
    - ii New delegations are made to the Group Manager People and Customer and the Group Manager Corporate Services.

## **Ngā hua ahumoni Financial implications**

8. There are no financial implications arising from the decisions in this report.

## **Ngā Take e hāngai ana te iwi Māori Implications for Māori**

9. There are no implications for Māori arising from this report.

## **Ngā tikanga whakatao Decision-making process**

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

## **Te hiranga Significance**

11. Staff considered the significance of the matters, taking into account Council's *Significance and Engagement Policy* and Greater Wellington's *Decision-making Guidelines*. Staff recommend that these matters are of low significance, due to their administrative nature.

## **Te whakatūtakitaki Engagement**

12. No engagement was considered necessary.

## Ngā tūāoma e whai ake nei

### Next steps

13. Both Group Managers will be advised of their updated delegations, which will also be reflected in Greater Wellington's *Delegations Manual*.

## Ngā kaiwaitohu

### Signatories

Writers	Vicki Johns – Kaitohutohu   Advisor Democratic Services Will Ogier – Kaitohutohu Matua   Principal Advisor Democratic Services
Approvers	Francis Ryan – Kaiwhakahaere Matua   Manager Governance and Democracy Grant Fletcher – Kaiwhakahaere Matua Rautaki   Acting General Manager Strategy

<p style="text-align: center;"><b>He whakarāpopoto i ngā huritaonga</b> <b>Summary of considerations</b></p>
<p><b><i>Fit with Council's roles or with Committee's terms of reference</i></b></p> <p>The Council is responsible for delegating use of the common seal on its behalf.</p>
<p><b><i>Contribution to Annual Plan / Long Term Plan / Other key strategies and policies</i></b></p> <p>There are no contributions to the Council's key strategies and policies.</p>
<p><b><i>Internal consultation</i></b></p> <p>There was no internal consultation.</p>
<p><b><i>Risks and impacts - legal / health and safety etc.</i></b></p> <p>There are no risks associated with the decisions proposed in this report.</p>

**Council**  
**18 May 2023**  
**Report 23.150**



**For Decision**

## **POWER OF ATTORNEY TO SIGN DEEDS**

### **Te take mō te pūrongo**

#### **Purpose**

1. To advise the Council on proposed changes to the delegated authority of officers to exercise a power of attorney to sign deeds on behalf of the Council.

### **He tūtohu**

#### **Recommendations**

That Council:

- 1 **Revokes** (effective 22 May 2023) the Power of Attorney to sign deeds on behalf of the Council, granted to Samantha Gain, General Manager.
- 2 **Grants** (effective 22 May 2023) a Power of Attorney to Susan McLean, Group Manager, to sign deeds on behalf of the Council.
- 3 **Confirms** the Power of Attorney granted to Nigel Corry, Chief Executive, on 28 September 2021.
- 4 **Authorises** two Councillors to sign the Power of Attorney document (Attachment 1) as a deed.

### **Te horopaki**

#### **Context**

2. Legal requirements for executing deeds are set out in the Property Law Act 2007 (the Act). Section 6 of the Act states that anything that must or may be done by a person under the Act may be done by that person's attorney as long as the attorney has been given authority. For an attorney to execute deeds on its behalf, the Council must appoint the attorney by deed.
3. The Council decided in February 2009 that at least two officers should be granted a Power of Attorney to sign deeds on behalf of the Council.
4. The following officers have been granted a Power of Attorney to sign deeds on behalf of the Council:
  - a Samantha Gain, on 13 June 2019
  - b Nigel Corry, on 28 September 2021.
5. From 22 May 2023, Greater Wellington is revising its management position titles. Of relevance, General Managers will then be known as Group Managers.

## **Te tātaritanga Analysis**

6. As Samantha Gain is now the General Manager Metlink, she no longer has the same responsibilities for property matters as her previous role of General Manager, Corporate Services.
7. Effective 22 May 2023, officers propose that the Council revokes Samantha Gain's Power of Attorney and instead grants the same Power of Attorney to Susan McLean, the current Group Manager Corporate Services. The Power of Attorney document for Susan McLean is attached as [Attachment 1](#).
8. In addition, we propose that the Council confirms the current Power of Attorney for Nigel Corry, Chief Executive.
9. This approach aligns with previous Council practice and the direction that there should be at all times two officers with this delegated authority.

## **Ngā hua ahumoni Financial implications**

10. There are no financial implications arising from the decisions in this report.

## **Ngā Take e hāngai ana te iwi Māori Implications for Māori**

11. There are no implications for Māori arising from this report.

## **Ngā tikanga whakataua Decision-making process**

12. The matters requiring decision in this report were considered by officers against the decision-making requirements of Part 6 of the Local Government Act 2002.

## **Te hiranga Significance**

13. Officers considered the significance of the matters, taking into account the Council's *Significance and Engagement Policy* and Greater Wellington's *Decision-making Guidelines*. Officers consider that these matters are of low significance, due to their administrative nature.

## **Te whakatūtakitaki Engagement**

14. Engagement was not considered necessary.

## Ngā tūāoma e whai ake nei

### Next steps

15. Officers will advise Susan McLean of the Power of Attorney granted to her, and Samantha Gain of the revocation of her Power of Attorney.

## Ngā āpitihanga

### Attachment

Number	Title
1	Power of Attorney to sign deeds on behalf of the Council

## Ngā kaiwaitohu

### Signatories

Writers	Vicki Johns – Kaitohutohu   Advisor Democratic Services Will Ogier - Kaitohutohu Matua   Principal Advisor Democratic Services
Approvers	Francis Ryan – Kaiwhakahaere Matua   Manager Governance and Democracy Grant Fletcher – Kaiwhakahaere Matua Rautaki   Acting General Manager Strategy

<b>He whakarāpopoto i ngā huritaonga Summary of considerations</b>
<b><i>Fit with Council's roles or with Committee's terms of reference</i></b> The Council is responsible for granting Powers of Attorney to officers.
<b><i>Contribution to Annual Plan / Long Term Plan / Other key strategies and policies</i></b> There are no contributions to Council's key strategies and policies.
<b><i>Internal consultation</i></b> There was no internal consultation.
<b><i>Risks and impacts - legal / health and safety etc.</i></b> There are no risks associated with the decisions proposed in this report.

**Attachment 1 to Report 23.150**

**Power of Attorney to sign deeds on behalf of the Council**

**Power of Attorney to sign Deeds on behalf of the Council**

**This is a Power of Attorney** by way of a Deed signed by two elected Councillors of the Wellington Regional Council, a council under the Local Government Act 2002, on the eighteenth day of May 2023.

**Background**

- A The Wellington Regional Council (the Council) is a council under the Local Government Act 2002 and is authorised to enter into deeds.
- B The Council wishes to grant to Susan Therese McLean, Group Manager, a Power of Attorney to sign deeds on behalf of the Council.

**By this Deed**

- 1. The Council hereby appoints Susan Therese McLean of Wellington, Group Manager, (the Attorney) to be the Council's attorney to do the following on the Council's behalf:
  - (a) To sign by way of deeds all documents which the Council is authorised to sign, and
  - (b) To continue to exercise the power under paragraph (a) until such time as the Attorney receives notice in writing from the Council of the revocation of this Power of Attorney.
- 2. The Council covenants to rectify any agreement or obligation assumed by the Attorney under any deed signed by the Attorney pursuant to or under this Power of Attorney, and to ratify any act, agreement or obligation assumed by the Attorney and necessary to render the foregoing effectual.

**Signed as a Deed on the above date**

Signed by \_\_\_\_\_

(name) \_\_\_\_\_

an elected member of the Wellington Regional Council

in the presence of \_\_\_\_\_.

Signed by \_\_\_\_\_

(name) \_\_\_\_\_

an elected member of the Wellington Regional Council

in the presence of \_\_\_\_\_.

**Council**  
**18 May 2023**  
**Report 23.176**



**For Decision**

## **WHAITUA KĀPITI COMMITTEE TERMS OF REFERENCE**

### **Te take mō te pūrongo**

#### **Purpose**

1. To advise Council on the proposed revised Terms of Reference for the Whaitua Kāpiti Committee to allow direct payment to two of our three mana whenua partners, rather than payment of an honorarium to each of their representatives.

### **He tūtohu**

#### **Recommendations**

That Council:

1. **Notes** the proposed alteration to allow Whaitua Kāpiti Committee remuneration to be paid to mana whenua partners instead of only to their Committee representatives.
2. **Notes** that the amendment to the Terms of Reference for the Whaitua Kāpiti Committee was requested by mana whenua to support the Tiriti House model.
3. **Approves** the proposed Terms of Reference for the Whaitua Kāpiti Committee (Attachment 2).

### **Te horopaki**

#### **Context**

2. To support Council's commitment to working in partnership with mana whenua and giving effect to Te Tiriti o Waitangi, the Whaitua Kāpiti Committee operates under a Tiriti House model alongside the three iwi that have mana whenua status within the Kāpiti Coast District – Te Ātiawa ki Whakarongotai, Ngā Hapū o Ōtaki, and Ngāti Toa Rangatira.
3. The Whaitua Kāpiti Committee includes a total of six mana whenua representatives. Ngā Hapū o Ōtaki and Ātiawa ki Whakarongotai have two representatives each on the Whaitua Kāpiti Committee.
4. Under the Tiriti House model, the members of the Mana Whenua Whare do not participate in the Whaitua Committee work solely as individuals. They represent their respective iwi and are supported by others in the Mana Whenua Whare (see Figure 1 below).

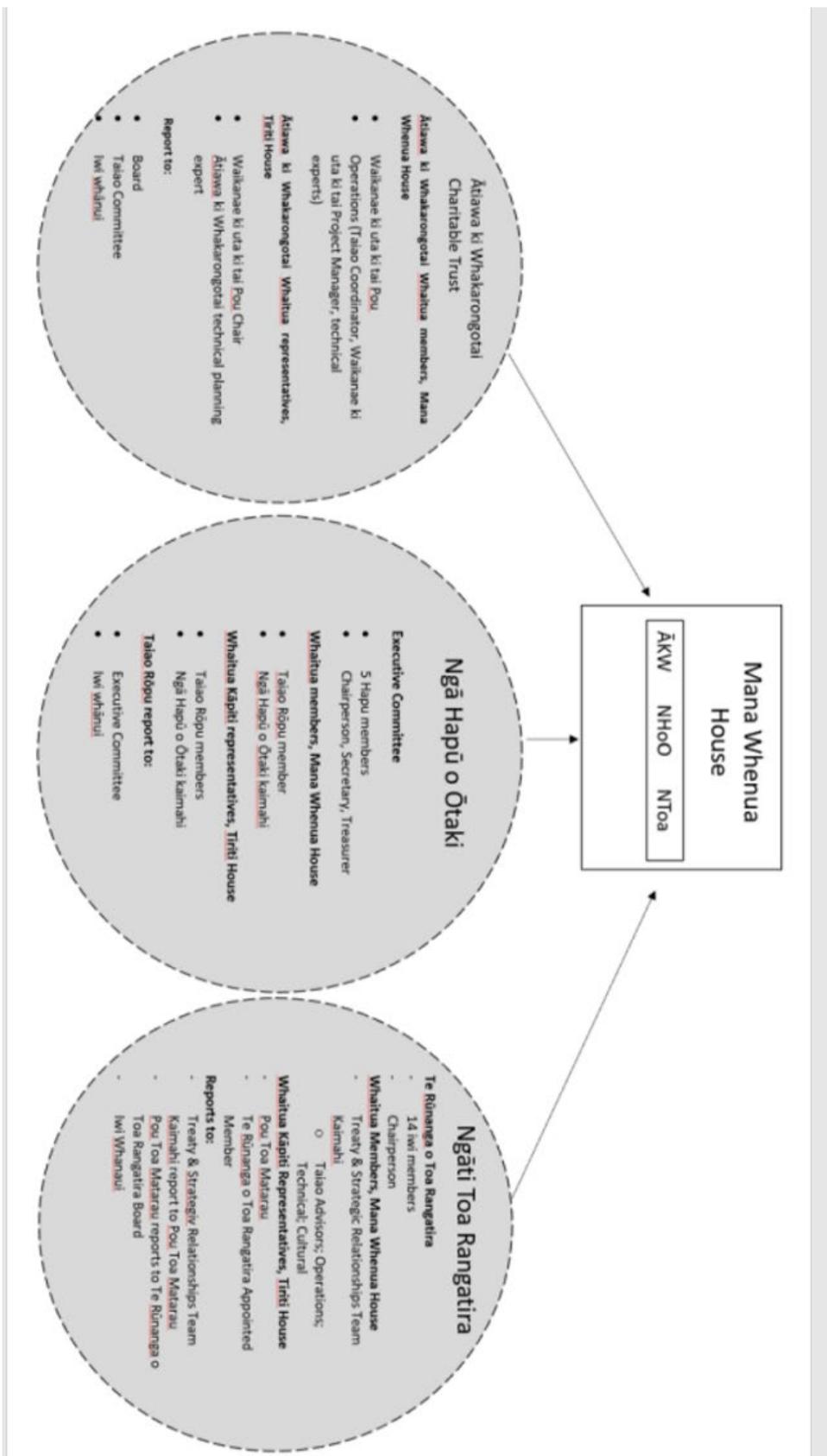


Figure 1.

4. A Tiriti-based variation which allows the distribution of honoraria or equivalent funds directly to iwi will enable them to allocate funds as appropriate within their whare to better support the Tiriti House model.
5. The Council's *Policy on the appointment of non-elected members to committees, sub-committees, and advisory groups* provides that the Council appoints and remunerates (through a meeting fee and/or honoraria) individual members on these bodies, unless the Council body's terms of reference provide otherwise, or Council resolves specific remuneration for a particular non-elected member or non-elected members of a particular Council body.
6. Both the iwi and their representatives of Ngā Hapū o Ōtaki and Ātiawa ki Whakarongotai have requested that their honoraria or equivalent sum be paid directly to their respective iwi, being Ngā Hapū o Ōtaki and Ātiawa ki Whakarongotai.
7. Ngāti Toa Rangatira are aware of this request and have not requested any change to the remuneration arrangement for their appointed members.

## **Te tātaritanga**

### **Analysis**

5. The operative Terms of Reference include a provision for non-elected members of the Committee to receive an annual taxable honorarium of \$15,000 each, and \$20,000 for the Co-Chair of each House (Kāwanatanga House and Mana Whenua House).
8. The Whaitua Kāpiti Committee is the first whaitua committee to enshrine a Tiriti House model in its Terms of Reference, and lessons for implementation of the model have occurred some time after the Terms of Reference were approved. The Terms of Reference were approved by Council in August 2022 (report 22.374), but the Committee did not begin to meet until March 2023.
9. Application of the Tiriti model has been a learning process and clarified that a different approach to funding is needed for two of our mana whenua partners, being Ngā Hapū o Ōtaki and Ātiawa ki Whakarongotai, in order for them to participate equitably. This issue has taken some time to identify, hence the time delay between Council approval of the Terms of Reference in 2022 (report 22.374) and the request for this amendment.
10. **Attachment 1** shows the tracked changes to the Terms of Reference for the Whaitua Kāpiti Committee, while **Attachment 2** is the proposed Terms of Reference for the Whaitua Kāpiti Committee, should the Council decide to approve these changes.
11. The proposed amendment is consistent with Council's current Policy for remunerating non-elected members on advisory groups and committees, as the Policy provides for the Council body's terms of reference to reflect specific terms of remuneration.
12. The amendment would allow the intent and practice of the Tiriti House model to be upheld for operation in the Whaitua Kāpiti Committee and ensure that Greater Wellington's Mana whenua partners can participate fully.

### **Ngā hua ahumoni** **Financial implications**

13. The total amount of funding for the Whaitua Kāpiti committee will not change with this amendment to the Terms of Reference. Therefore, officers consider that there are no financial implications for Greater Wellington.

### **Ngā Take e hāngai ana te iwi Māori** **Implications for Māori**

14. This amendment to the Terms of Reference will give effect to a request from two of Greater Wellington's mana whenua partners and enable them to participate equitably and to draw on their resources more effectively.
15. This amendment also links into the relational space that we are building through initiatives like Te Whāriki, acknowledging the significance of Greater Wellington's partnership relationship with mana whenua and working to enhance those relationships.

### **Ngā tikanga whakatau** **Decision-making process**

16. The matter requiring a decision in this report was considered by officers against the decision-making requirements of Part 6 of the Local Government Act 2002.

### **Te hiranga** **Significance**

17. Officers considered the significance of the matters, taking into account Council's *Significance and Engagement Policy* and Greater Wellington's *Decision-making Guidelines*. Officers recommend that the matter is of low significance, due to the administrative nature of the amendment.

### **Te whakatūtakitaki** **Engagement**

18. Due to the low significance of the matter for decision, no related engagement is required.

### **Ngā tūāoma e whai ake nei** **Next steps**

19. All members of the Whaitua Kāpiti Committee, including the three mana whenua partners, will be informed of the Council's decision.
20. If Council approves the change, Greater Wellington will update the Whaitua Kāpiti Terms of Reference and update the revised Terms of Reference on Greater Wellington's Whaitua Kāpiti website.

**Ngā āpitihanga**  
**Attachments**

<b>Number</b>	<b>Title</b>
1	Terms of Reference – Whaitua Kāpiti Committee (tracked changes)
2	Terms of Reference — Whaitua Kāpiti Committee (for approval)

**Ngā kaiwaitohu**  
**Signatories**

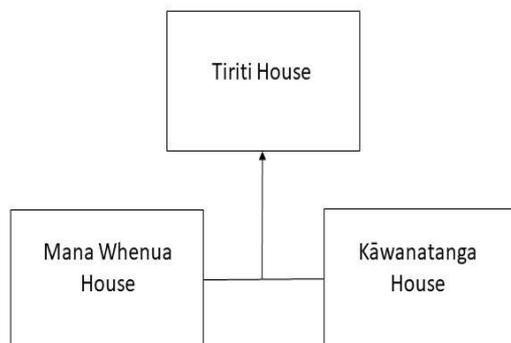
Writers	Tim Sharp – Kaiwhakahaere Whaitua   Whaitua Programme Manager Nicola Patrick — Director Catchment
Approver	Al Cross — Kaiwhakahaere Matua mo te Taiao   General Manager Environment Management

<b>He whakarāpopoto i ngā huritaonga Summary of considerations</b>
<b><i>Fit with Council's roles or with Committee's terms of reference</i></b> Council has authority to alter the terms of reference for advisory bodies.
<b><i>Contribution to Annual Plan / Long Term Plan / Other key strategies and policies</i></b> The Whaitua Kāpiti Committee contributes to Council's: Obligations to give effect to the National Policy Statement for Freshwater Management (NPS-FM) through engagement with mana whenua and the community Commitments to partner with mana whenua
<b><i>Internal consultation</i></b> Democratic Services and Te Hunga Whiriwhiri were consulted in the preparation of this report.
<b><i>Risks and impacts - legal / health and safety etc.</i></b> Officers consider that no relevant risks arise from this report.

**Revised Terms of Reference for the Whaitua Kāpiti Committee (track change)**

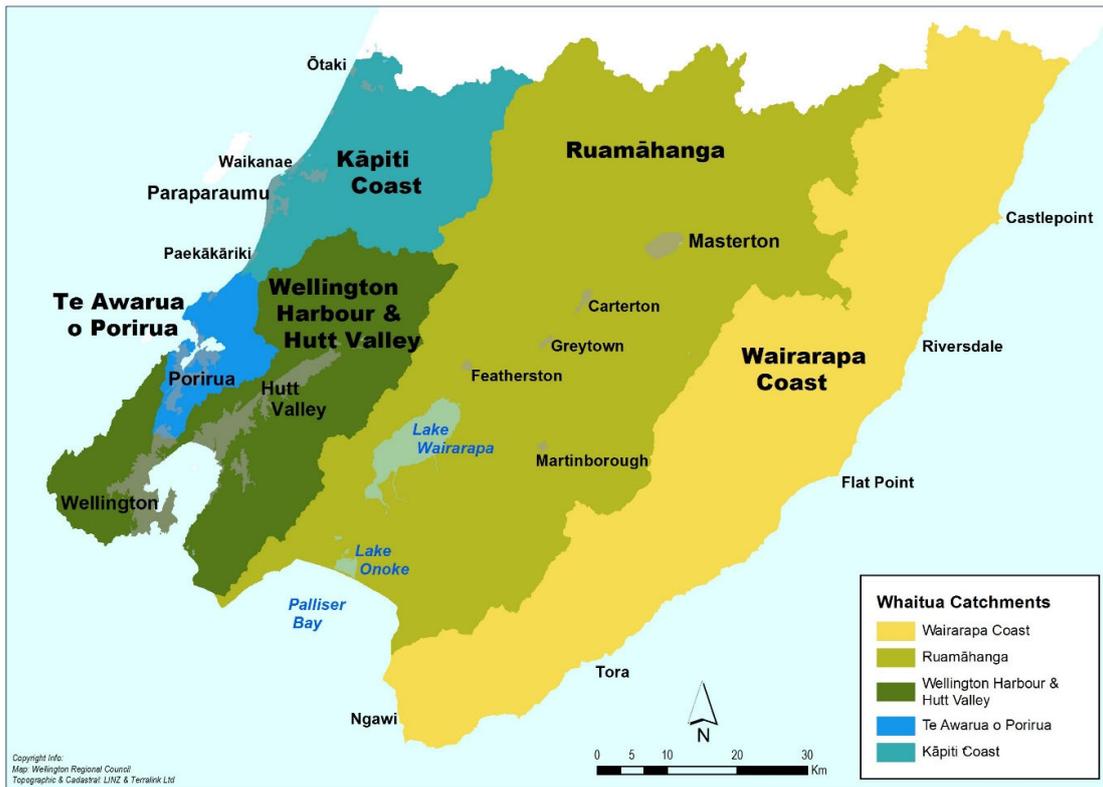
**Whaitua Kāpiti Committee**

Te Tiriti o Waitangi / Treaty of Waitangi (Te Tiriti) are the founding documents of Aotearoa New Zealand. The signing of Te Tiriti in 1840 guaranteed mana whenua tino rangatiratanga over lands, forest, fisheries and other taonga. Rangatiratanga differs from other forms of authority, such as kāwanatanga of local and central government which is also subject to the tino rangatiratanga of mana whenua. The agreements within Te Tiriti, among other important aspects can be viewed as a partnership. That partnership recognises both types of authorities (rangatiratanga and kāwanatanga) functioning together. Professor Whatarangi Winiata proposed a Tiriti House Model that has origins from the ĀRT Confederation (Te Ātiawa ki Whakarongotai Charitable Trust, Ngā Hapū o Ōtaki (hapū of Ngāti Raukawa within the district mandated organisation) and Ngāti Toa Rangatira Inc). The Tiriti House Model proposes a Tiriti approach to decision-making that provides for the equal recognition of, and input from each house (Mana Whenua House and Kāwanatanga House). The diagram below presents a visual representation and for further explanation refer to Webster and Cheyne, 2017<sup>1</sup>:



‘Whaitua’ is a Te Reo Māori term for a region, designated area or domain. The Natural Resources Plan for the Wellington Region (the Regional Plan) utilises the word ‘whaitua’ to describe a catchment or sub-catchment (zone) managed as an integrated system. The area of the Kāpiti Coast whaitua is labelled on the map below.

<sup>1</sup> Webster, K. And Cheyne, C., 2017, Creating Treaty-based local governance in New Zealand: Māori and Pākehā views, Kōtuitui:New Zealand Journal of Social Sciences online 2017, Vol 12, No 2, 146-164. <https://www.tandfonline.com/doi/pdf/10.1080/1177083X.2017.1345766>.



**1. Tiriti House Model**

- 1.1. The Tiriti House model provides a framework and principles to guide representation and collaborative work that is grounded in Te Tiriti o Waitangi. The Tiriti House model will inform the principles, structures, and processes of the Whaitua Kāpiti Committee.
- 1.2. Whilst a Tiriti-based, partnered decision-making process and work is the outcome of the model, the model requires consideration of how all three ‘houses’ function effectively and equitably, including their processes of accountability and how they are resourced.

**2. Tiriti House**

- 2.1. The Tiriti House will be the forum that facilitates decision-making across representatives chosen by both mana whenua and kāwanatanga in the spirit of Tiriti partnership. This forum will provide for decision-making across both of the spatial scales that the Whaitua Kāpiti Committee will be required to address:
  - a District-wide decisions on broader policy that are rightfully made at the district scale
  - b Local decisions on specific Freshwater Management Units (FMUs) and waterways.
- 2.2. Where Tiriti House decisions have a district wide scale, all three iwi of the ĀRT Confederation will participate in the Tiriti House process. Where Tiriti House

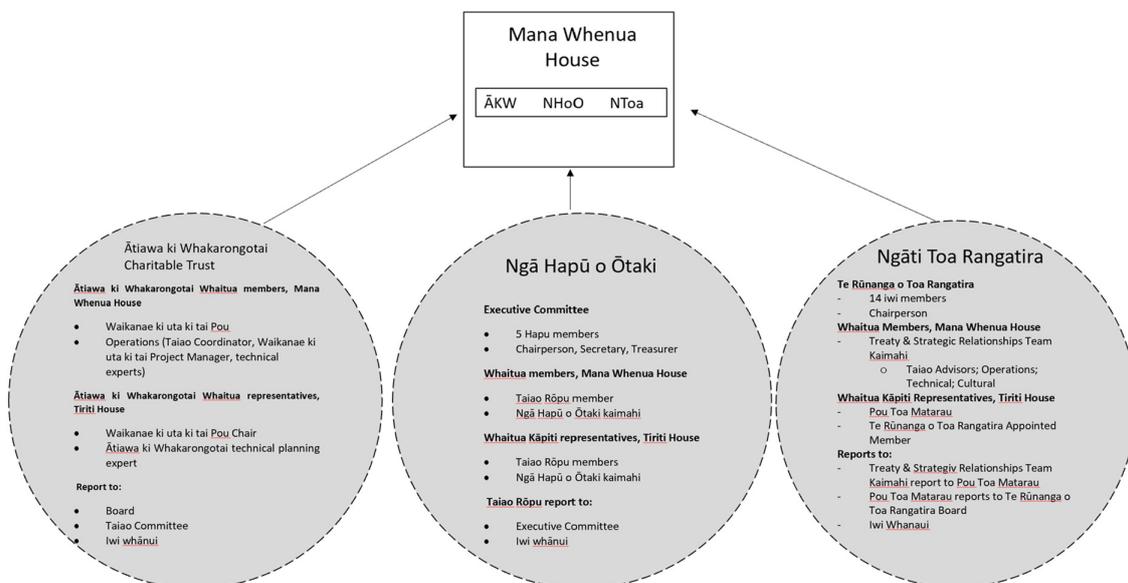
decisions are specific to certain waterways and FMUs, the iwi who hold mana whenua status in relation to those waterways will participate in the Tiriti House process. The Mana Whenua House will agree at the scale participation required.

- 2.3. All members of the Kāwanatanga House will participate in all decisions at both district and local scales.

### 3. Mana Whenua House

3.1. Alongside the six Mana Whenua House representatives on the Whaitua Kāpiti Committee, the Mana Whenua House will include Pou (key advisors) and operational staff and experts from each of the three mana whenua organisations – Te Ātiawa ki Whakarongotai Charitable Trust, Ngā Hapū o Ōtaki (hapū of Ngāti Raukawa within the district mandated organisation) and Ngāti Toa Rangatira Inc (ĀRT). The three iwi who have mana whenua status within the Kāpiti Coast will meet on a regular basis as the Mana Whenua House for the Whaitua Kāpiti Committee. Additionally, it should be recognised that each iwi will have its own internal structures and processes including communications, reporting and accountability requirements. For example, monthly hui with iwi/hapū members, board papers, presentations, wānanga, taiao rūpu hui etc.

3.2. When working within the Mana Whenua House, the Pou, as key advisors, will wānanga key policy issues and proposed environmental standards, with the support of the operational members. These wānanga will inform the positions that the six Mana Whenua House representatives will take into the Tiriti House - Whaitua Kāpiti Committee. This ensures the positions put forward by the Mana Whenua House representatives at the Whaitua Kāpiti Committee are informed by the wider Mana Whenua House and are authentic, transparent, accountable and robust. It also ensures that Mana Whenua House representatives do not make unilateral decisions without further consultation with iwi. The diagram below which sets out the structure for the Mana Whenua House.



#### 4. Kāwanatanga House

- 4.1. The Kāwanatanga House will comprise the elected members of Greater Wellington Regional Council and Kāpiti Coast District Council, and community members.
- 4.2. The Kāwanatanga House will also comprise advisors from Greater Wellington and Kāpiti Coast District Council, including external consultants, to help support decision making. Positions taken by members of the Kāwanatanga House into the Tiriti House will be those of the members themselves, not the advisors.
- 4.3. Consensus will be sought within the Kāwanatanga House prior to meeting in the Tiriti House. Where consensus cannot be reached, options and analysis to inform decision making shall be brought to the Tiriti House.

#### 5. Purpose and function

- 5.1. To give effect to the National Policy Statement for Freshwater Management 2020 (NPSFM) through the development of regulatory and non-regulatory proposals to be documented within the Whaitua Kāpiti Implementation Programme (WIP)<sup>2</sup>.
- 5.2. The Whaitua Kāpiti Committee will operate in equal partnership with Mana Whenua to reflect Te Tiriti o Waitangi Principle of partnership.
- 5.3. The Whaitua Kāpiti Committee will be guided by the five principles of the Regional Plan Review process:
  - a Ki uta ki tai – interconnectedness
  - b Wairuatanga – identity
  - c Kaitiakitanga – guardianship
  - d To matou whakapono – judgement based on knowledge
  - e Mahitahi – co-operative partnership.

#### 6. Status

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

#### 7. Specific responsibilities

- 7.1. To develop the Whaitua Kāpiti WIP that will outline regulatory and non-regulatory proposals for integrated land and water management within the Kāpiti Coast Whaitua, including measures to implement the NPSFM<sup>3</sup>.

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<sup>2</sup> A WIP is a non-statutory report for Greater Wellington Regional Council (Greater Wellington) that will contain recommendations for the integrated management of land and water resources within the whaitua boundary.

<sup>3</sup> This is to provide locally appropriate direction for how Te Mana o te Wai is applied in freshwater management.

- 7.2. Include in the Whaitua Kāpiti WIP direction on the following:
- a A long-term freshwater vision for the Whaitua Kāpiti
  - b Locally identified values, including Mana Whenua values and how these will be provided for
  - c Applying all national values (compulsory and other)
  - d Implementation of the six principles of Te Mana o te Wai
  - e Environmental outcomes for freshwater
  - f Freshwater Management Units
  - g Target Attribute States for all relevant attributes in the National Objectives Framework
  - h Targets for additional attributes for locally specific values, including a baseline from the best available evidence
  - i Targets in subclauses (g) and (h) to be set as numeric targets, including timeframes to achieve those targets and to be measured at specific reporting points
  - j Limits where applicable, including direction on regulatory and non-regulatory methods to achieve limits
  - k Minimum flow and allocation limit for surface and groundwater bodies in Whaitua Kāpiti
  - l Primary contact monitoring sites
  - m How territorial authorities can promote positive effects for the health and wellbeing of freshwater and receiving environments.
- 7.3. Consider, in developing the Whaitua Kāpiti WIP, the following:
- a The hierarchy of Te Mana o te Wai
  - b Identification of the issues, challenges, and opportunities for integrated management, ki uta ki tai, of the waterways for the Kāpiti Coast whaitua
  - c A diversity of systems of values and knowledge, including mātauranga Māori
  - d The impacts of climate change
  - e The impacts of stormwater and wastewater
  - f The impacts of urban development
  - g Interactions between groundwater and surface water
  - h Interactions of freshwater with estuaries and other coastal environments
  - i The requirements of other national direction.
- 7.4. Ensure advice to Council on regulatory proposals within the Whaitua Kāpiti WIP is consistent with the following:
- a Te Tiriti o Waitangi

- b Resource Management Act 1991
  - c National Policy Statement for Freshwater Management 2020
  - d Local Government Act 2002
  - e Iwi Environmental Management Plans
  - f Treaty Settlement Acts.
- 7.5. Advise Council on regulatory and non-regulatory proposals within the Whaitua Kāpiti WIP.

**8. Consideration of proposals within the Whaitua Kāpiti WIP**

- 8.1. Council is responsible for reviewing and approving regulatory proposals within the Whaitua Kāpiti WIP, including ensuring compliance with relevant statutory requirements.
- 8.2. Approved regulatory proposals within the WIP will be further developed by Greater Wellington for incorporation into the Natural Resources Plan through a plan change process.
- 8.3. Council is responsible for reviewing and approving non-regulatory proposals within the Whaitua Kāpiti WIP. Approved non-regulatory proposals will then be:
  - a Developed further within Greater Wellington in conjunction with relevant external organisations, including Kāpiti Coast District Council and Ātiawa ki Whakarongotai Charitable Trust, Ngā Hapū o Ōtaki and Ngāti Toa Rangatira.
  - b Considered in the development of Council's next Long-Term Plan.

**9. Members**

- 9.1. In following the Tiriti House Model, the Whaitua Kāpiti Committee will consist of Mana Whenua House representatives and Kāwanatanga House representatives.
- 9.2. Council will appoint:
  - a Six Mana Whenua House representatives, two nominated by each of:
    - i Ātiawa ki Whakarongotai
    - ii Ngā Hapū o Ōtaki
    - iii Ngāti Toa Rangatira.
  - b Six Kāwanatanga House representatives:
    - i The Councillor elected by the Kāpiti Coast constituency
    - ii One member, being an elected member of the Kāpiti Coast District Council, nominated by that council
    - iii Up to four members from the community with a range of backgrounds and interests related to land and water management within the community.
- 9.3. To be eligible to be considered for appointment to the Whaitua Kāpiti Committee:
  - a Each member must:

- i Live in, or be able to demonstrate a close connection with the Whaitua Kāpiti;
    - ii Demonstrate a commitment to achieving Tiriti House based decision making.
  - b Community members must also:
    - i Reflect the interests of a wider group within the community;
    - ii Have the skills, experience, and knowledge to ensure that these interests are considered in the deliberations of the Whaitua Kāpiti Committee.
- 9.4. Greater Wellington officers are not eligible to be considered for appointment to the Whaitua Kāpiti Committee.

## **10. Co-Chairs**

- 10.1 The Whaitua Kāpiti Committee shall have two Co-Chairs, with one Co-Chair appointed by the Mana Whenua House and the other Co-Chair appointed by the Kāwanatanga House.
- 10.2 Each Co-Chair shall be the presiding member at meetings of the Whaitua Kāpiti Committee on an alternate basis. If a Co-Chair is absent from a meeting of the Whaitua Kāpiti Committee for which they are scheduled to be the presiding member, then the other Co-Chair shall preside at the meeting.

## **11. Quorum**

Half of the membership of the Mana Whenua House, and half of the membership of the Kāwanatanga House, shall be present to form a quorum.

## **12. Committee meetings and workshops**

It is expected the completion of the Whaitua Kāpiti WIP will take 12 months and will include 24 days' work for each Committee member. This work will include 12 meetings that will run from 9:30am to 4:30pm; as well as preparing for and debriefing each meeting.

## **13. Reporting and servicing**

- 13.1 The Whaitua Kāpiti Committee is serviced by Greater Wellington.
- 13.2 Greater Wellington officers will prepare a regular update report that members can use to keep their respective representative bodies informed.

## **14. Consensus**

The Whaitua Kāpiti Committee will use a Tiriti House decision making process to determine consensus.

## 15. Remuneration

### Kāwanatanga House

15.1 The expenses of the elected members, including an elected member appointed by the Kāwanatanga House as Co-Chair, shall be met by the council they represent.

### Community members of the Kāwanatanga House

~~15.2~~ ~~Non-elected members (who are not otherwise being remunerated)~~ Community members of the Kāwanatanga House are eligible to receive an annual taxable honorarium as follows:

- a Member (excluding the Co-Chair) - \$15,000 each
- b Co-Chair (appointed by the Kāwanatanga House) - \$20,000.

~~Member (excluding the Co-Chairs) - \$15,000 each~~

~~b Co-Chair (only if the Co-Chair is not an elected member) - \$20,000 each.~~

15.3 This honorarium covers the work stipulated in paragraph 12.

### Mana Whenua House representatives

15.4 The nominating mana whenua partners (stated in clause 9.2a) must, prior to the payment of any remuneration under this clause 15, advise Greater Wellington in writing that either:

- a Their two Mana Whenua House representatives each receives an annual taxable honorarium; or
- b The entity receives a GST exclusive payment of the amount otherwise payable to their two representatives.

~~15.5 This honorarium or payment covers the work stipulated in clause 12.~~

~~15.6 The honorarium or payment is as follows:~~

- a Member (excluding the Co-Chair) - \$15,000 each
- b Co-Chair (appointed by the Mana Whenua House) - \$20,000.

## 15.16. 15.4 Duration

~~15.1.16.1.~~ The Whaitua Kāpiti Committee shall exist for the duration of the development and completion of a Whaitua Kāpiti WIP and shall cease to exist at the conclusion of this process.

15.2.16.2. Although the Whaitua Kāpiti Committee will cease to operate at the completion of the Whaitua Kāpiti WIP, mana whenua participation in the Kāpiti Coast Whaitua will reflect the ongoing and enduring partnership between Greater Wellington and all three iwi of the ĀRT Confederation.

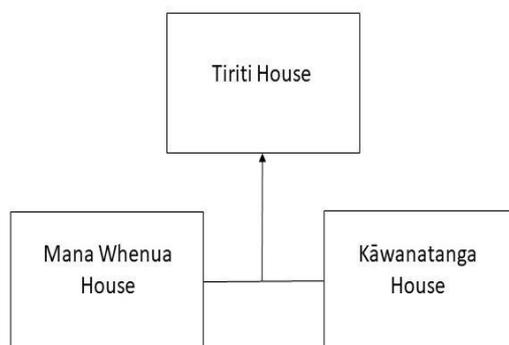
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**Attachment 2 to Report 23.176**

**Revised Terms of Reference for the Whaitua Kāpiti Committee (for approval)**

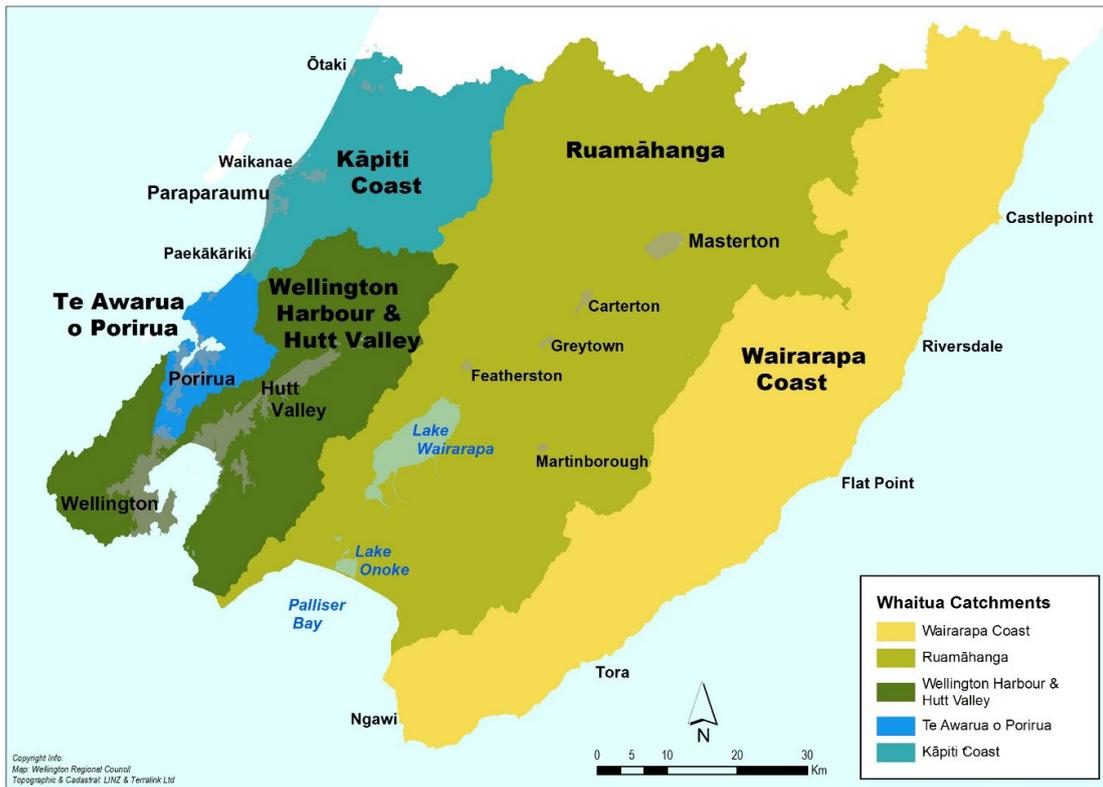
**Whaitua Kāpiti Committee**

Te Tiriti o Waitangi / Treaty of Waitangi (Te Tiriti) are the founding documents of Aotearoa New Zealand. The signing of Te Tiriti in 1840 guaranteed mana whenua tino rangatiratanga over lands, forest, fisheries and other taonga. Rangatiratanga differs from other forms of authority, such as kāwanatanga of local and central government which is also subject to the tino rangatiratanga of mana whenua. The agreements within Te Tiriti, among other important aspects can be viewed as a partnership. That partnership recognises both types of authorities (rangatiratanga and kāwanatanga) functioning together. Professor Whatarangi Winiata proposed a Tiriti House Model that has origins from the ĀRT Confederation (Te Ātiawa ki Whakarongotai Charitable Trust, Ngā Hapū o Ōtaki (hapū of Ngāti Raukawa within the district mandated organisation) and Ngāti Toa Rangatira Inc). The Tiriti House Model proposes a Tiriti approach to decision-making that provides for the equal recognition of, and input from each house (Mana Whenua House and Kāwanatanga House). The diagram below presents a visual representation and for further explanation refer to Webster and Cheyne, 2017<sup>1</sup>:



‘Whaitua’ is a Te Reo Māori term for a region, designated area or domain. The Natural Resources Plan for the Wellington Region (the Regional Plan) utilises the word ‘whaitua’ to describe a catchment or sub-catchment (zone) managed as an integrated system. The area of the Kāpiti Coast whaitua is labelled on the map below.

<sup>1</sup> Webster, K. And Cheyne, C., 2017, Creating Treaty-based local governance in New Zealand: Māori and Pākehā views, Kōtuitui:New Zealand Journal of Social Sciences online 2017, Vol 12, No 2, 146-164. <https://www.tandfonline.com/doi/pdf/10.1080/1177083X.2017.1345766>.



**1. Tiriti House Model**

- 1.1. The Tiriti House model provides a framework and principles to guide representation and collaborative work that is grounded in Te Tiriti o Waitangi. The Tiriti House model will inform the principles, structures, and processes of the Whaitua Kāpiti Committee.
- 1.2. Whilst a Tiriti-based, partnered decision-making process and work is the outcome of the model, the model requires consideration of how all three ‘houses’ function effectively and equitably, including their processes of accountability and how they are resourced.

**2. Tiriti House**

- 2.1. The Tiriti House will be the forum that facilitates decision-making across representatives chosen by both mana whenua and kāwanatanga in the spirit of Tiriti partnership. This forum will provide for decision-making across both of the spatial scales that the Whaitua Kāpiti Committee will be required to address:
  - a District-wide decisions on broader policy that are rightfully made at the district scale
  - b Local decisions on specific Freshwater Management Units (FMUs) and waterways.
- 2.2. Where Tiriti House decisions have a district wide scale, all three iwi of the ĀRT Confederation will participate in the Tiriti House process. Where Tiriti House

**Attachment 2 to Report 23.176**

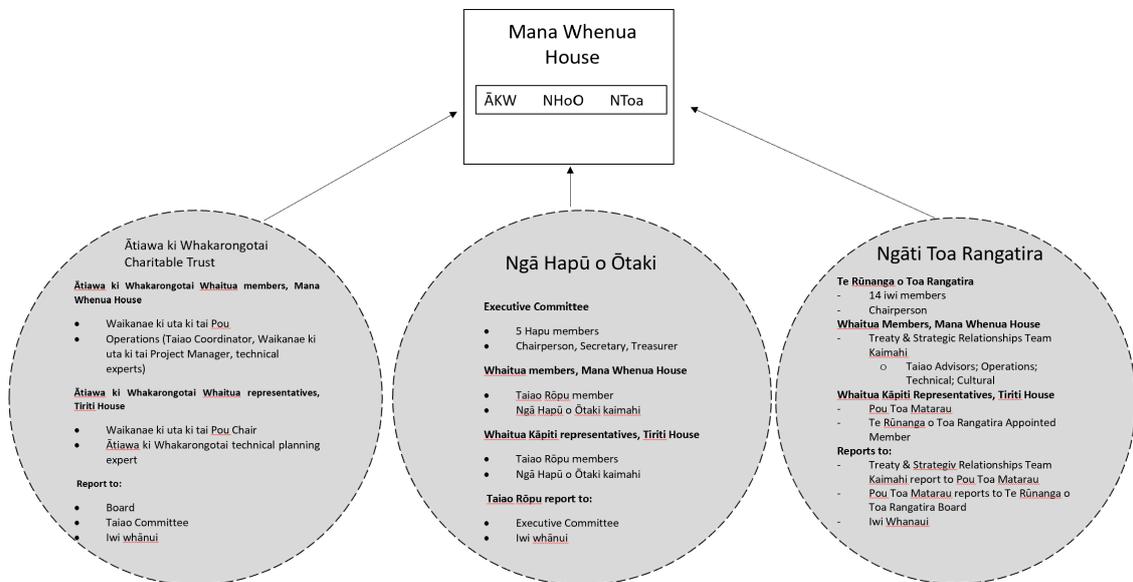
decisions are specific to certain waterways and FMUs, the iwi who hold mana whenua status in relation to those waterways will participate in the Tiriti House process. The Mana Whenua House will agree at the scale participation required.

- 2.3. All members of the Kāwanatanga House will participate in all decisions at both district and local scales.

**3. Mana Whenua House**

3.1. Alongside the six Mana Whenua House representatives on the Whaitua Kāpiti Committee, the Mana Whenua House will include Pou (key advisors) and operational staff and experts from each of the three mana whenua organisations – Te Ātiawa ki Whakarongotai Charitable Trust, Ngā Hapū o Ōtaki (hapū of Ngāti Raukawa within the district mandated organisation) and Ngāti Toa Rangatira Inc (ĀRT). The three iwi who have mana whenua status within the Kāpiti Coast will meet on a regular basis as the Mana Whenua House for the Whaitua Kāpiti Committee. Additionally, it should be recognised that each iwi will have its own internal structures and processes including communications, reporting and accountability requirements. For example, monthly hui with iwi/hapū members, board papers, presentations, wānanga, taiao rūpu hui etc.

3.2. When working within the Mana Whenua House, the Pou, as key advisors, will wānanga key policy issues and proposed environmental standards, with the support of the operational members. These wānanga will inform the positions that the six Mana Whenua House representatives will take into the Tiriti House - Whaitua Kāpiti Committee. This ensures the positions put forward by the Mana Whenua House representatives at the Whaitua Kāpiti Committee are informed by the wider Mana Whenua House and are authentic, transparent, accountable and robust. It also ensures that Mana Whenua House representatives do not make unilateral decisions without further consultation with iwi. The diagram below which sets out the structure for the Mana Whenua House.



**Attachment 2 to Report 23.176**

**4. Kāwanatanga House**

- 4.1. The Kāwanatanga House will comprise the elected members of Greater Wellington Regional Council and Kāpiti Coast District Council, and community members.
- 4.2. The Kāwanatanga House will also comprise advisors from Greater Wellington and Kāpiti Coast District Council, including external consultants, to help support decision making. Positions taken by members of the Kāwanatanga House into the Tiriti House will be those of the members themselves, not the advisors.
- 4.3. Consensus will be sought within the Kāwanatanga House prior to meeting in the Tiriti House. Where consensus cannot be reached, options and analysis to inform decision making shall be brought to the Tiriti House.

**5. Purpose and function**

- 5.1. To give effect to the National Policy Statement for Freshwater Management 2020 (NPSFM) through the development of regulatory and non-regulatory proposals to be documented within the Whaitua Kāpiti Implementation Programme (WIP)<sup>2</sup>.
- 5.2. The Whaitua Kāpiti Committee will operate in equal partnership with Mana Whenua to reflect Te Tiriti o Waitangi Principle of partnership.
- 5.3. The Whaitua Kāpiti Committee will be guided by the five principles of the Regional Plan Review process:
  - a Ki uta ki tai – interconnectedness
  - b Wairuatanga – identity
  - c Kaitiakitanga – guardianship
  - d To matou whakapono – judgement based on knowledge
  - e Mahitahi – co-operative partnership.

**6. Status**

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

**7. Specific responsibilities**

- 7.1. To develop the Whaitua Kāpiti WIP that will outline regulatory and non-regulatory proposals for integrated land and water management within the Kāpiti Coast Whaitua, including measures to implement the NPSFM<sup>3</sup>.

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<sup>2</sup> A WIP is a non-statutory report for Greater Wellington Regional Council (Greater Wellington) that will contain recommendations for the integrated management of land and water resources within the whaitua boundary.

<sup>3</sup> This is to provide locally appropriate direction for how Te Mana o te Wai is applied in freshwater management.

**Attachment 2 to Report 23.176**

- 7.2. Include in the Whaitua Kāpiti WIP direction on the following:
- a A long-term freshwater vision for the Whaitua Kāpiti
  - b Locally identified values, including Mana Whenua values and how these will be provided for
  - c Applying all national values (compulsory and other)
  - d Implementation of the six principles of Te Mana o te Wai
  - e Environmental outcomes for freshwater
  - f Freshwater Management Units
  - g Target Attribute States for all relevant attributes in the National Objectives Framework
  - h Targets for additional attributes for locally specific values, including a baseline from the best available evidence
  - i Targets in subclauses (g) and (h) to be set as numeric targets, including timeframes to achieve those targets and to be measured at specific reporting points
  - j Limits where applicable, including direction on regulatory and non-regulatory methods to achieve limits
  - k Minimum flow and allocation limit for surface and groundwater bodies in Whaitua Kāpiti
  - l Primary contact monitoring sites
  - m How territorial authorities can promote positive effects for the health and wellbeing of freshwater and receiving environments.
- 7.3. Consider, in developing the Whaitua Kāpiti WIP, the following:
- a The hierarchy of Te Mana o te Wai
  - b Identification of the issues, challenges, and opportunities for integrated management, ki uta ki tai, of the waterways for the Kāpiti Coast whaitua
  - c A diversity of systems of values and knowledge, including mātauranga Māori
  - d The impacts of climate change
  - e The impacts of stormwater and wastewater
  - f The impacts of urban development
  - g Interactions between groundwater and surface water
  - h Interactions of freshwater with estuaries and other coastal environments
  - i The requirements of other national direction.
- 7.4. Ensure advice to Council on regulatory proposals within the Whaitua Kāpiti WIP is consistent with the following:
- a Te Tiriti o Waitangi

**Attachment 2 to Report 23.176**

- b Resource Management Act 1991
  - c National Policy Statement for Freshwater Management 2020
  - d Local Government Act 2002
  - e Iwi Environmental Management Plans
  - f Treaty Settlement Acts.
- 7.5. Advise Council on regulatory and non-regulatory proposals within the Whaitua Kāpiti WIP.

**8. Consideration of proposals within the Whaitua Kāpiti WIP**

- 8.1. Council is responsible for reviewing and approving regulatory proposals within the Whaitua Kāpiti WIP, including ensuring compliance with relevant statutory requirements.
- 8.2. Approved regulatory proposals within the WIP will be further developed by Greater Wellington for incorporation into the Natural Resources Plan through a plan change process.
- 8.3. Council is responsible for reviewing and approving non-regulatory proposals within the Whaitua Kāpiti WIP. Approved non-regulatory proposals will then be:
  - a Developed further within Greater Wellington in conjunction with relevant external organisations, including Kāpiti Coast District Council and Ātiawa ki Whakarongotai Charitable Trust, Ngā Hapū o Ōtaki and Ngāti Toa Rangatira.
  - b Considered in the development of Council's next Long-Term Plan.

**9. Members**

- 9.1. In following the Tiriti House Model, the Whaitua Kāpiti Committee will consist of Mana Whenua House representatives and Kāwanatanga House representatives.
- 9.2. Council will appoint:
  - a Six Mana Whenua House representatives, two nominated by each of:
    - i Ātiawa ki Whakarongotai
    - ii Ngā Hapū o Ōtaki
    - iii Ngāti Toa Rangatira.
  - b Six Kāwanatanga House representatives:
    - i The Councillor elected by the Kāpiti Coast constituency
    - ii One member, being an elected member of the Kāpiti Coast District Council, nominated by that council
    - iii Up to four members from the community with a range of backgrounds and interests related to land and water management within the community.
- 9.3. To be eligible to be considered for appointment to the Whaitua Kāpiti Committee:
  - a Each member must:

**Attachment 2 to Report 23.176**

- i Live in, or be able to demonstrate a close connection with the Whaitua Kāpiti;
- ii Demonstrate a commitment to achieving Tiriti House based decision making.
- b Community members must also:
  - i Reflect the interests of a wider group within the community;
  - ii Have the skills, experience, and knowledge to ensure that these interests are considered in the deliberations of the Whaitua Kāpiti Committee.

9.4. Greater Wellington officers are not eligible to be considered for appointment to the Whaitua Kāpiti Committee.

**10. Co-Chairs**

10.1 The Whaitua Kāpiti Committee shall have two Co-Chairs, with one Co-Chair appointed by the Mana Whenua House and the other Co-Chair appointed by the Kāwanatanga House.

10.2 Each Co-Chair shall be the presiding member at meetings of the Whaitua Kāpiti Committee on an alternate basis. If a Co-Chair is absent from a meeting of the Whaitua Kāpiti Committee for which they are scheduled to be the presiding member, then the other Co-Chair shall preside at the meeting.

**11. Quorum**

Half of the membership of the Mana Whenua House, and half of the membership of the Kāwanatanga House, shall be present to form a quorum.

**12. Committee meetings and workshops**

It is expected the completion of the Whaitua Kāpiti WIP will take 12 months and will include 24 days' work for each Committee member. This work will include 12 meetings that will run from 9:30am to 4:30pm; as well as preparing for and debriefing each meeting.

**13. Reporting and servicing**

13.1 The Whaitua Kāpiti Committee is serviced by Greater Wellington.

13.2 Greater Wellington officers will prepare a regular update report that members can use to keep their respective representative bodies informed.

**14. Consensus**

The Whaitua Kāpiti Committee will use a Tiriti House decision making process to determine consensus.

## 15. Remuneration

### *Kāwanatanga House*

15.1 The expenses of the elected members, including an elected member appointed by the Kāwanatanga House as Co-Chair, shall be met by the council they represent.

15.2 Community members of the Kāwanatanga House are eligible to receive an annual taxable honorarium as follows:

- a Member (excluding the Co-Chair) - \$15,000 each
- b Co-Chair (appointed by the Kāwanatanga House) - \$20,000.

15.3 This honorarium covers the work stipulated in paragraph 12.

### *Mana Whenua House representatives*

15.4 The nominating mana whenua partners (stated in clause 9.2a) must, prior to the payment of any remuneration under clause 15, advise Greater Wellington in writing that either:

- a Their two Mana Whenua House representatives each receive an annual taxable honorarium; or
- b The entity receives a GST exclusive payment of the amount otherwise payable to their two representatives.

15.5 This honorarium or payment covers the work stipulated in clause 12.

15.6 The honorarium or payment is as follows:

- a Member (excluding the Co-Chair) - \$15,000 each
- b Co-Chair (appointed by the Mana Whenua House) - \$20,000.

## 16. Duration

16.1. The Whaitua Kāpiti Committee shall exist for the duration of the development and completion of a Whaitua Kāpiti WIP and shall cease to exist at the conclusion of this process.

16.2. Although the Whaitua Kāpiti Committee will cease to operate at the completion of the Whaitua Kāpiti WIP, mana whenua participation in the Kāpiti Coast Whaitua will reflect the ongoing and enduring partnership between Greater Wellington and all three iwi of the ĀRT Confederation.

Council  
18 May 2023  
Report 23.188



For Decision

## GREATER WELLINGTON'S QUARTER THREE SUMMARY REPORT 2022/23

### Te take mō te pūrongo

#### Purpose

1. To advise the Council on the performance of Greater Wellington Regional Council (Greater Wellington) for the first nine months of the 2022/23 financial year (1 July 2022 – 31 March 2023).

### He tūtohu

#### Recommendation

- 1 That Council **accepts** Greater Wellington's performance report for the nine months to 31 March 2023 (Greater Wellington's Quarter Three Summary Report as at 31 March 2023 – Attachment 1).

### Te horopaki

#### Context

2. Quarterly reporting is an internal monitoring tool for tracking progress against Greater Wellington's work programme for 2022/23. This reporting reflects on what is going well, and indicates what issues and risks need to be managed to enable us to achieve what we have committed to in Year Two of the 2021-31 Long Term Plan.
3. A performance summary is presented to Council after the end of the related period (e.g. each quarter), and the draft Annual Report is presented as a full-year wrap up in lieu of a fourth quarter report.

### Te tātaritanga

#### Analysis

4. Greater Wellington's Quarter Three Summary Report as at 31 March 2023 (**Attachment 1 – to come**) provides an update on performance during the period 1 January – 31 March 2023 (the third quarter of 2022/23 financial year, the second year of the 2021-31 Long Term Plan). It includes:
  - a a summary of Greater Wellington's quarter three highlights and challenges;
  - b the status of our 2021-31 Long Term Plan non-financial performance measures, Chief Executive key performance indicators, as at 31 March 2023;
  - c an overview of the quarter's performance by Long Term Plan Activity Group;

- d examples of how we have contributed to our overarching Long Term Plan Strategic Priorities in the quarter;
  - e a summary of financial performance for the period ending 31 March 2023;
  - f a Health Safety and Wellbeing update, as at 31 March 2023.
5. Greater Wellington's Overview of Major Projects as at 31 March 2023 ([Attachment 2](#)) provides updates on progress and performance of Greater Wellington's 15 Major Projects.

### **Ngā hua ahumoni Financial implications**

6. There are no financial implications arising from this report. Greater Wellington's financial performance for the third quarter of the 2022/23 financial year is detailed in Attachment 1.

### **Ngā Take e hāngai ana te iwi Māori Implications for Māori**

7. Improving outcomes for mana whenua and Māori is one of the overarching strategic priorities in Greater Wellington's 2021-31 Long Term Plan. Attachment 1 includes highlights of activities undertaken during the third quarter of 2022/23 working towards improved outcomes for mana whenua and Māori.
8. The matter for decision is administrative in nature, reporting on work already completed by the Council over third quarter of 2022/23. As such no engagement has been undertaken with Māori on this matter.

### **Ngā tikanga whakatau Decision-making process**

9. The matter requiring decision in this report was considered by officers against the decision-making requirements of Part 6 of the Local Government Act 2002.

### **Te hiranga Significance**

10. Officers considered the significance (as defined by Part 6 of the Local Government Act 2002) of the matter for decision, taking into account Council's *Significance and Engagement Policy* and Greater Wellington's *Decision-making Guidelines*.
11. Officers recommend that this matter is of low significance as it will not impact on the Wellington Region or a particular community interest; is consistent with Greater Wellington's policies and strategies; and does not impact on Greater Wellington's capability or capacity.

## Te whakatūtakitaki

### Engagement

12. Due to the low significance of the matter for decision, no engagement was considered necessary.

## Ngā tūāoma e whai ake nei

### Next Steps

13. No further action is required.

## Ngā āpitihanga

### Attachment

Number	Title
1	Greater Wellington's Quarter Three Summary Report as at 31 March 2023 (to come)
2	Greater Wellington Major Projects Overview Quarter Three as at 31 March 2023

## Ngā kaiwaitohu

### Signatories

Writer	George Grover – Kaitohutohu   Advisor Planning and Reporting
Approvers	Zofia Miliszewska – Kaiwhakahaere Matua   Manager Strategy and Performance Grant Fletcher – Kaiwhakahaere Matua Rautaki   Acting General Manager Strategy Nigel Corry – Tumu Whakarae   Chief Executive

<b>He whakarāpopoto i ngā huritaonga Summary of considerations</b>
<b><i>Fit with Council's roles or with Committee's terms of reference</i></b> One of Council's key governance functions is to review the effectiveness of Greater Wellington's performance. It is also important for public transparency that this review occurs at a Council meeting.
<b><i>Contribution to Annual Plan / Long Term Plan / Other key strategies and policies</i></b> <b>Attachment 1</b> reports on how Greater Wellington is achieving against the expected results for Year Two of its 2021-31 Long Term Plan (the 2022/23 Annual Plan).
<b><i>Internal consultation</i></b> All Business Groups and the Executive Leadership Team were consulted in the preparation of <b>Attachment 1</b> . The report was also reviewed by the Chief Executive.
<b><i>Risks and impacts - legal / health and safety etc.</i></b> There are no identified risks or impacts associated with the content or recommendation in this report

Greater Wellington Regional Council's Summary of Quarter Three Performance 2022/23



**Te Pane Matua Taiao**  
**Greater Wellington Regional Council**  
**Summary of 2022/23 Performance**  
*Quarter Three: 1 January 2023 to 31 March 2023*

**Greater Wellington Regional Council's Summary of Quarter Three Performance 2022/23**

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## Attachment 1 to Report 23.188

### Greater Wellington Regional Council's Summary of Quarter Three Performance 2022/23

#### Purpose of Quarterly Reporting

The purpose of a quarterly performance summary is to provide Council with an overview of progress against the Long Term Plan and corresponding Annual Plan, at the end of each quarter of the financial year. An Annual Report is delivered as a full-year wrap up in lieu of a fourth quarter report.

A quarterly summary of performance report to Council ensures there are no surprises by the time the Annual Report is prepared.

Quarterly performance reporting is not a statutory requirement but is best practice for ensuring the Council remains on track with our Long Term Plan/Annual Plan activities.

#### Introduction

This Quarterly Summary of Performance report is the third for the 2022/23 financial year and covers the period of 1 January – 31 March 2023. This represents the third quarter of the second year of our [2021-31 Long Term Plan](#) (LTP) and corresponding 2022/23 Annual Plan.

The information in this report provides Council with an overview of:

- Highlights and challenges from the quarter
- Progress against our 2021-31 LTP non-financial performance measures and Chief Executive key performance indicators and major projects
- An overview of the quarter's performance by LTP Activity Group
- Progress against our 2021-31 LTP overarching strategic priorities
- Financial performance for the period ending 31 March 2023
- Organisational health, safety and wellbeing as at 31 March 2023.

## Greater Wellington Regional Council's Summary of Quarter Three Performance 2022/23

### Executive Summary – Quarter Three

Greater Wellington progressed key programmes of work and delivered core services across our four activity groups during the reporting period (1 January – 31 March 2023). Ongoing challenges from previous quarters remain this quarter, such as resourcing issues, staff shortages, a tight labour market, and inflationary pressures. Consequently our performance measures are behind where we want them to be. Nevertheless, Greater Wellington has still delivered some great outcomes for our communities and the Region this quarter.

#### Achievements and Challenges

**Response to Cyclone Gabrielle** – Greater Wellington provided both onsite and back-office support personnel for Wellington Region Emergency Management Office, and deployed staff to the Hawke's Bay region and Gisborne District to support their responses during the disaster. Greater Wellington continues to support affected councils on Cyclone Gabrielle, acknowledging that recovery is a long process for the affected communities. We also led a significant response effort within our region, working closely with rural communities in the Wairarapa eastern hills assisting during the event, and providing ongoing support to enable more rapid recovery. We also provided supported in response to Cyclone Hale in Auckland. With the prevailing effects of climate change and number of extreme weather events increasing, Greater Wellington continues to increase regional resilience and preparedness, through the likes of our various flood protection projects and services.

**Movin' March** – one of Greater Wellington's roles is to promote travel behaviour change. This means delivering a range of travel behaviour change initiatives and education focused on businesses, workplaces, and schools. Promoting the benefits and safe use of walking, scootering, and biking to school, Greater Wellington delivered its largest *Movin' March* campaign to date, with a record of 145 schools participating and over 170,000 'trips' logged.

**Enviroschools** – Greater Wellington provides regional leadership and coordination of the Enviroschools network in the Wellington Region partnering with the Toimata Foundation and territorial authorities. It aims to empower young people and their communities to connect in, learn about and take action together for te taiao across a range of sustainability projects. In Quarter Three the Enviroschools team ran successful events in Upper Hutt and Wairarapa, with students and teachers highly engaged and building relationships to support future collaborations. A teacher event in Wellington City supported teachers to meaningfully incorporate their gardens for learning.

**Kaipupuri Taonga ki te Ao Whānui** – Quarter Three saw the launch of a proposed framework, which presents a vision for taiao across the Wellington region. The framework was developed by Mauri Tūhono ki te Upoko o te Ika a Māui – a diverse working group representing Greater Wellington, mana whenua, the Department of Conservation, and the wider community. The group has wide-ranging experience, knowledge, and connections to consider a diverse range of views and information. The framework suggests seven broad shifts in the way we do things and is focussed on our connections to te taiao and to each other, joining up our efforts for biodiversity and being more aligned to te ao Māori perspectives and honouring Te Tiriti o Waitangi.

**Attachment 1 to Report 23.188**

**Greater Wellington Regional Council's Summary of Quarter Three Performance  
2022/23**

**Disruptions to Public Transport services continue to be a challenge** in Quarter Three, with ongoing bus driver resource shortages, and rail staff availability issues. With the Government's recent changes to immigration rules, Metlink's operators are actively recruiting overseas drivers to supplement domestic numbers, with over 100 drivers recruited to date. In addition, Council agreed on 30 March 2023 to increase base rates paid to Metlink bus drivers in accordance with Government's 'better off' funding offer. From 1 April 2023, pay rates will increase to an average of \$30/hr for 'urban' and \$28/hr for 'regional'.

**Our key performance measures indicate risk to year end delivery remains**

61 percent of our *measurable* Long Term Plan Non-Financial Performance Measures are on track (down nine percent from Quarter Two), and 64 percent of our *measurable* Chief Executive Key Performance Indicators are 'On Track' (down 13 percent from Quarter Two). With 26 percent of our Long Term Plan non-financial performance measures 'At Risk' or 'Off Track' in quarter three, and 35 percent of our Long Term Plan performance measures not measurable until year-end, risk to year-end delivery remains. Based off current information, we are currently estimating to achieve around 75 percent of our Long Term Plan measures at year-end, while continuing to assess what interventions are available to get measures back 'On Track'.

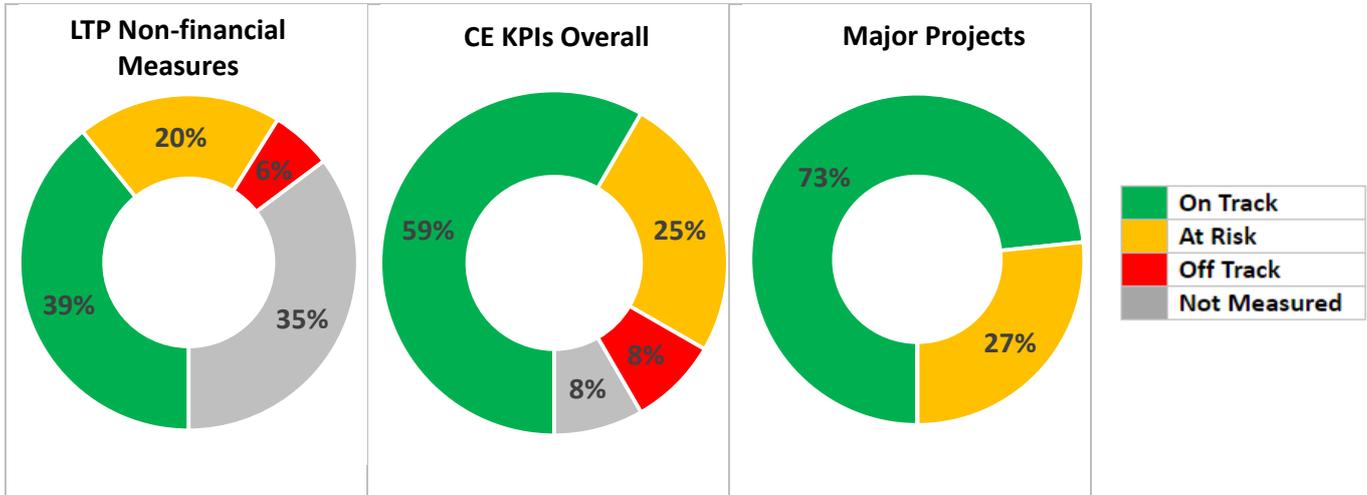
At the end of Quarter Three (31 March 2023), we are 36 percent underspent in our Capital Projects (CAPEX) budget and won't deliver our full CAPEX budget by 30 June 2023. Reasons include construction delays due to poor weather, procurement and contractor availability, and delays in the National Ticketing Solution delaying the Greater Wellington ticketing project.

Despite the challenges and performance results, Greater Wellington continues to prioritise core services, and is progressing well against a range of initiatives and Long Term Plan projects.

Greater Wellington Regional Council's Summary of Quarter Three Performance 2022/23

Performance Indicators - Quarter Three

As at 31 March 2023:



Commentary:

- Performance results have not improved in Quarter Three (Q3) when compared with Quarter Two (Q2):
  - **Long Term Plan (LTP) Non-financial performance measures:** 39 percent (20 measures) are On Track – down from 47 percent (24 measures) in Q2. Excluding *Not Measured* results; 61 percent are On Track – down from 70 percent in Q2.
  - **Chief Executive Key Performance Indicators (KPIs):** 59 percent (14 measures) are On Track – down from 71 percent (17 measures) in Q2. Excluding *Not measured* results; 64 percent are On Track – down from 77 percent in Q1.
  - **73 percent of our Major Projects are On Track**, up from 71 percent in Q2.
- 24 percent (12 measures) of LTP non-financial performance measures, and 33 percent (8 measures) of Chief Executive KPIs are either At Risk or Off Track. General reasons for this result include ongoing staff resourcing issues and Public Transport related challenges.
- Many of our measures are Not Measurable in Quarter Three due to them being annual measures where the timing of annual results and/or surveys coincides with the end of the financial year.

For more detailed information see:

- *Appendix One for the LTP Non-Financial Performance Measures and Appendix Two for the Chief Executive KPIs*
- *Attachment Two Greater Wellington Major Projects Overview as at 31 March 2023*

Greater Wellington Regional Council's Summary of Quarter Three Performance 2022/23

Overview of LTP Activity Group Performance – Quarter Three

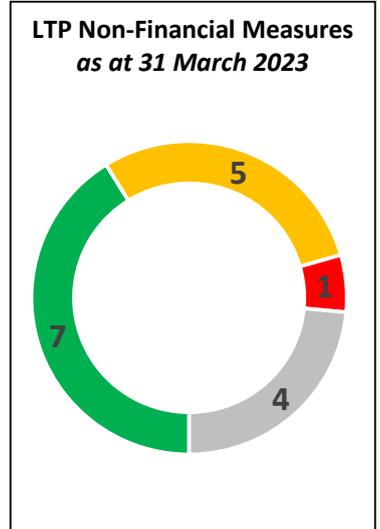
This section outlines some of the key achievements for each Activity Group made during the quarter.

**Ko te haumarū taiao me te waipuke | Environment and Flood Protection**

Great progress has been made on statutory reforms such as the Natural Resource Plan and Regional Policy Statement, that will shape the region's environment for the future. Riparian planting, core flood protection work continues, and delivery in Regional Parks continue. Ongoing challenges to delivery remain relating to resourcing, contractor availability, and increasing supply costs.

Highlights include:

- ✓ **Proposed Natural Resource Plan** – progress regarding coastal provisions, ongoing discussions with mana whenua on stormwater, on-site wastewater and freshwater management.
- ✓ **Regional Policy Statement Change 1** – preparation for hearings expected to commence in June 2023. Panel for both Freshwater planning process and S1 Resource Management Act appointed.
- ✓ **Visits to our Regional Parks** – We have welcomed 1.41 million visitors as at the end of Quarter Three. We continue to improve visitor experience with progression of master planning with our communities throughout our Regional Parks.
- ✓ **Flood hazard mapping** – provided for inclusion in the Wairarapa Combined District Plan.

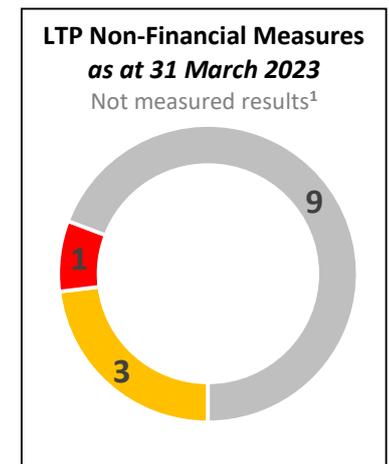


**Ngā waka tūmatanui | Metlink Public Transport**

Work continues to address challenges to public transport services such as driver resource shortages, speed restrictions on the Kāpiti line, and renewal work on the Wairarapa line.

Despite challenges, highlights include:

- ✓ **Continued Electrification of bus fleet** – there are now 97 electric buses in service on the network.
- ✓ **Station upgrades** – Subway Mural Unveiling at Plimmerton Station, and Wellington Railway Station re-signalling project commenced.
- ✓ **Launch of 'Ride like your aunty is watching' etiquette campaign** – aimed at creating a more enjoyable passenger experience and supporting bus drivers and train crew.
- ✓ **Launch of new 'Pride Bus'** – as part of a shared commitment to inclusive public transport across the Metlink network.



<sup>1</sup> Eight of Metlink's 'Not Measured' performance targets are available year-end, measured via the annual Passenger Satisfaction Survey undertaken in May 2023. The other 'Not Measured' performance target relates to our Public Transport Carbon Emissions, and is also not available until year-end.

Greater Wellington Regional Council's Summary of Quarter Three Performance 2022/23

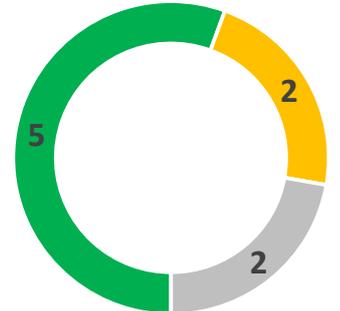
**Ko te mahere ā-rohe me ngā rangapū | Regional Strategy and Partnerships**

Strengthening our partnerships with mana whenua continues via progress on kaupapa funding. Significant work done in the transport space and developing statutory planning documents.

Highlights include:

- ✓ **Kaupapa Funding** – Kahungunu ki Wairarapa funding agreement signed. Te Ātiawa Ki Whakarongotai agreement finalised and provided for signing to iwi.
- ✓ **Regional Land Transport Plan** – review of scope, approach, and timing approved by the Regional Transport Committee.
- ✓ **Let's Get Wellington Moving** – recruitment of the full team supporting the Travel Behaviour Change programme has been completed. This enables planning for implementation of the programme to progress from the middle of the year.

LTP Non-Financial Measures as at 31 March 2023



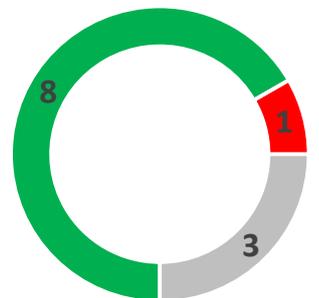
**Ngā puna wai | Water Supply**

The network's capital programme is on track, with a number of key projects in construction. Programme risks include material supply delays, and cost increases. Despite an unusually wet summer, per capita demand for water increased, driven by growing water losses (leaks) across the network and private properties.

Highlights include:

- ✓ **Regional Fluoride Dosing System** – work continues on the remaining two water treatment plants, due for completion this financial year.
- ✓ **Te Marua Capacity upgrade project** – procurement of materials and enabling works.
- ✓ **Kaitoke Flume Bridge project** – overall programme on track.

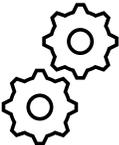
LTP Non-Financial Measures as at 31 March 2023



Greater Wellington Regional Council's Summary of Quarter Three Performance 2022/23

Snapshot of our LTP Strategic Priorities – Quarter Three

Greater Wellington identified four key overarching strategic priorities in our 2021-31 Long Term Plan. Each Activity Group works to incorporate these priorities throughout their work. Below are some of examples of how we responded to our Strategic Priorities during the third quarter of 2022/23.

 <p>Improving outcomes for mana whenua and Māori</p>	<ul style="list-style-type: none"> <li>• <b>Environmental policy</b> – mana whenua contacts continue to uphold partnership through their correspondence with their iwi contacts regarding the proposed Natural Resources Plan, Regional Policy Statement, and Whaitua work programmes, with resourcing for mana whenua supported by kaupapa funding.</li> <li>• <b>Bus driver recruitment initiative</b> – Metlink continues discussions with Ngāti Toa regarding their involvement in a bus driver recruitment initiative.</li> <li>• <b>Significance and Engagement Policy review</b> – Greater Wellington's newly proposed policy and criteria ensures our mana whenua partners are represented and their status is publicly recognised.</li> <li>• <b>Procurement Processes</b> – a restoration panel has been approved to enable suppliers for restoration works for the next 10 years. The panel is open to support Māori suppliers and allow anyone in Greater Wellington to select appropriate suppliers. Legal and Procurement are instituting supplier identification fields to enable reporting against procurement targets. These initiatives aim to support diversity and the Māori economy through procurement at Greater Wellington.</li> </ul>
 <p>Responding to the climate emergency</p>	<ul style="list-style-type: none"> <li>• <b>Cyclone Gabrielle</b> – in response to the extreme weather event, Greater Wellington provided both onsite and back-office support personnel for WREMO (Wellington Region Emergency Management). Greater Wellington continues to support affected councils on Cyclone Gabrielle long term recovery.</li> <li>• <b>Floodplain Management Plans (FMPs)</b> – implementation of FMPs (Hutt River, Te Kauru, Pinehaven, Ōtaki, and Waikanae) are on track, working to establish long-term controls to manage flood and erosion hazards.</li> <li>• <b>Indigenous species planted</b> – 158,000 plants planted so far this year to protect and restore biodiversity and ecosystem health.</li> </ul>
 <p>Aligning to Government Direction</p>	<ul style="list-style-type: none"> <li>• <b>Land Transport Management (Regulation of Public Transport) Amendment Bill 2023</b> – proposes reforms to the planning, procurement, and delivery of public transport and will replace the current Public Transport Operating Model (PTOM). Greater Wellington continues to work with the Ministry of Transport, Waka Kotahi, and other public transport authorities to develop operational policy and support implementation of changes.</li> <li>• <b>Natural Built and Environment Spatial Planning Bills</b> – Greater Wellington submitted on both Bills – strong support for the Spatial Planning Bill, which offers opportunities for greater collective regional leadership in the inter-generational space.</li> <li>• <b>Three Waters review</b> – Three Waters Debt Settlement Plan negotiated, agreed and shared with Greater Wellington.</li> </ul>
<p>Responding to Impacts of COVID-19</p>	<ul style="list-style-type: none"> <li>• <b>Ongoing monitoring and management</b> of the situation continues as a BAU activity.</li> </ul>

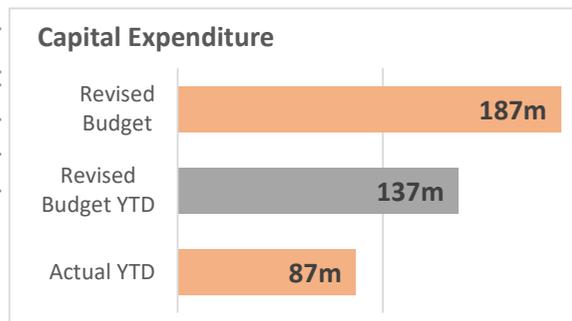
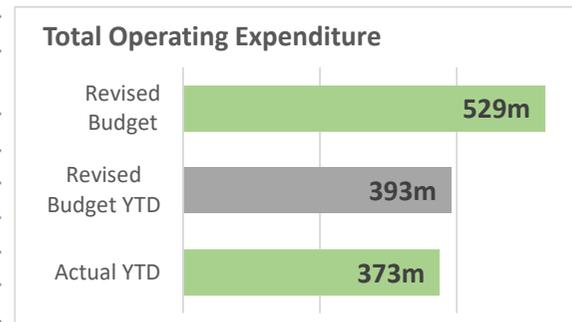
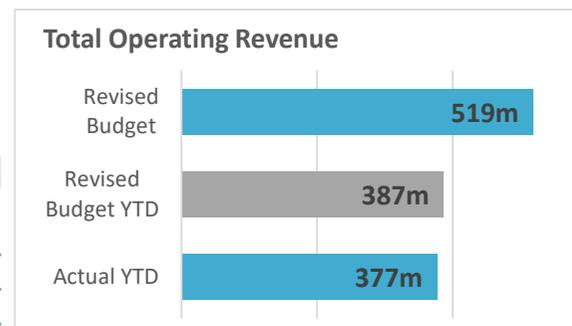
Greater Wellington Regional Council's Summary of Quarter Three Performance 2022/23

Financial Performance – Quarter Three

Revenue and expense – operating and capital

This statement provides year-to-date financials for period ending 31 March 2023 with comparisons to the budget set in the 2022-23 Annual Plan plus re-budgets approved by Council (Revised Budget).

	Year to date				Full Year Revised Budget \$000s
	Actual \$000s	Revised Budget \$000s	Variance \$000s		
<b>Operating Revenue</b>					
Rates and Levies	167,225	168,553	(1,328)	-1%	222,717
Grants and Subsidies	151,771	117,466	34,305	29%	160,242
Other Revenue	57,648	101,161	(43,513)	-43%	136,464
<b>Total Operating Revenue</b>	<b>376,645</b>	<b>387,180</b>	<b>(10,535)</b>	<b>-3%</b>	<b>519,422</b>
<b>Operating Expenditure</b>					
Personnel	54,488	56,521	(2,033)	-4%	75,241
Grants and Subsidies	182,338	188,141	(5,803)	-3%	252,088
Consultants, Contractors and Suppliers	88,187	108,448	(20,261)	-19%	148,598
Finance Costs	25,636	17,065	8,571	50%	22,847
Depreciation	24,796	22,582	2,214	10%	30,109
<b>Total Operating Expenditure</b>	<b>375,444</b>	<b>392,757</b>	<b>(17,313)</b>	<b>-4%</b>	<b>528,883</b>
<b>Operating Surplus/(Deficit) before other items</b>	<b>1,201</b>	<b>(5,577)</b>	<b>6,777</b>	<b>-122%</b>	<b>(9,461)</b>
Fair Value Movements	8,399	-	8,399	0%	-
<b>Operating Surplus/(Deficit)</b>	<b>9,599</b>	<b>(5,577)</b>	<b>15,176</b>	<b>-272%</b>	<b>(9,461)</b>
<b>Capital Expenditure</b>	<b>87,147</b>	<b>136,518</b>	<b>(49,371)</b>	<b>-36%</b>	<b>186,627</b>



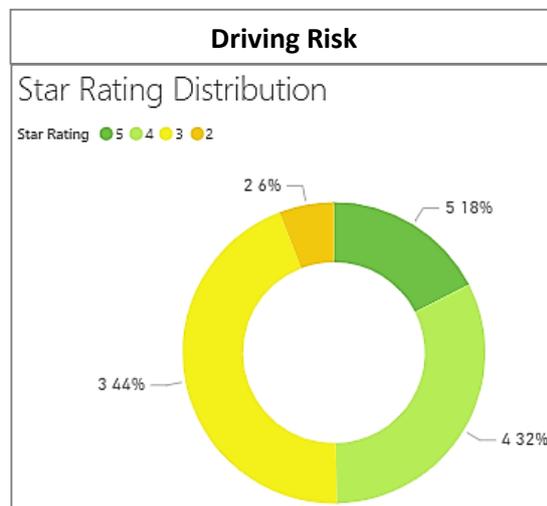
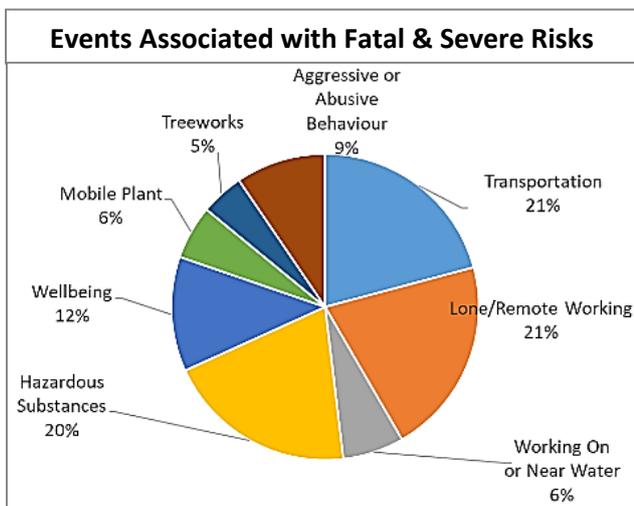
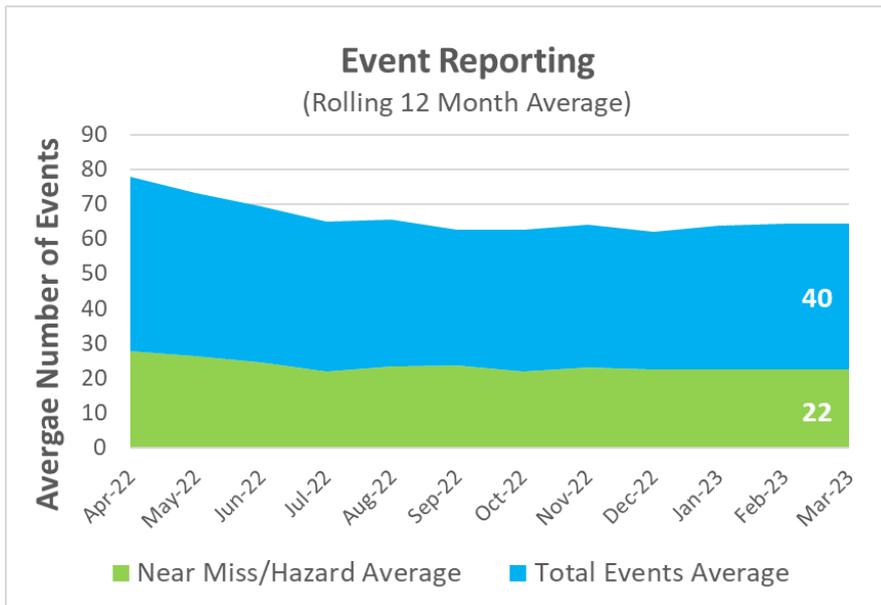
## Greater Wellington Regional Council's Summary of Quarter Three Performance 2022/23

### Finance Insights

- **Achieving the Capital Projects (CAPEX) budget will be challenging in 2022/23.** Currently, Council has underspent the CAPEX budget by 36 percent. Reasons for not achieving CAPEX include construction delays due to poor weather, procurement and contractor availability, and delays in the National Ticketing Solution consequently delaying the Greater Wellington ticketing project.
- **Higher finance costs due to increased lending rates** are causing an \$8.6m variance (50%) YTD. This is offset by additional investment revenue of \$4.7m. This trend is expected to continue for the rest of the year.
- **Farebox revenue continues to be below budget** with the behaviour change after COVID-19. Support is ongoing from Waka Kotahi at 51 percent for this reduced revenue.
- **Grants and Subsidy expenditure is reduced** by a permanent saving of \$4.0m in Public Transport with the reduction in payments to bus operators due to reduced services.

Greater Wellington Regional Council's Summary of Quarter Three Performance 2022/23

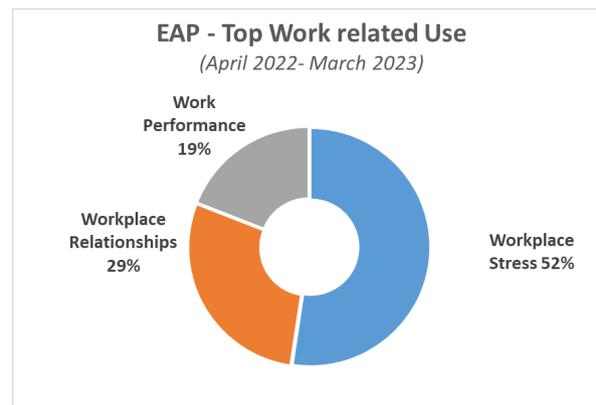
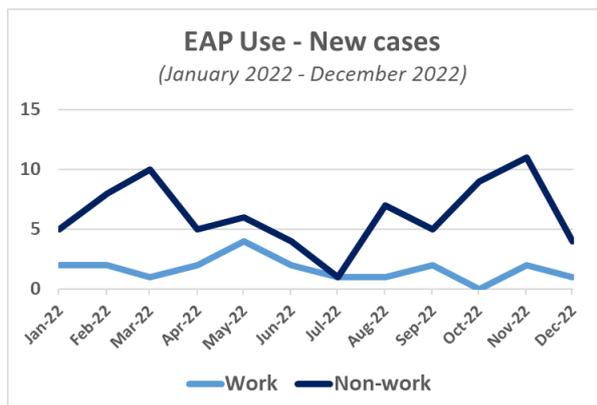
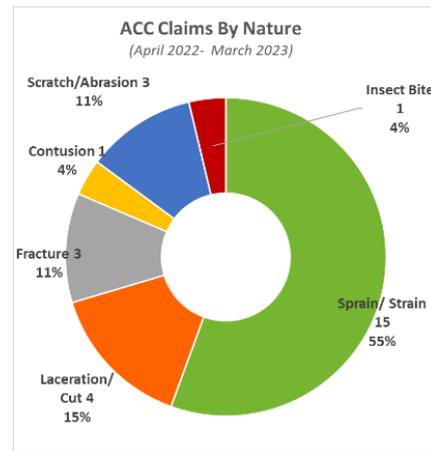
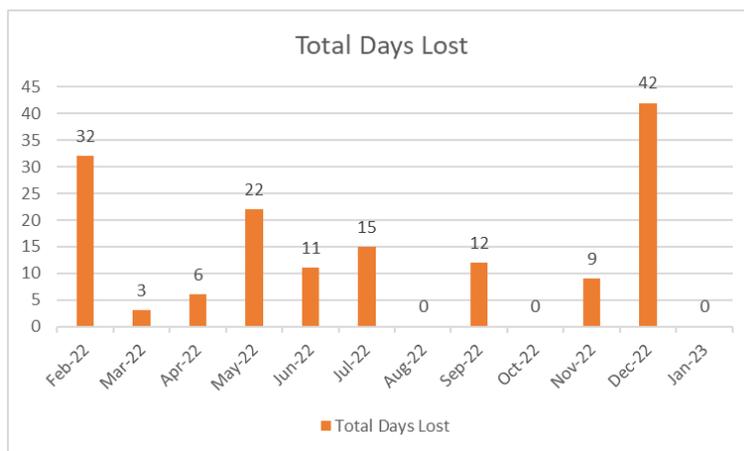
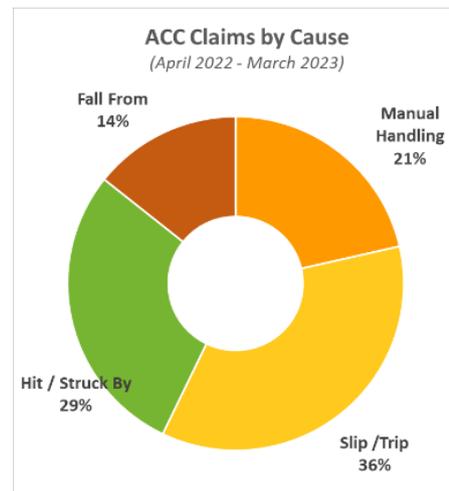
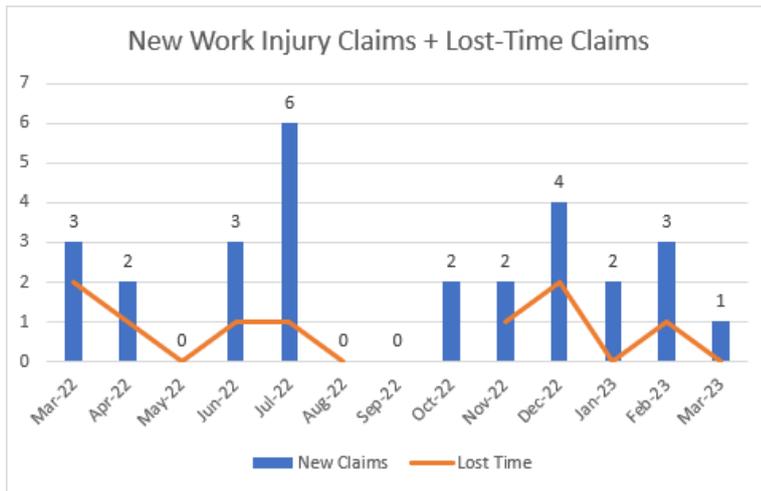
Health Safety and Wellbeing (HSW) – Quarter Three



Project	Status	Update
Fatal and Severe Risks Review	●	Paused due to heavy BAU demands and time input required for the get home safe project in conjunction with ICT (as a critical control) as part of the wider lone and remote risk management programme.
Contractor HSW management	●	Progress delayed due to heavy BAU demand and WorkSafe duty holder review following the recent notifiable event.

**Attachment 1 to Report 23.188**

**Greater Wellington Regional Council's Summary of Quarter Three Performance 2022/23**



**Emerging trends**

- Decrease in days lost due to work related injury, and successful return to work
- Events involving third party operators
- Increase in EAP in February for work related stress in the leadup to Environmental Group stand up

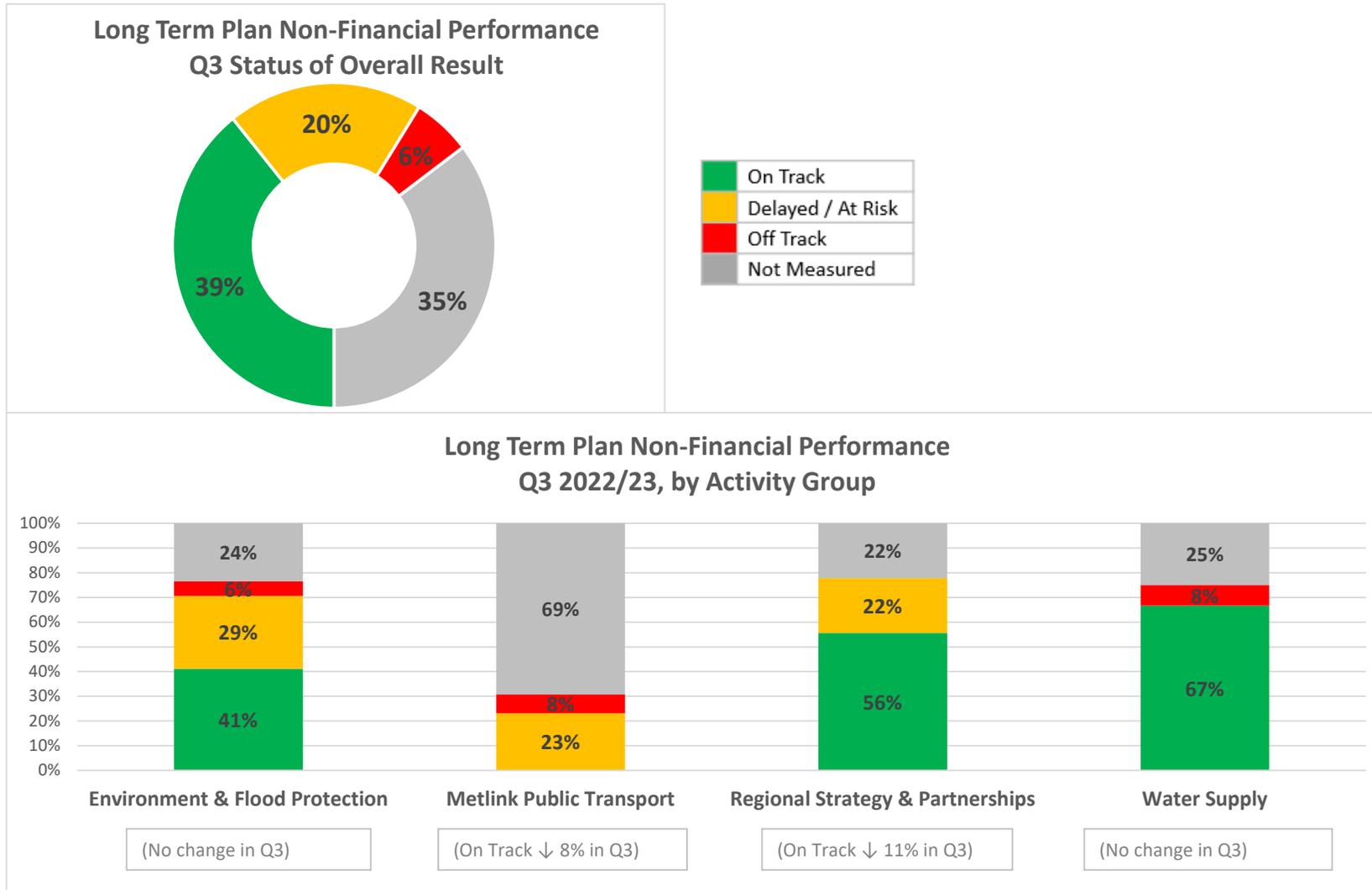
**KEY HSW Activity:**

- Get home safe development (in conjunction with ICT / radio project)
- Metlink operator audit actions
- Duty holder and event learning review – notifiable event
- Risk guidelines and supporting resource development and consultation
- KESAW upgrade
- Rehabilitation activity
- Health monitoring
- Wellbeing expo prep
- Heavy BAU demand

Greater Wellington Regional Council's Summary of Quarter Three Performance 2022/23

**APPENDIX ONE: Long Term Plan Non-Financial Measures – Quarter Three**

Results from Quarter Three of 2022/23 as at 31 March 2023:



## Greater Wellington Regional Council's Summary of Quarter Three Performance 2022/23

ENVIRONMENT & FLOOD PROTECTION										
Community Outcome	Strategic Priorities	Key Result Areas	Levels of Service	Performance Measures	Baseline (2019/20 )	2021/22 Result	2022/23 Target	2022/23 Quarter 3 Status	2022/23 Quarter 3 Result	2022/23 Quarter 3 Commentary
Thriving Environment	Protect and restore our freshwater quality and blue belt	Delivery of the Ruamāhanga, Te Awarua-o-Porirua and Te Whanganui-a-Tara Whitua implementation programmes	Water quality in the region is maintained or improved	Macroinvertebrate Community Index (MCI) score is maintained or improved <sup>2</sup>	New Measure	Achieved	Achieved <sup>3</sup>	Not Measured	Measured Annually	Measured annually in June.
			Support landowners through incentive funding and advice to develop and implement Farm Environment Plan actions, which reduce nutrient and sediment discharges or enhance biodiversity	Percentage of Greater Wellington incentive funding <sup>4</sup> used to advance Whitua Implementation Programme priorities or to enhance or protect threatened biodiversity, through completion of high impact actions on private land	New Measure	98.3%	75%	Not Measured	Measured Annually	Measured annually in June.

<sup>2</sup> Aquatic macroinvertebrates (i.e. animals without backbones that can be seen with the naked eye, e.g. shrimps, worms, crayfish, aquatic snails, mussels, aquatic stage of some insect larvae, such as dragonfly larvae, mayflies, caddisflies, etc.) are commonly used biological indicators for freshwater ecosystem health throughout New Zealand and around the world. Macroinvertebrates are widely used because they are abundant, easy to collect and identify, have relatively long life-cycles, and are sensitive to multiple pressures (e.g. pollution, habitat removal, floods, and droughts). This makes macroinvertebrate communities useful to identify where we need to improve our management of these pressures and to show when these pressures are sufficiently addressed.

<sup>3</sup> For 2021/22 97.5% of monitoring sites have maintained or improved their MCI score – only one monitoring site has recorded a decrease, and this is within the variability observed at the site over recent years. Weather conditions and river flows before sampling are a possible cause of this variability with the site assessment around the band A/B threshold.

<sup>4</sup> Greater Wellington incentive funding used to complete high impact actions will be assessed in respect to the three substantive incentive funds aimed at assisting landowners to undertake beneficial freshwater or biodiversity action on their land – these three programmes being: the Riparian Programme, the Farm Planning services fund, and the Wetland Programme. These three programmes, co-funded by Greater Wellington rates and landowner contributions, plan to deliver over \$3 million of advice, planning and ecological enhancement works in 2022/23.

## Greater Wellington Regional Council's Summary of Quarter Three Performance 2022/23

ENVIRONMENT & FLOOD PROTECTION										
Community Outcome	Strategic Priorities	Key Result Areas	Levels of Service	Performance Measures	Baseline (2019/20 )	2021/22 Result	2022/23 Target	2022/23 Quarter 3 Status	2022/23 Quarter 3 Result	2022/23 Quarter 3 Commentary
			Deliver treatment programme on identified erosion-prone land	Erosion-prone hill country treated	755 ha	850 ha	825 ha	On Track	788 ha YTD	The remaining target amount will be treated in Q4.
			Provide environmental information to the community and our stakeholders	Timely Information from core environmental monitoring programmes is made available to the public via the Greater Wellington website	New Measure	Not Achieved: 3 of 14 (21%) of 2020/21 annual reports published on time	Achieved	Off Track	9/16 reports for the year have been published - with only 4 reports being on time.	Greater Wellington prepares a range of reports on the quality and quantity of our region's air, land, fresh waters and coasts, which are published on our <a href="#">website</a> . A total of 16 annual monitoring reports are to be produced this year. 3 of the 13 (23%) Q1 reports were completed on time. No reports were due in Q2. 1 of the 2 (50%) Q3 reports was completed on time. As at Q3, 9 of the 16 reports for the year have been published. Ongoing resourcing issues and other activities being seen as higher priority/more urgent, lead to reporting delays. To address this issue, we are currently resourcing skillsets to improve the efficiency and automation of this process.
			Monitor compliance with resource consents	Where rates of compliance for high-risk activities are less than 80 percent, develop and implement a strategy to improve the rate of compliance	> 80%	Water Takes: Improved from 60.1% to 67.6%	Improved	On Track		Based on last year's compliance results, four strategies are required for water takes, earthworks, municipal water supplies, and municipal wastewater. Two strategies have been developed whilst the remaining two are still in progress.
			Customer satisfaction for the resource consent service	Level of overall satisfaction with consent processing services <sup>5</sup>	4.33	4.41	> 4	On Track	4.05 YTD	The year-to-date average satisfaction result is 4.05.

<sup>5</sup> When resource consents are approved, consent applicants are invited to fill out a brief online survey about their consent processing experience. A few questions are asked including the following: "Overall, how satisfied were you with the customer service provided?". Respondents are prompted to provide a provide a rating from 1 (very dissatisfied) to 5 (satisfied). The mean response value is calculated for both the quarter result and year-to-date (YTD) result.

Greater Wellington Regional Council's Summary of Quarter Three Performance 2022/23

ENVIRONMENT & FLOOD PROTECTION										
Community Outcome	Strategic Priorities	Key Result Areas	Levels of Service	Performance Measures	Baseline (2019/20 )	2021/22 Result	2022/23 Target	2022/23 Quarter 3 Status	2022/23 Quarter 3 Result	2022/23 Quarter 3 Commentary
Thriving Environment <i>(continued)</i>	Protect and restore indigenous biodiversity and ecosystem health	Re-forestation and protection and restoration of wetlands across our regional parks network	Protect and care for the environment, landscape and heritage	Grazed land retired and restored to its native state	New Measure	102 ha	100 ha	At Risk	43 ha YTD	No planting undertaken in Q3. Going forward we are building capability and capacity to deliver 150 ha of restoration for winter.
	Implementing nature based solutions to climate change			Indigenous species planted	63,000	46,500	60,000	On Track	158,800 YTD	
		Improve recreational enjoyment and environmental value of regional parks	Customer satisfaction and improved public access	Percentage of regional park visitors that are satisfied with their experience	98%	86.4%	95%	Not Measured		Measured annually in June.
				Annual number of visits to a regional park	1.76 million	1.89 million	Increase from previous year	At Risk	1.41 million YTD	We are at risk of achieving the year-end target 1.89 million visitors. Although numbers sat at around 75% of the target at the end of the quarter, the number of visits in quarter four is typically lower than quarters two and three.
		Implement the Regional Pest Management Plan (RPMP) and support Predator Free Wellington Initiatives	Provide pest species control services across the region	Provide pest animal and plant management as per RPMP Operational Plans <sup>6</sup>	Not Achieved	Not Achieved	Achieved	At Risk		Species-led programme is on track. Of the site-led programmes, Biosecurity Services and Predator Free Wellington are on track. The Key Native Ecosystems programme is behind with the pest plant control and the Regional Predator Control Programme is behind with possum control work. Where work is behind schedule it is largely due to staff shortages and weather delays.

<sup>6</sup> Operational Plans can be accessed via Greater Wellington's website: <http://www.gw.govt.nz/biosecurity/>

## Greater Wellington Regional Council's Summary of Quarter Three Performance 2022/23

ENVIRONMENT & FLOOD PROTECTION										
Community Outcome	Strategic Priorities	Key Result Areas	Levels of Service	Performance Measures	Baseline (2019/20 )	2021/22 Result	2022/23 Target	2022/23 Quarter 3 Status	2022/23 Quarter 3 Result	2022/23 Quarter 3 Commentary
				Provide pest species control services as agreed under Predator Free Wellington	New Measure	Achieved	Achieved	On Track		Progressing towards elimination of rats, mustelids and possums on Miramar peninsula with three quarters of the area controlled. Moving into the northern part of the peninsula. Signup of property owners and planning for phase 2 (CBD to Island Bay) is well under way.
			Implement the objectives of the Greater Wellington Biodiversity Strategy	Biodiversity Strategy objectives are being actively progressed by Greater Wellington	New Measure	Achieved <sup>7</sup>	Achieved	Not Measured		Measured annually in June.
Resilient future	Communities safeguarded from major flooding	RiverLink flood control works completed	Progress towards completion of the RiverLink flood control works	Implement RiverLink in accordance with the approved Preliminary Design	New Measure	Achieved	Construction started	On Track		Procurement for alliance partner progressing to plan, with a shortlisted partner to enter the Interim Project Alliance Agreement (IPAA) phase selected.
			Provide the standard of flood protection agreed with communities	Major flood protection and control works are maintained, repaired and renewed to the key standards defined in relevant planning documents <sup>8</sup>	Yes	Yes	Yes	At Risk		Resource consents for the Ōtaki and Waikanae Rivers and the Upper Wairarapa need progressing with mana whenua to ensure that schemes can continue be maintained to the required levels of service. This is urgent for the Waikanae River. While we have agreement to undertake temporary works in the Waikanae River, a pathway is required to resolve the long-term river management resource consents. Availability of internal and external (materials and equipment) resources, unpredictable weather, and a reduced construction season is slowing work programme delivery across the region but particularly in the Hutt Valley.

<sup>7</sup> There are 15 Biodiversity Strategy objectives. Information was gathered at the end of the financial year on the activities that support each objective, and it was determined that all objectives were actively progressed during 2021/22.

<sup>8</sup> DIA Mandatory Measure

Greater Wellington Regional Council's Summary of Quarter Three Performance 2022/23

ENVIRONMENT & FLOOD PROTECTION										
Community Outcome	Strategic Priorities	Key Result Areas	Levels of Service	Performance Measures	Baseline (2019/20)	2021/22 Result	2022/23 Target	2022/23 Quarter 3 Status	2022/23 Quarter 3 Result	2022/23 Quarter 3 Commentary
			Provide information and understanding of flood risk in the community	Percentage of identified vulnerable floodplains with a flood management plan in place	30%	63%	35%	On Track		With the completion of the Waiohine and Te Kauru Flood Management Plans, we are now ahead of programme.
			Manage the safety of marine activities in the region's waters	Percentage of identified risks within the Harbour Risk Assessment that have been reviewed	New Measure	25%	60%	At Risk		This measure has moved from off track in quarter two to at risk in Quarter Three. Work was delayed due to resourcing issues. However, work is now underway. The target is unlikely to be met at year-end, but is moving in the right direction.

METLINK PUBLIC TRANSPORT										
Community Outcome	Strategic Priorities	Key Result Areas	Levels of Service	Performance Measures	Baseline (2019/20)	2021/22 Result	2022/23 Target	2022/23 Quarter 3 Status	2022/23 Quarter 3 Result	2022/23 Quarter 3 Commentary
Connected Communities Resilient Future Thriving Environment	An efficient, accessible and low carbon public transport network	Improving the customer experience across all areas of the public transport network	Provide a consistent and high quality customer experience across the public transport network	Passengers' overall satisfaction with the Metlink public transport <sup>9</sup>	New Measure	Bus: 93.2%	Bus 94%	Not measured		Results to the annual Customer Satisfaction Survey (in May) are available in June.
						Rail: 95.8%	Rail 94%	Not measured		Results to the annual Customer Satisfaction Survey (in May) are available in June.
						Ferry: 96.1%	Ferry 98%	Not measured		Results to the annual Customer Satisfaction Survey (in May) are available in June.
				Passenger satisfaction with convenience of	New Measure	83.1%	78%	Not measured		Results to the annual Customer Satisfaction Survey (in May) are available in June.

<sup>9</sup> The Metlink Public Transport Passenger Satisfaction Survey, which is run twice yearly, is used to determine Customer Satisfaction. Satisfied = score of 6-10 on a scale of 0-10. The question used to determine this measure is: *Thinking about the vehicle you are on now, how satisfied or dissatisfied are you with this trip overall?*

Greater Wellington Regional Council's Summary of Quarter Three Performance 2022/23

METLINK PUBLIC TRANSPORT										
Community Outcome	Strategic Priorities	Key Result Areas	Levels of Service	Performance Measures	Baseline (2019/20)	2021/22 Result	2022/23 Target	2022/23 Quarter 3 Status	2022/23 Quarter 3 Result	2022/23 Quarter 3 Commentary
				paying for Metlink public transport <sup>10</sup>						
				Passenger satisfaction with Metlink information currently available <sup>11</sup>	New Measure	77.7%	89%	Not measured		Results to the annual Customer Satisfaction Survey (in May) are available in June.
				Passenger satisfaction with Metlink public transport being on time <sup>12</sup>	New Measure	73.3%	82%	Not measured		Results to the annual Customer Satisfaction Survey (in May) are available in June.
Connected Communities Resilient Future Thriving Environment	An efficient, accessible and low carbon public transport network	Improving the customer experience across all areas of the public transport network	Provide a consistent and high quality customer experience across the public transport network	Percentage of scheduled bus trips that depart their timetabled starting location on time (punctuality) – to 5 minutes <sup>13</sup>	94.2%	95.5%	95%	At Risk	94.6%	The majority of our network achieved well over the 95% target. As punctuality primarily reflects the external environment (i.e. traffic congestion) <sup>14</sup> and its impact on timetable compliance, issues particularly in Wellington City, Kāpiti and the Wairarapa brought the overall score down. In some cases, driver error with information input into systems will be a cause too.

<sup>10</sup> The Metlink Public Transport Passenger Satisfaction Survey is used for this measure. Satisfied = score of 6-10 on a scale of 0-10. The question used to determine this measure is: *Thinking about your experience of public transport (including trains, buses and harbour ferries) in the Wellington region over the last three months, how satisfied or dissatisfied are you with how convenient it is to pay for public transport?*

<sup>11</sup> The Metlink Public Transport Passenger Satisfaction Survey is used for this measure. Satisfied = score of 6-10 on a scale of 0-10. The question used to determine this measure is: *Overall, how satisfied or dissatisfied are you with the information about public transport services that is currently available?*

<sup>12</sup> The Metlink Public Transport Passenger Satisfaction Survey is used for this measure. Satisfied = score of 6-10 on a scale of 0-10. The question used to determine this measure is: *Thinking about the vehicle you are on now, how satisfied or dissatisfied are you with the service being on time (keeping to the timetable)?*

<sup>13</sup> This measure is based on services that depart from origin, departing between one minute early and five minutes late.

<sup>14</sup> Types of external factors that influenced in Q2 included traffic congestion (particularly Wellington City); and disruptions such as the long-term stop-go on Ngaio Gorge.

Greater Wellington Regional Council's Summary of Quarter Three Performance 2022/23

METLINK PUBLIC TRANSPORT										
Community Outcome	Strategic Priorities	Key Result Areas	Levels of Service	Performance Measures	Baseline (2019/20)	2021/22 Result	2022/23 Target	2022/23 Quarter 3 Status	2022/23 Quarter 3 Result	2022/23 Quarter 3 Commentary
				Percentage of scheduled rail services on-time (punctuality) – to 5 minutes <sup>15</sup>	89.4%	89.9%	95%	Off Track	79.4%	Ongoing issues related to the slips and slope stability and the associated speed restrictions on the Kāpiti Line continue to significantly impact on-time performance. Most speed restrictions were lifted at the beginning of March which has significantly improved performance. Further speed restrictions are due to be lifted by the end of April which will return the Kāpiti Line to the expected line speed.  The ongoing upgrade work on the Wairarapa Line is continuing to affect performance and also impacts the on-time performance of the Hutt Valley line.
		40 percent increase in regional mode share for public transport and active modes by 2030	Promote and encourage people to move from private vehicles to public transport	Annual Public Transport boardings per capita	63 per capita	48.4 per capita	65 per capita	At Risk	60.2 per capita	We have continued to see reduced passenger boardings when compared to pre-COVID-19 levels. However, bus patronage is now 95% of pre-COVID-19 levels and rail is 75% of pre-COVID-19 levels.
Connected Communities  Resilient Future  Thriving Environment	An efficient, accessible and low carbon public transport network	40 percent increase in regional mode share for public transport and active modes by 2030	Provide fit-for-purpose vehicles, infrastructure and services to continually deliver a high quality core network that meets ongoing demand	Percentage of passengers who are satisfied with the condition of the station/stop/wharf <sup>16</sup>	New measure (88% Nov 2020)	87.6%	92%	Not Measured		Results to the annual Customer Satisfaction Survey (in May) are available in June.
				Percentage of passengers who are satisfied with the condition of the vehicle fleet <sup>17</sup>	New measure (94% Nov 2020)	94.9%	93%	Not Measured		Results to the annual Customer Satisfaction Survey (in May) are available in June.

<sup>15</sup> The rail punctuality measure is based on rail services arriving at key interchange stations and final destination, within five minutes of the scheduled time.

<sup>16</sup> The Metlink Public Transport Passenger Satisfaction Survey is used for this measure. Satisfied = score of 6-10 on a scale of 0-10. The question used to determine this measure is: *How satisfied or dissatisfied are you with the condition of the stop/station/wharf?*

<sup>17</sup> The Metlink Public Transport Passenger Satisfaction Survey is used for this measure. Satisfied = score of 6-10 on a scale of 0-10. The question used to determine this measure is: *How satisfied or dissatisfied are you with the condition of this vehicle?*

Greater Wellington Regional Council's Summary of Quarter Three Performance 2022/23

METLINK PUBLIC TRANSPORT										
Community Outcome	Strategic Priorities	Key Result Areas	Levels of Service	Performance Measures	Baseline (2019/20)	2021/22 Result	2022/23 Target	2022/23 Quarter 3 Status	2022/23 Quarter 3 Result	2022/23 Quarter 3 Commentary
		Reducing public transport emissions by accelerating decarbonisation of the vehicle fleet (bus, rail, ferry)	Gross emissions for Metlink's public transport fleet will be minimised, reducing the offsets required to reach net carbon neutrality	Tonnes of CO <sub>2</sub> emitted per year on Metlink Public Transport Services	New Measure (22,030)	23,442 tCO <sub>2</sub> e (2020/21) <sup>18</sup>	19,223 tonnes	Not Measured		Measured annually in June.
			Reduction of accidental death and serious injury on the public transport network and prioritisation of safety and maintenance on the Public Transport network to encourage safe behaviours	Accidental deaths and serious injuries sustained on the Public Transport network as a result of Metlink or operator activity <sup>19</sup>	New Measure	Completed	5% Reduction compared to previous year	At Risk		Two serious passenger injuries reported by Tranzurban. One was a notifiable injury to WorkSafe and related to a fall down double decker stairs. ICAM (Incident, Cause, Analysis, Method) investigation underway and ongoing. Second was related to elderly passenger falling onto pavement while disembarking.

<sup>18</sup> 2020/2021 financial year results have been used in place of the 2021/2022 target figure as data from all the operational sources was not available on-time.

<sup>19</sup> This measures events on the Metlink Public Transport network that have resulted in an accidental death or serious injury to a member of the public or Metlink staff member.

Greater Wellington Regional Council's Summary of Quarter Three Performance 2022/23

REGIONAL STRATEGY AND PARTNERSHIPS										
Community Outcome	Strategic Priorities	Key Result Areas	Levels of Service	Performance Measures	Baseline (2019/20)	2021/22 Result	2022/23 Target	2022/23 Quarter 3 Status	2022/23 Quarter 3 Result	2022/23 Quarter 3 Commentary
Resilient Future	Taking regional climate action through regional strategy, collaboration and advocacy	Working collectively with partners to take regional climate action	Reduction of Greater Wellington's corporate carbon emissions	Reduction in tonnes of CO <sub>2</sub> equivalent emissions <sup>20</sup>	New measure	50,342.3 tCO <sub>2</sub> e <sup>21</sup>	Reduction compared with previous year	Not Measured		Annual carbon footprint data for 2021/22 will be available next quarter.
	Regional economic development and recovery in a COVID-19 era	Regional economic recovery including low carbon economic transition	Alignment of Greater Wellington's activities and investment with the priorities of the Wellington Regional Leadership Committee <sup>22</sup>	As the Administering Authority, Greater Wellington will ensure the Committee has an agreed annual work programme and regular progress reporting	New measure	Achieved <sup>23</sup>	Achieved	On Track	Projects have reported satisfactory progress.	
Leading regional spatial planning	Implement the Wellington Regional Growth Framework									
Resilient Future			Maintain a state of readiness of the Emergency Coordination Centre that is appropriately staffed and equipped to respond to an emergency	A team of CIMS <sup>24</sup> trained Greater Wellington staff is ready to respond to an activation of the Emergency Coordination Centre	New measure	Achieved <sup>25</sup>	Achieved	On Track	Training has been continuous throughout the year	

<sup>20</sup> This measure is for all of Greater Wellington's corporate greenhouse gas emissions. This includes all business units, and the share for the jointly owned Council Controlled Organisations based on ownership share.

<sup>21</sup> The 2021/22 reported result relates to the 2020/21 financial year. Greater Wellington's Corporate carbon emissions are reported one year in arrears due to the data collection and Toitū Envirocare independent audit process.

<sup>22</sup> As the Administering Authority Greater Wellington supports and enables the operations and success of the Wellington Regional Leadership Committee.

<sup>23</sup> An agreed work programme for 2021/22 was provided by Greater Wellington to the Wellington Regional Leadership Committee (WRLC), which is monitored through regular reporting at WRLC meetings and through the WRLC Annual Report, published in July 2022.

<sup>24</sup> CIMS = Coordinated Incident Management System

<sup>25</sup> This is measured through annual reporting by the Wellington Regional Emergency Management Office (WREMO) stating the number of trained staff for the Emergency Coordination Centre based on the training requirements by the National Emergency Management Agency.

Greater Wellington Regional Council's Summary of Quarter Three Performance 2022/23

REGIONAL STRATEGY AND PARTNERSHIPS										
Community Outcome	Strategic Priorities	Key Result Areas	Levels of Service	Performance Measures	Baseline (2019/20)	2021/22 Result	2022/23 Target	2022/23 Quarter 3 Status	2022/23 Quarter 3 Result	2022/23 Quarter 3 Commentary
Connected Communities Resilient Future	An efficient, accessible and low carbon public transport network	40 percent increase in regional mode share for Public Transport and active modes by 2030	Regional transport, planning, leadership, advice, and coordination to guide development and delivery of an integrated, multi-modal regional transport network	Wellington Regional Land Transport Plan is prepared and updated in accordance with the LTMA <sup>26</sup> and central government guidance	New measure	Achieved	Annual Monitoring report is presented to RTC	On Track		Regional Transport Committee (RTC) approved the scope, timing, and approach for the RLTP 2024 Review. Initial environmental scanning covering Issues and Futures Report, Greater Say Survey and Foresight scanning completed.
				Coordinate and deliver new workplace travel programmes with major regional employers	New measure	0	3	At Risk		While there has been positive engagement across a number of major regional employers (e.g. NZ Police, Meridian Energy, MBIE) the three best candidates for workplace travel programmes have not been identified as yet.
Connected Communities Resilient Future	Effective partnerships and co-designed agreements with mana whenua	Collaborative decision making with mana whenua partners	Effective decision making achieved through active involvement with mana whenua through strong partnership arrangements	Mana whenua report evidence of strong partnership arrangements and progress towards positive outcomes <sup>27</sup>	New measure	Not Achieved	Achieved	On Track		Kaupapa funding agreements signed for Ātiawa ki Whakarongotai, Taranaki Whānui, Kahungunu ki Wairarapa & Rangitāne o Wairarapa Inc. Regular hui with five out of six mana whenua occur on a six weekly basis. Hui with Te Rūnanga o Toa Rangatira are currently on hold due to their internal restructure although quarterly wānanga are still occurring between Greater Wellington /NTR CEOs.

<sup>26</sup> LTMA = Land Transport Management Act

<sup>27</sup> Annual Qualitative Survey of our six mana whenua partners.

## Greater Wellington Regional Council's Summary of Quarter Three Performance 2022/23

REGIONAL STRATEGY AND PARTNERSHIPS										
Community Outcome	Strategic Priorities	Key Result Areas	Levels of Service	Performance Measures	Baseline (2019/20)	2021/22 Result	2022/23 Target	2022/23 Quarter 3 Status	2022/23 Quarter 3 Result	2022/23 Quarter 3 Commentary
			Positive outcomes for Māori achieved through effective and resourced planning and engagement	Increased incorporation and use of mātauranga Māori across services delivered by Greater Wellington	New measure	Achieved <sup>28</sup>	Achieved	On Track		Increased participation of staff attending the range of capability training to improve understanding of te ao Māori. The build of mātauranga Māori and confidence takes time to develop and is being delivered through ongoing training to staff. Development of Mauri Tūhono with iwi has ensured a Māori preceptive is recognised by Biodiversity.
			Mana whenua and Māori are enabled to achieve strong, prosperous and resilient outcomes	Deliver Te Matarau a Māui annual work programme as agreed to by independent Board	New measure	Not Achieved	Achieved	On Track		Annual work programme for Te Matarau developed, and delivery is underway.
				Mana whenua and Māori report they are prepared for managing effective responses to civil defence and other emergencies	New measure	Not Achieved	Achieved	Not Measured		Measured annually in June via Wellington Region Emergency Management (WREMO).

<sup>28</sup> The implementation of Te Whariki – Greater Wellington's Māori Outcomes Framework has been a focus for 2021/22 and has resulted in increased focus on lifting organisational capability with regards to mātauranga Māori.

## Greater Wellington Regional Council's Summary of Quarter Three Performance 2022/23

WATER SUPPLY										
Community Outcome	Strategic Priorities	Key Result Areas	Levels of Service	Performance Measures	Baseline (2019/20)	2021/22 Results	2022/23 Target	2022/23 Quarter 3 Status	2022/23 Quarter 3 Result	2022/23 Quarter 3 Commentary
Thriving Environment	A clean, safe and sustainable future drinking water supply		Provide water that is safe, and pleasant to drink	Compliance with part 4 of the drinking-water standards (bacteria compliance criteria) <sup>29</sup>	100%		Compliant	Not Measured	100%	Not measured in Q3 <sup>30</sup>
				Compliance with part 5 of the drinking-water standards (protozoal compliance criteria) <sup>29</sup>	100%		Compliant	Not Measured	100%	Not measured in Q3 <sup>30</sup>
				Customer satisfaction: number of complaints regarding water clarity, taste, odour, pressure/flow, and supply <sup>29</sup>	0		<20 complaints per 1,000 connections	On Track	0 complaints	
				Number of waterborne disease outbreaks	0		0	On Track	0	
Resilient Future	Reduce water demand to support a sustainable water supply to avoid unnecessary investment in significant new water supply infrastructure	Support the reduction of the overall bulk water supply to the four metropolitan cities by 25 percent by 2030	Provide a continuous and secure bulk water supply	Average consumption of drinking water per day per resident within the TA districts <sup>29</sup>	369.8 L/d/p		<375 L/d/p	Off Track	YTD result: 396 L/d/p	We had an unusually wet summer which saw <i>peak</i> demand decrease year-on-year. Despite a wetter summer, <i>overall</i> per capita demand increased due to growing water losses (leaks). Analysis indicates a growing number of leaks across the Wellington metropolitan region, particularly within the Hutt Valley. Leak detection work has found that losses are occurring both on the distribution network and on private properties.

<sup>29</sup> Non-Financial Performance Measures Rules 2013, Water Supply (DIA Mandatory Measure).

<sup>30</sup> As part of preparing Wellington Water for the increased regulation requirements set by Taumata Arowai, we have increased our audit activities. Taumata Arowai has been briefed on our increased audit activities and acknowledges it as good practice and that it will identify issues that will require reconciliation. Part of the increased effort was an in-depth audit of the Q1 and Q2 data that supports this measure. The audit has identified several technical compliance issues within the data that need to be reconciled in order to demonstrate complete compliance. Taumata Arowai has indicated that as long as we continue on the path of addressing the issues identified, they will be comfortable. Even with that assurance, we are going to move to resolve the issues as soon as practicable. To be completely transparent we have set this measure as red while we resolve these issues which we aim to have completed by the end of Q4. We can provide assurance that the water quality during Q1 and Q2 was unaffected and all water supplied was, and remains, safe.

Greater Wellington Regional Council's Summary of Quarter Three Performance 2022/23

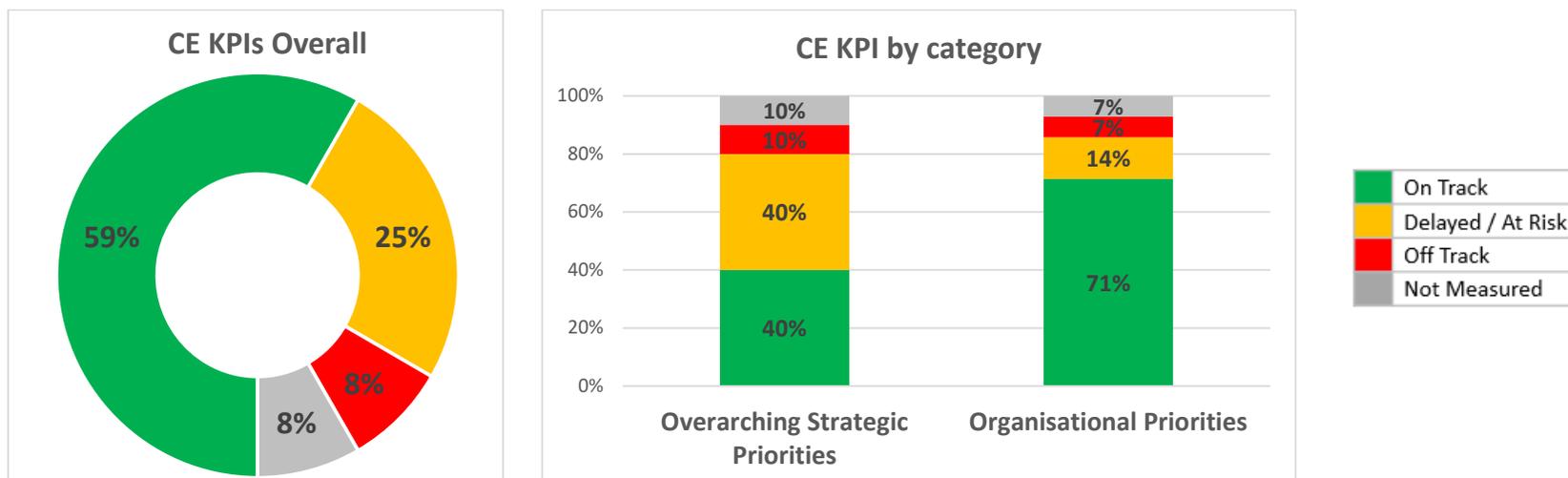
WATER SUPPLY										
Community Outcome	Strategic Priorities	Key Result Areas	Levels of Service	Performance Measures	Baseline (2019/20)	2021/22 Results	2022/23 Target	2022/23 Quarter 3 Status	2022/23 Quarter 3 Result	2022/23 Quarter 3 Commentary
				Maintenance of the reticulation network: Percentage of real water loss from the networked reticulation system <sup>31</sup>	0.07%		+/- 0.25%	On track	0.03%	
Resilient Future <i>(continued)</i>	Reduce water demand to support a sustainable water supply to avoid unnecessary investment in significant new water supply infrastructure <i>(continued)</i>		Provide a continuous and secure bulk water supply <i>(continued)</i>	Response times to attend urgent call-outs in response to a fault or unplanned interruption to the network reticulation system <sup>31</sup>	Time to reach site: 0 min		Time to reach site <90min	On Track	0 min	No urgent call-outs on the Bulk Water Network during Q3
					Time to confirm resolution: 0 hours		Time to confirm resolution <8 hours	On Track	0 hours	No urgent call-outs on the Bulk Water Network during Q3
				Response times to attend non-urgent call-outs in response to a fault or unplanned interruption to the network reticulation system <sup>31</sup>	Time to reach site: 0.9 hours		Time to reach site <72 hours	On Track	0 hours	No non-urgent call-outs on the Bulk Water Network during Q3
					Time to confirm resolution: 1.25 days		Time to confirm resolution <20 days	On Track	0 days	No non-urgent call-outs on the Bulk Water Network during Q3
				Number of events in the bulk water supply preventing the continuous supply of drinking water to consumers	0		0	On Track	0	
				Sufficient water is available to meet normal demand except in a drought with a severity of greater than or equal to 1 in 50 years	6.9%		<2%	Not Measured		Not measured in Q3

<sup>31</sup> Non-Financial Performance Measures Rules 2013, Water Supply (DIA Mandatory Measure).

Greater Wellington Regional Council's Summary of Quarter Three Performance 2022/23

**APPENDIX TWO: Chief Executive Key Performance Indicators – Quarter Three**

Results from Quarter Three of 2022/23, as at 31 March 2023:



Section 1: Overarching Strategic Priorities						
The KPIs in this section measure against the overarching priorities in Council's Strategic Framework						
Priority	Outcome	Measure	2022/23 Target	2022/23 Quarter 3 Status	2022/23 Quarter 3 Result	2022/23 Quarter 3 Commentary
Improving outcomes for mana whenua and Māori	Mana whenua are included in decision-making, and Te Ao Māori and mātauranga Māori perspectives are reflected in the work Greater Wellington delivers so we can achieve the best outcomes for Māori across all aspects of	Continuous implementation of the Māori Outcomes Framework and the new mana whenua funding model.	Kaupapa Funding agreements are signed, and an agreed annual work programme is in place with each mana whenua partner.	At Risk		Five of our six partners have signed their kaupapa agreements. Iwi leads are working with their respective
			Opportunities for contracting/delegating environmental functions direct to mana whenua are identified and actioned.	On Track		Joint work planning needs to be undertaken to determine the "how" of how this will happen. Iwi leads have been working with their respective iwi to start the process. As the Environment group and Te Hunga Whiriwhiri teams transition from 22 May, planning can commence in a more intentional way.

## Greater Wellington Regional Council's Summary of Quarter Three Performance 2022/23

<b>Section 1: Overarching Strategic Priorities</b>						
<i>The KPIs in this section measure against the overarching priorities in Council's Strategic Framework</i>						
Priority	Outcome	Measure	2022/23 Target	2022/23 Quarter 3 Status	2022/23 Quarter 3 Result	2022/23 Quarter 3 Commentary
	our region.	Implementation of Te Matarau a Māui.	New funding arrangement in place and key deliverables identified for Te Matarau a Māui.	<b>On Track</b>		<p><b>Milestones to date:</b></p> <ul style="list-style-type: none"> <li>- Critical relationships developed (Māori Business Networks - MBN's, mana whenua, Amotai, WNZ)</li> <li>- Growing database of Māori businesses</li> <li>- Trust strategic planning and governance training including update to He Ruruku - strategy work plan</li> <li>- Support to Wairarapa and Hutt Valley business forums</li> <li>- Online business social media training</li> <li>- Online maramataka business training</li> <li>- Social procurement speed networking event</li> <li>- Māori mentoring platform launched</li> </ul> <p><b>Ongoing projects:</b></p> <ul style="list-style-type: none"> <li>- Follow-up in-person maramataka workshops</li> <li>- Regional Māori business ecosystem mapping</li> <li>- Continued development of Māori mentoring platform</li> </ul> <p><b>Upcoming projects:</b></p> <ul style="list-style-type: none"> <li>- He Tipu Pākihi, Regional Māori Business Symposium, Pipitea Marae 6-7 July</li> <li>- Rangatahi skills &amp; employment initiative</li> <li>- Rangatahi resilience event</li> </ul>
		Undertake inaugural Te Tiriti o Waitangi audit of Greater Wellington which assesses compliance with statutory obligations, and performance in improving outcomes for mana whenua and Māori.	Inaugural Te Tiriti o Waitangi audit is completed, and Greater Wellington has agreed a three-year plan to recommendations made from the auditor.	<b>At Risk</b>		While the procurement process is underway it now unlikely that this will be completed within the financial year. However, A preferred supplier has been identified, and audit is in train. An internal comms approach has started with more detailed approaches to key managers beginning when we understand the staging and depth of approach auditors wish to take.
Responding to the climate emergency	Demonstrating leadership in regional climate action and advocacy and ensuring that Greater Wellington's	Greater Wellington is in a position to support the development of regional strategies for climate action through the Wellington Regional Growth Framework.	With regional partners, undertake a regional climate change risk and impact assessment and a regional emissions reduction strategy	<b>On Track</b>		Work started on the Vehicle Kilometres Travelled (VKT) Emissions Reduction Plan to address light-vehicle emissions as part of the Regional Emissions Reduction Strategy.

## Greater Wellington Regional Council's Summary of Quarter Three Performance 2022/23

<b>Section 1: Overarching Strategic Priorities</b>						
<i>The KPIs in this section measure against the overarching priorities in Council's Strategic Framework</i>						
Priority	Outcome	Measure	2022/23 Target	2022/23 Quarter 3 Status	2022/23 Quarter 3 Result	2022/23 Quarter 3 Commentary
	operations are carbon neutral by 2030.	Ensuring that Greater Wellington's operations are carbon neutral by 2030 and climate positive by 2035.	Net emissions from Greater Wellington's operations are trending downwards (from the 2018/19 baseline).	Not Measured		Annual carbon footprint data for 2021/22 will be available next quarter.
Adapting and responding to the impacts of COVID-19	Greater Wellington has a leadership role in the regional response to the economic consequences of COVID-19 and to ensure the continuity of essential public transport services to our region throughout the COVID-19 pandemic.	The Wellington Regional Leadership Committee's Regional Economic Development Plan (REDP) initiatives are implemented collaboratively with our partners, and new initiatives sourced for the 2023/24 year.	Achieved.	On Track		Two new initiatives for the 2023/24 year have been sourced, assessed by the Regional Economic Development Plan (REDP) initiative assessment panel, and approved by WRLC in Q3. These are the 'Online Pacific Resource Hub' initiative and the 'Pasifika Networking Series' initiative.  The original REDP contains 33 action-focused initiatives, the majority of which are now underway. WellingtonNZ and the REDP Steering Group have identified gaps where issues and opportunities in the REDP are not yet being addressed, and are currently seeking targeted new initiatives to fill those gaps for 2023/24 (with submissions due mid April).
		Mitigation strategies are employed to ensure the continuity of service across the Bus, Rail, Ferry and Total Mobility network.	Achieved.	At Risk		The delivery of public transport services has been negatively impacted by the following: <ul style="list-style-type: none"> <li>- Bus driver resource shortages and rail staff availability issues impacted service levels.</li> <li>- Ongoing issues related to the slips/slope stability and associated speed restrictions on the Kapiti Line; and the work on the Wairarapa Line is continuing to affect performance on the rail network.</li> <li>- KiwiRail continues, during the interpeak period, to renew the rail, sleepers, and ballast on the Wairarapa line. This work has contributed to delays to peak rail services during inter-peak.</li> </ul> <b>Mitigation strategies include:</b> BUS: <ul style="list-style-type: none"> <li>- As a result of the Government's changes to immigration rules, operators are actively recruiting overseas drivers to supplement domestic numbers (over 100 drivers recruited). In addition, Council on 30 March 2023 agreed to increase base rates paid to</li> </ul>

## Greater Wellington Regional Council's Summary of Quarter Three Performance 2022/23

<b>Section 1: Overarching Strategic Priorities</b>						
<i>The KPIs in this section measure against the overarching priorities in Council's Strategic Framework</i>						
Priority	Outcome	Measure	2022/23 Target	2022/23 Quarter 3 Status	2022/23 Quarter 3 Result	2022/23 Quarter 3 Commentary
						<p>Metlink bus drivers from 1 April 2023 to an average of \$30/hr for 'urban' and \$28/hr for 'regional' in accordance with a Government funding offer.</p> <ul style="list-style-type: none"> <li>- From 4 January 2023 to 27 January 2023, Metlink bus services operated on a reduced timetable (Saturday plus).</li> </ul> <p>RAIL:</p> <ul style="list-style-type: none"> <li>- From 13 December 2022 and through January, approximately 13% of services on the Metlink rail network were subject to pre-planned cancellations on a daily basis, as our rail operator had higher than usual amounts of staff unavailability. Full services resumed on 29 January 2023. Officers worked with Transdev to understand the rail staff availability issue; and have worked with Transdev to increase staffing numbers and will continue to work with Transdev to develop mitigation strategies.</li> <li>- We are working closely with KiwiRail and Transdev to minimise the impact to customers caused by speed restrictions. Officers continue to work closely with KiwiRail to minimise customer impacts associated with this essential infrastructure renewal programme.</li> </ul>
Aligning with Government direction	Greater Wellington is actively responding to the Government's reform programme.	Alignment with National Policy Statement – Freshwater Management (NPS-FM) through the development and implementation of the Whaitua Implementation Plans (WIPs).	<p>Council establishes the Kāpiti and Wairarapa Coast Whaitua Committees and receives the WIP from the Kāpiti process.</p> <p>Continue implementation programme for the Ruamāhanga, Te Whanganui-a-Tara and Te Awarua o Porirua WIPs, with demonstrable progress is made against an agreed delivery programme.</p>	<b>Off Track</b>	Delayed	<p>12 month delay to Whaitua Kāpiti to allow discussions with ART confederation in 2022 to agree fundamental aspects of the project (e.g., membership type of Tiriti House model, representation on project team). Facilitator hired (nominated by mana whenua) will help navigate this space and progress work of the now established committee.</p> <p>Three Tiriti House / Committee meetings held and Whakawhanaungatanga (process for establishing relationships) now established. The Tiriti House Model approach for decision making is now confirmed, and separate caucusing of the Mana Whenua House and Kāwanatanga House is underway. The Committee is intent on supporting plan change to deliver on the December</p>

Greater Wellington Regional Council's Summary of Quarter Three Performance 2022/23

Section 1: Overarching Strategic Priorities						
The KPIs in this section measure against the overarching priorities in Council's Strategic Framework						
Priority	Outcome	Measure	2022/23 Target	2022/23 Quarter 3 Status	2022/23 Quarter 3 Result	2022/23 Quarter 3 Commentary
						2024 NPS-FM timeframe.  Mitigating risk of not meeting the NPS-FM deadline for Whaitua Kāpiti and Wairarapa Coast being considered. Options for process and timing of whaitua process and plan change work is being assessed including running them simultaneously. This will mean less delay in 'translating' the WIP into the plan. However, the timing is still extremely tight (with delays to Kapiti and Wairarapa Coast not started) so the risk will continue to be assessed and mitigations applied.
		Greater Wellington has a coordinated response to the Government's reform programme and is well prepared for reform implementation phases, including for: <ul style="list-style-type: none"> <li>• 3 Waters reform</li> <li>• Resource management reform</li> <li>• Future of local government review.</li> </ul>	Council is well informed (through reports and workshops) on progress of the reform programmes and Greater Wellington's response.	On Track		Three Waters Reform - Debt settlement Plan negotiated, agreed and shared with Council  Greater Wellington's Environmental Policy team co-ordinated a cross-organisational submission on the Resource Management reforms, with input from Councillors.

## Greater Wellington Regional Council's Summary of Quarter Three Performance 2022/23

<b>Section 2: Organisational Priorities</b>						
<i>The KPIs in this section measure against the organisational priorities in Council's Organisational Strategy</i>						
Priority	Outcome	Measure	2022/23 Target	2022/23 Quarter 3 Status	2022/23 Quarter 3 Result	2022/23 Quarter 3 Commentary
<b>People and Leadership</b>  Develop a culturally capable, high performing, engaged, and resilient workforce.	<i>Leadership:</i> Leaders help their people deliver high-quality work in a supportive and creative Greater Wellington culture.	Demonstrated leadership as the CE internally and externally, including: <ul style="list-style-type: none"> <li>observed behaviours and visibility within the organisation</li> <li>sector leadership</li> <li>regional leadership</li> <li>responsiveness and accessibility to Councillors</li> </ul>	As assessed by the Chair and the Chief Executive Employment Review Committee.	On Track		Measured biannually – Q2 result was On Track.
	<i>Change Management:</i> Change processes are clear on the outcomes sought, well-managed, with changes to business processes, culture, and behaviour change being considered as well as any necessary structural change.	Implementation of Fit for the Future change management process delivers integrated catchment-based planning and delivery of Greater Wellington services.	As assessed by the Chair and the Chief Executive Employment Review Committee.	On Track		Measured biannually – Q2 result was On Track.
	<i>Health, Safety and Wellbeing:</i> Our people return home each day in the same or better state than they started the day.	Chief Executive-driven Health, Safety and Wellbeing (HSW) culture. Greater Wellington and Chief Executive HSW due diligence obligations demonstrated.	Chief Executive undertakes, documents and reports to Council on at least two visits to field locations to review HSW processes and risks.	On Track		Chief Executive partook in field trip with the Parks maintenance team to look at the new Birchville track dam swing bridge site, and the Korokoro / Cannon Point walkway bridge prefabrication.
	<i>Diversity and Inclusion:</i> Our workforce represents the communities we work for, resulting in greater diversity of thought and improved outcomes for Greater Wellington.	Greater Wellington increasingly reflects the region's gender, bicultural, ethnic, and cultural diversity make-up.	Greater Wellington is assessed as "Developer" or higher against the Aotearoa Inclusivity Matrix.	On Track		

## Greater Wellington Regional Council's Summary of Quarter Three Performance 2022/23

<b>Section 2: Organisational Priorities</b>						
<i>The KPIs in this section measure against the organisational priorities in Council's Organisational Strategy</i>						
Priority	Outcome	Measure	2022/23 Target	2022/23 Quarter 3 Status	2022/23 Quarter 3 Result	2022/23 Quarter 3 Commentary
	<i>Staff Engagement:</i> Our people feel valued and engaged in Greater Wellington's purpose, resulting in a productive organisation.	Gallup overall employee engagement index.	Maintain or improve the 2021/22 result of 4.24.	<b>On Track</b>		Annual Engagement Survey to take place in May 2023.
	<i>Cultural Capability:</i> Mana whenua report that staff have confidence and competence to partner effectively. Staff report that they have completed the training requirements and are able to demonstrate change behaviours in the workplace.	Cultural capability programme in place that is inclusive of: <ul style="list-style-type: none"> <li>Te Reo Māori</li> <li>Mātauranga Māori</li> <li>Te Tiriti o Waitangi</li> <li>Sites of significance (led by mana whenua).</li> </ul> Survey of staff attending training completed annually.	Achievement of training targets. 35% of staff have participated in cultural training. <sup>32</sup>	<b>Not Measured</b>		Various training has been delivered across the council, but measuring of the participation against target hasn't been undertaken yet.
		Greater Wellington understanding of internal capability for working within te ao Māori.	Māori capability baseline is established. Review of training programme for staff to meet capability targets has been completed and programme set up for 2023/24 year. Deliver a programme of capability building in te ao Māori and Treaty obligations for councillors as part of post-election induction.	<b>On Track</b>		Review of all training has been undertaken, analysis of this review underway, and a report will provide recommendations of training requirements for the future. In the meantime, training to the organisation continues with current training opportunities which are well subscribed. In addition, training to departments and teams delivered include report writing for improving review on implications for Māori within reports to ELT/Council; how to engage with mana whenua partners, difference between partnering and engaging; appropriateness in use of mātauranga Māori (including symbology and design concepts); how Te Whariki is to be implemented.

<sup>32</sup> In line with our Te Reo Policy, cultural training is completed by staff in at least one of the following areas: Te Reo Māori; Mātauranga Māori; Te Tiriti o Waitangi; and Sites of significance (led by mana whenua)

Greater Wellington Regional Council's Summary of Quarter Three Performance 2022/23

<b>Section 2: Organisational Priorities</b>						
<i>The KPIs in this section measure against the organisational priorities in Council's Organisational Strategy</i>						
Priority	Outcome	Measure	2022/23 Target	2022/23 Quarter 3 Status	2022/23 Quarter 3 Result	2022/23 Quarter 3 Commentary
	<i>Te Whāriki</i> : The organisation understands the four focus areas of Te Whāriki.	Dashboard established for organisational reporting against Te Whāriki.	Dashboard established with key metrics to track progress.	At Risk		A business analyst has been appointed to develop the key systems and processes for Te Hunga Whiriwhiri and the organisation, including reporting metrics to track progress. The current status of this is more cautionary.
<b>Organisational Excellence</b> Create and implement systems and processes to support continuous business improvement.	Greater Wellington fulfils its obligations fully to deliver value for money to its communities.	Proportion of 2021-31 Long Term Plan non-financial performance measures that are 'Achieved'.	80% of all LTP Non-financial performance measures are achieved by 30 June 2022.	At Risk	64%	Excluding the 'Not Measured' results, the proportion of measured results that are on track in Q3 is 64% (down from 70% in Q2). Overall, a total of 41% of Measures are On Track, 16% At Risk, 8% Off Track, and 35% are Not Measured in this quarter.
		Percentage of major projects with an overall "green" rating (on track in terms of schedule, budget, managing risks and issues, health and safety, stakeholders, and resources).	70% of all PMO-monitored 'Major' Projects have an 'On Track' (green) rating.	On Track	73%	11 of 15 (73%) of Greater Wellington's Major projects are 'On Track': <ul style="list-style-type: none"> <li>- Kaitoke Flume Seismic Upgrade.</li> <li>- Metlink Integrated Fares &amp; Ticketing</li> <li>- Regional Fluoride Dosing System.</li> <li>- Te Whāriki Programme</li> <li>- Flood Protection Shovel Ready</li> <li>- Regional Policy Statement Change Programme</li> <li>- Silverstream Bridge</li> <li>- Te Marua Water Treatment Plant Capacity Upgrade.</li> <li>- New Environment Group Programme</li> <li>- RiverLink</li> <li>- Regional Land Transport Plan</li> </ul> Projects with issues being managed at manager level: <ul style="list-style-type: none"> <li>- Toitū Te Whenua Parks Network Plan - Restoration Programme implementation</li> <li>- Whaitua Operational Implementation Programme</li> <li>- Proposed Natural Resources Plan Change 1,2 &amp;3.</li> <li>- Let's Get Wellington Moving</li> </ul>

## Greater Wellington Regional Council's Summary of Quarter Three Performance 2022/23

<b>Section 2: Organisational Priorities</b>						
<i>The KPIs in this section measure against the organisational priorities in Council's Organisational Strategy</i>						
Priority	Outcome	Measure	2022/23 Target	2022/23 Quarter 3 Status	2022/23 Quarter 3 Result	2022/23 Quarter 3 Commentary
		Alignment to Greater Wellington's Digital Strategy – enabling digital business transformation through: Directing enough resources toward promoting adoption of new digital tools and improvement of Greater Wellington's IT Security posture.	Cyber Security posture has improved from previous reported state. Cyber Security initiatives reported to FRAC are funded, supported, and enacted within the agreed timeframes.	<b>On Track</b>	Achieved	The Identity and Access Management report has been produced, enabling creation of a roadmap to future state. Analysis towards adoption of a local government specific cyber security framework has been completed.
	Greater Wellington provides an effective induction programme for the incoming Council elected in October 2022.	A survey of councillors shows that Councillors feel well inducted into undertaking their Councillor responsibilities.	All Councillors are provided with information necessary to assume their governance and representative responsibilities.	<b>On Track</b>		The induction survey was conducted in Quarter Three as planned. The score for this measure in the survey was 4.14 out of 5.
<b>Reputation</b> Enhance the reputation and relevance of Greater Wellington in the region.	Our communities trust Greater Wellington to focus on the right issues and deliver value for money.	Reputation Index – Community perception of trust, leadership, fairness, and social responsibility as measured by the Colmar Brunton brand tracker.	Maintain or improve the overall reputation score from the 2021/22 results of: <ul style="list-style-type: none"> <li>GWRC: 92</li> <li>Metlink: 90</li> </ul>	<b>Not Achieved</b>		Overall reputation scores decreased from last year, with both Metlink and Greater Wellington heavily criticised for public transport service failures. Greater Wellington's reputation dropped from 92 index points (in 2022) to 89 in 2023. Metlink's dropped 8 points from 90 to 82. Greater Wellington's brand score increased from 30% in 2022 to 31% in 2023. Metlink's brand score jumped from 56% to 66%.
		Regular one-on-one meetings with CEs of selected territorial authorities and iwi in the region to build trust and explore partnership opportunities. <sup>33</sup>	Regular meetings are scheduled, held, and reported on.	<b>On Track</b>		Measured biannually – Q2 result was On Track.

<sup>33</sup> Greater Wellington's relationship with key local government partners is an important component of overall reputation and influences the perception of Greater Wellington's leadership role in the region

Portfolio Overview as at Q3 2023

Overall Status	Initiative Name	Schedule	Budget	Risks	Issues	Stakeholders	Health & Safety	Resources	Q3 2023	Q2 2023
●	Flood Protection Shovel Ready	●	●	▲	●	●	●	●	●	●
●	Kaitoke Flume Seismic Upgrade.	●	●	▲	●	●	●	●	●	●
▲	Let's Get Wellington Moving	▲	▲	▲	▲	●	●	▲	▲	▲
●	Metlink Integrated Fares & Ticketing	●	●	●	●	●	●	●	●	●
●	New Environment Group Programme	●	●	▲	▲	●	●	▲	●	▲
▲	pNRP Plan Change 1, 2 & 3	▲	●	◆	▲	●	●	▲	▲	▲
●	Regional Fluoride Dosing System.	▲	●	●	●	●	●	●	●	●
●	Regional Land Transport Plan	●	●	●	●	●	●	●	●	●
●	RiverLink	●	▲	●	▲	●	●	●	●	●
●	RPS Change Programme	●	●	▲	▲	▲	●	▲	●	▲
●	Te Marua WTP Capacity Upgrade.	▲	▲	▲	▲	●	●	●	●	▲
●	Te Whāriki Programme	●	●	●	●	●	●	●	●	●
▲	Toitu Te Whenua Parks Network Plan - Restoration Programme implementation	▲	●	▲	▲	▲	●	▲	▲	▲
▲	Whaitua Operational Implementation Programme	▲	▲	▲	▲	▲	●	●	▲	▲
●	Whakawhirinaki - Silverstream Water Bridge and Shared Path	▲	●	▲	●	●	●	●	●	●

# Flood Protection Shovel Ready

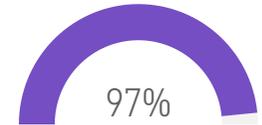
## Project Description

Programme of 4 projects receiving Crown funding from IRG (Shovel Ready Flood Risk Management Sector) and MfE (Major Rivers Riparian Management Project) and are identified as priority maintenance projects in the Hutt River Floodplain Management Plan and Te Kāuru Upper Ruamāhanga Floodplain Management Plan.

Wayne O'Donnell  
Sponsor  
Sharyn Westlake  
Project Manager

Phase	Overall Status	Schedule	Budget	Risks	Issues	Stakeholders	Health & Safety	Resources
Delivery	●	●	●	▲	●	●	●	●

% Complete (Duration)



## Progress Update

### Construction Mahi Project 1:

- Construction contracts being finalised for Stokes Valley
- Construction continues for Awakairangi Park
- Handover and Close Out in progress for the following sites: Pomare Rail Bridge, River Road, Royal Wellington Golf Club North & South, Pomare & Totara Park

### Construction Mahi Project 2 :

- Construction continues for the following sites: Port Road, River Road, Poets Park, Seton Nossitor
- Handover and Close Out in progress for the following sites: Taita Park, Hulls Creek

## Looking Forward

### Construction Mahi Project 1:

- Construction to begin for Stokes Valley
- Construction to end for Awakirangi Park
- Handover and Close Out completed for the following sites: Pomare Rail Bridge, River Road, Royal Wellington Golf Club North & South, Pomare, Totara Park

### Construction Mahi Project 2

- Construction to end for the following sites: Port Road, River Road (June), Poets Park, Seton Nassitor (May)
- Handover and Close Out completed in Feb for the following sites: Tiata Park, Hulls Creek

# Kaitoke Flume Seismic Upgrade.

Sue McLean

Sponsor

Gareth Penhale.

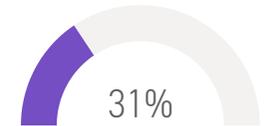
Project Manager

## Project Description

Replacement of bulk water supply pipeline to Porirua City and North Wellington to improve resilience of the water supply network.

Phase	Overall Status	Schedule	Budget	Risks	Issues	Stakeholders	Health & Safety	Resources
Delivery	●	●	●	▲	●	●	●	●

% Complete (Duration)



## Progress Update

- Rock anchoring and testing works completed on southern bank and progressing well on the north bank. Piling rig temporary works platform completed and piling rig commenced on abutment piles.
- Fabrication of bridge steelwork completed, awaiting final clean and painting. Minor delays by fabricator due to cyclone Gabrielle but steelwork expected on site in May 23.
- Exploring opportunities to speed up pipeline install from new bridge to sand filter through reduced shutdowns and revised methodologies.
- \$3.8m of contingency has been used, as expected, to deal with poor weather conditions, ground conditions, access road repairs and rock overburden plus cost fluctuations.
- Key risk remains with ground works impacting programme and associated costs until May. Impacts of weather and cost escalation remain.

## Looking Forward

- Piling to north abutment to continue
- Anchor works – anchor drilling and grouting on the northern slope outer zones. Constructing anchor plinths on the southern slope. Acceptance tests on southern and northern zone.
- East bridge steelwork fabrication in Napier:
- Test fit of steelwork, and then send steelwork to paint shop in late April for blasting and painting.
- Decision on the landscaping option for both the northern and southern slope
- Discussion on the pedestrian walkway
- Discussion on the options for the pipeline extension design

# Let's Get Wellington Moving

Luke Troy  
Sponsor

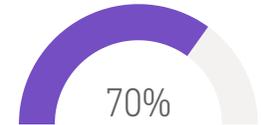
Dave Humm  
Project Manager

## Project Description

Joint initiative between WCC, GW and NZTA to develop a transport system that supports community aspirations for how the city looks, feels, functions and to support Wellington's growth while making it safer and easier to get around. Focus is from Ngauranga Gorge to the airport including Wellington Urban Motorway and connections to Wellington Hospital, eastern and southern suburbs.

Phase	Overall Status	Schedule	Budget	Risks	Issues	Stakeholders	Health & Safety	Resources
Planning	▲	▲	▲	▲	▲	●	●	▲

% Complete (Duration)



## Progress Update

Primary focus on preparing for decisions route and tunnel alignment and MRT mode while preparing for construction phase of Golden Mile & Thorndon Quay/Hutt Road. GW continues to seek assurance that there is an appropriate balance between timelines and robustness of evidence upon which the decision will be made.

Other key developments during the period include:

- Multi Criteria Analysis (MCA) completed for Mt Victoria Tunnel and MRT route alignment options
- Draft MCA completed for Metlink bus shelters on the Golden Mile
- Board endorsed option to fund full scope of TQHR and LGWM/Mana Whenua Aspirations Plan Stage 1 & 2.

## Looking Forward

- Sod turning for Aotea Quay Roundabout, with construction set to commence on 19 April
- Mt Vic Tunnel Options Integrated Assessment Report for technical review. Board decision on timing of engagement.
- Engagement on Traffic Resolutions for Golden Mile and City Streets options for a number of projects set to commence on 26 April.
- Board decision on how best to approach cost escalation in the Transitional programme

# Metlink Integrated Fares & Ticketing

Samantha Gain

Sponsor

Rebecca Bell

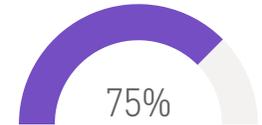
Project Manager

## Project Description

IFT programme of an integrated electronic ticketing solution (providing the same means of fare payment on all Metlink services) and the development and implementation of an integrated fares strategy (providing simplified and consistent fares independent of mode or route used).

Phase	Overall Status	Schedule	Budget	Risks	Issues	Stakeholders	Health & Safety	Resources
Delivery	●	●	●	●	●	●	●	●

% Complete (Duration)



## Progress Update

- Snapper on Rail is live on all lines and is going well. The team is still working to close out outstanding items eg BRT, data and reporting etc.
- Project closeout will commence in February 2023 with a transition to BAU by end June 2023.
- National Ticketing Solution: A number of workshops have been held with Cubic and WK. GW in the process of approving equipment order as there is a 60-week lead time with Cubic. Started planning for transition with WK.
- Discussions on warranted revenue protection arrangements are underway.
- 1 April fare increase: 6% fare increase, along with an increase in the off-peak discount and a reduction of the accessibility penalty fares was due to go live on 1 April. This was not implemented on rail and bus due to a technical issue at Snapper. This has now been resolved and a review of the process is currently underway with Snapper.

## Looking Forward

- Finalising outstanding project issues - BRT, data and reporting
- Review of 1 April process with Snapper and changes to processes going forward.
- Endorsement of equipment order by SLT for NTS
- Work towards transition strategy with WK for NTS
- Finalisation of rail revenue protection arrangements to reflect introduction of electronic ticketing.

# New Environment Group Programme

Nigel Corry

Sponsor

Sal Smutek

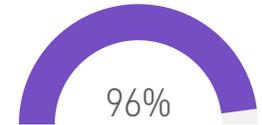
Project Manager

## Project Description

Programme established to implement operating model changes to improve delivery performance across the Environment and Catchment Groups and to respond to legislative change.

Phase	Overall Status	Schedule	Budget	Risks	Issues	Stakeholders	Health & Safety	Resources
Delivery	●	●	●	▲	▲	●	●	▲

% Complete (Duration)



## Progress Update

- The Operating Model has been completed and approved.
- Verified RACI, progress readiness insights and stand-up session schedule shared with people leaders.
- Statutory RMA delegations approved by Council
- Onboarding material is slightly behind schedule and is now being finalised with the inclusion of a number of videos
- An Operational Policy Review is underway

## Looking Forward

- Production of onboarding material will be completed.
- Event planning for He Timatanga Hou (stand-up on May 22nd will be completed and staff informed, including a process to respect and reflect on the current state structure)
- Approval of a revised Communications Plan and a renewed focus on external stakeholder engagement. He Kete impact analysis and ICT change initiated
- Stronger connection of the compendium, RASCI and business plan and related engagement with Environment Group leadership team ahead of FY23/24 launch.

# pNRP Plan Change 1, 2 & 3

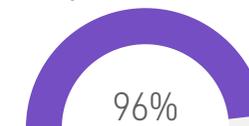
## Project Description

Plan changes 1, 2 & 3 to the proposed Natural Resources Plan. The duration of the project is from initiation of the development of the Plan change to public notification.

Al Cross  
Sponsor  
Kat Banyard  
Project Manager

Phase	Overall Status	Schedule	Budget	Risks	Issues	Stakeholders	Health & Safety	Resources
Delivery	▲	▲	●	◆	▲	●	●	▲

## % Complete (Duration)



## Progress Update

- Plan Change Councillor Working Group met on 1 March. Councillors comfortable with preferred policy approaches to pastoral farming, forestry, and stormwater.
- Councillor Workshop held in March to understand full Council comfort levels with preferred policy options around land disturbance and stormwater. Council advised they want Council specific workshops to discuss plan change content.
- Discussed preferred policy options around stormwater and on-site wastewater with Ngāti Toa and also reviewed freshwater management units and updates to biodiversity schedules. Minister of Conservation (MoC) raised concerns with some of the air discharge rules in the CMA; after meetings and exchanges of correspondence to agree a way forward.

## Looking Forward

- Ongoing discussions with Ngāti Toa around preferred options for policy areas. Start of joint drafting on wastewater NRP provisions.
- Completion of first draft of provisions for all topics for the 2023 NRP Plan Change 1.
- Detailed work programme to be completed re-establishing key milestones.
- Cover design work and printing plan will now be ready for when the NRP becomes Operative. The team are now aiming for a May council meeting for the NRP to become Operative. (Assuming GW hear back from the Minister of Conservation (MoC) in time).

# Regional Fluoride Dosing System.

Sue McLean

Sponsor

Julian Fyfe

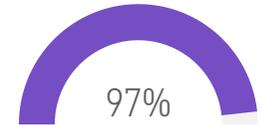
Project Manager

## Project Description

Two new fluoride dosing facilities at Te Marua WTP and at Gear Island WTP and improvements to the existing facilities at Waterloo and Wainuiomata WTPs.

Phase	Overall Status	Schedule	Budget	Risks	Issues	Stakeholders	Health & Safety	Resources
Delivery	●	▲	●	●	●	●	●	●

% Complete (Duration)



## Progress Update

- PCN for consultant budget allocation approved.
- Collation of Te Marua dosing facility handover documentation. Verification of new analysers.
- Gear Island performance proving report submitted. Continued troubleshooting of new analysers.
- Pricing of second day tank at Waterloo. Assessment of secondary egress options for HASNO certification. Verification of analysers.
- Installation of new knife gate and dry hopper heating at Wainuiomata. Analyser verification.

## Looking Forward

- Te Marua - Dosing facility to be formally handed over. New analysers to take control of dosing. Completion of chemical catch tank design.
- Gear Island - Performance report to be reviewed for acceptance. Improvements to and verification of new fluoride analysers continues.
- Waterloo - conditioning and coating of second day tank. Fluoride analyser changeover.
- Wainuiomata - Installation of replacement gearbox on feeder motor. Fluoride analyser control changeover.
- Finalisation of facility SCADA alarms and monitoring dashboards in Infrastructure Data.

# Regional Land Transport Plan

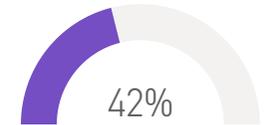
## Project Description

The RLTP is a statutory document that must be prepared every six years as required by the Land Transport Management Act (LTMA). A three-year review of the Wellington RLTP 2021 (the Review) is due to be completed by 30 April 2024.

Luke Troy  
Sponsor  
Shan Lu  
Project Manager

Phase	Overall Status	Schedule	Budget	Risks	Issues	Stakeholders	Health & Safety	Resources
Delivery	●	●	●	●	●	●	●	●

## % Complete (Duration)



## Progress Update

- Transport Advisory Group (TAG) and working group meetings held.
- Regional Transport Committee (RTC) considered the results from:
  1. The Pressure and Issues Report
  2. The Public Attitude Survey
  3. The External Environmental Scan
- Regional Transport Committee (RTC) agreed the scope, approach, and timeline of the review
- Planning stakeholder engagement for April

## Looking Forward

- Targeted online engagement with key stakeholders
- Workshops with Working Group to feed into plan development:
  1. System mapping
  2. Building scenarios

# RiverLink

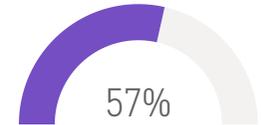
Project Description

RiverLink extends from Kennedy Good Bridge to Ewen Bridge and it combines GWRC led flood protection works with components of the HCC led Making Places Project and the NZTA led Melling Transport Improvements Project.

Wayne O'Donnell  
Sponsor  
Tracy Berghan  
Project Manager

Phase	Overall Status	Schedule	Budget	Risks	Issues	Stakeholders	Health & Safety	Resources
Delivery	●	●	▲	●	▲	●	●	●

% Complete (Duration)



Progress Update

- Naming of Preferred Alliance Partner - named 1 week early - now in 2 week Interim Project Alliance Agreement Phase (IPAA) ahead of formal announcement
- Prelet meetings underway
- Development of commercial Agreement between project partners - a series of workshops with Project Partners /legal teams underway.

Looking Forward

- Alliance Partner announced
- IPAA agreement signed by all project partner CEs @ 14 April 2023
- Powhiri for Alliance - 17 April 2023
- Foundation workshops all project partners and Alliance partner 26/27 April
- NZPI conference - RiverLink project has been nominated for an integrated planning award.

# RPS Change Programme

Al Cross  
Sponsor  
Kate Pascall  
Project Manager

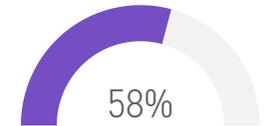
## Project Description

Attachment 2 to Report 23.188

The Regional Policy Statement for the Wellington Region (RPS) identifies significant resource management issues within the region and sets out the objectives, policies and methods to achieve integrated management of natural and physical resources. This project is to deliver RPS Change 1 through Resource Management Act process to become operative.

Phase	Overall Status	Schedule	Budget	Risks	Issues	Stakeholders	Health & Safety	Resources
Delivery	●	●	●	▲	▲	▲	●	▲

% Complete (Duration)



## Progress Update

- Project team and consultants working on S42A reports in preparation for the hearings.
- Paper to Council to appoint the Part 1, Schedule 1 hearings panel on 30 March 2023 was accepted. Hearings are expected to commence late June 2023.
- Work has commenced on Variation 1 to RPS Change 1. This variation will incorporate Freshwater Visions into Change 1 as required under the NPS-FM.

## Looking Forward

- Hearings expected to start in June.
- Contracts and documentation regarding panel engagement and payments to be drafted and reviewed with Democratic Services and Procurement for both Freshwater and S1 RMA.
- Additional resource to support the Hearings Advisor has started, training underway. RPS/NRP work split between Hearing Advisors to be determined.

# Te Marua WTP Capacity Upgrade.

Sue McLean

Sponsor

Lyndie McMillan.

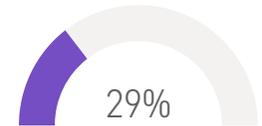
Project Manager

## Project Description

Replacement of bulk water supply pipeline to Porirua City and North Wellington to improve resilience of the water supply network.

Phase	Overall Status	Schedule	Budget	Risks	Issues	Stakeholders	Health & Safety	Resources
Delivery	●	▲	▲	▲	▲	●	●	●

% Complete (Duration)



## Progress Update

- Plant control system upgrades are progressing well with this expected to be complete by May. Delivery of early procured major plant items is starting in April.
- Target date for additional capacity into the network remains October 2024, with project completion in March 2025. October 2024 target date remains extremely tight and is currently at risk due to DAF seismic design challenges.
- Revised cost estimate is in the range of \$59M. Briefing paper provided to Council and awaiting approval. Revised estimate and cashflow included in the requested annual plan budgets. After a risk review the contingency sum in this years forecast has been shifted to next.

## Looking Forward

- IFC for Lime Silo, CO2 and Caustic Soda packages to be issued
- Temporary Lime system Hazop and design
- Sludge System design completion for review
- DAF design continues and Hazop
- Enabling works package to commence on site (Co2 and Lime Silo)
- Temporary Lime Silo enabling works
- Service relocations continue
- New PLC install

# Te Whāriki Programme

Monica Fraser  
Sponsor

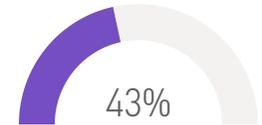
Ana Nicholls  
Project Manager

## Project Description

- Implement the Māori Outcomes Framework (Te Whāriki) across GW through the use of the poutama model
- Drive change in the way we partner with mana whenua and build relationships with Māori across the region
- Deliver a monitoring and reporting framework that will measure GW's success towards implementing the LTP principles, values, focus areas and outcomes.



## % Complete (Duration)



## Progress Update

- Programme governance and delivery is under review as programme moves into phase two. The programme needs to start laying the foundations for long term Te Whāriki outcomes (High-level strategic approach)
- Held two wānanga with Ngā Whenu and THW leadership team to identify and agree to a new operating model, including a new governance structure
- EG THW and Te Whāriki shared internal comm's plan is on track. We are continuing the joined-up approach of the comm's roll-out to the organisation.
- Progress made implementing and communicating Te Whāriki framework, need identified to change the current operating model

## Looking Forward

- Report to ELT the new Te Whāriki governance and delivery structure on 24 April to approve the change (decision).
- Te Whāriki and THW operating model sessions included in the leader's workshop being rolled-out as part of the People Readiness workstream (EG THW transition programme)
- Working with Strategy and Performance team to integrate Te Whāriki action planning into the new activity management planning process.
- Determining what our measures, metrics and reporting might look like moving forward.

# Toitu Te Whenua Parks Network Plan - Restoration ...

Al Cross  
Sponsor  
Toby Barach  
Project Manager

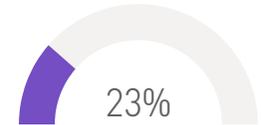
## Project Description

Implementation of the Toitū Te Whenua Parks Plan including the Low Carbon Acceleration Fund projects in QEP, Kaitoke, Fixed term 3 year position and Consultant to prepare Restoration Plan for Parks.

Attachment 2 to Report 23.188

Phase	Overall Status	Schedule	Budget	Risks	Issues	Stakeholders	Health & Safety	Resources
Delivery	▲	▲	●	▲	▲	▲	●	▲

% Complete (Duration)



## Progress Update

- The draft Recloaking Papatūānuku Technical Restoration Guide is being finalised
- Restoration services panel - 15 suppliers appointed covering seed collection, plant supply, site prep/planting/aftercare and training. Panel remains open
- Conversations are ongoing with mana whenua around partnering on Parks restoration planning and delivery
- Options are being explored to use various GW funding sources to provide FTE positions within mana whenua to appropriately resource key partnerships

## Looking Forward

- Completion of the Recloaking Papatūānuku Restoration Guide
- Restoration services panel supplier contracting
- Winter planting 2023
- QEP peatland and wetland restoration resource consenting
- Community Partnerships delivering on restoration goals

# Whaitua Operational Implementation ...

Al Cross  
Sponsor

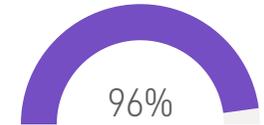
Gareth Edwards  
Project Manager

## Project Description

The Programme will implement recommendations from Whaitua Implementation Programmes (WIPs). Ruamāhanga and Te Awarua-o-Porirua WIPs have been approved to date and require implementation.

Phase	Overall Status	Schedule	Budget	Risks	Issues	Stakeholders	Health & Safety	Resources
Delivery	▲	▲	▲	▲	▲	▲	●	●

% Complete (Duration)



## Progress Update

- Lessons learned survey developed and being tested. This is intended to be sent to those most involved internally and externally including some Councillors.
- Work continues to complete assessments for Te Mahere Wai with this expected to be completed prior to programme migration/closure.
- Identifying Councillors to join Te Whanganui-a-Tara Reference Group.
- Update provided to Ngāti Toa Rangatira.

## Looking Forward

- Establish Te Whanganui-a-Tara Reference Group
- Ongoing work on reporting mechanisms, including reporting to Council, with proposed new reporting template planned for next meeting on 27th April following workshop with Council on 20th April.
- Internal and external communications on programme transition/closure and clarity around roles and responsibilities in the new operating model.
- Ongoing workshops with Wellington Water to identify work they are undertaking against WIP recommendations.

# Whakawhirinaki - Silverstream Water Bridge and Shared Path

Project Description

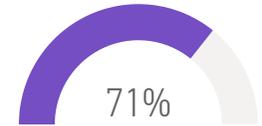
Replacement of bulk water supply pipeline to Porirua City and North Wellington to improve resilience of the water supply network.

Sue McLean  
Sponsor

Stephen Pause  
Project Manager

Phase	Overall Status	Schedule	Budget	Risks	Issues	Stakeholders	Health & Safety	Resources
Delivery	●	▲	●	▲	●	●	●	●

% Complete (Duration)



Progress Update

- Karakia held to celebrate and bridge named - Whakawhirinaki - Silverstream Water Bridge and Shared Path. All stages in Construction.
- Piling has commenced for the bridge, 1+ pile complete on eastern bank, piling pads being built on western bank. Kingsley main has now laid all pipe.
- VE Bridge price accepted. \$3.6m of contingency used. Contract requires escalation to be considered (Clause 12.8, NZS3910), therefore price will increase from existing value.
- Key risks remains with ground works (piling and pipe laying), and the Wellington Fault location through 2023. The bridge piles will be drilled by mid-2023. Impacts of cost escalation will remain.
- Good liaison GW Flood Protection, Forest and Bird, district councils, Manor Park Golf Course and no issues with public. WWL website updated and regular posts on progress issued.

Looking Forward

- Piling works continue on the eastern bank and western bank earthworks continue.
- Kingsley tie to be completed with crew heading back to eastern bank pipe laying at end of April/early May.
- Approach to HCC on maintenance is planned.
- Project team has waited more than 20 days for Urban Design and Landscape plan approval from HCC

**Council**  
**16 May 2023**  
**Report 23.179**



**For Information**

## **FINANCE UPDATE – YEAR TO DATE TO 31 MARCH 2023**

### **Te take mō te pūrongo**

#### **Purpose**

1. To provide Council with Greater Wellington Regional Council's (Greater Wellington's) summary financial reports for the 9 months to 31 March 2023.

### **Te tāhū kōrero**

#### **Background**

2. Councillors have requested a regular financial update report to be brought to Council. This is the first report. Reports will be presented to Council after month end reports are completed.
3. This report provides a summary of the financial performance of Greater Wellington's activities for the 9 months to 31 March 2023 - **Attachment 1** refers. The amounts stated in this report and the attachment are GST Exclusive.
4. The result to March 2023 is a \$9.6 million operating surplus. Greater Wellington had budgeted for an operating deficit of \$5.6 million. This favourable variance to budget of \$15.2 million is explained in the Analysis section of this report.

### **Te tātaritanga**

#### **Analysis**

##### **Key results**

5. Total Revenue was \$10.5 million lower than budget. Materially driven by two offsetting items.
  - a Reduced fare revenue post covid \$21 million, due to lower patronage levels from reduced services and an increase in working from home practices and \$27.3 million due to half price fares.
  - b This has been offset by higher grants and subsidies in Public Transport of \$30.8 million from Waka Kotahi to help bridge the Covid-19 revenue gap and half price fares support.
6. Total Expenditure was \$17.3 million lower than budget. Driven by:
  - a Lower expenditure across multiple business groups (Public Transport, Strategy, Catchment Management and Environment Management) mainly from delays

with operational projects \$20.3 million being partially offset by higher net financing costs of \$3.9 million.

7. These impacts have resulted in a small operational surplus before extraordinary items of \$1.2 million, which is \$6.8 million favourable to budget.
8. Capital Expenditure for the nine months to 31 March 2023 was \$87.1 million which is \$49.4 million or 36% below budget.
9. Achieving the full Capital Projects (CAPEX) budget has been challenging in 22/23 due to several factors, from construction delays due to poor weather, procurement and contractor availability to delays in the National Ticketing Solution delaying the Greater Wellington ticketing project.

**Ngā hua ahumoni**  
**Financial implications**

10. The report has no financial implications.

**Ngā tūāoma e whai ake nei**  
**Next steps**

11. The report for the ten months to 30 April 2023 will be available for the 15 June 2023 meeting.

**Ngā āpitihanga**  
**Attachment**

Number	Title
1	Councillor Financial Report – 31 March 2023

**Ngā kaiwaitohu**  
**Signatories**

Writers	Darryl Joyce – Kaiwhakahaere Matua   Manager Accounting Services Ali Trustrum-Rainey – Āpiha Mātāmua Pūtea   Chief Financial Officer
Approver	Sue McLean – Kaiwhakahaere Matua, Ratonga Rangapū   General Manager, Corporate Services

<b>He whakarāpopoto i ngā huritaonga Summary of considerations</b>
<b><i>Fit with Council's roles or with Committee's terms of reference</i></b> The Committee's specific responsibilities include to "review the robustness of the organisation's financial performance".
<b><i>Contribution to Annual Plan / Long Term Plan / Other key strategies and policies</i></b> The report reviews performance against the financial statements in Council's 22/23 Annual Plan.
<b><i>Implications for Māori</i></b> Improving outcomes for mana whenua and Māori is one of the overarching strategic priorities in the Greater Wellington's 2021-31 Long Term Plan, and therefore reported against in Annual reports and outcomes are included in our budgeting and financial results.
<b><i>Risks and impacts - legal / health and safety etc.</i></b> There are no risks arising from this report.

## Monthly Financial Update

### CFO Overview

Throughout the year, we have continued to navigate the challenging economic environment while maintaining the strategic focus. Greater Wellington has a few key items for you to note that have been continuing to impact us through this financial year.

The most notable impact in our Summarised Profit and Loss is on farebox revenue from changes in travel behaviour. This is funded at 51% from Waka Kotahi after being funded at 100% in 2020/21. This has been approved by Council in the LTP to be debt funded until 2023/24. In the new LTP we will be working with Metlink and Waka Kotahi to bring Council options on funding or saving to bridge the gap from this trend.

The main economic environment impact currently, is the increase in our finance costs. Finance costs are higher than budgeted due to increased lending rates. These are partially offset by the positive side of this equation in additional investment revenue. Volatility in the financial markets is expected to have a continuing impact for this financial year.

The other major area of challenge is in the achievement of our capital programme. Currently Council is 36% below budget. Supply and weather have been the most common reasons for these delays. We acknowledge the budget of 2022/23 was always going to be a challenge and have taken a zero-based budgeting approach for 2023/24 to produce a budget the organisation can be more accountable for. I do need to say here that Cyclone Gabrielle may impact supply and contracts for the next financial year so additional challenges and delays could be ahead of us too.

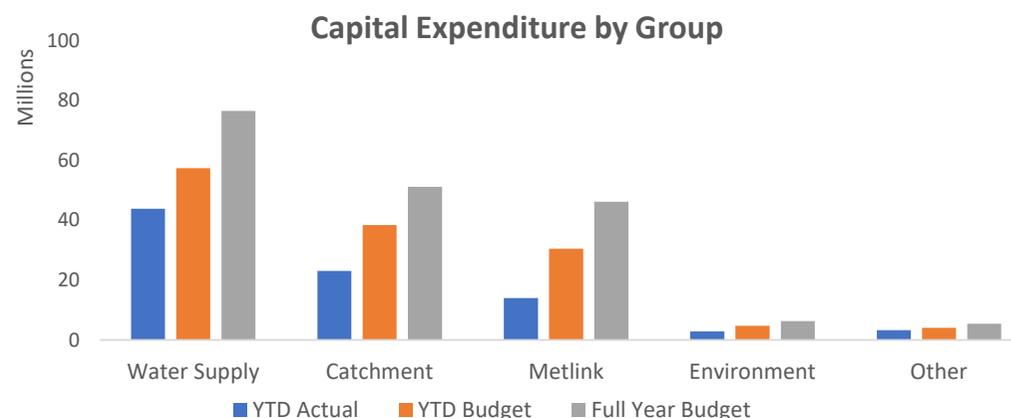
### Other Items of Interest

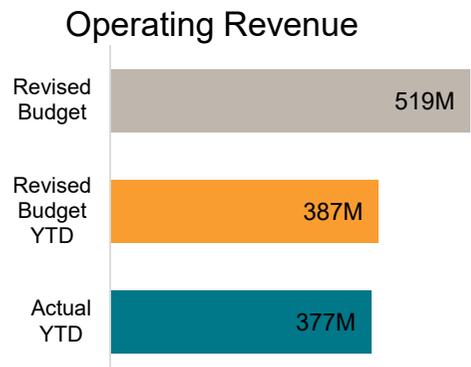
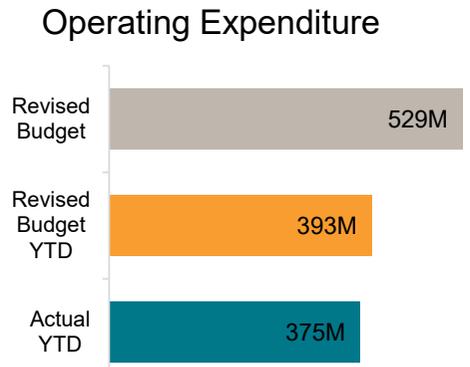
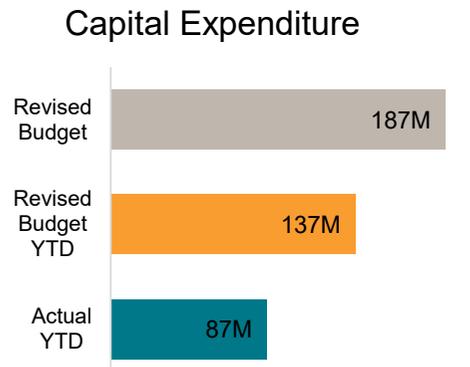
- Fair value movements are caused by the changes in valuations of financial instruments that Council holds.
- 23/24 Annual Planning - At the council workshop on the 15 Dec it was decided to go out to public engagement with a proposed 17.8% rates increase. Public engagement has now completed, and the Strategy team will be providing an update on this.
- Council currently has external debt of \$762m up from a starting balance of \$638m at 1 July 2022.
- Council currently holds investments (excluding subsidiaries) of \$235m up from a starting balance of \$191m at 1 July 2022. This includes water investments of \$48.5m.

## Summarised Profit and Loss as at 31 March 2023

This statement provides year to date financials for period ending 31 March 2023 with comparisons to the budget set in the 2022-23 Annual Plan plus re-budgets approved by Council (Revised Budget).

	Year to date			Variance	Full Year Revised Budget \$000s
	Actual \$000s	Revised Budget \$000s			
<b>Operating Revenue</b>	<b>376,645</b>	<b>387,180</b>	<b>(10,535)</b>	<b>-3%</b>	<b>519,422</b>
Rates and Levies	167,225	168,553	(1,328)	-1%	222,717
Grants and Subsidies	151,771	117,466	34,305	29%	160,242
Other Revenue	57,648	101,161	(43,513)	-43%	136,464
<b>Total Operating Revenue</b>	<b>376,645</b>	<b>387,180</b>	<b>(10,535)</b>	<b>-3%</b>	<b>519,422</b>
<b>Operating Expenditure</b>	<b>375,444</b>	<b>392,757</b>	<b>(17,313)</b>	<b>-4%</b>	<b>528,883</b>
Personnel	54,488	56,521	(2,033)	-4%	75,241
Grants and Subsidies	182,338	188,141	(5,803)	-3%	252,088
Consultants, Contractors and Suppliers	88,187	108,448	(20,261)	-19%	148,598
Finance Costs	25,636	17,065	8,571	50%	22,847
Depreciation	24,796	22,582	2,214	10%	30,109
<b>Total Operating Expenditure</b>	<b>375,444</b>	<b>392,757</b>	<b>(17,313)</b>	<b>-4%</b>	<b>528,883</b>
<b>Operating Surplus/(Deficit) before other items</b>	<b>1,201</b>	<b>(5,577)</b>	<b>6,777</b>	<b>-122%</b>	<b>(9,461)</b>
Fair Value Movements	8,399	-	8,399	0%	-
<b>Operating Surplus/(Deficit)</b>	<b>9,599</b>	<b>(5,577)</b>	<b>15,176</b>	<b>-272%</b>	<b>(9,461)</b>
<b>Capital Expenditure</b>	<b>87,147</b>	<b>136,518</b>	<b>(49,371)</b>	<b>-36%</b>	<b>186,627</b>



Key Variance Commentary																				
<h3>Operating Revenue</h3>  <table border="1"> <tr> <td>Revised Budget</td> <td>519M</td> </tr> <tr> <td>Revised Budget YTD</td> <td>387M</td> </tr> <tr> <td>Actual YTD</td> <td>377M</td> </tr> </table>	Revised Budget	519M	Revised Budget YTD	387M	Actual YTD	377M	<h3>Operating Expenditure</h3>  <table border="1"> <tr> <td>Revised Budget</td> <td>529M</td> </tr> <tr> <td>Revised Budget YTD</td> <td>393M</td> </tr> <tr> <td>Actual YTD</td> <td>375M</td> </tr> </table>	Revised Budget	529M	Revised Budget YTD	393M	Actual YTD	375M	<h3>Capital Expenditure</h3>  <table border="1"> <tr> <td>Revised Budget</td> <td>187M</td> </tr> <tr> <td>Revised Budget YTD</td> <td>137M</td> </tr> <tr> <td>Actual YTD</td> <td>87M</td> </tr> </table>	Revised Budget	187M	Revised Budget YTD	137M	Actual YTD	87M
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Actual YTD	87M																			
<p><b>Metlink PT</b> – Unfavourable in fare revenue due to lower patronage levels from reduced services and an increase in working from home practices and half price fares. This is partially offset by additional support from Waka Kotahi primarily for half price fares. \$21.0m</p> <p><b>Catchment</b> – Favourable Ruamahanga &amp; Climate resilience grant funding as the project is ahead of schedule. Rental income from Riverlink properties have been higher than anticipated. \$3.1m</p>	<p><b>Metlink PT</b> – Favourable due to a reduced level of services from bus operators. \$4.0m</p> <p><b>Catchment</b> – Favourable due to delays in the Pinehaven Flood Management Plan. \$2.9m</p> <p><b>Strategy</b> – Favourable due to delays in Let’s Get Wellington Moving. \$8.4m</p> <p><b>Finance Costs</b> – Unfavourable due to rising interest rates since the budget was set. \$8.6m. This is partially offset by additional investment revenue of \$4.7m. Net impact \$3.9m</p> <p><b>Depreciation</b> – Unfavourable due to significant revaluations last year. \$2.2m</p>	<p><b>Metlink PT</b> – The National Ticketing Solution has been delayed and inclement weather has meant delays to civil works. \$16.5m</p> <p><b>Catchment</b> – Delays in the following projects: Riverlink, Kapiti Flood Management Plan and Wairarapa Flood Management Plan. \$15.5m</p> <p><b>Water</b> - Kaitoke flume bridge delay due to poor weather conditions and Te Marua capacity upgrade tracking behind the plan due to procurement delays and contractor availability. \$13.6m</p>																		

Council  
18 May 2023  
Report 23.187



For Decision

## RESOLUTION TO EXCLUDE THE PUBLIC

That the Council excludes the public from the following parts of the proceedings of this meeting, namely:

Appointment of Mana Whenua members to committees – Report PE23.169

Appointment of member to the Farming Reference Group – Report PE23.166

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>Appointment of Mana Whenua members to committees – Report PE23.169</b>	
<i>Reason for passing this resolution in relation to each matter</i>	<i>Ground(s) under section 48(1) for the passing of this resolution</i>
<p>Information contained in this report includes personal and identifying information about candidates for appointment to the Long Term Plan Committee, Wellington Regional Leadership Committee, and Te Awa Kairangi/Hutt River Valley Subcommittee. Release of this information is likely to prejudice the privacy of natural persons (section 7(2)(a) of the Act) as releasing this information would disclose their consideration for appointment as a Committee member.</p> <p>Greater Wellington has considered whether the public interest outweighs the need to withhold the information and has determined that there is no public interest favouring disclosure of this particular information in public proceedings of the meeting that would override the need to withhold the information.</p>	<p>The public conduct of this part of the meeting is excluded as per section 7(2)(a) of the Act, to protect the privacy of natural persons.</p>

<b>Appointment of member to the Farming Reference Group – Report PE23.166</b>	
<i>Reason for passing this resolution in relation to each matter</i>	<i>Ground(s) under section 48(1) for the passing of this resolution</i>
<p>Information contained in this report includes personal and identifying information about a proposed candidate for appointment. Release of this information prior to Council’s decision is likely to prejudice the privacy of natural persons (section 7(2)(a) of the Act) as releasing this information would disclose their consideration for appointment to the Farming Reference Group.</p> <p>Greater Wellington 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 need to withhold the information.</p>	<p>The public conduct of this part of the meeting is excluded as per section 7(2)(a) of the Act, to protect the privacy of natural persons.</p>

This resolution is made in reliance on section 48(1)(a) of the Act and the particular interest or interests protected by section 6 or section 7 of that Act or section 6 or section 7 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public.