



If calling, please ask for Democratic Services

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## Council

Thursday 20 August 2020, 10.00am

Via Zoom meeting

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### Members

Cr Ponter (Chair)

Cr Staples (Deputy Chair)

Cr Blakeley

Cr Brash

Cr Connelly

Cr Gaylor

Cr Hughes

Cr Kirk-Burnnand

Cr Laban

Cr Lamason

Cr Lee

Cr Nash

Cr van Lier

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

# Council

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Thursday 20 August 2020, 10.00am

Via Zoom meeting

## Public Business

No.	Item	Report	Page
1.	Apologies		
2.	Conflict of interest declarations		
3.	Public Participation		
4.	<a href="#">Confirmation of the Public minutes of the Council meeting on 25 June 2020</a>	20.226	4
5.	<a href="#">Confirmation of the Public Excluded minutes of the Council meeting on 25 June 2020</a>	PE20.227	14
6.	<a href="#">Confirmation of the Public minutes of the Extraordinary Council meeting on 9 July 2020</a>	20.234	17
7.	<a href="#">Update on progress of action items from previous council meetings – August 2020</a>	20.230	19

## Strategy/Policy/Major Issues

8.	<a href="#">Disposal of property and land at Belmont Regional Park</a>	20.235	25
9.	<a href="#">Three Waters Reform – Programme Innovation Package</a>	20.283	69
10.	<a href="#">Adoption of Rates Postponement Policy</a>	20.297	140

## Governance

11.	<a href="#">Chief Executive recruitment process</a>	20.247	145
12.	<a href="#">Electoral system for 2022 Local Government Triennial Election</a>	20.258	169
13.	<a href="#">Revised terms of reference for the Regional Transport Committee</a>	20.291	176
14.	<a href="#">Regional Transport Committee meeting - 3 August 2020</a>	20.276	182
15.	<a href="#">Civil Defence Emergency Management Group meeting - 7 August 2020</a>	20.286	217

**Corporate**

16.	Health, Safety and Wellbeing update – July 2020	20.282	221
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**Resolution to exclude the public**

17.	Resolution to exclude the public	20.299	227
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**Public Excluded Business**

18.	Project NEXT Participation Agreement (Part 1)	PE20.287	232
19.	Appointment of director to WRC Holdings Limited	PE20.300	300
20.	Appointment to Farming Reference Group	PE20.255	304
21.	Appointments to Whaitua Te Whanganui-a-Tara Committee	PE20.293	308
22.	Appointments to Upper Ruamahanga River Management Advisory Committee	PE20.232	316
23.	Appointment of Chair to Lower Ruamahanga Valley Floodplain Management Advisory Committee	PE20.250	323
24.	Chief Executive performance review for 2019/20	RPE20.245	327
25.	Chief Executive remuneration review for 2019/20	RPE20.244	391



Please note these minutes remain unconfirmed until the Council meeting on 20 August 2020.

Report 20.226

## Public minutes of the Council meeting on Thursday 25 June 2020

Council Chamber, Greater Wellington Regional Council  
Level 2, 15 Walter Street, Wellington City at 9.31am.

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### Members Present

Councillor Ponter (Chair)  
Councillor Staples (Deputy Chair)  
Councillor Blakeley  
Councillor Brash  
Councillor Connelly  
Councillor Gaylor  
Councillor Hughes  
Councillor Kirk-Burnnand  
Councillor Laban (until 11.23am)  
Councillor Lamason  
Councillor Lee  
Councillor Nash  
Councillor van Lier (from 9.40am)

### Public Business

#### 1 Apologies

Moved: Cr Gaylor / Cr Connelly

That the Council accepts the apology for late arrival from Councillor van Lier.

The motion was **carried**.

#### 2 Declarations of conflicts of interest

There were no declarations of conflict of interest.

### **3 Public participation**

Geoff Reid spoke to agenda item 7 – Adoption of the 2020/21 Annual Plan – requesting pest control to protect giant Rata in Akatarawa Forest.

Quentin Duthie spoke to agenda item 12 – Draft Parks Network Plan 2020-30, for public consultation – requesting that Greater Wellington does not dispose of property and land in Belmont Regional Park until it has considered whether the disposal should proceed in the context of the finalised Parks Network Plan.

**Noted:** Councillor van Lier arrived at the meeting at 9.40am, during public participation.

**Noted:** Council requested that officers keep Mr Reid informed of pest control plans for Akatarawa Forest, and that Mr Duthie be informed of the Council's consideration of the matters he raised.

### **4 Confirmation of the Public minutes of the Council meeting on 11 June 2020**

Moved: Cr Laban / Cr Staples

That the Council confirms the Public minutes of the Council meeting on Thursday 11 June 2020 – Report 20.206.

The motion was **carried**.

### **5 Confirmation of the Public Excluded minutes of the Council meeting on 11 June 2020**

Moved: Cr Blakeley / Cr Brash

That the Council confirms the Public Excluded minutes of the Council meeting on Thursday 11 June 2020 – Report PE20.207

The motion was **carried**.

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

### **6 Re-Budgeting of capital and operational expenditure from 2019/20 to 2020/21 – Report 20.203**

Tony Stallinger, interim Chief Financial Officer, spoke to the report.

Moved: Cr Kirk-Burnnand / Cr Connelly

That the Council:

- 1 Approves the operating expenditure, as listed in Attachment 1 and Attachment 2, to be re-budgeted from 2019/20 to 2020/21 and included in the Annual Plan 2020/21.
- 2 Approves the capital expenditure items, as listed in Attachment 3 and Attachment 4, to be re-budgeted from 2019/20 to 2020/21 and included in the Annual Plan 2020/21.

The motion was **carried**.

## **7 Adoption of the 2020/21 Annual Plan – Report 20.175**

Greg Campbell, Chief Executive, spoke to the report.

Moved: Cr Laban / Cr Blakeley

That the Council:

- 1 Notes that, in accordance with section 95(2A) of the Local Government Act 2002, no public consultation was undertaken in the preparation of the 2020/21 Annual Plan as no significant or material changes have been proposed from year three of Greater Wellington's 2018-28 Long Term Plan.
- 2 Resolves, in accordance with section 100(2) of the Local Government Act 2002, that it is financially prudent for Council to set a budget for 2020/21 that is not balanced.
- 3 Adopts the 2020/21 Annual Plan (Attachment 1).
- 4 Delegates to the Council Chair the ability to make minor editorial changes to the 2020/21 Annual Plan prior to publication to correct errors and improve public understanding.
- 5 Notes that separate papers are being considered at this Council meeting to set the:
  - a Wellington Regional Council rates for 2020/21 (Setting the Wellington Regional Council Rates 2020/21 - Report 20.210)
  - b wholesale water levy for 2020/21 (Wholesale water levy for 2020/21 and end of year adjustment for levy 2019/20 - Report 20. 209).

The motion was **carried**.

**Noted:** Council requested that officers write to Tony Randle regarding the matters he raised in Public Participation at the Council meeting on 11 June 2020.

## **8 Setting of Wellington Regional Council rates 2020/21 – Report 20.210**

Tony Stallinger, interim Chief Financial Officer, spoke to the report.

Moved: Cr Staples / Cr Gaylor

That the Council:

- 1 Sets, pursuant to sections 23 and 24 of the Local Government (Rating) Act 2002, the rates as set out in Attachment 1 for the period commencing 1 July 2020 and concluding 30 June 2021.
- 2 Sets the instalment due dates as set out in Attachment 2.
- 3 Resolves, pursuant to sections 57 and 58 of the Local Government (Rating) Act 2002, to add penalties to unpaid rates as outlined in Attachment 2.
- 4 Requests officers to send a copy of these resolutions to all territorial authorities acting as our agents for rates collection.
- 5 Requests officers to place these resolutions on Greater Wellington's website.

The motion was **carried**.

**9 Wholesale water levy for 2020/21 and end of year adjustment for 2019/20 – Report 20.209**

Tony Stallinger, interim Chief Financial Officer, spoke to the report.

Moved: Cr Brash / Cr Lamason

That the Council:

- 1 Approves, pursuant to section 91 of the Wellington Regional Water Board Act 1972, the wholesale water contributions payable by constituent authorities as levies for 2020/21 as follows:

<b>Council</b>	<b>2020/21 Levy \$ (GST exclusive)</b>
Hutt City Council	9,373,092
Porirua City Council	4,219,305
Upper Hutt City Council	3,797,030
Wellington City Council	18,470,146
<b>Total</b>	<b>35,859,573</b>

- 2 Approves the end of year adjustments to the apportionment of levies for 2019/20 as follows:

<b>Council</b>	<b>2019/20 Adjustment \$ (GST exclusive)</b>	<b>Charge or refund</b>
Hutt City Council	(127,570)	Refund
Porirua City Council	(20,098)	Refund
Upper Hutt City Council	170,716	Charge
Wellington City Council	(23,048)	Refund

The motion was **carried**.

**10 Alignment of Council's rates postponement policy with territorial authorities – Report 20.211**

Attachment 2 to Report 20.211 was tabled at the meeting.

Tony Stallinger, interim Chief Financial Officer, spoke to the report.

Moved: Cr Kirk-Burnnand / Cr van Lier

That the Council:

- 1 Notes that any proposed amendment to Council's Rates Postponement Policy (Attachment 1) requires public consultation with the community that gives effect to the requirements of section 82 of the Local Government Act 2002.

- 2 Agrees to a proposed amendment to Council's Rates Postponement Policy to remove Condition 4 and update the agreements with the territorial authorities that collect rates on behalf of Greater Wellington (paragraph 15).
- 3 Agrees to the proposed amendment in Option 3 – Align Council's Rates Postponement Policy with changes by individual territorial authorities (paragraphs 29 to 37).
- 4 Agrees the draft revised Council's Rates Postponement Policy (to be tabled as Attachment 2) for consultation.
- 5 Agrees to community consultation commencing in July 2020 on the proposed amendments to Council's Rates Postponement Policy.
- 6 Authorises the Council Chair to approve any minor amendments to the draft policy following legal review.

The motion was **carried**.

#### **11 Emerging strategic framework for the 2021-31 long term plan – Report 20.142**

Tracy Plane, Manager Strategic and Corporate Planning, spoke to the report.

Moved: Cr Staples / Cr Nash

That the Council:

- 1 Agrees to endorse the emerging strategic framework for the 2021-31 Long Term Plan (as outlined in Attachment 1).
- 2 Notes that there will be further iterations to this strategic framework as officers continue to develop the 2021-31 Long Term Plan.
- 3 Agrees to the new activity group structure of Environment and Flood Protection, Regional Strategy and Partnerships, Public Transport / Metlink, and Water Supply for the 2021-31 Long Term Plan (paragraphs 17 to 27).

The motion was **carried**.

The meeting adjourned at 10.45am and resumed at 11.06am.

#### **12 Draft Parks Network Plan 2030-30 – for public consultation – Report 20.177**

Fiona Colquhoun, Parks Planner, spoke to the report.

Moved: Cr Nash / Cr Lamason

That the Council:

- 1 Approves the Draft Parks Network Plan (Attachment 1) for public consultation.
- 2 Approves the Draft Greater Wellington Parks Concession guideline and fee schedule 2020 for public consultation (Attachment 2) in conjunction with the Draft Parks Network Plan.
- 3 Agrees to an eight week public consultation period starting in August 2020, followed by hearings, in accordance with the Reserves Act 1977.



- 4 Notes that the 'All Park Directions' part of the Draft Parks Network Plan was approved by Council on 30 April 2020 (Draft Parks Network Plan 2020-30 – Strategic Directions - Report 20.89) and that minor changes agreed by Council at that meeting have been incorporated in Attachment 1.
- 5 Agrees that minor editorial changes to correct errors or improve understanding to the Draft Parks Network Plan may be made with the approval of the Council Chair, prior to publication for public consultation.
- 6 Notes that further proof reading will be undertaken for the Draft Parks Network Plan, and minor content changes made, before graphic design and publication for public consultation.
- 7 Notes that the implementation of the final Parks Network Plan, once publicly consulted on and approved at a later date, will be subject to the resources provided through the 2021-31 Long Term Plan.

The motion was **carried**.

**Noted:** Council requested that the Chief Executive does not exercise his delegated authority regarding disposal of property and land at Belmont Regional Park (Public Excluded Minutes of the Council meeting Wednesday 13 December 2017 – Report PE17.515), and that a report on this matter be prepared for a future Council meeting.

**Noted:** Councillor Laban left the meeting at 11.23am, following the conclusion of the above item, and did not return to the meeting.

**13 Wellington Regional Public Transport review – Report 20.222 [for information]**

Scott Gallacher, General Manager Metlink, spoke to the report.

**14 Proposed variation to the Wellington RLTP Programme 2018-21 – business case phases of the Wellington metropolitan rail network resignalling and train control system renewal – Report 20.165**

Luke Troy, General Manager Strategy, spoke to the report.

Moved: Cr Staples / Cr Ponter

That the Council:

- 1 Adopts the proposed variation to the Wellington Regional Land Transport Plan Programme 2018-21, as set out in Attachment 1, to include business case phases of the Wellington Metropolitan Rail Network Resignalling and Train Control System Renewal
- 2 Agrees to the Council Chair forwarding the adopted variation to Waka Kotahi NZ Transport Agency, requesting that the variation is included in the National Land Transport Programme.

The motion was **carried**.

**15 Submission on Proposed Plan Change 18: Plimmerton Farm to the Porirua City District Plan – Report 20.224**

Al Cross, General Manager Environment Management, Matthew Hickman, Manager Environmental Policy, and Fleur Matthews, Team Lead Policy Implementation, spoke to the report.

Moved: Cr Brash / Cr Kirk-Burnnand

That the Council:

- 1 Notes that a sub-group of Councillors has received a briefing of the proposed Plan Change, workshopped the submission points, and provided input into and feedback on the draft submission.
- 2 Considers the draft submission on Proposed Plan Change 18: Plimmerton Farm to the Porirua City District Plan and provides any feedback.
- 3 Approves the submission on Proposed Plan Change 18: Plimmerton Farm to the Porirua City District Plan.
- 4 Authorises the Manager, Environmental Policy to lodge the submission with Porirua City Council on behalf of Council, with any minor changes and corrections.

The motion was **carried**.

**16 Endorsement of local authority remit on water bottling for Local Government New Zealand’s 2020 Annual General Meeting – Report 20.221**

Councillor Ponter spoke to the report.

Moved: Cr Connelly / Cr Nash

That the Council endorses the draft remit prepared by Queenstown Lakes District Council, regarding water bottling, for consideration at the 2020 Annual General Meeting of Local Government New Zealand.

The motion was **carried**.

## **Governance**

**17 Review of Council’s COVID-19 decisions – Report 20.194**

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

Moved: Cr Nash / Cr Lamason

That the Council:

- 1 Notes that, on 24 March 2020, Council approved a delegation to a group of specified Councillors to make an urgent decision, in certain situations, where it is impractical for Council to meet during the Government’s response to the COVID-19 pandemic.
- 2 Notes that this delegation has not been exercised.

- 3 Notes that whilst the Government's response to the COVID-19 pandemic continues, New Zealand is currently at Alert Level 1 where circumstances are no longer urgent or uncertain.
- 4 Revokes the delegation issued by Council on 24 March 2020.
- 5 Agrees to maintain the Committee quorum provisions adopted by Council on 24 March 2020.

The motion was **carried**.

**18 WRC Holdings final Statement of Intent – Report 20.169**

Councillor Lamason and Samantha Gain, General Manager Corporate Services, spoke to the report.

Moved: Cr Lamason / Cr Hughes

That the Council receives the WRC Holdings Statement of Intent for the year ending 30 June 2021 (Attachment 1).

The motion was **carried**.

**19 Wellington Water Committee meeting – 3 June 2020 – Report 20.212** [for information]

**20 Regional Transport Committee meeting – 9 June 2020 – Report 20.214** [for information]

**21 Wellington Regional Strategy Committee meeting – 9 June 2020 – 20.202** [for information]

## **Corporate**

**22 Health, safety and wellbeing update – May 2020 – Report 20.204** [For information]

Julie Barbie, Manager, Health and Safety, spoke to the report

## **Exclusions**

**23 Exclusion of the public – Report 20.223**

Moved: Cr Gaylor / Cr Lamason

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

Appointments to advisory bodies

Confirmation of the Restricted Public Excluded minutes of the Council meeting of 11 June 2020

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

ground/s 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>Appointments to advisory bodies – Report PE20.171</b>	
<i>Reason/s 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 proposed candidates for appointment. Withholding this information prior to Council’s decision is necessary to protect the privacy of those natural persons, as releasing the information would disclose their consideration for appointment as a member of the Lower Ruamahanga Valley Floodplain Management Advisory Committee and the Wellington Region Climate Change Working Group.</p> <p>Council 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, including that of deceased natural persons).</p>
<b>Confirmation of the Restricted Public Excluded minutes of the Council meeting of 11 June 2020 – RPE20.220</b>	
<i>Reason/s 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 in these minutes relates to the current Chief Executive’s performance agreement. Release of this information would prejudice the privacy of Greg Campbell, Chief Executive, by disclosing information pertaining to the employment relationship between the Chief Executive and the Council.</p> <p>Council has not been able to identify a public interest favouring disclosure of this particular information in public</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, including that of deceased natural persons).</p>

proceedings of the meeting that would override Mr Campbell's privacy.	
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The motion was **carried**.

The public part of the meeting closed at 11.50am.

Councillor D Ponter

**Chair**

Date:



**Please note these minutes remain unconfirmed until the Council meeting on 20 August 2020.**

**The matters referred to in these minutes were considered by the Council on Thursday 25 June 2020 in public excluded business. These minutes do not require confidentiality and may be considered in the public part of the meeting.**

Report PE20.227

## **Public Excluded minutes of the Council meeting on Thursday 25 June 2020**

Council Chamber, Greater Wellington Regional Council  
Level 2, 15 Walter Street, Wellington City at 11.50am.

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### **Members Present**

Councillor Ponter (Chair)  
Councillor Staples (Deputy Chair)  
Councillor Blakeley  
Councillor Brash  
Councillor Connelly  
Councillor Gaylor  
Councillor Hughes  
Councillor Kirk-Burnnand  
Councillor Lamason  
Councillor Lee  
Councillor Nash  
Councillor van Lier

### **Public Excluded Business**

**1 Appointments to advisory bodies – June 2020 – Report PE20.171**

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

Moved: Cr Lamason / Cr Staples

That the Council:

- 1 Appoints to the Lower Ruamahanga Valley Floodplain Management Advisory Committee:

***As local scheme committee members***

- a Neville Davies
- b Bernie George
- c Rupert Handyside
- d Charlie Matthews
- e Mike Moran
- f Roddy Sutherland
- g Hayden Thurston
- h Gerard Vollebregt

***As iwi representatives***

- i Horipo Rimene, Rangitāne ō Wairarapa
  - j Ra Smith, Ngāti Kahungunu ki Wairarapa.
- 2 Replaces Mayor Guppy with Deputy Mayor Swales as the primary member for Upper Hutt City Council on the Wellington Region Climate Change Working Group.
  - 3 Replaces Deputy Mayor Swales with Mayor Guppy as the alternate member for Upper Hutt City Council on the Wellington Region Climate Change Working Group.
  - 4 Replaces Councillor Keys with Councillor Greathead as the primary member for Carterton District Council on the Wellington Region Climate Change Working Group, subject to confirmation at Carterton District Council's meeting on 24 June 2020.
  - 5 Replaces Councillor Cherry-Campbell with Councillor Cretney as the alternate member for Carterton District Council on the Wellington Region Climate Change Working Group, subject to confirmation at Carterton District Council's meeting on 24 June 2020.
  - 6 Appoints to the Wellington Region Climate Change Working Group, as mana whenua representatives:
    - a Mahin-a-Rangi Baker for the West Coast area
    - b Miria Pomare for the Central area
    - c Ra Smith for the East Coast area.

The motion was **carried**.

2 **Confirmation of the Restricted Public Excluded minutes of the Council meeting  
11 June 2020 – Report RPE20.220**

Moved: Cr Hughes / Cr Blakeley

That the Council confirms the Restricted Public Excluded minutes of the Council meeting on Thursday 11 June 2020 – Report 20.220.

The motion was **carried**.

The public excluded part of the meeting closed at 11.54am.

Councillor D Ponter  
**Chair**

Date:





Please note these minutes remain unconfirmed until the Council meeting on 20 August 2020.

Report 20.234

## Public minutes of the Extraordinary Council meeting on Thursday 9 July 2020

All members participating by Zoom at 9.30am.

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### Members Present

Councillor Ponter (Chair)  
Councillor Staples (Deputy Chair)  
Councillor Blakeley  
Councillor Brash  
Councillor Connelly  
Councillor Hughes  
Councillor Lamason  
Councillor Lee  
Councillor Nash  
Councillor van Lier

All members participated at this meeting via Zoom, and counted for the purpose of quorum, in accordance with clause 25B of Schedule 7 to the Local Government Act 2002.

### Public Business

#### 1 Apologies

Moved: Cr Staples / Cr Brash

That the Council accepts the apologies for absence from Councillors Gaylor, Kirk-Burnnand and Laban.

The motion was **carried**.

#### 2 Declarations of conflicts of interest

There were no declarations of conflict of interest.

### 3 Public participation

There was no public participation.

## Strategy, policy or major issues

### 4 Setting of Wellington Regional Council rates for 2020/21 – Goods and Services Tax – Report 20.236

Tony Stallinger, interim Chief Financial Officer, spoke to the report.

Moved: Cr Blakeley / Cr Lamason

That the Council alters part 1 of the Council resolutions on Report 20.210 of 25 June 2020, which set the Wellington Regional Council rates for 2020/21, by adding the following words to the end of the current sentence: “, with all dollar amounts detailed in the rates set out in Attachment 1 to Report 20.210 being exclusive of Goods and Services Tax (GST), and with GST to be added to these amounts at the prevailing rate at the time of supply.”

The motion was **carried**.

The public part of the meeting closed at 9.34am.

Councillor D Ponter  
**Chair**

Date:

**Council  
20 August 2020  
Report 20.230**



**For Information**

**UPDATE ON PROGRESS OF ACTION ITEMS FROM PREVIOUS COUNCIL MEETINGS – AUGUST 2020**

**Te take mō te pūrongo**

**Purpose**

1. To update Council on the progress of action items arising from previous Council meetings.

**Te horopaki**

**Context**

2. Items raised at Council meetings, that require actions by officers, are listed in the table of action items from previous Council meetings ([Attachment 1](#)). All action items include an outline of the current status and a brief comment.

**Ngā hua ahumoni**

**Financial implications**

3. There are no financial implications from this report, but there may be implications arising from the actions listed.

**Ngā tūāoma e whai ake nei**

**Next steps**

4. Completed items will be removed from the action items table for the next report. Items not completed will continue to be progressed and reported. Any new items will be added to the table following this Council meeting and circulated to the relevant business group/s for action.

**Ngā āpitihanga**

**Attachment**

Number	Title
1	Action items from previous Council meetings – August 2020

**Ngā kaiwaitohu  
Signatories**

Writers	Al Cross – Kaiwhakahaere Matua mo te Taiao/General Manager Environment Management Samantha Gain – Kaiwhakahaere Matua Ratonga Rangapu/General Manager Corporate Services Wayne O’Donnell – Kaiwhakahaere Matua Whaitua/General Manager Catchment Management Luke Troy – Kaiwhakahaere Matua Rautaki/General Manager Strategy
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<b>He whakarāpopoto i ngā huritaonga Summary of considerations</b>
<b><i>Fit with Council's roles or Committee's terms of reference</i></b> The action items are of an administrative nature and support the functioning of Council.
<b><i>Implications for Māori</i></b> There are no direct implications for Māori arising from this report.
<b><i>Contribution to Annual Plan / Long term Plan / Other key strategies and policies</i></b> Action items contribute to Council's and Greater Wellington's related strategies, policies, and plans to the extent identified in <b>Attachment 1</b> .
<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 known risks.

**Attachment 1 to Report 20.230****Action items from previous Council meetings**

<b>Meeting date</b>	<b>Action</b>	<b>Status and comment</b>
27 February 2020	<b>Noted</b> Council requested officers undertake a review of fees payable to external members of all Greater Wellington bodies to ensure appropriate relativity with other public bodies.	<b>Status</b> Under action. <b>Comment</b> Further engagement has been undertaken with a range of local authorities to obtain comparative information for discussion with Councillors in Q3 2020.
25 June 2020	<b>Public participation</b> <b>Noted:</b> Council requested that officers keep Mr Reid informed of pest control plans for Akatarawa Forest.	<b>Status</b> Under action. <b>Comment</b> Mr Reid is being regularly updated via email concerning the proposed Akatarawa 1080 operation.
25 June 2020	<b>Public participation</b> Mr Duthie be informed of the Council's consideration of the matters he raised [regarding the disposal of land and property at Belmont Regional Park].	<b>Status</b> Under action. <b>Comment</b> A report is being prepared by Amanda Cox and Tim Penwarden – Disposal of property and land at Belmont Regional Park - 20.235 - for Council meeting on 20 August 2020.  The public report will be forwarded to Mr Duthie following consideration by Council.
25 June 2020	<b>Adoption of the 2020/21 Annual Plan – Report 20.175</b> <b>Noted:</b> Council requested that officers write to Tony Randle regarding the matters he raised in Public Participation at the Council	<b>Status</b> Complete. <b>Comment</b> A response was provided to Mr Randall at the meeting to the issues he raised.

## Attachment 1 to Report 20.230

## Action items from previous Council meetings

Meeting date	Action	Status and comment
	meeting on 11 June 2020.	
25 June 2020	<p><b>Setting of Wellington Regional Council rates 2020/21 – Report 20.210</b></p> <p><b>Resolution:</b></p> <ol style="list-style-type: none"> <li>1. Requests officers to send a copy of these resolutions to all territorial authorities acting as our agents for rates collection.</li> <li>2. Requests officers to place these resolutions on Greater Wellington's website.</li> </ol>	<p><b>Status</b></p> <p>Completed.</p>
25 June 2020	<p><b>Draft Parks Network Plan 2020-30 – for public consultation – Report 20.177</b></p> <p><b>Noted:</b></p> <p>Council requested that the Chief Executive does not exercise his delegated authority regarding disposal of property and land at Belmont Regional Park (Public Excluded Minutes of the Council meeting Wednesday 13 December 2017 – Report PE17.515), and that a report on this matter be prepared for a future Council meeting.</p>	<p><b>Status</b></p> <p>Completed.</p> <p><b>Comment:</b></p> <p>See action related to <i>Public Participation</i>. A report is being prepared by Amanda Cox and Tim Penwarden – Disposal of property and land at Belmont Regional Park - 20.235 - for Council meeting on 20 August 2020.</p>
25 June 2020	<p><b>Proposed variation to the Wellington RLTP Programme 2018-21 – business case phases of the Wellington metropolitan rail network resignalling and train control system renewal Report – 20.165</b></p> <p><b>Resolution:</b></p> <p>Agrees to the Council Chair forwarding the adopted variation to Waka Kotahi NZ Transport Agency, requesting that the variation is included in the National Land Transport Programme.</p>	<p><b>Status</b></p> <p>Completed.</p>
25 June 2020	<p><b>Submission on Proposed Plan Change 18: Plimmerton Farm to the Porirua City District Plan – Report 20.224</b></p>	<p><b>Status</b></p> <p>Completed.</p>

**Attachment 1 to Report 20.230**

**Action items from previous Council meetings**

<b>Meeting date</b>	<b>Action</b>	<b>Status and comment</b>
	<p><b>Resolution:</b>                      Authorises the Manager, Environmental Policy to lodge the submission with Porirua City Council on behalf of Council, with any minor changes and corrections.</p>	<p><b>Comment</b>                      Submission lodged with PCC on 1 July. Further submissions now being considered.</p>



Council  
20 August 2020  
Report 20.235



For Decision

## DISPOSAL OF PROPERTY AND LAND AT BELMONT REGIONAL PARK

### Te take mō te pūrongo

#### Purpose

1. To update Council regarding the sale process for the former shepherds' houses at Belmont Regional Park, and request approval to pause that process.

### He tūtohu

#### Recommendations

That the Council:

- 1 **Notes** report on the sale process for the former shepherds' houses.
- 2 **Approves** a pause in the sale process until the conclusion of the Parks Network Plan review.
- 3 **Notes** that this decision represents a change from a previous Council resolution made on 13 December 2017.

### Te tāhū kōrero/Te horopaki

#### Context

2. The proposal to sell the two houses was approved by Council at its meeting on 13 December 2017. The report (PE 17.506) considered by Council at that meeting is attached as **Attachment 1**; sensitive information has been redacted. The process to begin disposal began prior to the review of the Parks Network Plan and was considered in the context of the current (operative) Parks Network Plan 2011.
3. As noted in the 2017 report, these houses were formerly used by shepherds employed by Lands & Survey and later Landcorp Farming, to manage the farmland that is now Belmont Regional Park. With the departure of Landcorp in 2016, the houses became surplus to park requirements. They have since been either unoccupied (Hill Road), or used for another Greater Wellington purpose (Bioworks staff accommodation) not related to the regional park function.
4. Prior to recommending disposal of the two properties in late 2017, officers sought expressions of interest in removing the house at 300 Hill Road, leaving the land available for future use or enhancement. Feedback from removal companies indicated that the restricted site and road access would require that the house be cut into sections for removal, and no such expressions were received. There was already an

oversupply of houses removed from other sites around the region and awaiting relocation. Many subdivisions require new house construction rather than relocated buildings, which restricts opportunities for sale.

5. In 2017 it was understood that options other than sale of the property would entail costs for GW, whether they be for upgrade of the building or onsite demolition and site remediation.
6. Before the land and associated assets can be sold, removal of reserve classification is required. This process commenced in 2018 and involved public notice and approval for removal of the Reserve Act classification from the Department of Conservation. The Department subsequently asked that Greater Wellington provide further details of the rationale for proposed disposal and identify the intrinsic values of these areas of park that were proposed to be sold.
7. In accordance with this requirement and the Council resolution, staff prepared a public notice of the intention to revoke the reserve status and dispose of two parcels of the Belmont Regional Park, being 44 Waihora Crescent and 300 Hill Road. The public was invited to provide any feedback to this notice.
8. Two people provided feedback on the 300 Hill Road property. Of those, one was concerned that the property may be further subdivided to enable additional properties and that the road was already busy, and the other was a neighbour interested in purchasing the property. No feedback was received relating to 44 Waihora Crescent.
9. Officers completed assessments of the natural and recreational values of the two areas in March 2019; however, these were not provided to the Department of Conservation. The assessment of natural values is contained in [Attachment 2](#).
10. In the latter half of 2019, Greater Wellington undertook an Activity Review to find savings across the organisation, to meet projected budget shortfalls in the financial years 2020/21 and 2021/22. The sale proceeds for these houses were identified as supporting the outcomes of that process.
11. Greater Wellington has received further enquiries from individuals and organisations interested in purchasing the properties, especially the Waihora Crescent house. This includes a discussion with a representative of Kainga Ora, noting the potential for the Waihora Crescent property to be purchased to assist in implementation of the Eastern Porirua redevelopment process.
12. Early in 2020 officers carried out a review of the reserve revocation and disposal of the two houses (44 Waihora Crescent and 300 Hill Road) to that point, and to recommend a way forward. This review is contained in [Attachment 3](#).
13. In accordance with these recommendations Greater Wellington subsequently commissioned an external assessment of the recreational values of the two sites. This is contained in [Attachment 4](#).
14. In the course of completing the recreation assessment for the two houses, there arose significant local interest and concern about the proposed sale of the two houses. The broad themes of public concern were:

- a The prospect of the sale proceeds being used to offset rates increases rather than to reinvest in the Park, and thereby losing the opportunity to improve the park's recreational value.
  - b The desire to wait until the outcome of the Parks Network Plan and master planning processes, noting that the plan indicates a direction of potentially repurposing such buildings for community conservation hubs or planting team bases.
  - c That sale of the Hill Road property in particular (given the minimum 2ha lot size) would forgo future opportunities to meet recreational needs of the public, e.g. through enhancing access to the wider park, restoring the site, establishment of a community nursery.
15. Following public participation at the Council meeting on 25 June 2020, the Council requested that the Chief Executive not exercise his delegated authority regarding disposal of property and land at Belmont Regional Park and that a report on this matter be prepared for a future Council meeting.

### **Te tātaritanga Analysis**

16. On 25 June 2020 Council endorsed overarching strategic priorities for the Environment and Flood Protection Activity Groups. Key result areas for regional parks included:
- a Re-forestation and protection and restoration of wetlands across our regional parks network
  - b Improve recreational enjoyment and environmental value of regional parks.
17. As noted above, development of the recreational needs assessment and other processes, while identifying that opportunities to contribute to these result areas might emerge, none have become apparent to date.
18. That said, retention of the land at the Hill Road site would protect the opportunity to improve future access to the park and development of a community nursery to support local engagement. Due to the nature and scale of the site, retention of the 3-bedroom house would not support that outcome, as it impedes rather than enhances public access beyond it and leaves relatively little flat land available to use.
19. The draft Parks Network Plan is due to be released for formal public consultation in mid-August 2020. As the level of local interest is significant, submissions may produce viable concepts for future use of the houses. Given that this process has evolved since late 2017, it would be advisable to allow a few more months to gather community comment.
20. A key principle of the draft PNP is "Mahi Tahī / The Way We Work". This involves "Working collaboratively and consistently with others, following best practices, we enable learning and build strong partnerships to deliver more conservation and recreation benefits for parks, people and communities". This principle implies a collective rather than individual approach. Buildings that facilitate or support collective activity (rather than residential occupation) are a logical priority for

adaptation to contribute towards a “mahi tahi” outcome on our regional parks. There are few of these structures on the parks at present that are not already in use.

21. A fundamental aspect of these houses, is that they are 3-bedroom homes, catering for individual families rather than group activities. In contrast, the two buildings most frequently used by the community in the regional parks network include the Stratton St woolshed classroom (Belmont Regional Park) and the Kotare Room (Ramaroa, Queen Elizabeth Park).
22. The possibility of the Hill Road site being used for a community nursery has arisen through recent consultation. Several factors need to be considered in this regard:
  - a Community nurseries need to contend with biosecurity issues around pathogens, plant and animal pests e.g. myrtle rust, Argentine ants, exotic weeds. These have prompted development of stringent protocols around management of plant nurseries.
  - b GW’s restoration planting approach has changed over the last few years; the best opportunity for volunteer contributions to large scale revegetation appears to be either propagating and growing rare plants or in raising and planting “bagged” emergent (large tree) species plant stock. The site has not been evaluated in terms of its suitability for this activity.
  - c Nurseries require a reliable water supply to grow and protect plants. The site is not connected to any potable water source, or to the city wastewater system. Water for household use was collected from the roof and wastewater discharged to a septic tank.

### **Options**

23. Option 1 (Preferred option): Pause the process of selling the houses until the conclusion of the Parks Network Plan review. Following approval of the PNP, review feedback received and determine a process from that point:
  - a Should no compelling uses emerge, recommence the sale process and issue a public notification of the intent to sell the properties, and call for objections OR
  - b Should the submission process indicate strong concern and/or compelling uses of either or both properties, instruct officers to consult further regarding the future of the houses through the park master planning process
24. Option 2: Restart the process of selling the houses and issue a public notification of the intention to dispose of them.

### **Ngā hua ahumoni**

#### **Financial implications**

25. Based on the Activity Review carried out in late 2019, the sale proceeds of these houses were included in the Annual Plan 2020/21.
26. Pausing the sale process for these houses will reduce the budgeted revenue predictions from the forecast, reducing the likelihood of Parks meeting its financial targets for the year.

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

27. The matters requiring decision in this report have been considered by officers against the requirements of Part 6 of the Local Government Act 2002 (the Act).
28. Part 6 sets out the obligations of local authorities in relation to the making of decisions.

**Te hiranga**  
**Significance**

29. As described in report PE 17.506, Part 6 requires Greater Wellington Regional Council to consider the significance of the decision. The term 'significance' has a statutory definition set out in the Act.
30. Officers have considered the significance of the matter, taking the Council's significance policy and decision-making guidelines into account. Officers recommend that the matter be considered to have low significance.
31. Officers do not consider that a formal record outlining consideration of the decision-making process is required in this instance.

**Te whakatūtakitaki**  
**Engagement**

32. At the Council meeting of 25 June Quentin Duthie spoke to agenda item 12 – Draft Parks Network Plan 2020-30, for public consultation – requesting that Greater Wellington does not dispose of property and land in Belmont Regional Park until it has considered whether the disposal should proceed in the context of the finalised Parks Network Plan.
33. Council requested that Mr Duthie be informed of the Council's consideration of the matters he raised. Officers intend to communicate with Mr Duthie to advise him of Council's decision regarding this matter.
34. Given the level of local community interest in the recreation assessment consultation process, officers will also communicate separately with all other participants in that process.

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

35. Officers will communicate Council's decision regarding this matter as noted above.

**Ngā āpitihanga  
Attachments**

<b>Number</b>	<b>Title</b>
1	Disposal of property – Belmont Regional Park (PE 17.506, includes redaction)
2	Natural resource values
3	Review of reserve revocation and disposal of 44 Waihora Crescent and 300 Hill Road (Belmont Regional Park)
4	Recreation Needs Assessment - 300 Hill Rd Belmont & 44 Waihora Crescent, Porirua

**Ngā kaiwaitohu  
Signatories**

Writer	Amanda Cox, Manager, Parks
Approver	Al Cross, General Manager, Environment Management Group

<b>He whakarāpopoto i ngā huritaonga Summary of considerations</b>
<p><b><i>Fit with Council’s roles or Committee’s terms of reference</i></b></p> <p>This decision is consistent with Council’s role in initially deciding to dispose of the two properties.</p>
<p><b><i>Implications for Māori</i></b></p> <p>Greater Wellington’s mana whenua partners, Port Nicholson Block Settlement Trust and Te Runanga o Toa Rangatira Inc, were consulted as part of developing the Recreation Needs assessment.</p> <p>Feedback indicated that there are no significant associations between Ngati Toa and the dwellings in question. However, the land itself does have some significance, being part of the broader Ngati Toa estate that was alienated from Ngati Toa, and which they are in the process of rebuilding. They therefore have an interest in the two properties and the alienation of these from the Crown/Council estate, and sought to be advised of the process that GW will follow in relation to sale, and how Ngati Toa can ensure that they are able to participate meaningfully.</p> <p>Officers have communicated initially with Te Runanga o Toa Rangatira, and will advise them and PNBST of the outcome of this decision.</p>
<p><b><i>Contribution to Annual Plan / Long term Plan / Other key strategies and policies</i></b></p> <p>As noted in paragraphs 25-26 the sale proceeds of these houses was included in the Annual Plan 2020/21. Deferring or cancelling the sale will have an impact on Greater Wellington’s financial position.</p>
<p><b><i>Internal consultation</i></b></p> <p>Significant internal consultation has taken place in relation to these houses, a summary of which is contained in Attachment 3.</p>
<p><b><i>Risks and impacts: legal / health and safety etc.</i></b></p> <p>There are no risks or impacts in addition to those already discussed.</p>



**Report** PE 17.506  
**Date** 5 December 2017  
**File** CCAB-8-1417

**Committee** Council  
**Author** Jess Earnshaw, Property Consultant

## Disposal of Property – Belmont Regional Park

### 1. Purpose

To seek approval to subdivide and dispose of surplus Greater Wellington Regional Council (GWRC) land located at 300 Hill Road and 44 Waihora Crescent, Belmont Regional Park.

### 2. Exclusion of the public

Grounds for the exclusion of the public under section 48(1) of the local Government Official Information and Meetings Act 1987 are:

*The information contained in this report relates to the proposed sale of property owned by Greater Wellington Regional Council (GWRC). The report outlines terms of the proposed disposal and includes details of the anticipated disposal values of the surplus land. Having this part of the meeting open to the public would disadvantage Greater Wellington Regional Council if the property is placed on the open market for sale via a contestable sale process as it would reveal GWRC's price expectations. GWRC has not been able to identify a public interest favouring disclosure of this particular information in public proceedings of the meeting that would override this prejudice.*

### 3. Background

Belmont Regional Park covers a large area of hills and valleys between Porirua and the Hutt Valley. It's a popular location for walking, running, mountain biking and horse trekking. There are areas of historical significance such as World War II ammunition stores, the Korokoro Dam and the original coach road from Wellington.

Belmont Regional Park is also home to a large working sheep and cattle farm with the park predominantly used for grazing.

The two parcels of land proposed to be subdivided are located at opposite sides of the park; one at Belmont and the other at Waitangirua, and both contain



houses, constructed circa 1960's. Both houses have historically been used as accommodation to service farm workers but they are no longer required for farming or park management purposes.

Up until commencement of the current farm licence in early 2016, 300 Hill Road was occupied by one of the Landcorp shepherds. However, the property has aged and degraded over time to the point where significant upgrade and modernisation works are required. As this is not GWRC core business, the Parks Department proposes to subdivide and sell the property "as is" on the open market.

To meet subdivision requirements, an area comprising approximately 2 hectares of largely bush and scrub will accompany the house. A Right of Way easement must be granted over the Hill Road access road to the Park to facilitate legal vehicle access to the property.

44 Waihora Crescent has been rented out to the GWRC Bioworks department and is overall in a very tidy (albeit dated) condition. GWRC has no foreseeable requirement for this accommodation and as such Parks proposes that this section is also subdivided and sold.

The section accompanying the house is of approximately 1941m<sup>2</sup>, with simple site development and some bush. While the property will have legal access directly to the Waihora Crescent frontage, it is proposed that a Right of Way easement be granted over the adjoining access way to the Waitangirua side of the Park to facilitate legal vehicle access to an existing garage and basement on the property. While further subdivision of the property may be possible which would likely utilise the Waihora Crescent road frontage to access a front lot, it is proposed that the property be sold as one parcel.

To achieve all the above GWRC will need to undertake a subdivision of the surplus land; firstly to separate it from the greater title for Belmont Regional Park and secondly to create the land parcels for sale.

#### **4. The disposal land**

The land to be disposed of is contained within Computer Freehold Register 785497 (Refer **Attachment 1**) which is held in the ownership of GWRC in fee simple.

As indicated above a subdivision will be required to create the two lots to be sold.

The land is classified as Recreation Reserve under the Reserves Act 1977 and hence the reserve classification will need to be revoked from the land parcels to be disposed of.

Surveyor and planning consultants, Cuttriss Consultants Ltd, have been engaged to undertake the resource consent application and the survey work required to complete the subdivision.

The draft subdivision scheme plans contained in **Attachment 2** shows the proposed configuration of the lots to be created as follows:

- 44 Waihora Crescent – Lot 1
- 300 Hill Road – Lot 1

It is anticipated that the Resource Consent applications for the subdivisions will be “non-notified” in both cases.



## **5. Comment**

Both houses and their associated sites are no longer required for farm and/or Park management purposes. Hence the subject land and improvements are considered surplus to GWRC’s requirements and should be disposed of.

Physically, the house sites are disconnected from the wider Park, offer little or no ecological or recreational benefits and more naturally form a part of their neighbouring residential environments.

While the houses would provide a holding return to GWRC, these returns will be minimal given the significant upgrade required to the Hill Road house and the ongoing maintenance and management costs for both.

Sale of these properties (land and improvements) will maximise GWRC’s return and enable the sale proceeds to be reinvested more appropriately within the Parks Network for the greater benefits of the community.

## **6. Offer Back – Section 40, Public Works Act 1981**

Section 40 of the Public Works Act 1981 requires that, where any land held for a public work is no longer required for that or any other public work, then the land must first be offered to the former owner or their successor in title or will at current market value.

A Section 40 clearance report will be obtained to determine whether or not GWRC is required to offer the land to the former owner(s).

## **7. The sale process**

The proposed land disposal process is as follows:

- GWRC confirms that the property is not required for any other GWRC purpose and hence that it is surplus to GWRC’s requirements.
- GWRC undertakes a reserve revocation process. This involves Council resolution, consultation with the Commissioner and public notification of the revocation and consideration of any objections from persons claiming

to be affected by the proposal. Public notice of the intention to grant the Rights of Way may also be required, subject to consideration of whether the reserve is likely to be altered or permanently damaged and if the rights of the public are likely to be permanently affected.

- GWRC applies for and obtains a sub divisional Resource Consent from Hutt City Council and Porirua City Council to create the two land parcels to be disposed of.
- GWRC obtains a Section 40 Report to confirm whether or not the sections are required to be offered to the former owner(s).
- If offer back is required, GWRC shall offer the property back to the former owner(s) at current market value.
- If the former owner does not wish to purchase the land GWRC proceeds to market the property for sale on the open market via a contestable sale process.
- Once acceptable sale and purchase agreements have been obtained, officers will seek the approval of the Chief Executive to finally confirm those agreements and conclude the sales.

Updated valuations will be obtained for the lots to be offered on the open market to give GWRC some comfort as to an appropriate asking and sale price for those lots.

## 8. Communication

No communications are considered necessary

## 9. Consideration of Climate Change

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

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

The process of disposing of the land will have no direct effect on the climate.

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

The impacts of climate change will have no effect on the process of disposing of the land. Use of the land by subsequent owners (refer to section 7) will be subject to the rules of the relevant Territorial Authority.

## 10. The decision-making process and significance

The matters requiring decision in this report have been considered by officers against the requirements of Part 6 of the Local Government Act 2002 (the Act). Part 6 sets out the obligations of local authorities in relation to the making of decisions.

### 10.1 Significance of the decision

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

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

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

### 10.2 Engagement

Engagement on the matters contained in this report aligns with the level of significance assessed. The reserve revocation and possibly the grants of Right of Way will require public notification under the Reserves Act.

## 11. Recommendations

*That the Council:*

1. **Receives** the report.
2. **Notes** the content of the report.
3. **Resolves** to partially revoke the Recreation Reserve over part of the land in Computer Freehold Register 785497 in order to provide for disposal of the land located at 44 Waihora Crescent and 300 Hill Road, Belmont Regional Park as described in Sections 3-7 of this report.
4. **Approves** the subdivision and disposal of surplus Wellington Regional Council land located at 44 Waihora Crescent and 300 Hill Road, Belmont Regional Park as described in Sections 3-7 of this report.
5. **Approves** the creation of two separate Rights of Way easements over the land in CFR 785497 in order to provide legal access to the properties located at 44 Waihora Crescent and 300 Hill Road, Belmont Regional Park as described in Sections 3-7 of this report.
6. **Delegates** to the Chief Executive the power to enter into formal agreements for the sale of land located at 44 Waihora Crescent and 300 Hill Road, Belmont Regional Park on behalf of Wellington Regional Council, subject to the Chief Executive being satisfied that the terms of the agreements are fair and reasonable.

Report prepared by:

Report approved by:

Report approved by:

**Jess Earnshaw**  
Property Consultant

**Amanda Cox**  
Manager, Parks

**Nigel Corry**  
General Manager,  
Environment Management  
Group

**Attachment 1:**

**Attachment 2:**

**Attachment 3:**

Computer Freehold Register 785497  
Plan – Draft Subdivision Scheme Plans



Public excluded

## Attachment 2 to Report 20.235

### Natural resources values

The Hill road site is comprised of regenerating natural bushland, exotic species including gorse and a row of radiata pine which are in senescence. The Waihora Crescent site is comprised of local native species planted approximately 15 years ago by Greater Wellington biodiversity team officers and domestic garden plants.

#### *Vegetation cover – native and introduced*

Both sites contain a mixture of native and exotic vegetation. A variety of native and exotic species provide habitat for native birds and animals. Old radiata pines at the Hill road site provide roosting and nesting sites for birds. The rocky boulder field at this site provides habitat for native skinks, gekkos and other lizards.

There are no significant waterways on either site; however the Hill Road site has an ephemeral stream tributary to Speedy's Stream. Both sites are part of catchments where a range of freshwater improvement initiatives are taking place through Greater Wellington's catchment wide Whaitua freshwater quality programme.

### ENVIRONMENTAL VALUES – HILL ROAD

#### Geology and Vegetation types - Hill Road

The proposed two hectare property at 300 Hill Road Rises from the road and lies on a moderately steep north facing slope. Vegetation cover across the property is varied. Surrounding the existing dwelling are overgrown plants comprised of a mix of native and exotic species.

Several specimen trees of walnut, camellia, and palms are present. Other exotic weed species are present such as Himalayan honeysuckle (*Leycesteria Formosa*), wandering willy (*Tradiscantia fluminensis*) and Chilean rhubarb (*Gunnera tinctoria*). Large mahoe (*Melicytus ramiflorus*) and mamaku (*Cyathea medularis*) are also present among other naturally occurring native species. Some possum damage was observed on these species.

Directly behind the house is a steep gully and old hedgerow. Here the canopy is dominated by emergent pine (*Pinus radiata*) and acacia (*Acacia melanoxylon*) growing up to heights of greater than 20 metres, these appear to be in senescence. Under this there is a dense canopy of native trees including naturally occurring mahoe, titoke (*Alectryon exceleus*), lacebark (*Hoheria sexstylosa*) and tall stands of mature tree ferns. The gully has a small creek running through it which is fed from above by an old overgrown earth dam. Under the mature canopy the ground cover is dominated by native fern communities and understory species. Very few exotic species are present.

The rear of the parcel proposed for disposal is dominated by ex-pasture currently naturally regenerating to native vegetation. While several clearings exist which are dominated by exotic grasses and forbs, the majority of the back section is covered in a canopy of gorse (*Ulex europaeus*) approximately two metres tall. Under the canopy of gorse dense native regeneration is occurring, led by mahoe and large leaved coprosma spp. (*Coprosma grandifolia*, and *C. robusta*). In the gully above the old dam, native vegetation has already overtaken the gorse and displays the beginnings of an early natural seral forest. Likely the rest of the gorse on the section will be overcome by native regeneration within the next 10 years.

## Attachment 2 to Report 20.235

## Natural resources values

A significant geological feature – the old wellington penne plane (boulder field), is present at the top of this area of park. However the vegetation present over this feature did not differ from the rest of the regenerating scrubland. While the property currently is in a phase of regeneration, it will in the coming years become a broadleaf forest typical of the Belmont Park area.

No threatened plants were encountered.

## Plants

Indigenous vascular plants encountered on proposed park land for disposal:

BOTANICAL NAME	MĀORI NAME	COMMON NAME
DICOTYLEDONOUS TREES and SHRUBS		
<i>Alectryon exceus</i>	titoki	titoke
<i>Aristotelia serrata</i>	makomako	wineberry
<i>Beilschmiedia tawa</i>	tawa	tawa
<i>Brachyglottis repanda</i>	rangiora	bushman's friend
<i>Carpodetus serratus</i>	putaputaweta	marbleleaf
<i>Coprosma grandifolia</i>	kanono	large leaved coprosma
<i>Coprosma rhamnoides</i>		small leaved coprosma
<i>Coprosma robusta</i>	karamu	karamu
<i>Corynocarpus laevigatus</i>	karaka	karaka
<i>Geniostoma ligustrifolium</i>	hangehange	hangehange
var. <i>ligustrifolium</i>		
<i>Hedycarya arborea</i>	porokaiwhiri	pigeonwood
<i>Hoheria sexstylosa</i>	houhere	lacebark
<i>Knightia excelsia</i>	rewarewa	nz honeysuckle
<i>Laurelia novae-zelandiae</i>	pukatea	pukatea
<i>Melictyus ramiflorus</i> subsp. <i>ramiflorus</i>	māhoe	māhoe
<i>Myrsine australis</i>	matipau	red mapou
<i>Oleria rani</i>	heketara	heketara
<i>Piper excelsum</i> subsp. <i>excelsum</i>	kawakawa	kawakawa
<i>Pittosporum eugenioides</i>	tarata	lemonwood
<i>Pittosporum tenuifolium</i>	kohukohu	black matipo
<i>Pseudopanax arboreus</i>	whauwhaupaku	five finger
<i>Schefflera digitata</i>	pate	seven finger
<i>Solanum laciniatum</i>	poroporo	bullibulli
<i>Urtica ferox</i>	ongaonga	tree nettle
<i>Veronica stricta</i> var. <i>stricta</i>	koromiko	hebe
DICOTYLEDONOUS LIANES and TRAILING PLANTS		
<i>Clematis forsteri</i>	puawananga	fosters clematis
<i>Muehlenbeckia australis</i>	pōhuehue	pōhuehue

## Attachment 2 to Report 20.235

## Natural resources values

<i>Ripogonum scandens</i>	kareao	supplejack
<i>Rubus cissoides</i>	tataramoa	bush lawyer
FERNS, PSILOPSIDS and QUILLWORTS		
<i>Asplenium bulbiferum</i>	pikopiko	hen and chicken
<i>Asplenium flaccidum</i> (epiphyte)		hanging spleenwort
<i>Asplenium oblongifolium</i>	huruhuru whenua	shining spleenwort
<i>Blechnum chambersii</i>	nini	lance fern
<i>Blechnum fluviatile</i>	kiwikiwi	creek fern
<i>Blechnum novae-zelandiae</i>	kiokio	palm leaf fern
<i>Hypolepis ambigua</i>		
<i>Paesia scaberula</i>		lacefern
<i>Pneumatopteris pennigera</i>	piupiu	gully fern
<i>Polystichum neozelandiacum</i>		shield fern
<i>Pteris macilentia</i>		sweet fern
<i>Pyrrhosia elaengifolia</i> (epiphyte)		leather leaf
<i>Microsorium pustulatum</i>	kōwaowao	hound's tongue
subsp. <i>Pustulatum</i>		
TREEFERNS		
<i>Cyathea dealbata</i>	ponga	silver fern
<i>Cyathea medullaris</i>	mamaku	black tree fern
<i>Dicksonia squarrosa</i>	wheki	rough tree fern
GRASSES, HERBACEOUS PLANTS and ORCHIDS		
<i>Cardimine debilis</i> agg.		bittercress
<i>Carex uncinata</i>	kamu	hook sedge
<i>Centella uniflora</i>		centella
<i>Phormium tenax</i>	harakeke	flax

## Pest plants

Pest plant species encountered along the proposed route included:

BOTANICAL NAME	MĀORI NAME	COMMON NAME
DICOTYLEDONOUS TREES and SHRUBS		
<i>Acacia melanoxylon</i>		blackwood
<i>Corynocarpus laevigatus</i>	karaka	karaka
<i>Cytisus scoparius</i>		wild broom
<i>Fatsia japonica</i>		fatsia
<i>Hydrangea</i> sp.		hydrangea
<i>Juglans regia</i>		walnut
<i>Leycesteria formosa</i>		himalayan honeysuckle
<i>Solanum chenopodioides</i>		velvet nightshade
<i>Pinus radiata</i>		radiate pine



## Attachment 2 to Report 20.235

## Natural resources values

<i>Prunus avium</i>	wild cherry
<i>Rubus fruticosus agg.</i>	blackberry
<i>Solanum nigrum</i>	black nightshade
<i>Ulex europaeus</i>	gorse
DICOTYLEDONOUS HERBACEOUS PLANTS	
<i>Cirsium vulgare</i>	scotch thistle
<i>Clematis vitalba</i>	old mans beard
<i>Crepis capillaris</i>	hawksbeard
<i>Digitalis purpurea</i>	foxglove
<i>Erigeron sumatrensis</i>	flea-bane
<i>Gunnera tinctoria</i>	Chilean rhubarb
<i>Hypochaeris radicata</i>	catsear
<i>Iris pseudacorus</i>	yellow flag iris
<i>Jacobaea vulgaris</i>	ragwort
<i>Lotus pedunculatus</i>	lotus
<i>Myosotis scorpioides</i>	forget-me-not
<i>Prunella vulgaris</i>	self-heal
<i>Ranunculus repens</i>	buttercup
<i>Senecio angulatus</i>	cape ivy
<i>Tradescantia fluminensis</i>	wandering jew
MONOCOTYLEDONOUS HERBACEOUS PLANTS and GRASSES	
<i>Agrostis capillaris</i>	browntop
<i>Allium triquetrum</i>	onion grass
<i>Anthoxanthum odoratum</i>	sweet vernal
<i>Dactylis glomerata</i>	cocksfoot
<i>Ehrharta erecta</i>	veldt grass
<i>Holcus lanatus</i>	yorkshire fog
<i>Washingtonia robusta</i>	fan palm

**Animals**

No animals of special concern were identified in the proposed park land for disposal.

**Habitat/Fauna values – Hill Road**

The mixed habitat present at the Hill road area of park provides good roosting and foraging for a number of native and exotic bird species. A number of forest and open land bird species were observed using this environment. Large numbers of tui were observed nesting in the tall pine trees. Rocky substrate at the top of the section has the potential to provide habitat for native skinks and geckos. The old pond provides an accessible source of water for insects to breed. This in turn provides a valuable food source for insectivorous bird species.

## Attachment 2 to Report 20.235

## Natural resources values

## Birds

NATIVE and NATURALISED BIRD SPECIES	
Scientific name	Common name
<i>Circus approximans</i>	Australasian harrier
<i>Porphyrio melanotus</i>	Pukeko
<i>Prosthemadera novaeslandiae</i>	Tui
<i>Rhipiduridae placabilis</i>	Fantail
<i>Zosterops lateralis</i>	Silvereye
<i>Vanellus miles</i>	Spur-winged plover
INTRODUCED BIRD SPECIES	
Scientific name	Common name
<i>Carduelis carduelis</i>	Goldfinch
<i>Fringilla coelebs</i>	Chaffinch
<i>Gymnorhina tyrannical</i>	Australian magpie
<i>Hirundo neoxena</i>	Welcome swallow
<i>Passer domesticus</i>	House sparrow
<i>Sturnus vulgaris</i>	Starling
<i>Turdus merula</i>	Blackbird
<i>Turdus philomelos</i>	Song thrush

No rare or threatened birds were observed.

## ENVIRONMENTAL VALUES – WAIHORA CRESCENT

## Site and Vegetation types – Waihora Crescent

The proposed 1941 m<sup>2</sup> are of park proposed for disposal at 44 Waihora Crescent extends back from a residential road along an easement to the park behind. The property is adjacent to the main park entry which is a sealed access road. Both sides of the park entrance have been planted with a mixture of native and exotic species. Canopy heights are now above 15m and regeneration is occurring under the canopies.

The back of the proposed land for disposal borders a grove of once planted ngaio (*Myoporum laetum*) and lemonwoods (*Pittosporum eugenioides*). There is a garage and driveway dominated by weedy species.

The dwelling is surrounded by mown lawn compromised of typical lawn grasses and weeds. The front of the section shows signs of a historical restoration effort. Here a 10-15 metre tall canopy dominated by eucalypts and a variety of pittosporum species from within and outside our ecological district. Likewise a number of Pseudopanax species from outside the ecological district are present, these are creating an array of hybrid offspring and colonising well under the canopy.

Other natural species such as kawakawa (*Piper excelsum*) and mahoe are also successfully colonising under the mixed canopy, however it largely remains a mix of exotic, and foreign native species. Several exotic vines have taken hold near Waihora Crescent causing damage to the canopy and smothering trees.

## Attachment 2 to Report 20.235

**Natural resources values**

On the forest floor is a large amount of rubbish and lawn waste. Regardless of this there were a large number of birds using the stand as habitat for foraging and roosting including several native forest birds in this area of park.

**Native plants**

Indigenous vascular plants encountered on proposed property included:

BOTANICAL NAME	MĀORI NAME	COMMON NAME
DICOTYLEDONOUS TREES and SHRUBS		
<i>Brachyglottis repanda</i>	rangiora	bushman's friend
<i>Carpodetus serratus</i>	putaputaweta	marbleleaf
<i>Coprosma grandifolia</i>	kanono	large leaved coprosma
<i>Coprosma repens</i>	taupata	
<i>Coprosma robusta</i>	karamu	karamu
<i>Corynocarpus laevigatus</i>	karaka	karaka
<i>Dodonaea viscosa</i>	akeake	akeake
<i>Hoheria sexstylosa</i>	houhere	lacebark
<i>Melictyus ramiflorus</i> subsp. <i>ramiflorus</i>	māhoe	māhoe
<i>Myoporum laetum</i>	ngaio	ngaio
<i>Myrsine australis</i>	matipau	red mapou
<i>Piper excelsum</i> subsp. <i>excelsum</i>	kawakawa	kawakawa
<i>Pittosporum crassifolium</i>	karo	karo
<i>Pittosporum eugenioides</i>	tarata	lemonwood
<i>Pittosporum tenuifolium</i>	kohukohu	black matipo
<i>Pseudopanax arboreus</i>	whauwhaupaku	five finger
<i>Schefflera digitata</i>	pate	seven finger
<i>Solanum laciniatum</i>	poroporo	bullibulli
<i>Veronica stricta</i> var. <i>stricta</i>	koromiko	hebe
GRASSES, HERBACEOUS PLANTS and ORCHIDS		
<i>Centella uniflora</i>		centella
<i>Phormium tenax</i>	harakeke	flax

**Pest plants**

Pest plant species encountered along the proposed route included:

BOTANICAL NAME	MĀORI NAME	COMMON NAME
<i>Acacia melanoxylon</i>		blackwood
<i>Corynocarpus laevigatus</i>	karaka	karaka
<i>Cotoneaster conspicuus</i>		cotoneaster
DICOTYLEDONOUS TREES and SHRUBS		
<i>Eucalyptus</i> sp.		gum
<i>Juglans regia</i>		walnut

## Attachment 2 to Report 20.235

## Natural resources values

<i>Leycesteria formosa</i>	himalayan honeysuckle
<i>Ligustrum sinense</i>	Chinese privet
<i>Metrosideros excelsia</i>	pohutukawa
<i>Prunus avium</i>	wild cherry
<i>Pseudopanax lessonii</i>	
<i>Pseudopanax discolor</i>	
<i>Rosa rubiginosa</i>	wild rose
<i>Solanum chenopodioides</i>	velvet nightshade
<i>Solanum nigrum</i>	black nightshade
DICOTYLEDONOUS HERBACEOUS PLANTS	
<i>Cirsium vulgare</i>	scotch thistle
<i>Crepis capillaris</i>	hawksbeard
<i>Dacus carota</i>	wild carrot
<i>Digitalis purpurea</i>	foxglove
<i>Erigeron sumatrensis</i>	flea-bane
<i>Geranium molle</i>	doves foot crainsbill
<i>Helminthotheca echioides</i>	oxtongue
<i>Hypochaeris radicata</i>	catsear
<i>Lotus pedunculatus</i>	lotus
<i>Malva neglecta</i>	dwarf mallow
<i>Prunella vulgaris</i>	self-heal
<i>Ranunculus repens</i>	buttercup
<i>Rumex spp.</i>	sorrel
<i>Sonchus arvensis</i>	sow thistle
<i>Stellaria media</i>	chickweed
<i>Trifolium repens</i>	white clover
MONOCOTYLEDONOUS HERBACEOUS PLANTS and GRASSES	
<i>Anthoxanthum odoratum</i>	sweet vernal
<i>Dactylis glomerata</i>	cocksfoot
<i>Ehrharta erecta</i>	veldt grass
<i>Holcus lanatus</i>	yorkshire fog
<i>Paspalum dilatatum</i>	paspalum

**Animals**

No animals of special concern were identified in the proposed development area.

**Habitat/Fauna values – Hill Road**

The mixed habitat present at the Waihora Crescent site provides good roosting and foraging for a number of native and exotic bird species. The stand of trees is used in conjunction with the larger stand on the opposite side of the easement to increase the overall habitat available in the otherwise, residential and pastoral environment. A number of forest and

## Attachment 2 to Report 20.235

**Natural resources values**

open land bird species were observed using this stand including several pairs of Tui seen nesting in the tall gum trees.

**Birds**

NATIVE and NATURALISED BIRD SPECIES	
Scientific name	Common name
<i>Circus approximans</i>	Australasian harrier
<i>Gerygone igata</i>	Grey warbler
<i>Larus marinus</i>	Black backed gull
<i>Prothemadera novaeslandiae</i>	Tui
<i>Rhipiduridae placabilis</i>	Fantail
<i>Zosterops lateralis</i>	Silvereye
<i>Vanellus miles</i>	Spur-winged plover
INTRODUCED BIRD SPECIES	
Scientific name	Common name
<i>Carduelis carduelis</i>	Goldfinch
<i>Fringilla coelebs</i>	Chaffinch
<i>Gymnorhina tyrannical</i>	Australian magpie
<i>Passer domesticus</i>	House sparrow
<i>Turdus merula</i>	Blackbird
<i>Turdus philomelos</i>	Song thrush

No rare or threatened birds were observed.

**2.2.2 Historic resource***Heritage values*

The Parks Network Plan identifies that '*part of Belmont Regional Park provided a route between Wellington and Porirua harbours for Ngāti Toa Rangātira and the various Wellington based Taranaki iwi who retain mana whenua over these lands*'.

*Geological and archaeological values, historic land use*

European heritage features of the park close to these sites include the original main coach road from Wellington and the over 60 munitions bunkers from World War II. Geological features are identified as including '*block fields, peneplain remnants and solifluction deposits*'. Historically both sites have been cleared of native vegetation and used for farming and residential purposes. Both sites now contain regenerating native vegetation.

The Parks Network Plan identifies the direction 'to advocate for the protection of the park's key geological features and values'. These are identified as The peneplain remnants of Boulder Hill, Belmont Hill, Cannons Head, Belmont Road Trig, Round Knob, northeast of Hill Road and ITA. Other

## Attachment 2 to Report 20.235

### Natural resources values

geological features in the vicinity of the Hill Road site are identified as the *'remnants of greywacke of Belmont Block Field (part) and Hill Road Block Field (part) and the glacial feature of the solifluction debris tongue (Hill Road area)'*.

A site visit was undertaken to determine the presence of boulder on the rear of the Hill road site, identified as the significant natural area. The rear of the site is currently covered in gorse and regenerating native vegetation which made it difficult to access and see the ground. The boulder field whilst documented was not found on this occasion. A subsequent site visit by an ecologist indicated that the boulder field would likely provide important habitat for lizards.

### ***Any registered archaeological or historical sites on the land (DOCGIS "Other Information/ Arch sites" layer)?***

There are no registered archaeological sites in close proximity to either site. There are a number of registered former quarry sites within the general vicinity of the Hill road site.

### ***Check the New Zealand Heritage List (Heritage NZ website) where appropriate***

There are no listed historic sites in the immediate vicinity of either site.

### 2.2.3 Appreciation

#### *Scenic and landscape values, backdrops or vantage points*

The park management plan describes Belmont park as being *'characterised by steep hills and valleys, it is the head of several stream catchments which define the park. Ancient boulders can be seen on top of the peneplain. The majority of the park is pasture land, while some of the steeper slopes and gullies are re-vegetating in gorse and native bush. Native vegetation dominates the Korokoro and Dry Creek valleys. There are a number of lowland indigenous bush remnants which are some of the few remaining in the southwest of the region. The indigenous habitat of the park provides a "bird corridor" to Wellington city and beyond'*. The Hill Road land is contiguous with the area known as the 'Belmont boulder field'. The Waihora Crescent site is *contiguous* with the park entry point and adjoining residential street area.

The Waihora Crescent site and park primary park entry point presents a green bushy façade to the residential street which is largely otherwise devoid of native vegetation. A nearby Porirua City Council park is maintained as a sport field and is dominated by perimeter pine trees. The Hill Road site similarly is dominated with native vegetation and the former Shepherds house with some exotic domestic garden species.

### **2.3 Have the relevant local/district plan(s) and reserve management plan been fully considered? E.g. The Hill Rd block has scientific/education value as noted in the SNR area record.**

The reserve management plan consideration is outlined below. District Plan consideration is outlined as follows.

#### ***Porirua City District Plan – Waihora Crescent***

The park overall is classified as a Public Open Space, with a Landscape Protected Area overlay which is described as a Special Amenity Landscape of the Cannons Creek Ridge. This is described as natural science values, sensory values and shared and recognized values.

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### Natural resources values

The District Plan identifies the park as having *'Shared and Recognised Values: High. Includes walkway entrance to Belmont Regional Park from Porirua through Waitangirua Farm and Cannons Creek Lakeside Reserve'* and moderate *'Natural Science Values. Representative of part of the larger open rolling rural backdrop to the suburb of Cannons Creek'*.

Relevant policies include:

*C9.1.4 To protect the Belmont Scarp and Eastern Porirua Ridge from urban encroachment in order to preserve the open space and rural edge of Porirua City. Explanation: The Belmont Scarp and Eastern Porirua Ridge is an important element in defining the form of the City and its landscape character.*

*The steep Belmont hill country envelopes the City's south eastern boundary and provides the City with an outer green belt of farmland and an unbuilt ridgeline. The contribution that the rural backdrop makes to the identity and character of the City is significant. However, most of the key outer ridgelines that are visually significant lie outside the City boundary. That land which is contained within the boundaries of the Landscape Protection Area as shown on the Planning Maps is used for farming purposes..*

### **Hutt City District Plan – Hill Road**

In the Hutt city District Plan, the land is zoned General Recreation. The Plan specifically identifies policies for the park; *'Belmont Regional Park and the East Harbour Regional Park are recognised in the Plan as areas of open space possessing important recreation, farming, conservation and landscape values. These two areas form an integral part of the Wellington regional parks and recreation areas network.* Relevant policies for this zone are:

- *To encourage land of suitable topography to be developed and used for formal and active forms of recreation.*
- *To avoid bushclad areas of high amenity values from being used and developed for formal and active forms of recreation.*
- *To ensure that bushclad areas are protected from inappropriate use and development.*
- *To ensure that recreation activities carried out in bushclad areas do not compromise visual amenity values.*
- *To encourage the multi-utilisation of buildings and structures.*

The rear of the site has an area identified as a 'Significant Natural Resource Site'. The significant values are identified as *'Geological importance. Transported or allochthonous block fields located on the slopes flanking Belmont Plateau. Consists of large blocks of greywacke split from outcrops on the plateau surface by frost action. Extremely well defined landform of scientific /educational value.*

Policies for the significant natural resource site include:

- *That any activity or site development shall not modify, damage or destroy a significant natural, cultural or archaeological resource.*
- *That the cultural significance of these natural resources be recognised and protected.*

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**Natural resources values**

- *That any activity or site development shall not modify, damage or destroy the intrinsic values of the ecosystems of a significant natural, cultural or archaeological resource.*

**2.4 Does the area contain values more suitable for another purpose/classification?**

The reserve classification as recreation reserve is considered to be most appropriate whilst both sites remain within the regional park. It is recommended that this classification is not altered at this stage in the planning process.



## Review of reserve revocation and disposal of 44 Waihora Crescent and 300 Hill Road (Belmont Regional Park)

Date: 27 January 2020

From: Scott Summerfield

Team Leader – Corporate Planning and Reporting

FOR INFORMATION

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### 1. Purpose

This memo summarises my review of the reserve revocation and disposal process undertaken to date for 44 Waihora Crescent and 300 Hill Road, the existing assessment of intrinsic reserve values, and the Parks Department response to the assessment of intrinsic reserve values. It also has taken into consideration correspondence with DOC over what the assessment of intrinsic reserve values should focus on, and the provisions of the Reserve Act 1977 as it relates to the two sites, and the revocation and disposal process.

### 2. Matters for Discussion

#### Disposal process to date

Council approved the proposed reserve revocation and disposal off 44 Waihora Crescent and 300 Hill Road at their meeting on 13 December 2017.

In accordance with this Council resolution, staff prepared a public notice of the intention to revoke the reserve status and dispose of two parcels of the Belmont Regional Park, being 44 Waihora Crescent and 300 Hill Road. The public were invited to provide any feedback to this notice.

Two people provided feedback on the 300 Hill Road property. Of those, one was concerned that the property may be further subdivided to enable additional properties and that the road was already busy, and the other was a neighbour interested in purchasing the property. No feedback was received relating to 44 Waihora Crescent.

Separately, DOC requested that GW staff undertake an assessment of the intrinsic reserve values of the two properties. This assessment was completed by Fiona Colquhoun in March 2019 but has not yet been provided to DOC.

Officers at the Porirua City Council have requested that GW not dispose of any land in the East Porirua urban renewal project area until the project has been advanced and clarity on the future use of public reserve land to support urban development has been determined. This request only affects the property at 44 Waihora Crescent, and not the property at 300 Hill Road.

The Hobsonville Land Company (the East Porirua urban renewal project developer) project director has indicated that they would be willing to enter into negotiations for the purchase of the 44 Waihora Crescent property so that it may contribute to project outcomes.

#### Assessment of intrinsic reserve values

The assessment of intrinsic reserve values prepared by Fiona Colquhoun for 44 Waihora Crescent and 300 Hill Road is comprehensive, but not tailored to the recreation reserve values actually present at 44 Waihora Crescent and 300 Hill Road. These two properties are classified as recreation reserve under section 17 of the Reserves Act 1977, which states:

**17 Recreation reserves**

... the appropriate provisions of this Act shall have effect, in relation to reserves classified as recreation reserves, for the purpose of providing areas for the recreation and sporting activities and the physical welfare and enjoyment of the public, and for the protection of the natural environment and beauty of the countryside, with emphasis on the retention of open spaces and on outdoor recreational activities, including recreational tracks in the countryside.

From my reading of the assessment of intrinsic reserve values, it appears that there is very little recreational value being derived from the properties currently or historically, and will have limited recreational value to the public in the future given their disconnected position within the Belmont Regional Park, their current exclusion from public access and the existing dwellings on site. They also contribute little, if anything, to the existing recreational values of the wider Belmont Regional Park and are not necessary for future enhancement of recreational value in the wider Belmont Regional Park.

There are no visitor assets on the land, no recreational use of the properties occurs, no recreation focused concessions or permissions, and they are not an iconic destination.

The current farming leases over the Belmont Regional Park are a massive barrier to the recreational use of the Park which the public are entitled to, but 44 Waihora Crescent and 300 Hill Road do not appear to be recreational assets.

The assessment of intrinsic reserve values has more emphasis on scenic, landscape and vegetation values than recreational ones for the two properties, however these do not appear to be significant in terms of indigenous biodiversity. Whatever pockets of indigenous flora, existing or regenerating, there are could regardless be protected by covenanting parts of the properties before their sale. The provisions of the Hutt City Council District Plan will protect the Significant Natural Resource Site at the rear of the 300 Hill Road property.

There is no consideration of what values the sites may have for mana whenua which is a notable gap in the assessment of intrinsic reserve values.

In short, from my reading of the assessment, the properties' existing use and conservation values do not align with the status for which they are reserved.

Disposal of the properties is entirely inconsistent with Policy 96 in the current Parks Network Plan. However, as the properties do not contribute to the recreation reserve values of Belmont Regional Park, their retention does not particularly contribute to the purpose of Policy 96 of the current Parks Network Plan either.

Much of the assessment of intrinsic reserve values is dedicated to the potential future use of the properties as part of a reviewed Parks Network Plan and Parks Master Plan for Belmont Regional Park. These future uses are speculative and are reliant on hypothetical direction from the Parks Network Plan and Belmont master plan, and their disposal will not prevent the types of activities described (café, paid accommodation for visitors, leased

space to community groups, etc) being established elsewhere at the entrance to Belmont Region Park via new, purpose built facilities in future should that be a desirable thing to do at the time.

However, should the reserve status revocation process be paused or stopped, the Parks Network Plan process and Belmont Regional Park master plan process could identify future uses for the two properties that might better enable them to be used for recreational purposes.

#### Use of proceeds from sales

There is a short statement at the end of the Parks Department response to the assessment of intrinsic reserve values about how the financial proceeds of the property disposals may contribute to the development of Belmont Regional Park. However, it is not GW policy to reallocate proceeds from the sale of assets within the activity that utilises the asset and so any assumption that the wider parks network would benefit from these sales is not borne out. Instead, the proceeds are likely to go to offsetting rates rises in the following financial year.

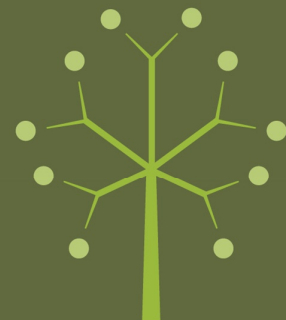
### **3. Recommendation**

1. The assessment of intrinsic reserve values should be amended to focus specifically on the recreation and landscape/scenic values of the identified sites at 44 Waihora Crescent and 300 Hill Road, and on the specific contribution of those sites to the broader recreation and landscape/scenic values of the Belmont Regional Park. The assessment also needs to comment on any mana whenua values associated with the two properties, and how the two properties may contribute to mana whenua values associated with the wider park.
2. The assessment of intrinsic reserve values should then be provided to DOC as soon as possible, seeking the approval of the Minister of Conservation to revoke the reserve status of the two properties.
3. Given the time since the last public notice and a lack of engagement around the proposed reserve revocation and disposal at the time, a new public notice of the intention to revoke the reserve status and dispose of the properties should be issued to determine whether there are valid community objections to the properties being disposed of. This needs to be mindful of the timing of consultation on the Parks Network Plan in mid-2020 and perceived inconsistencies between the proposed future use of Belmont Regional Park and the disposal of sections of the park.

### **4. Consultation**

Discussions were had with Amanda Cox, Parks Manager, and Fiona Colquhoun, Parks Planner in preparing this memo and its recommendations.

***Recreation Needs Assessment***  
***300 Hill Rd Belmont & 44 Waihora***  
***Crescent, Porirua***  
Greater Wellington Regional Council



**GEOFF CANHAM**  
CONSULTING

## 1. Background

Greater Wellington Regional Council (Greater Wellington) approved the proposed reserve revocation and disposal of 44 Waihora Crescent and 300 Hill Road at their meeting on 13 December 2017.

In accordance with this Council resolution, staff prepared a public notice of the intention to revoke the reserve status and dispose of two parcels of the Belmont Regional Park, being 44 Waihora Crescent and 300 Hill Road. The public were invited to provide any feedback to this notice. An environmental assessment was conducted by an ecologist, identifying key environmental features, specifically focused on flora and fauna.

Consequently, Greater Wellington's Regional Parks Department is proposing to sell the two parcels of land within Belmont Regional Park in accordance with this council resolved action to pursue a statutory process. Specifically, one parcel of land is in Waitangirua at the Waihora Crescent park entrance and the other at the Hill Road entrance. Both parcels of land have residential houses on the title and are classified as Recreation Reserve, administered, and managed under the Reserves Act 1977.

The process to begin disposal of these areas of public land commenced in 2018 and prior to the current review of the Greater Wellington Regional Parks Network Plan (2020).

Before the land and associated assets can be sold the removal of reserve classification is required. the Department of Conservation (DOC) subsequently asked Greater Wellington to provide further details of the rationale for proposed disposal and identify the intrinsic values of these areas of the park.

Greater Wellington requested a specific paper identifying the 'Recreation Needs' of the houses and the parcels of land they were on. This is to gain a full understanding of the role these houses, and land parcels play in the recreation component of the Belmont Regional Park. Greater Wellington required this step be undertaken before any decision can be taken on progressing the revocation process and the protection it brings.

Note:

- i. The research and consultation undertaken was in the context of the current Parks Network Plan (PNP), as the original Council decision for disposal was agreed when the existing PNP was in effect,
- ii. Recreation Needs focused on any historic recreational use of the shepherds' houses and the immediate land title sites, and any current recreational use,
- iii. Recreation Needs also considered whether the disposal of the shepherds' houses and land plots would have any negative impact on historic or current recreation use in regard to the specific mandate to identify and ensure public access into the wider

GW – Proposed Shepherds Houses Disposal – Recreation Assessment - May 2020

- iv. Belmont Regional Park environment,
- v. Recreation in the context of this Recreation Needs Assessment focused on 'active recreation' (e.g. walking, biking, horse-riding, orienteering etc.). Where encountered, the assessment also included noting the outcomes of passive recreational use, such as increased individual and community wellbeing from being 'in the outdoors', i.e. including activity associated with conservation planting,
- vi. The scope of the project does not include any future recreation/master-plan development or recommendations. However, common themes and recreation opportunities identified through the assessment's consultation are included within this paper as it is recommended they should be included in the upcoming public consultation phase of the new Greater Wellington Parks Network Plan (2020).

The two properties identified are classified as Recreation Reserve under section 17 of the Reserves Act 1977, which states:

**17 Recreation reserves**

... the appropriate provisions of this Act shall have effect, in relation to reserves classified as recreation reserves, for the purpose of providing areas for the recreation and sporting activities and the physical welfare and enjoyment of the public, and for the protection of the natural environment and beauty of the countryside, with emphasis on the retention of open spaces and on outdoor recreational activities, including recreational tracks in the countryside.

## 2. Land Description

The two parcels of land are at 300 Hill Road, Belmont, Hutt City and 44 Waihora Crescent, Waitangirua, Porirua City<sup>1</sup>.

### 300 Hill Road, Hutt City:

The Hill Road site proposed for disposal is on the park boundary adjacent to low density residential properties, approximately 500m from a local primary school, Maranatha Christian School. A former world war two munitions bunker, licensed for use as an artist's studio, is immediately adjacent to the site and used daily by the business owners but the entrances for 300 Hill Rd and the business are separate.

In the Hutt City District Plan (The Plan), the land is zoned General Recreation. The Plan specifically identifies policies for the Belmont Regional Park;

*'Belmont Regional Park and the East Harbour Regional Park are recognised in the Plan as areas of open space possessing important recreation, farming, conservation and landscape values. These two areas form an integral part of the Wellington regional parks and recreation areas network'.*

Relevant policies for this zone are:

- *To encourage land of suitable topography to be developed and used for formal and active forms of recreation.*
- *To avoid bush-clad areas of high amenity values from being used and developed for formal and active forms of recreation.*
- *To ensure that bush-clad areas are protected from inappropriate use and development.*
- *To ensure that recreation activities carried out in bush-clad areas do not compromise visual amenity values.*
- *To encourage the multi-utilisation of buildings and structures.*

*Within the scope of this Needs Assessment and the noted policies above the disposal of the shepherd's' house and associated land would not appear to impact on any historic or current recreational use of the wider environment.*

Whilst an internal Greater Wellington paper posited that this park entrance is well used by park visitors, it is important to note that the entrance driveway to the 300 Hill Rd house and associated land are behind a locked gate and not accessible to the public. Indeed, it is not apparent to many visitors that there is an entrance driveway, as they are focused on the main regional park entrance approx. 250m further up the road. The land area with the former shepherd's house has been previously occupied for farming related purposes and closed to public access. The land behind the house has an informal trail developed through local use

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<sup>1</sup> See Surveyor Maps Appendices 1  
GW – Proposed Shepherds Houses Disposal – Recreation Assessment - May 2020

leading up the hill towards the 'Bull run' trail, but research finds no formal application for or agreement for such informal use. Prior to being part of Belmont Regional Park, the land parcel was LandCorp Ltd land used for farming purposes.

Once within the formal, designated entrance to the regional park, shared use recreation trails are located nearby. A mountain bike skills track is adjacent to the area proposed for disposal. Consultation with Belmont Area Mountain Bike Association (BAMBA) identifies no previous or current, or foreseeable mountain bike use of the area surrounding the shepherd's house. Multisport events occur nearby in the park. Likewise, access for horse-riding for the Belmont Pony Club is adjacent to the main entrance but is not impacted by or use of 300 Hill Rd land.

The main recreation activities in the vicinity are mountain biking, horse riding and walking and nature conservation volunteering (for the purposes of this report, conservation planting is included in the definition of 'active recreation'). Each of these activities have historically been and are currently accessible via the main park entrance and do not include and are not reliant upon access to and through 300 Hill Road.

The primary recreation and conservation groups and clubs active in the area, include:

- The Hill Road Residents Group - undertake conservation and recreation works nearby such as weeding, planting and track maintenance
- The Friends of Belmont Regional Park - developing a museum and undertake conservation works in this part of the park
- The Belmont Area Mountain Bike Association (BAMBA) - involved in nearby trail development and maintenance.
- Belmont Pony Club – providing equine recreation opportunities to members and general public
- Pareraho Forest Trust - supporting residents of Belmont and Kelson to care for nature, locally, including through predator trapping.

The main dwelling/homestead looks to have been unoccupied for many years, with the previous tenant being a worker on the regional park's farm operations with a de-facto security function. The house is in significant disrepair but in the parlance of optimistic real estate agents 'it has potential' as a residential dwelling or as identified in the consultation, a regional park information/education centre. However, that role is currently proposed to be provided further into the park.

*There is no evidence that the house and the associated land themselves have had historical recreation use and there is no current recreational use. Prior to being part of Belmont Regional Park, it was used for LandCorp Ltd farming purposes.*

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#### **44 Waihora Crescent, Porirua:**

The Waihora Crescent site proposed for disposal is part of the land associated with the Greater Wellington's primary Belmont Regional Park entry at Cannons Creek/ Waitangirua. This entry point is currently closed to the public as a park visitor access and only used for farming and service vehicle entry.

The Health and Safety aspects of farm operations cannot and should not be underestimated by either Greater Wellington or the wider public.

The Waihora Crescent land is adjacent to the only area of Belmont Regional Park in the suburbs of Cannons Creek and Waitangirua where Greater Wellington park land has a direct boundary with local road access. However, the entry is an understated sealed access road and it is not immediately evident that the park is present from Waihora Crescent itself. Approximately 200m further into the park, there is a gravel car park area of approximately 500m<sup>2</sup>. This may lead to latent or future provision of recreational opportunities but is not currently part of any recreation activity. Recreational access to the Cannons Creek trail network in the regional park is available through reserves behind the Cannons Creek shops and is vested in and managed by Porirua City Council (PCC).

*There is no evidence that the house and the associated land themselves have had historical recreation use and there is no current recreational use. Prior to being part of Belmont Regional Park, it was used for LandCorp Ltd farming purposes.*

Consultation indicates that 'local' (surrounding suburbs Waitangirua and Cannons Creek) use of Belmont Regional Park is limited to a small number of users that know the park exists. In effect, there is also a recreation participation 'barrier' with access to the park not being overly obvious through the Bothamley and Waihora entrances to the regional park. As noted in previous Greater Wellington documentation<sup>2</sup> public knowledge regarding this area of Belmont Regional Park (despite being potentially the easiest access point (terrain and infrastructure) for public access) at Waihora Crescent requires further discussion. The lack of parking and other facilities at the Porirua entry points for Belmont Regional Park constrain and act as a disincentive to use of the park. The profile of public access opportunity is certainly an aspect moving into the revised PNP and consultation that requires discussion.

The creation of a 'Gateway/Arrivals Point' that provides recreation information and cultural interpretation is an important element in the future of the regional park. If 'opened up' as part of ongoing parks master-planning for the park, such features provide a significant opportunity for a much higher level of recreational use (both active and passive) and by association/outcome an increase in community wellbeing and social capital. However, whilst planning is underway in the PNP's principles to inform such a master plan process for this

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<sup>2</sup> GWRC – Proposed Land Disposal Note – 16 January 2019  
GW – Proposed Shepherds Houses Disposal – Recreation Assessment - May 2020

type of park asset and management activity, the positioning and access to the park will not be negatively impacted if the house and land is disposed of.

The shepherd's house at 44 Waihora Crescent (please see appendices) is currently tenanted by a Greater Wellington staff member who also provides de-facto security functions. It appears to be of sound structure and well maintained, and indeed from local korero is the target for local purchase aspirations as a residential dwelling. Stories from the long-standing farm manager at Waitangirua suggest the houses and surrounding 'gardens and garages' were developed initially from the 1940's/50's.

The primary recreation and conservation groups and clubs active in the area, include:

- The Friends of Belmont Regional Park – advocacy and undertake conservation works
- Pareraho Forest Trust - supporting residents of Belmont and Kelson to care for nature, locally, including through predator trapping
- Friends of Maara Roa - restoring the Cannons Creek Valley back to health and beauty, and to develop it for the purposes of rest and recreation.

The Belmont Regional Park overall is zoned as a Public Open Space, with a Landscape Protected Area overlay which is described as a Special Amenity Landscape of the Cannons Creek Ridge. This is described as natural science values, sensory values, shared and recognised values.

The Porirua City Council District Plan identifies the park as having '*Shared and Recognised Values: High. Includes walkway entrance to Belmont Regional Park from Porirua through Waitangirua Farm and Cannons Creek Lakeside Reserve*' and moderate '*Natural Science Values. Representative of part of the larger open rolling rural backdrop to the suburb of Cannons Creek*'.

Neither the park zoning or the District Plan overlay identify significant recreational attributes to the house and associated land at 44 Waihora Crescent.

### 3. Disposal within context of current Parks Network Plan (PNP)

Guidance for public land disposal in the current Plan (2011) includes:

Outcome 21: To provide a variety of open space settings that meets the needs of the community, for current and future generations.

Policy 95: To give primacy when making decisions, to the land tenure and associated provisions in legislation for an area within the park. In particular, the provisions of the Local Government Act 2002, Reserves Act 1977 and the Wellington Regional Water Board Act 1929.

Policy 96: To negotiate, where appropriate, for the lease, acquisition, right-of-way, caveat, disposal, purchase or gifting of land under public and private ownership within or adjacent to parks. When acquiring or disposing of land, to consider how the proposal will:

- a. Enhance the benefit, enjoyment and use of parks by the public
- b. Improve public access to or use of open space
- c. Further protect the character of existing parks
- d. Protect the important environmental and cultural heritage values
- e. Enhance or add to existing recreational opportunities
- f. Rationalise boundaries so as to achieve better linkages to other open space areas and benefit the future management of the park
- g. Enhance or add to ecological corridor opportunities
- h. And that no other mechanism (such as a management agreement by another agency) can achieve the purpose.

The Recreation Needs Assessment, assessing disposal against historic or current recreational use of both houses and associated sites, surmises that disposal would not run against the intent of the 2011 PNP, specifically Policy 96, as neither site currently sits within recreational use of the regional park and serves no current recreation use.

However, a reviewed PNP with a focus on Policy 96 (e) might view the proposed disposal as contrary to 'enhance or add to existing recreational opportunities'. This would more specifically refer to the Hill Rd parcel of land immediately behind the house and leading up to the privately owned pine plantation. Access to and re-purposing of the farming infrastructure above the Waihora Crescent property already contemplates increased community access and forms of environmental and recreational information hubs.

#### 4. Disposal within context of section 17 of the Reserves Act 1977

*.....the appropriate provisions of this Act shall have effect, in relation to reserves classified as recreation reserves, for the purpose of providing areas for the recreation and sporting activities and the physical welfare and enjoyment of the public, and for the protection of the natural environment and beauty of the countryside, with emphasis on the retention of open spaces and on outdoor recreational activities, including recreational tracks in the countryside.*

The Recreation Needs Assessment, in assessing disposal against historic or current recreational use of both houses and associated sites, surmises that disposal would not run against the intent of Section 17 of the Reserves Act, as neither site previously or currently provides for sporting or recreation activities or the physical welfare of the public.

#### 5. Primary Finding

The scope of the Needs Assessment's research and consultation was to identify:

- Are there any specific cultural or historic recreational activities or values attached to the houses and the land they sit on
- has there been any historic recreational use of the houses,
- is there any current recreational use of the houses and the land they sit on, and
- if the houses were sold and continued access guaranteed to the Belmont Regional Park, would the house sale negatively impact the current recreational use of the park or the recreational needs of the community.

Both 300 Hill Rd and 44 Waihora Crescent and their associated sites are no longer required for either farm operations or Belmont Regional Park management purposes. Hence, under the current PNP they are considered surplus to park requirements. Physically, the house sites are disconnected from the wider regional park, offer little or no ecological or recreational benefits (the significant boulders behind Hill Rd are outside of the proposed land disposal and are protected as Significant Natural Features under Hutt City Council District Plan). The sites offer no recreational value to the park or park users.

Consultation, including with mana whenua, concludes there are no known historic or current formal and agreed recreation uses of either house or associated land. Disposal would not appear to negatively impact ongoing recreational use of the wider Belmont Regional Park with the caveat that no further sub-division of these specific land parcels is undertaken<sup>3</sup> and public access to the Belmont Regional Park is guaranteed in the future.

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<sup>3</sup> Hutt City and Porirua District Plans appear to limit the size of sub-divisional land to those represented in the surveyor maps. Whilst the land surrounding the houses may have potential future recreation use, current use is not impacted by the sub-division itself.

## **6. Future Recreation Opportunities:**

Consultation for this Needs Assessment clearly demonstrates that there are no historic or current recreational uses associated with the houses and land subject to the disposal proposal. Within the scope of the resolution, the current PNP and the process to continue with the revocation of Reserves Act Classification, there appear to be no barriers to the disposal process continuing.

When the new Greater Wellington Parks Network Plan (PNP) is adopted this will lead to the development of individual park master plans. These plans will implement the next stages of the PNP's resolved outcomes. Master plans will provide a spatial blueprint for changes proposed in regional parks and provide an opportunity for further engagement for considering a range of detailed factors. Key considerations are generally public access, facilities, visitor experience improvements, adaptive reuse of buildings, landscape restoration, maintenance, health and wellbeing opportunities so that regional parks deliver optimum benefits for the community and the environment.

The master planning process may identify recreation uses for the land areas at Hill Rd and Waihora Crescent which do not fall within this report's 'historic or current' scope.

At both sites, existing access to Belmont Regional Park is maintained, and specifically at Waihora Crescent, Greater Wellington plans a transition from farm operations to environmental and recreation gateway options which do not rely on 44 Waihora Crescent being part of the regional park.

However, potential recreation use and therefore 'needs' of the land, and to a lesser extent the houses, has been a common feature of the consultation feedback. There is significant concern from interested stakeholders that disposal may impact on direct future recreational use of the properties, or by association of their position within the park, may impact access to future recreation needs (existing activities or those not yet invented). Whilst no specific data exists, anecdotal evidence and sector knowledge shows that volunteering for local park or wetlands conservation groups is a fast growing 'recreational activity' and a strong feature in the community wellbeing and social capital domain.

The opportunity to utilise the land associated with 300 Hill Rd both as possible extensions for walking trails and native vegetation replanting above the house and up to the private pine plantation are considered viable options. Perhaps outside of the recreation scope but within the purview of Greater Wellington activities, could be a community-led native tree nursery. In

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addition, and related to the Waihora site, any proposed development of the Porirua Adventure Park on adjacent hills may lead to an increase in use of open-space generally by locals and by district/regional visitors keen to explore nearby parks and trail opportunities. The same will most likely apply to 'Transmission Gully Tourism' with stunning and panoramic views from the Porirua access to Belmont Regional Park generating visitation from people curious about recreation opportunity evident in the park land surrounding State Highway 1.

## **7. Methodology**

Methodology for this research paper included:

- Desk-top reading and analysis of existing documentation
- Desktop overview of the two properties and their relationships to existing recreational use both within Belmont Regional Park and immediate surrounds (note: Covid-19 travel restrictions limited this aspect to online/electronic consultation with stakeholder groups)
- Two Covid Level 1 site visits – the first as an individual to view informational signage and ease of entry into Belmont Regional Park through both landholdings, the second in association with Belmont Regional Park staff.

Consultation targets were compiled from an initial list provided by Greater Wellington and Hutt City Council and Porirua City Council. These consultations in turn provided further consultation avenues. Mana Whenua consultation was directed by stakeholders working currently with Greater Wellington, i.e., Ngāti Toa and Port Nicholson Block Settlement Trust.

## 8. Appendices

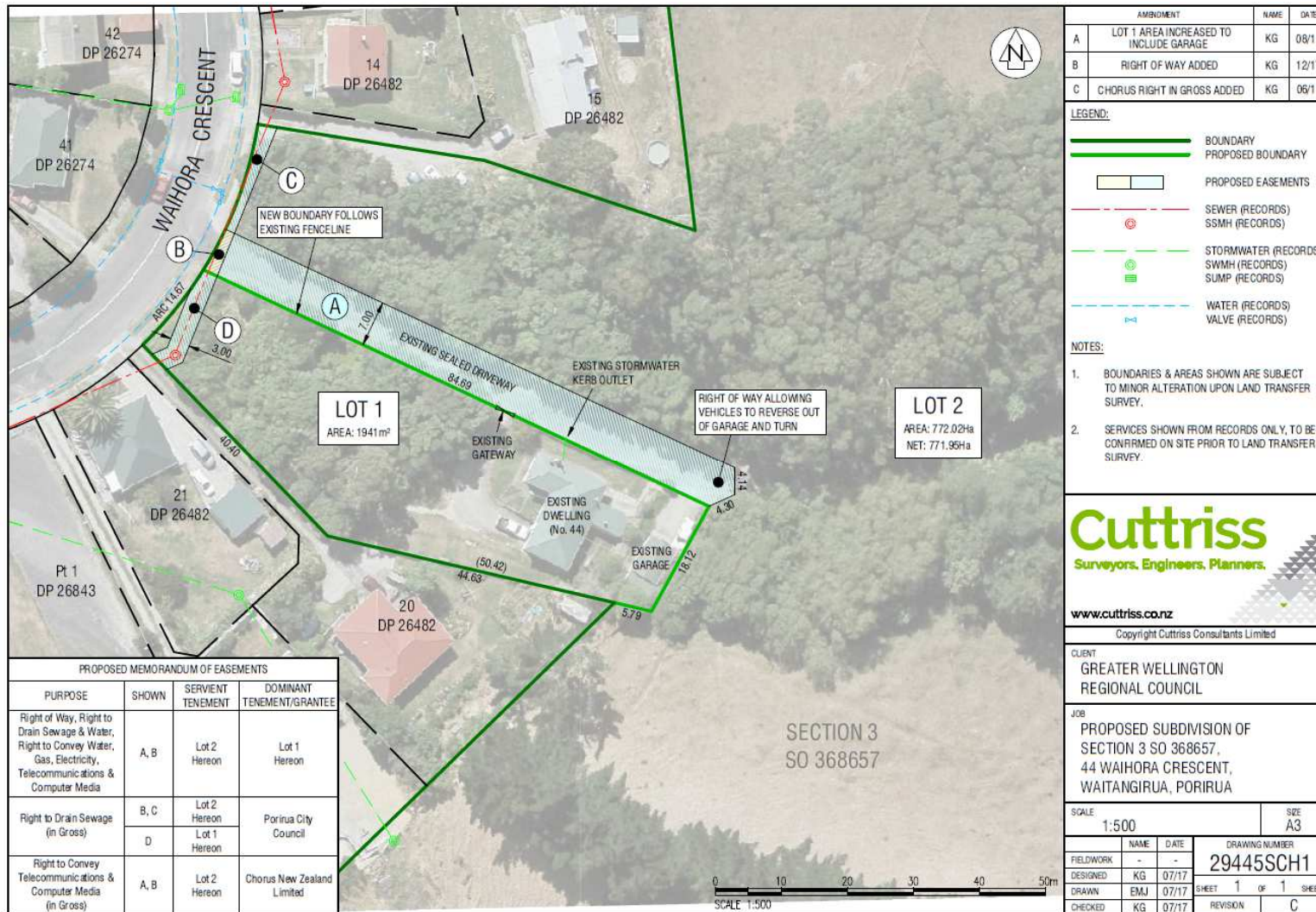
### Consultation list:

Name	Agency/Interest
Kara Puketapu-Dentice	Taranaki Whānui – Port Nicholson Block Settlement Trust
Naomi Solomon	Ngāti Toa
Peter Matchum	Friends of Belmont Regional Park
Jonathon Campbell	Lost Wax NZ
Aaron Marsh	Hutt City Council
Julia Bates	Porirua City Council
Murray Craig	Neighbour Hill Road
Dianna Grenfell	Neighbour Waihora Crescent
Lorna Kanavota	Waitangirua Residents Assn
Wayne Boness	Head Ranger, Belmont Regional Park
Dan Foster	Belmont Area Mountain Bike Ass.
Jennifer Vinton	Forest and Bird
Quentin Duthie	Pareraho Forest Trust
Jenni Walsh	Belmont Pony Club
Jamie Stewart	Federated Mountain Clubs NZ
Lynnette Vigross	Hill Rd Community Group
Seth Truyens	Friends of Maara Roa
Wayne Harrison	Farm Manager 1983-2016
Mike Pinnell	Kaingaroa – Eastern Porirua Regeneration Project

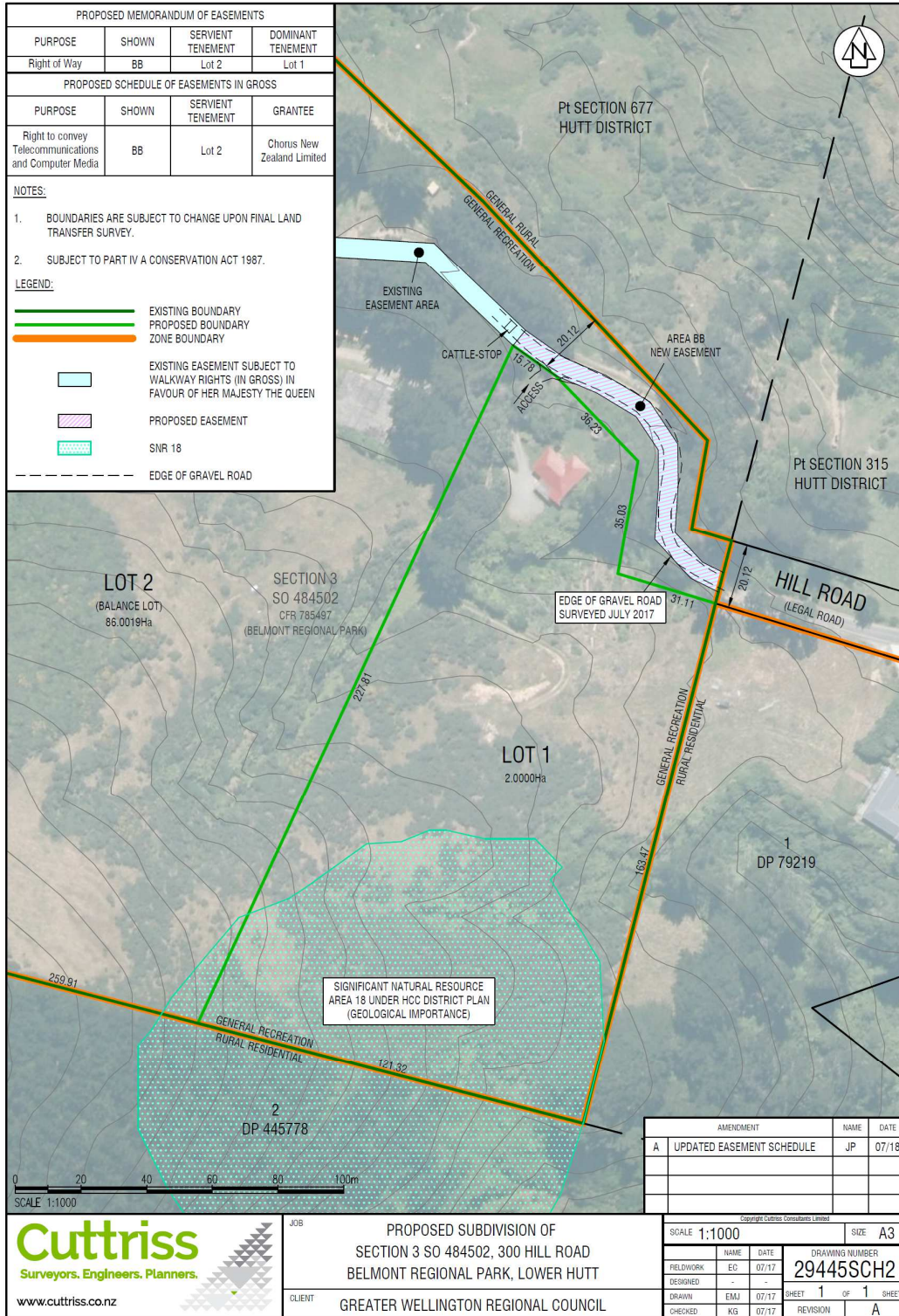


## **Property maps**

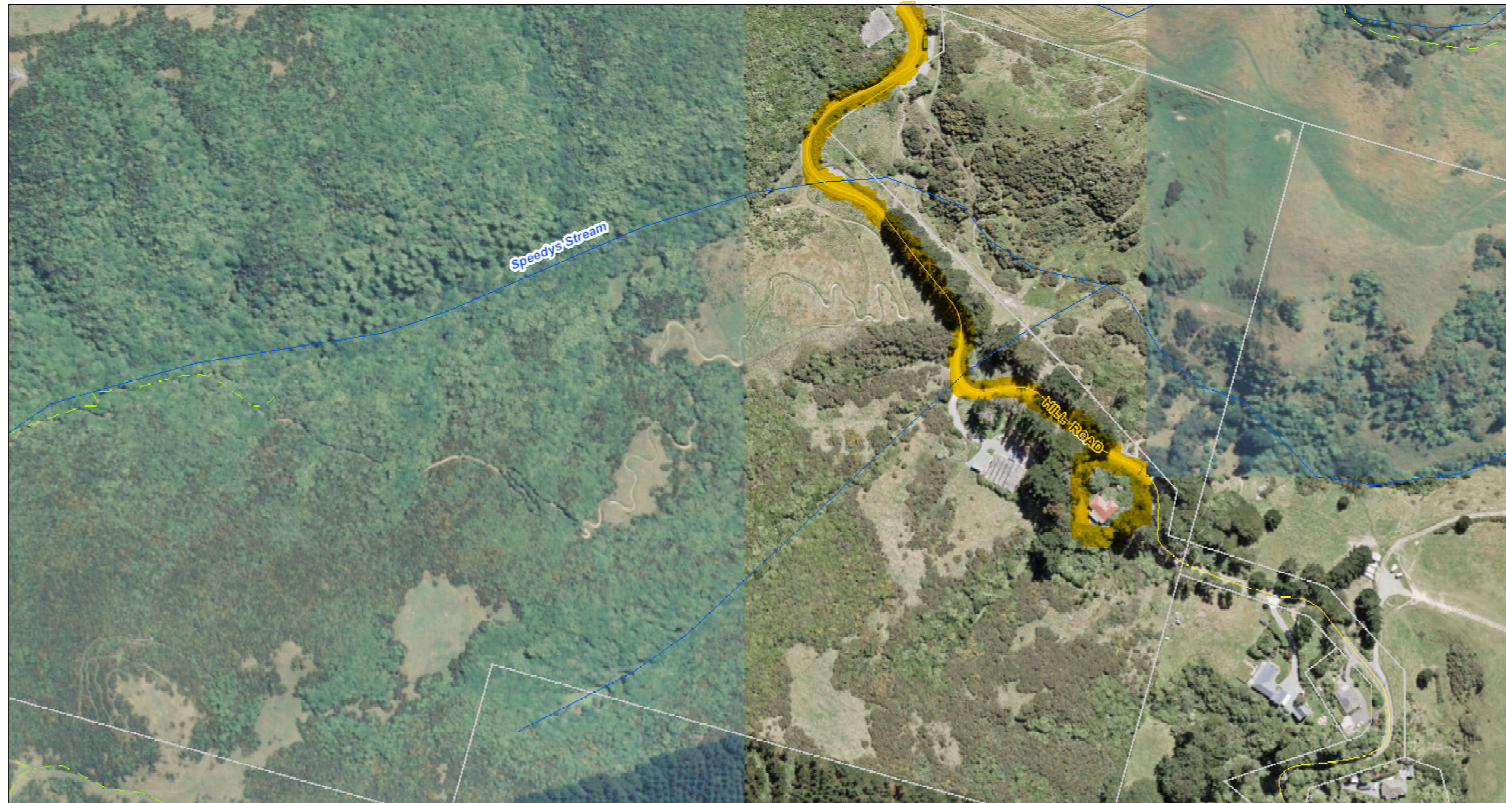
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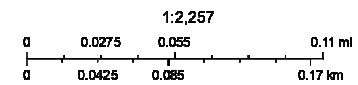


### GWRC Web Map



October 15, 2019

Placenames - Towns	All Roads	Medium urban	Access rural	Region Boundary Line
Placenames - Suburbs	Motorway	Medium rural	Foot track	Local Government Boundary Lines
Placenames - Localities	Arterial urban	Minor urban	Foot path	Rivers
Placenames - Bays	Arterial rural	Minor rural	Rail Stations	Streams
All Roads Labels	Major urban	Ferry car	Rail Lines	Lakes
	Major rural	Access urban	Owner Parcels	



GWRC  
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the Creative Commons Attribution 4.0 New Zealand license  
LINZ

GWRC Mapping Services  
GWRC

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Council  
20 August 2020  
Report 20.283



For Decision

## THREE WATERS REFORM – PROGRAMME INNOVATION PACKAGE

### Te take mō te pūrongo

#### Purpose

1. To sign a Memorandum of Understanding (MoU) with the Crown, agreeing to participate in the initial stage of a central/local government three waters service delivery reform programme; and
2. To agree in principle, the proposed regional allocation of stimulus funding from the Crown to spend on operating and/or capital expenditure relating to three waters infrastructure and service delivery, and the proposed Delivery Plan; and
3. To authorise the Chief Executive to enter into the Funding Agreement and finalise the Delivery Plan, for submission to the Crown.

### He tūtohu

#### Recommendations

That Council:

- 1 **Agrees** to enter into the MOU with the Crown ([Attachment 1](#)).
- 2 **Agrees** in principle, the proposed regional allocation of funding from the Crown ([Attachment 2](#)), and the proposed Delivery Plan ([Attachment 3](#)).
- 3 **Delegates** to the Chief Executive the power to finalise the Delivery Plan and enter into the Funding Agreement ([Attachment 4](#)).
- 4 **Notes** that the MoU and Funding Agreement cannot be amended or modified by either party, and doing so would void these documents.
- 5 **Notes** that planning assumptions for the Long Term Plan will include water assets held by Council as business as usual.
- 6 **Agrees** to advocate that any future water supplier model ensures that water supply entities remain in public ownership.

## Te tāhū kōrero

### Background

4. In July 2020, the Government announced a \$761 million funding package to provide post COVID-19 stimulus to maintain or improve three waters infrastructure, support a three-year programme of reform of local government water service delivery arrangements (reform programme), and support the establishment of Taumata Arowai, the new Water Services Regulator.
5. The reform programme is designed to support economic recovery, and address persistent systemic issues facing the three waters sector, through a combination of:
  - a stimulating investment, to assist economic recovery through job creation, and maintain investment in water infrastructure renewals and maintenance; and
  - b reforming current water service delivery, into larger scale providers, to realise significant economic, public health, environmental, and other benefits over the medium to long term.
6. Initial funding from the stimulus package will be made available to those councils that agree to participate in the first stage of the reform programme, through an MoU, Funding Agreement, and approved Delivery Plan. In order to access funding, the MoU must be signed by the end of August 2020, with the Funding Agreement and Delivery Plan submitted and approved by the end of September 2020.
7. Any further tranches of funding will be at the discretion of the Government and may depend on progress against reform objectives.
8. Both central and local government acknowledge that there are many challenges facing the delivery of water services and infrastructure, and the communities that fund and rely on these services. These challenges include:
  - a Underinvestment in three waters infrastructure in parts of the country, and substantial infrastructure deficits. For example, it is estimated that between \$300 to \$570 million is required to upgrade networked drinking water treatment plants to meet drinking water standards; and up to \$4 billion is required to upgrade wastewater plants to meet new consent requirements. These deficits are likely to be underestimates, given the variable quality of asset management data.
  - b Persistent funding and affordability challenges, particularly for communities with small rating bases, or high-growth areas that have reached their prudential borrowing limits.
  - c Additional investment required to increase public confidence in the safety of drinking water, improve freshwater outcomes, and as a critical component of a collective response to climate change and increasing resilience of local communities.
9. The economic consequences of COVID-19 has made the situation even more challenging. Prior to the COVID-19 outbreak, territorial authorities were planning on spending \$8.3 billion in capital over the next five years on water infrastructure. However, the economic downturn is likely to cause significant decreases in revenue in

the short term. As a result, borrowing will be constrained due to lower debt limits that flow from lower revenues, and opportunities to raise revenue through rates, fees and charges will be limited.

10. While the Government’s starting intention is for publicly-owned multi-regional models for water service delivery (with a preference for local authority ownership), final decisions on a service delivery model will be informed by discussion with the local government sector and the work of the ‘Three Waters Steering Committee’ (made up of representatives of Department of Internal Affairs, Treasury, Local Government New Zealand, and SOLGM).
11. Further information on the reform objectives, and the core design features of any new service delivery model, are provided in pages 3 to 4 of the MoU at Attachment 1, and on the dedicated website at <https://www.dia.govt.nz/Three-Waters-Reform-Programme>.
12. Greater Wellington has a unique position in being the only regional council with a role in water provision, being the bulk water supplier to the four metropolitan Wellington territorial authorities (Wellington City, Hutt City, Upper Hutt City and Porirua City councils). The general guidance and supporting documents issued by DIA/the Steering Committee refer generically to ‘territorial authorities’. For the purposes of the reform programme, the MOU, the Funding Agreement and other documents, ‘territorial authorities’ generally also includes Greater Wellington Regional Council.

## **Te tātaritanga Analysis**

### **MOU**

13. The MoU (**Attachment 1**) is the ‘opt in’ to the first stage of the reform and stimulus programme. The MoU needs to be signed and submitted by the end of August 2020. The Funding Agreement and Delivery Plan need to be submitted by the end of September 2020, to access the stimulus funding,
14. Councils that do not opt in by the end August 2020 deadline will not receive a share of the stimulus funding. Councils will still be able to opt in to the reform programme at a later date, but will not have access to the initial funding package, retrospectively.
15. The MoU has been developed by the Steering Committee, for each council to enter into with the Crown. This is a standardised document, which cannot be amended or modified by either party. Signing the MoU commits councils to:
  - a engage in the first stage of the reform programme – including a willingness to accept the reform objectives and the core design features set out in the MoU;
  - b the principles of working together with central government and the Steering Committee;
  - c work with neighbouring councils to consider the creation of multi-regional entities;
  - d share information and analysis on their three waters assets and service delivery arrangements.

16. At this point, this is a voluntary, non-binding commitment. It does not require councils to commit to future phases of the reform programme, to transfer their assets and/or liabilities, or establish new water entities.
17. The MoU is effective from the date of agreement until 30 June 2021, unless terminated by agreement or by replacement with another document relating to the reform programme.
18. A legal opinion by Simpson Grierson ([Attachment 5](#)), commissioned by SOLGM, advises that the MoU does not contain any explicit triggers for consultation under the Local Government Act 2002
19. While the MOU does not create an obligation to see the whole reform programme through, the Council would enter this process in good faith with a commitment to be part of the reform process possibly ending with a larger regional water supplier, and including the transfer of Council's assets into this entity.
20. Officers note that Council would not wish to see the ability for these assets to be sold into the private sector at any future date, and that Council supports the principle of public ownership of the water network.

#### **Stimulus Funding Investment Package**

21. The Government has determined a notional allocation framework based on a nationally-consistent formula. The general approach to determining each local authority's notional allocation is based on a formula that gives weight to two main factors:
  - a The population in the relevant council area, as a proxy for the number of water connections serviced by a territorial authority (75 per cent weighting)
  - b The land area covered by a local authority excluding national parks, as a proxy for the higher costs per connection of providing water services in areas with low population density (25 per cent weighting).
22. The investment package is structured into two components:
  - a A direct allocation to each territorial authority, comprising 50% of that territorial authority's notional allocation; and
  - b A regional allocation, comprising the sum of the remaining 50% of the notional allocations for each territorial authority in the relevant region
23. The Wellington region 'TA allocation' totals \$29.9m, split between the eight territorial authorities. There is a regional allocation of a further \$29.9m. As Council is not a territorial authority, it does not receive an allocation from the 'TA' portion. Instead, there is to be agreement by Council and the four councils receiving bulk water, of an amount to be ring-fenced for Council from the regional allocation.
24. The proposed allocation for Council is \$3.3m., calculated as set out in the 'Proposed Funding Allocation Approach' document ([Attachment 2](#)), and applied to various projects as indicated in the 'GWRC' column on page 4 of that document.



### **Funding Agreement and Delivery Plan**

25. The Funding Agreement guides the release and use of funding. It sets out:
  - a the funding amount allocated to the Council;
  - b funding conditions;
  - c public accountability requirements, including the Public Finance Act;
  - d reporting milestones.
26. Like the MoU, it is a standardised document, for agreement between each council and the Crown. It cannot be amended.
27. While there is some local flexibility around how the funding can be applied, the Government has indicated that this investment is intended to support economic recovery, enable improvements in water service delivery, and progress the service delivery reform programme.
28. The Funding Agreement will be supplemented by a Delivery Plan, which is the document that sets out how the grant funding is to be applied by the Council. Wellington Water has worked with its client councils to prepare a proposed Delivery Plan, setting out how the funding would be applied. A summary of the Delivery Plan is at [Attachment 3](#). Two-thirds of the region's councils must agree to the Delivery Plan, in order for the 'regional allocation' funding to be available.
29. It is recommended that the Council delegates authority to the Chief Executive to finalise the Delivery Plan and execute the Funding Agreement ([Attachment 4](#)).

### **Ngā hua ahumoni**

#### **Financial implications**

30. Entering into the MOU creates no financial implications for Council.
31. Entering into the Funding Agreement allows Council to access a Crown grant, which would be passed to Wellington Water for expenditure on the projects agreed as part of the Delivery Plan.

### **Ngā tikanga whakatau**

#### **Decision-making process**

32. 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**

33. 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 recommend that these matters are of low significance due to their administrative nature.

34. A legal opinion by Simpson Grierson, commissioned by SOLGM , advises that the MoU does not contain any explicit triggers for consultation under the Local Government Act 2002.

### **Ngā tūāoma e whai ake nei**

#### **Next steps**

35. The MoU is signed and returned.
36. The Chief Executive will conclude discussions on the funding allocation and delivery plan and report back to Council.

### **Ngā āpitihanga**

#### **Attachments**

<b>Number</b>	<b>Title</b>
1	Draft Memorandum of Understanding
2	Proposed Allocation of Stimulus Funding
3	Proposed Delivery Plan
4	Funding Agreement
5	Simpson Grierson Legal Advice

### **Ngā kaiwaitohu**

#### **Signatories**

Writer	Seán Mahoney – Company Portfolio and Economic Development Manager
Approver	Samantha Gain – General Manager, Corporate Services

<p><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 MOU requires Council to sign it and this has not been delegated to any committee.</p>
<p><b><i>Implications for Māori</i></b></p> <p>No known implications for Maori. It is intended there will be iwi engagement regarding the reform programme generally, led by the Crown.</p>
<p><b><i>Contribution to Annual Plan / Long Term Plan / Other key strategies and policies</i></b></p> <p>The proposed application of funding will bring forward some work on the bulk water network planned for 2021/22 and later.</p> <p>The implications of the reform programme on future Annual/Long Term Plans are currently unknown and planning and delivery remains on a business as usual basis. Changes will need to be made to the LTP when the final service delivery model is agreed.</p>
<p><b><i>Internal consultation</i></b></p> <p>Discussion between General Managers, CFO, Strategy and Corporate Services officers.</p>
<p><b><i>Risks and impacts - legal / health and safety etc.</i></b></p> <p>No identified risks from entering the MoU.</p> <p>Funding received will need to be applied and reported on as provided for in the Funding Agreement.</p>

# MODEL

## Memorandum of Understanding Three Waters Services Reform

Between the [Sovereign in right of New Zealand acting by and through the Minister of Local Government] and

[Territorial Authority]

Date

## PURPOSE

This Memorandum of Understanding (Memorandum) sets out the principles and objectives that the Parties agree will underpin their ongoing relationship to support the improvement in three waters service delivery for communities with the aim of realising significant public health, environmental, economic, and other benefits over the medium to long term. It describes, in general terms, the key features of the proposed reform programme and the Government funding arrangements that will support investment in three waters infrastructure as part of the COVID 19 economic recovery.

## BACKGROUND

Over the past three years central and local government have been considering solutions to challenges facing the regulation and delivery of three water services. This has seen the development of new legislation to create Taumata Arowai, the new Water Services Regulator, to oversee and enforce a new drinking water regulatory framework, with an additional oversight role for wastewater and stormwater networks.

While addressing the regulatory issues, both central and local government acknowledge that there are broader challenges facing the delivery of water services and infrastructure, and the communities that fund and rely on these services. There has been regulatory failure, underinvestment in three waters infrastructure in parts of the country, and persistent affordability challenges, and additional investment is required to increase public confidence in the safety of drinking water and to improve freshwater outcomes. Furthermore, investment in water service delivery infrastructure is a critical component of a collective response to climate change and increasing resilience of local communities.

The Parties to this Memorandum consider it is timely to apply targeted infrastructure stimulus investment to enable improvements to water service delivery, progress reform in partnership, and ensure the period of economic recovery following COVID-19 supports a transition to a productive, sustainable economy. Additional funding will be subject to Government decision-making and reliant on the Parties demonstrating substantive progress against the reform objectives. The quantum, timing, conditions, and any other information relating to future funding will be advised at the appropriate time but will likely comprise additional tranches of funding and more specific agreement to key reform milestones.

The reform process and stimulus funding, proposed by Government, is designed to support economic recovery post COVID-19 and address persistent systemic issues facing the three waters sector, through a combination of:

- stimulating investment, to assist economic recovery through job creation, and maintain investment in water infrastructure renewals and maintenance; and
- reforming current water service delivery, into larger scale providers, to realise significant economic, public health, environmental, and other benefits over the medium to long term.

There is a shared understanding that a partnership approach will best support the wider community and ensure that the transition to any eventual new arrangements is well managed and as smooth as possible. This requires undertaking the reform in a manner that enables local government to continue and, where possible, enhance delivery of its broad “wellbeing mandates” under the Local Government Act 2002, while recognising the potential impacts that changes to three waters service delivery may have on the role and functions of territorial authorities.

## PRINCIPLES FOR WORKING TOGETHER

The Parties shall promote a relationship in their dealings with each other, and other Parties related to the three waters services reform, based on:

- mutual trust and respect; and
- openness, promptness, consistency and fairness in all dealings and communication including through adopting a no-surprises approach to any matters or dealings related to the reform programme; and
- non-adversarial dealings and constructive problem-solving approaches; and
- working co-operatively and helpfully to facilitate the other Parties perform their roles; and
- openly sharing information and analysis undertaken to date on the state of the system for delivering three waters services and the quality of the asset base.

This Memorandum is intended to be non-binding in so far as it does not give rise to legally enforceable obligations between the Parties.

## REFORM OBJECTIVES AND CORE DESIGN FEATURES

By agreeing to this Memorandum, the Parties agree to work constructively together to support the objectives of the three waters service delivery reform programme.

The Parties agree that the following objectives will underpin the reform programme and inform the development of reform options/proposals:

- significantly improving the safety and quality of drinking water services, and the environmental performance of drinking water and wastewater systems (which are crucial to good public health and wellbeing, and achieving good environmental outcomes);
- ensuring all New Zealanders have equitable access to affordable three waters services;
- improving the coordination of resources, planning, and unlocking strategic opportunities to consider New Zealand’s infrastructure and environmental needs at a larger scale;
- increasing the resilience of three waters service provision to both short- and long-term risks and events, particularly climate change and natural hazards;
- moving the supply of three waters services to a more financially sustainable footing, and addressing the affordability and capability challenges faced by small suppliers and councils;
- improving transparency about, and accountability for, the delivery and costs of three waters services, including the ability to benchmark the performance of service providers; and
- undertaking the reform in a manner that enables local government to further enhance the way in which it can deliver on its broader “wellbeing mandates” as set out in the Local Government Act 2002.

In addition to these objectives, the Parties recognise that any consideration of changes to, or new models for, water service delivery arrangements must include the following fundamental requirements and safeguards:

- mechanisms that provide for continued public ownership of water service delivery infrastructure, and protect against privatisation; and
- mechanisms that provide for the exercise of ownership rights in water services entities that consider the interests and wellbeing of local communities, and which provide for local service delivery.

The Parties also recognise the reform programme will give rise to rights and interests under the Treaty of Waitangi and both Parties acknowledge the role of the Treaty partner. This includes maintaining Treaty settlement obligations and other statutory rights including under the Resource Management Act 1991 and the Local Government Act 2002. The outcome of discussions with iwi/Māori will inform design of appropriate mechanisms to reflect Treaty interests. This will include clarity of roles and responsibilities.

The Parties agree to work together to identify an approach to service delivery reform that incorporates the objectives and safeguards noted above, and considers the following design features as a minimum:

- water service delivery entities, that are:
  - of significant scale (most likely multi-regional) to enable benefits from aggregation to be achieved over the medium to long-term;
  - asset owning entities, with balance sheet separation to support improved access to capital, alternative funding instruments and improved balance sheet strength; and
  - structured as statutory entities with appropriate and relevant commercial disciplines and competency-based boards;
- delivery of drinking water and wastewater services as a priority, with the ability to extend to stormwater service provision only where effective and efficient to do so; and
- publicly owned entities, with a preference for collective council ownership;
- mechanisms for enabling communities to provide input in relation to the new entities.

The Parties acknowledge that work will also be undertaken to develop a regulatory framework, including mechanisms to protect the interests of consumers.

## FUNDING ARRANGEMENTS

The Government has indicated its intention to provide funding to stimulate investment to enable improvements in water service delivery, support economic recovery and progress Three Waters Services Reform. The quantum of funding available for the Council (and each participating Council) will be notified by Government prior to signing this Memorandum.

Funding will be provided as soon as practicable following agreement to this Memorandum and the associated Funding Agreement and Delivery Plan. The Delivery Plan will need to show that the funding is to be applied to operating or capital expenditure on three waters service delivery (with the mix to be determined by the Council) that:

- supports economic recovery through job creation; and
- maintains, increases and/or accelerates investment in core water infrastructure renewals and maintenance.<sup>1</sup>

The Delivery Plan will be based on a simple template and will include a summary of projects, relevant milestones, costs, location of physical works, number of people employed in works, reporting milestones and an assessment of how it supports the reform objectives set out in this Memorandum.

The Delivery Plan will be supplied to Crown Infrastructure Partners, and other organisations as agreed between the Parties, who will monitor progress of application of funding against the Delivery Plan to ensure spending has been undertaken consistent with public sector financial management requirements.

Agreement to this Memorandum and associated Funding Agreement and Delivery Plan are required prior to the release of Government funding. The Council will have the right to choose whether or not they wish to continue to participate in the reform programme beyond the term of the Memorandum.

## FUTURE AGREEMENTS

The Parties may choose to enter other agreements that support the reform programme. These agreements will be expected to set out the terms on which the Council will partner with other councils to deliver on the reform objectives and core design features, and will include key reform milestones and detailed plans for transition to and establishment of new three waters service delivery entities.

## PROGRAMME MANAGEMENT

The Government will establish a programme management office and the Council will be able to access funding support to participate in the reform process.

The Government will provide further guidance on the approach to programme support, central and regional support functions and activities and criteria for determining eligibility for funding support. This guidance will also include the specifics of any information required to progress the reform that may be related to asset quality, asset value, costs, and funding arrangements.

## TERM

This Memorandum is effective from the date of agreement until 30 June 2021 unless terminated by agreement or by replacement with another agreement related to the reform programme.

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<sup>1</sup> Maintains previously planned investment that may have otherwise deferred as a result of COVID-19.



## INTERACTIONS, MONITORING, INFORMATION AND RECORDS

The Parties nominate the following representatives to act as the primary point of communication for the purposes of this Memorandum and any other purpose related to the reform programme.

Government's representative	Council
[As delegated]	[Chief Executive of the Council]

It is the responsibility of these representatives to:

- work collaboratively to support the reform objectives;
- keep both Parties fully informed;
- act as a first point of reference between Parties and as liaison persons for external contacts; and
- communicate between Parties on matters that arise that may be of interest to either party.

If the contact person changes in either organisation, the other party's contact person must be informed of the new contact person immediately and there should be an efficient transition to ensure the momentum of the reform process is not undermined.

## CONFIDENTIALITY

Neither of the Parties is to disclose, directly or indirectly, any confidential information received from the other party to any third party without written consent from the other party, unless required by processes under the Official Information Act 1982 or the Local Government Official Information and Meetings Act 1987 (whichever applies), or under a Parliamentary process- such as following a Parliamentary question, in which case the relevant party is to inform the other party prior to disclosure. Protocols will be established to enable exchange information between Councils where that is consistent with progressing reform objectives.

## DISPUTE RESOLUTION

Any dispute concerning the subject matter of this document is to be settled by full and frank discussion and negotiation between the Parties.

.....  
SIGNED on behalf of the Crown  
by [insert name - DELETE TEXT]  
  
[Sovereign in right of New Zealand acting by  
and through the Minister of Local  
Government]:

.....  
SIGNED by [insert name of the Mayor of the  
Territorial Authority signing - DELETE TEXT] on  
behalf of [Territorial Authority]

.....  
SIGNED by [insert name of the Chief Executive  
of the Territorial Authority signing - DELETE  
TEXT] on behalf of [Territorial Authority]

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# Water Reform Stage 1 Stimulus

Proposed Funding  
Allocation Approach



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# Reform Phase 1 Stimulus Package



## Context

- The table below summarises the total funding allocations for councils in the Wellington region, determined by DIA.
- The total region funding amount of \$59.8m is split 50/50 into a direct TA allocation, and a Regional Allocation.
- DIA has stated that the Regional Allocation will be available if 2/3rds of councils in the region sign the MoU.
- Councils must agree among themselves how to allocate the regional amount.
- An agreement has been made among councils in the Wellington Region that the regional funding should be allocated based on the same TA funding proportions (75% population, 25% area), following DIA's recommendation.
- The difficulty is determining the amount that GWRC should be allocated, given it has not been allocated a direct TA Allocation.

## Reform Phase 1: Stimulus Funding Allocations

\$m	TA Allocation	Regional Allocation
Wellington City	\$10.9	\$29.9 (including GWRC)
Upper Hutt City	\$2.6	
Lower Hutt City	\$5.7	
Porirua City	\$3.1	
South Wairarapa District	\$1.4	
<b>Total Wellington Water Owners</b>	<b>\$23.7</b>	
Masterton District	\$2.2	
Carterton District	\$0.9	
Kapiti Coast District	\$3.1	
<b>Total (\$59.8m)</b>	<b>\$29.9</b>	

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# Regional Allocation Approach



## Principles for GWRC’s Regional Allocation

- Given GWRC owns the assets involved in the supply of bulk water to Wellington City, Upper Hutt City, Lower Hutt City and Porirua City, we consider the fairest approach is for the GWRC allocation to come from the Regional Allocation to these four councils.
- Under this approach, non-Wellington Water owners (Masterton, Carterton and Kapiti) will receive the same amount as their TA allocation from the Regional Allocation, totalling \$6.3m out of the \$29.9m. This leaves **\$23.7m** for WW owners.
- Given GWRC does not supply any water services for Wairarapa, SWDC should also receive a straight allocation of its regional share, amounting to \$1.4m out of the \$23.7m.
- The remaining **\$22.3m** should be allocated between GWRC, WCC, UHCC, HCC and PCC.

\$m	TA Allocation	Regional Allocation	Regional Allocation by TA	
Wellington City	\$10.9	\$29.9 (including GWRC)	→ \$22.3 (including GWRC)	Remaining amount to be allocated among GWRC and other WW owners
Upper Hutt City	\$2.6			
Lower Hutt City	\$5.7			
Porirua City	\$3.1			
South Wairarapa District	\$1.4		→ \$1.4	Regional proportion same as TA allocation
<b>Total Wellington Water Owners</b>	<b>\$23.7</b>		<b>\$23.7</b>	
Masterton District	\$2.2		→ \$2.2	
Carterton District	\$0.9		→ \$0.9	
Kapiti Coast District	\$3.1		→ \$3.1	
<b>Total (\$59.8m)</b>	<b>\$29.9</b>		<b>\$29.9</b>	<b>\$29.9</b>

# Regional Allocation Approach



## Determining GWRC's Regional Allocation

We propose the remaining \$22.3m is split among the five councils (WCC, UHCC, HCC, PCC and GWRC) using the following approach:

- GWRC's allocation is determined first, based on its share of the proposed regional project cost estimates. This is estimated at \$3.3m.
  - The estimate is based on the location of proposed physical works on GWRC assets, or apportioned using each council's share of FY20 opex and capex spend on water services. Further detail is provided overleaf.
  - This \$3.3m of the \$22.3m funding (~15%) broadly aligns with both GWRC's share of FY20 Wellington Water total opex and capex spend, and GWRC's ownership percentage in Wellington Water (both ~16%).
- The remaining \$19.0m is allocated between WCC, HCC, UHCC and PCC based on their relative share of the direct TA allocation.

\$m	TA Allocation	Total Regional Allocation	GWRC Allocation	TA Regional Allocation	Total Allocation	%
Wellington City	\$10.9	\$22.3 (including GWRC)	→ \$19.0	→ \$9.3	\$20.2	43%
Upper Hutt City	\$2.6			→ \$2.2	\$4.7	10%
Lower Hutt City	\$5.7			→ \$4.9	\$10.6	22%
Porirua City	\$3.1			→ \$2.6	\$5.7	12%
GWRC	-			→ \$3.3	\$3.3	7%
<b>Subtotal</b>	<b>\$22.3</b>	<b>\$22.3</b>	<b>\$22.3</b>	<b>\$22.3</b>	<b>\$44.5</b>	<b>94%</b>
South Wairarapa District	\$1.4	\$1.4	\$1.4	\$1.4	\$2.8	6%
<b>Total WW Owners</b>	<b>\$23.7</b>	<b>\$23.7</b>	<b>\$23.7</b>	<b>\$23.7</b>	<b>\$47.3</b>	<b>100%</b>

Allocated based on TA % of \$22.3m

Bottom-up approach, refer to GWRC on next page

# Project Cost Allocation Approach



## Indicative

We propose the following indicative cost allocations for each proposed project and council below. Note will establish a range around each project

Project (\$m)	HCC	PCC	SWDC	UHCC	WCC	GWRC	Total	Allocation methodology
Reducing known backlog of renewals	4.2	2.0	1.0	1.0	7.8	-	16.0	Based on remaining share of funding with consideration of minimum viable spend of \$1m (washup)
Expansion of condition assessments	2.1	1.0	0.8	0.9	4.4	1.5	10.6	Based on location of Very High Critical Assets
Maintenance and service improvement	2.0	1.3	0.1	0.9	3.3	0.4	8.0	- Planned maintenance location of identified works; - Reactive maint opex (RO) : % of RO FY20 actual spend; - Reactive maint capex (RC): % of RC FY21 budget
Maturing Asset Management System and Business Processes	0.2	0.1	0.0	0.1	0.7	0.2	1.4	Proportion of total water FY20 opex and capex spend
Complete, accurate, accessible and transparent data	0.7	0.4	0.1	0.3	1.9	0.6	4.0	Proportion of total water FY20 opex and capex spend
Reducing operational leakage (2 targeted pilot programmes)	-	-	0.5	0.5	-	-	1.0	Split between UHCC and SWDC, based on locations of pilots and proposed spend
Investment in drinking water safety	1.1	0.8	0.1	0.8	1.6	0.3	4.6	Various: Location of works; WW FY20 opex and capex spend; shareholder ownership for capital purchases
Capital projects	-	-	0.1	-	-	0.2	0.3	Allocation of remaining expenditure (Te Marua WTP and Boar Bush)
<b>Total (excl Programme Delivery)</b>	<b>10.2</b>	<b>5.5</b>	<b>2.7</b>	<b>4.6</b>	<b>19.6</b>	<b>3.2</b>	<b>45.9</b>	
Programme delivery and support	0.3	0.2	0.1	0.1	0.6	0.1	1.4	Based on each council's share of the above projects
<b>Total</b>	<b>10.6</b>	<b>5.7</b>	<b>2.8</b>	<b>4.7</b>	<b>20.2</b>	<b>3.3</b>	<b>47.3</b>	
<b>Funding allocation</b>	<b>10.6</b>	<b>5.7</b>	<b>2.8</b>	<b>4.7</b>	<b>20.2</b>	<b>3.3</b>	<b>47.3</b>	

Note the above allocations and cost estimates are still draft and subject to change

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# Regional Allocation – Range



## Maintaining flexibility through a range

- Wellington Water is focused on ensuring we make the most of the opportunity the reform stimulus package provides.
- Given the uplift in annual spend created by this funding on top of BAU (c. 10% p.a.), and the known capacity constraints of skilled labour in the market, there is a risk that the full amount is not spent in the required timeframe (by 31 March 2022).
- The flexibility provided by the Regional Allocation – through the ability for councils to agree how they share the regional funding between them – creates the opportunity to re-allocate regional funds between projects if any unforeseen issues arise in delivery.
- To achieve this, we propose putting a range around the regional allocations, with any underspend in one area able to be re-allocated to different projects in different areas.
- This proposed approach will need to be tested with CIP to confirm it is acceptable; given the job-creation objective of the stimulus, and this approach is about ensuring the full funding package is spent in the required timeframes, we expect them to be supportive.
- We propose using the capital projects – Te Marua WTP Capacity Upgrade (GWRC) and Boar Bush Reservoir refurbishment in SWDC – as ‘wash-up’ projects to capture any underspend in other projects.
- The Te Marua upgrade is a strategically regional priority project that would otherwise be funded through bulk water levies.

Council (\$m)	Estimated Regional Allocation	Proposed Regional Range (+/- 30%) <sup>1</sup>		Total Range (incl. direct TA Allocation)	
		Lower	Upper	Lower	Upper
Wellington City	→ \$9.3	\$6.5	\$12.1	\$17.4	\$23.0
Upper Hutt City	→ \$2.2	\$1.5	\$2.8	\$4.1	\$5.4
Lower Hutt City	→ \$4.9	\$3.4	\$6.3	\$9.1	\$12.0
Porirua City	→ \$2.6	\$1.8	\$3.4	\$4.9	\$6.5
GWRC	→ \$3.3	\$2.3	\$9.0	\$2.3	\$9.0
<b>Subtotal</b>	<b>\$22.3</b>	<b>\$22.3 (remains the same)</b>		<b>\$44.5 (remains the same)</b>	
South Wairarapa District	\$1.4	\$1.4		\$2.8	
<b>Total WW Owners</b>	<b>\$23.7</b>	<b>\$23.7</b>		<b>\$47.3</b>	

High upper range to capture any underspend in other projects and re-allocate to Te Marua. Estimated by re-allocating the value between the lower range and mid-point of each council’s allocation to GWRC

<sup>1</sup> The proposed range is +/- 30% of the Regional Allocation, using Rough Order of Magnitude cost estimate methodologies.



# Delivery Plan proposal

Confirming direction

Three waters service reform

stage 1 stimulus funding

12 August 2020



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# Three waters fiscal stimulus (“shovel ready”) delivery plan

This fiscal stimulus delivery plan proposal uses Government criteria to deliver Council and regional priorities for three waters infrastructure in a way that maximises the use of available funds\*

It has been developed and refined in consultation with council officers and through the regional Mayoral Forum

Next steps are to gain Council approval of the delivery plan, and for councils to sign the Memorandum of Understanding with the Crown

Once finalised, the delivery plan will be submitted to Crown Infrastructure Partners. Once approved, we are hopeful we’ll be able to begin work on the plan in September.

\*A separate presentation (Water Reform Stage 1 Stimulus Proposed Funding Allocation Approach) sets out the funding allocation for the Wellington region’s councils

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## This is a unique opportunity to improve network performance and reduce risk



### **Government's stimulus funding aims to:**

- Assist economic recovery through job creation
- Increase and accelerate investment in water infrastructure renewals and maintenance
- Support reform of water service delivery to realise economic, health, environmental and other gains

### **It gives us the opportunity to address increasing standards and expectations**

- Higher standards for environmental water quality and drinking water extraction
- Three waters regulation and compliance – Taumata Arowai Act, Water Services Bill
- Reducing our contribution to carbon emissions

### **We can make headway against the growing risk to our networks**

- Service requests are growing 10% annually
- The risk of failure of aging assets increases day by day
- Increased customer expectations of service, performance and responsiveness
- A supply network that is nearing capacity for current levels of service
- A growing population (which only three years ago was static)

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# The proposed plan aligns with council's long term plan priorities, is targeted, flexible and deliverable in the timeframe



## Our methodology

- Balances regional and council-specific needs based on LTP discussions
- Design a total package, apportioned to individual councils
- Flexible to allow for final funding decisions, criteria and application

## Balances operational expenditure and capital maintenance

- Drinking water safety and compliance is our top priority
- Asset renewals by programme, targeted to address short and longer term risk
- Clearing a deferred maintenance backlog to lift condition
- Improving asset understanding and data management capability, to make smarter decisions

## Considers deliverability and a total cost approach

- Finite funding and delivery windows require fast response
- Ensuring we keep those we employ
- Ensuring we get lasting value from what we do

## LTP strategic priorities

Looking after existing three waters assets

Supporting growth so there are no adverse environmental impacts

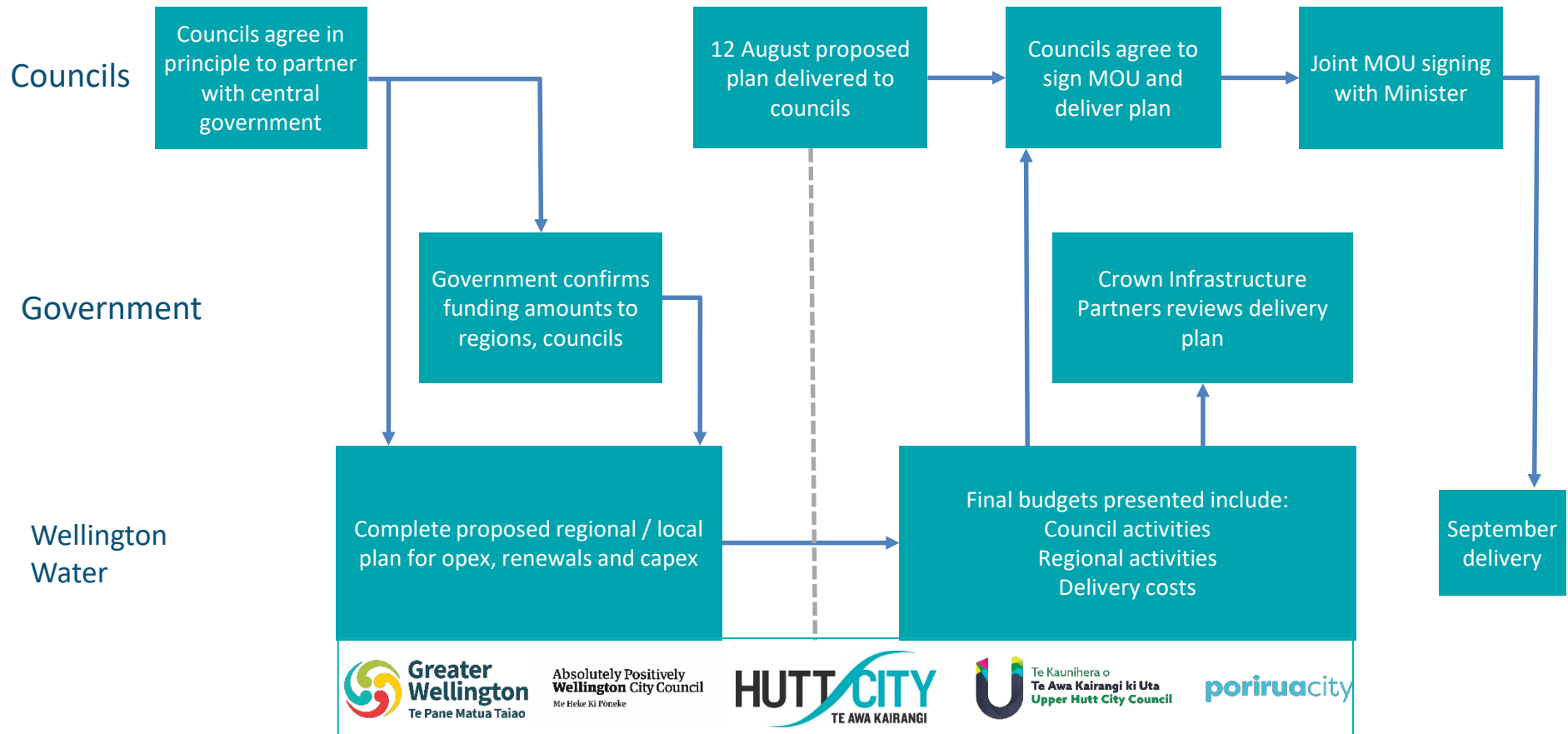
Improving water quality

Reducing water consumption

Reducing carbon emissions

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# Delivery Plan process and timeframe



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## The proposed plan is well-considered, robust and ready-to-go



- Creates jobs and puts money into the region fast
- Advances projects from 2021-23
- Reduces risks while focusing on long-run value; not just fixing what fails
- Gets us into the space that we've been talking about, of building asset management capability and getting ahead of age-based renewals
- Works with partners to ensure the programme is smart, realistic and deliverable and builds up long term regional capability
- Developed to be approved by Crown Infrastructure Partners first-time
- Anticipates 1 September start – though there are signals this may be delayed to 1 October

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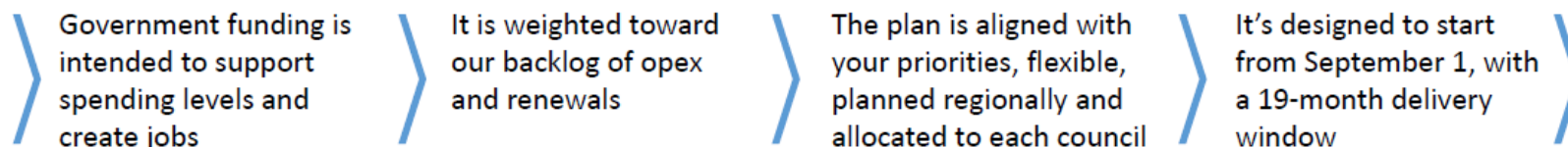


# Delivery Plan proposal – overview of approach and project areas

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## Delivery plan proposal - overview



- We will fold this funding into your long term plans.
- It creates value at both the local and regional levels, and leverages scale and relationships to ensure delivery

### Preparing for the next stage of reform

\$0.7m (funded separately by DIA)

#### Delivery Plan

##### Looking after our existing infrastructure

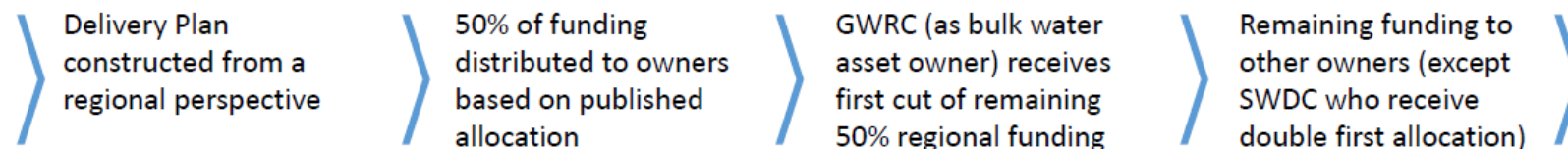
➢ Reduce the known renewals backlog	\$16m	
➢ Asset condition assessment, data and decision-making	\$16m	
➢ Maintenance – planned and reactive	\$ 8m	
➢ Water leakage management trial	\$ 1m	
➢ Programme delivery and support	\$ 1.4m	\$42.4m
<small>(including embedding Te Ao Maori into our strategic priorities through Mana Whenua Resourcing)</small>		

##### Continue to improve the safety of our water supplies

➢ Water safety plan initiatives	\$4.6m	\$47m
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##### Prioritised capital projects used to absorb any surpluses (to ensure all money utilised)

➢ Te Marua water treatment plant upgrade (value \$30m)	\$0.2m	
➢ Boar Bush Reservoir (South Wairarapa) (value \$2m)	\$0.1m	\$47.3m



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# Water Reform Stage 1 Stimulus Funding – Further Detail

## Shareholders of Wellington Water

### Delivery Plan – Further detail

Activity	Description	Proposed funding
<b>1. Preparing for the next stage of reform</b>		\$0.7m (Funded by DIA)
i. Funding for councils to prepare for Stage 2 and 3	Professional advice to support preparation for Reform, such as legal and financial advice.	
<b>2. Delivery Plan</b>		
<b>2.1 Looking after our existing infrastructure</b>		
<b>1. Reduce the known renewals backlog</b>	Packages of renewal work, focused on known issues within each council area:	
i. Asset renewal programmes grouped by work type for efficiency	- HCC: Wainuiomata WW and Water network      - WCC: Karori WW network - UHCC: Water network (pipes with previous failures)      - SWDC: Featherston, Martinborough, Greytown - PCC: Titahi Bay Wastewater and Water Network      - GWRC: Prioritise Te Marua (not renewals)	\$16m (Capex)
<b>2. Asset condition assessment, data and decision-making</b>		
i. Expansion of condition assessments for very high criticality assets	- Detailed testing and investigation work on very high critical assets across the region	\$16m (Capex / Opex)
ii. Accelerate progress towards certified asset management systems	- Enduring investment in asset management capability and business processes (ISO55001)	
iii. Complete, accurate, accessible and transparent data	- Discrete, scalable and transferrable technology projects, reducing risk and improving asset management systems. Projects include data quality improvements, open data platform etc. - Specific technology project for strategic priorities. Leak tracking and water quality monitoring.	
<b>3. Maintenance – planned and reactive</b>		
i. Planned maintenance activities not able to fit in available budgets	- Targeted maintenance activities to reduce the risk of asset failures and increase asset life	\$8m (Capex / Opex)
ii. Further funding for reactive maintenance	- Reactive maintenance volumes have significantly increased over recent years (10% p.a.) due to the region's ageing network.	
<b>4. Water leakage management trial</b>		
i. Further develop approach to operational leakage management	- Establishing a trial programme in Upper Hutt and South Wairarapa to develop, test and refine our approach to water leakage before embedding across the region. Includes repair work on identified leaks.	\$1m (Opex)
<b>5. Programme delivery and support</b>		
i. Resourcing to deliver the proposed activities	- Project management, financial & reporting resources to support delivery & meet expectations of DIA & CIP	\$1.4m (Opex)
ii. Mana Whenua moving into Strategic Priorities	- Bring Māori world view values and principles into our work on reducing demand and improving water quality, and strengthening links to Māori communities.	
<b>2.2 Continue to improve the safety of our water supplies</b>		
<b>1. Water safety plan initiatives</b>		
	- Investments to improve water safety; steps towards meeting anticipated water regulation. - Projects include establishing dedicated fill points for commercial vehicles to safely access the network without compromising water safety, new reservoir coatings to address water storage security risks, and improving water quality auditing functions.	\$4.6m (Capex/Opex)
<b>2.3 Prioritised capital projects used to absorb any surpluses (to ensure all money utilised)</b>		
<b>1. Te Marua water treatment plant upgrade</b>	- Increase the capacity of the strategically significant treatment plant to increase drought resilience.	\$0.2m
<b>2. Boar Bush Reservoir (South Wairarapa)</b>	- Refurbish the ageing pipework and tank that carries drinking water quality and resilient supply risk.	\$0.1m (Capex)
<b>Total Funding</b>		<b>\$47.3m</b>

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# Delivery Plan proposal – detail of proposed regional activity areas

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# 1. Reducing the known renewals backlog to improve service reliability



Project 1	Accelerating renewals of core water infrastructure
High level delivery plan	<b>Steps</b>
	1. Confirm the focus of all renewals buckets with Service Planning, Network Engineering and Chief Advisers along with the outcomes and performance measures for each bundle
	2. Establish Governance / steering group requirements to ensure consistency of delivery and provide oversight
	2. Refine scope of work using data and operational knowledge through engagement across Wellington Water, focussing on operational pain points and customer experience.
	3. Modelling team to confirm pipes needing straight renewal and those needing upsizing.
	4. Develop principal requirements and standards to ensure consistency across delivery teams.
	5. Delivery teams overlay additional selection screening criteria including complexity, efficiency (repeatable and scalable), consenting and landowner constraints, methodology with a high trenchless weighting and risk.
	6. Delivery teams carry out preliminary investigation work to select work that will achieve the highest value for money return on outcomes and submit to Wellington Water a project plan for approval.
	7. Delivery teams procure materials, scale up resource (as required) and carry out renewals activity on approved areas.
8. Review and assess activity against i) performance measures of success and desired outcomes, and ii) objectives of Wellington Water’s changed approach towards outcome-based development model.	

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# 1. Reducing the known renewals backlog to improve service reliability



Project 1	Accelerating renewals of core water infrastructure
What we're doing	<ul style="list-style-type: none"> <li>• Undertaking capital renewals activity on aging drinking water and wastewater pipes across the region</li> <li>• Transitioning from a project development model to an outcome development model with a fast-tracked prioritisation process</li> <li>• Selecting and developing packages of work with a high level problem statement, clear outcomes and performance measures of success focused on known issues within each council area.</li> <li>• Proposed focus areas by council:                             <ul style="list-style-type: none"> <li>○ HCC – Wainuiomata WW and Water network (Corridor approach)</li> <li>○ WCC – Karori WW Network</li> <li>○ UHCC – Water Network (pipes with previous failures)</li> <li>○ SWDC – 1. Featherston WW Network 2. Martinborough Water Network 3. Greytown Water Network</li> <li>○ PCC – Titahi Bay Wastewater and Water Network (Corridor approach)</li> <li>○ GWRC – proposed to prioritise Te Marua WTP upgrade (not renewals)</li> </ul> </li> </ul>
Why? Problems & Benefits	<ul style="list-style-type: none"> <li>• To reduce service interruptions by fixing the region's aging network quickly and sustainably</li> <li>• Targeted packages of work, aligned with regional priorities and each council's particular needs.</li> <li>• Fast tracked renewals programme for efficiency and create momentum towards the changing delivery model.</li> </ul>
Who is doing the work?	<ul style="list-style-type: none"> <li>• Contractor and Consultants Panels</li> <li>• 5-8 person crew required to complete each 'renewal bucket'</li> <li>• Assessing requirements of additional internal resource to deliver</li> </ul>
Project costs	<b>\$11.2m to \$20.8m</b>
Project risks	<ul style="list-style-type: none"> <li>• Panel capacity</li> <li>• Embedding changed approach into business culture</li> </ul>
Stimulus Objectives	<ul style="list-style-type: none"> <li>✓ <b>Job creation:</b> Estimate 25 - 30 employees will be employed by our Panels to deliver, plus internal staff for project management</li> <li>✓ <b>Accelerates maintenance / renewals activity:</b> funding will be spent directly on renewing existing core water infrastructure</li> </ul>

Our water, our future.

## 2. Asset condition assessment to help prioritise renewals based on need



Project 2	Improving our understanding of asset health							
High level delivery plan	<table border="1"><thead><tr><th data-bbox="495 485 1946 528">Steps</th></tr></thead><tbody><tr><td data-bbox="495 528 1946 576">1. Confirm very high critical assets</td></tr><tr><td data-bbox="495 576 1946 624">2. Confirm project plan, timing and resourcing</td></tr><tr><td data-bbox="495 624 1946 671">3. Procure resources and acquire condition assessment technologies</td></tr><tr><td data-bbox="495 671 1946 719">4. Undertake testing and assessment through variety of techniques</td></tr><tr><td data-bbox="495 719 1946 767">5. Develop asset condition register for use in renewal programme, maintenance, risk assessments, urgent repairs etc</td></tr><tr><td data-bbox="495 767 1946 815">6. Ensure process is well documented for future assessments</td></tr></tbody></table>	Steps	1. Confirm very high critical assets	2. Confirm project plan, timing and resourcing	3. Procure resources and acquire condition assessment technologies	4. Undertake testing and assessment through variety of techniques	5. Develop asset condition register for use in renewal programme, maintenance, risk assessments, urgent repairs etc	6. Ensure process is well documented for future assessments
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Our water, our future.

## 2. Asset condition assessment to help prioritise renewals based on need



Project 2	Improving our understanding of asset health
What we're doing	<ul style="list-style-type: none"> <li>• Undertaking detailed testing and investigation work on very high critical assets across the region</li> <li>• Project is underway, however scope is expected to be limited by current funding constraints</li> <li>• Additional funding would enable programme expansion to physically assess more very high critical assets, compared to desktop assessments where funding runs out.</li> </ul>
Why? (Problems & Benefits)	<ul style="list-style-type: none"> <li>• Reliable information on the condition of assets is critical to carrying out maintenance and renewal activity effectively</li> <li>• Existing asset condition information is:                             <ul style="list-style-type: none"> <li>○ of poor quality across the network,</li> <li>○ out of date, and</li> <li>○ incomplete.</li> </ul> </li> </ul>
Who is doing the work?	<ul style="list-style-type: none"> <li>• 1 new FTE to Wellington Water's internal project delivery team</li> <li>• Existing Panel of contractors</li> <li>• New staff employed by contractors</li> <li>• Further consultants and specialists will also be required</li> </ul>
Project costs	<b>\$7.4m to \$13.8m</b>
Project risks	<ul style="list-style-type: none"> <li>• Panel capacity</li> <li>• Data collection and systems</li> <li>• Cost estimate may exceed budget</li> </ul>
Stimulus Objectives	<ul style="list-style-type: none"> <li>✓ <b>Job creation:</b> an estimated total of 15 - 20 staff will be employed in delivering this project</li> <li>✓ <b>Accelerates maintenance / renewals activity:</b> Improved asset condition data is critical to planning and prioritising maintenance and renewal activity</li> </ul>

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### 3. Maintenance and service improvements to help fix issues before they become problems



<b>Project 3</b>	<b>Maintaining our core water infrastructure and delivering a better service</b>
<b>High level delivery plan</b>	<b>Steps</b>
	1. Confirm management and delivery resources required (internal vs external), and scope and priority of activities
	2. Procure additional resources, particularly skilled servicepeople to respond to reactive maintenance requirements
	3. Undertake planned maintenance activities and respond to reactive maintenance requests
	4. Establish internship programme, hire interns and run programme

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**Our water, our future.**

### 3. Maintenance and service improvements to help fix issues before they become problems



Project 3	Maintaining our core water infrastructure and delivering a better service
What we're doing	<ul style="list-style-type: none"> <li>• Undertake planned maintenance activities that were identified as necessary in FY21 but not able to fit in available budgets</li> <li>• Expand resource for reactive maintenance to manage increasing maintenance volumes, including increased customer support</li> <li>• Funding for an additional wastewater roving crew</li> <li>• Reinstate the internship programme to foster talent and build capability in the sector</li> </ul>
Why? (Problems & Benefits)	<ul style="list-style-type: none"> <li>• Reactive maintenance service request volumes have increased 10-12% p.a. over recent years</li> <li>• \$5.9 million of planned asset maintenance being deferred in FY21, resulting in a backlog of work to be completed</li> <li>• Customer expectations of service levels are increasing</li> <li>• Reduce risk of asset failures, improving customer satisfaction and saving money on reactive maintenance</li> <li>• Increased resource to solve complex customer issues, leading to better stakeholder management</li> </ul>
Who is doing the work?	<ul style="list-style-type: none"> <li>• 35-40 additional staff, made up of                             <ul style="list-style-type: none"> <li>○ Servicepeople, Team Leaders, Operational Delivery Manager – planned maintenance</li> <li>○ Water roving crew staff</li> <li>○ Resolution Officers and a Weekend Hub Operator</li> </ul> </li> <li>• Hiring of 10 interns and 0.25 FTE to coordinate the intern programme</li> </ul>
Project costs	<b>\$5.6m to \$10.4m</b>
Project risks	<ul style="list-style-type: none"> <li>• Ongoing funding to sustain resource beyond March 2022</li> <li>• Capability and capacity in the sector to hire skilled staff</li> <li>• Uncontrollable external factors that disrupt delivery</li> </ul>
Stimulus Objectives	<ul style="list-style-type: none"> <li>✓ <b>Job creation:</b> an estimated total of 25 - 35 staff will be employed, plus 10 interns</li> <li>✓ <b>Accelerates maintenance / renewals activity:</b> funding will be spent directly on maintaining existing core water infrastructure</li> </ul>

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## 4. Asset management systems and business process improvement



Project 4	Maturing our Asset Management System and business processes									
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Our water, our future.

## 4. Asset management systems and business process improvement



Project 4	Maturing our Asset Management System and business processes
What we're doing	<ul style="list-style-type: none"> <li>• Accelerating progress towards ISO55001 certification to improve our asset management capability and processes. Involves:                             <ul style="list-style-type: none"> <li>○ Capturing, documenting and improving Wellington Water's internal business processes across its 7 key business areas</li> <li>○ 6 Asset Intervention Studies; understand and document agreed maintenance procedures, confirm performance metrics etc</li> </ul> </li> </ul>
Why? (Problems & Benefits)	<ul style="list-style-type: none"> <li>• Inability to consistently demonstrate the efficient and effective delivery of outcomes to customers</li> <li>• Lack of resources to sufficiently invest in organisation people, processes and systems</li> <li>• Ensure best practice is consistently followed when looking after our assets</li> <li>• Implemented business change to drive performance, increase efficiency, improve stakeholder confidence and reduce risk</li> </ul>
Who is doing the work?	<ul style="list-style-type: none"> <li>• New fixed-term internal roles of 11 staff:                             <ul style="list-style-type: none"> <li>○ 4 x fixed-term Business Analysts</li> <li>○ 4 x fixed-term secondments from Consultancy Panel to cover SME demands</li> <li>○ 1 x Change Management Practitioner, 1x Project Manager, 1x Communications Support</li> </ul> </li> <li>• Consultancy Panel (to complete 6 x Asset Intervention Studies)</li> </ul>
Project costs	<b>\$1.0m to \$1.8m</b>
Project risks	<ul style="list-style-type: none"> <li>• Moving too quickly; implementing too much change in a short time</li> <li>• Capability and capacity in the sector to hire skilled staff</li> <li>• Stakeholder engagement</li> <li>• Capacity to expand WW internal resources</li> </ul>
Stimulus Objectives	<ul style="list-style-type: none"> <li>✓ <b>Job creation:</b> an estimated total of 10 to 13 staff will be employed by Wellington Water, plus consultancy resource to complete the studies</li> <li>✓ <b>Accelerates maintenance / renewals activity:</b> Improved asset management systems and business processes will accelerate investment, and improve effectiveness and efficiency of renewals and maintenance programmes.</li> </ul>

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## 5. Complete, accurate, accessible, transparent data to inform planning and action



Project 5	Digital Products and Services improvement to enhance asset management capability and reduce risk [get feedback from Andrea]									
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Our water, our future.

## 5. Complete, accurate, accessible, transparent data to inform planning and action



<b>Project 5</b>	<b>Digital Products and Services improvement to enhance asset management capability and reduce risk [get feedback from Andrea]</b>
<b>What we're doing</b>	<ul style="list-style-type: none"> <li>We have identified a programme of discrete technology projects that can be brought forward with the reform funding, which focus on: <ul style="list-style-type: none"> <li>Reducing risk in technology systems</li> <li>Improving asset management systems and capability</li> <li>Enabling other activities across the organisation (e.g. databases and software improvement for leakage management)</li> </ul> </li> </ul>
<b>Why? (Problems &amp; Benefits)</b>	<ul style="list-style-type: none"> <li>Known completeness issues with water asset data across the entire asset register</li> <li>Underlying technology systems need investment to enable and realise the benefits in other areas (e.g. smart water meters, asset condition assessments)</li> <li>Reduce risk in technology systems and improve how we use information to manage our water assets</li> <li>Improve health and safety in field, supporting robust planning, and ensure sustainable data quality practices.</li> </ul>
<b>Who is doing the work?</b>	<ul style="list-style-type: none"> <li>Estimated 37 staff (27 FTE) required to carry out projects, including 5 for programme management and co-ordination <ul style="list-style-type: none"> <li>Inourced additional contract resource (10 staff, estimated 8 FTE)</li> <li>Outsourced contracts and accessing specialist expertise (27 staff, estimated 18 FTE)</li> </ul> </li> <li>These resources will be onboarded and offboarded as required throughout the programme of work.</li> </ul>
<b>Project costs</b>	<b>\$2.8m to \$5.2m</b>
<b>Project risks</b>	<ul style="list-style-type: none"> <li>Internal SME resource capacity</li> <li>Scale</li> <li>Project interdependencies</li> </ul>
<b>Stimulus Objectives</b>	<ul style="list-style-type: none"> <li>✓ <b>Job creation:</b> an estimated total of 30 – 35 staff will be employed over the course of 18 months to deliver these projects</li> <li>✓ <b>Accelerates maintenance / renewals activity:</b> relate directly to improving asset management, data and planning, enabling accelerated investment in renewals and maintenance through improved decision making</li> </ul>

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## 6. Operational leakage management



Project 6	Reducing water leakage – [get feedback from Fraser]
Stimulus Objectives	<ul style="list-style-type: none"> <li>✓ <b>Job creation:</b> an estimated total of 3 – 5 staff will be involved in delivering this project</li> <li>✓ <b>Accelerates maintenance / renewals activity:</b> this project will help identify where leaks are occurring, improve use of existing and new meter technology, and enable more targeted repair and renewal work</li> </ul>
High level delivery plan	<div data-bbox="488 587 1933 632" style="background-color: #0070C0; color: white; padding: 5px;"><b>Steps (Pilot A)</b></div> <ol style="list-style-type: none"> <li>1. Confirm scope, project structure and resourcing requirements through discussions with relevant business units</li> <li>2. Hire resources required to deliver project and set-up cross-functional team, including Customer Operations, Digital Products and Services, and Network Management Group.</li> <li>3. Confirm project plan, approach and timeframes</li> <li>4. Develop user requirements for systems and begin defining and documenting operational processes</li> <li>5. Test processes in the field on live (potential) leaks, and measure and report outcomes</li> <li>6. Assess effectiveness of leakage management and refine processes through iterative trials (and then expand into other areas if time and budget permits)</li> </ol> <div data-bbox="488 986 1933 1031" style="background-color: #0070C0; color: white; padding: 5px; margin-top: 20px;"><b>Steps (Pilot B)</b></div> <ol style="list-style-type: none"> <li>1. Confirm scope, project structure and resourcing requirements through discussions with relevant business units</li> <li>2. Engage resources required to deliver project and set-up cross-functional team</li> <li>3. Develop and confirm project plan, approach and timeframes. Purchase required technologies.</li> <li>4. Complete field technology installations</li> <li>5. Test processes in the field on live (potential) leaks, and measure and report outcomes</li> </ol>

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## 6. Operational leakage management



Project 6	Reducing water leakage – [get feedback from Fraser]
<p>What we're doing</p>	<ul style="list-style-type: none"> <li>• Establishing two trial programmes to develop, test and refine our approach to water leakage, including repairs work on identified leaks.                             <ul style="list-style-type: none"> <li>○ Pilot A: Using information from (existing) District Area Meters and (new) Small Area Monitors to identify areas of the network where leaks appear to be occurring, and pursuing these through targeted identification and repair. This is proposed for Upper Hutt due to high leakage issues in this area.</li> <li>○ Pilot B: Proof-of-concept for the use of smart household water meters to identify network or private leaks. This is proposed for one of the town centres in South Wairarapa, where water meters are already installed.</li> </ul> </li> <li>• Designing and documenting a best practice approach to:                             <ul style="list-style-type: none"> <li>○ Determining whether a leak has occurred / where further investigation is required (or not)</li> <li>○ What steps to take when investigating potential leaks in the field</li> <li>○ How to assess whether any physical works have been effective (e.g. what metrics to consider)</li> </ul> </li> <li>• Defining what changes or investment is required in underlying technology and data systems</li> </ul>
<p>Why? (Problems &amp; Benefits)</p>	<ul style="list-style-type: none"> <li>• Leakage in the network accounts for 20% of total water demand, and is in our control</li> <li>• Improve way information is gathered and used by meters and sensors</li> <li>• Improve cost-effectiveness and efficiency of leakage management</li> <li>• Reduces time to locate and repair bursts or leaks</li> <li>• Establish baseline data to monitor the success of our leakage initiatives and for benchmarking</li> </ul>
<p>Who is doing the work?</p>	<ul style="list-style-type: none"> <li>• 1 x Business Process Analyst</li> <li>• 1 x Product Developer (captured in #4)</li> <li>• Dedicated resource in Customer Operations Group</li> <li>• Resource in Network Management Group</li> </ul>
<p>Project costs</p>	<p><b>\$0.7m to 1.3m</b></p>
<p>Project risks</p>	<ul style="list-style-type: none"> <li>• Project operating model – ensuring linkage between the business process development and technology required to support</li> <li>• Funding constraint</li> <li>• Interdependency with digital / data project</li> </ul>

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## 7. Water Safety Plan projects



Project 7	Meeting new drinking water regulatory requirements
High level delivery plan	Steps
	1. Engage with external suppliers and Panels to better understand capacity and capability, confirm scope
	2. Procure additional internal resources and establish PMO
	3. Confirm programme plan, resources required, improve cost estimates and timing
	4. Contract external suppliers and contractors, including fast tracking design/build approaches with suppliers and contractors, as necessary.
	5. Undertake work required to complete various projects.
	6. Co-ordinate and monitor progress.
	7. Report against agreed milestones.

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## 7. Water Safety Plan projects



Project 7	Meeting new drinking water regulatory requirements
What we're doing	<ul style="list-style-type: none"> <li>Wellington Water has identified seven potential projects from its Water Safety Plan that could be brought forward with additional funding. We highlight that these projects are at an early stage of development and need to be tested against both supplier capacity to deliver and with individual councils. These include both asset improvement and technical works to improve processes.</li> </ul>
Why? (Problems & Benefits)	<ul style="list-style-type: none"> <li>Accelerate activity we know will be required under new regulation</li> <li>Mitigate risks of reservoir contamination and minimise risk of contamination through unauthorised/uncontrolled hydrant use</li> <li>Identify potential risk areas where treated and untreated drinking water could come into contact</li> <li>Build emergency response capability and provide dedicated equipment to clean treatment plants and reservoirs</li> <li>Enable rapid response and repair to water quality issues</li> </ul>
Who is doing the work?	<ul style="list-style-type: none"> <li>2 x additional fixed-term FTE for audit procedures</li> <li>Contractor Panel and Consultancy Panel</li> <li>Suppliers (e.g purchase of capital items)</li> <li>Project Manager (internal)</li> <li>Internal resource (Smart Services)</li> </ul>
Project costs	<b>\$3.2m to \$6.0m</b>
Project risks	<ul style="list-style-type: none"> <li>Panel and supplier capacity</li> <li>Deliverability within FY21 and ongoing funding</li> <li>Cost estimate may exceed budget</li> </ul>
Stimulus Objectives	<ul style="list-style-type: none"> <li>✓ <b>Job creation:</b> an estimated 10 - 15 external staff will be employed to deliver these projects</li> <li>✓ <b>Accelerates maintenance / renewals activity:</b> the majority of this spend is directly on maintaining our existing assets (reservoir roof coatings) or on design and build of the network tanker fill points, with the remaining spend improving our data and processes to enable improved asset management practices</li> </ul>

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## 8. Capital projects



Project 8	<b>Te Marua Water Treatment Plant Capacity Upgrade and Boar Bush reservoir refurbishment</b>								
Project risks	<ul style="list-style-type: none"> <li>• Te Marua:             <ul style="list-style-type: none"> <li>○ Accuracy of cost estimate</li> <li>○ Existing plant limitations</li> <li>○ Project delivery programme schedule</li> <li>○ Insufficient existing WTP information received</li> </ul> </li> <li>• Boar Bush:             <ul style="list-style-type: none"> <li>○ Accuracy of cost estimate</li> </ul> </li> </ul>								
Stimulus Objectives	<ul style="list-style-type: none"> <li>✓ <b>Job creation:</b> An estimate of around 3 to 5 additional staff will be involved to deliver the activities with the funding allocated to capital projects. Significantly more staffing resource will also be required over course of the wider delivery, for example in the construction phases.</li> <li>✓ <b>Accelerates maintenance / renewals activity:</b> Both capital projects support the resilience and reliability of the region’s water network</li> </ul>								
High level delivery plan	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #00728f; color: white;">Steps</th> </tr> </thead> <tbody> <tr><td>Phase 1: Define (Project initiation and Project Management Plan development)</td></tr> <tr><td>Phase 2: Develop (Concept Design and Procurement Strategy development)</td></tr> <tr><td>Phase 3: Consent (Note phase 3 – 7 are subject to outcome of Phase 2)</td></tr> <tr><td>Phase 4: Detailed Design</td></tr> <tr><td>Phase 5: Procurement</td></tr> <tr><td>Phase 6: Construction</td></tr> <tr><td>Defects period</td></tr> </tbody> </table> <ul style="list-style-type: none"> <li>• Note: The delivery plan above reflects the full design and build phases of the projects. Stimulus funding will be used to support the above activities although further funding is required from Councils for project completion.</li> </ul>	Steps	Phase 1: Define (Project initiation and Project Management Plan development)	Phase 2: Develop (Concept Design and Procurement Strategy development)	Phase 3: Consent (Note phase 3 – 7 are subject to outcome of Phase 2)	Phase 4: Detailed Design	Phase 5: Procurement	Phase 6: Construction	Defects period
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Phase 5: Procurement									
Phase 6: Construction									
Defects period									

Our water, our future.

## 8. Capital projects



Project 8	Te Marua Water Treatment Plant Capacity Upgrade and Boar Bush reservoir refurbishment
What we're doing	<ul style="list-style-type: none"> <li>• Undertake works to upgrade the Te Marua Water Treatment Plant (WTP) to increase its capacity:                             <ul style="list-style-type: none"> <li>○ Project is currently funded for the Develop phase, which includes the Concept Design and Procurement Strategy development</li> <li>○ Funding is being sought to support and accelerate the following phases towards completion</li> </ul> </li> <li>• Boar Bush has been proposed as a capital project for the South Wairarapa District Council</li> </ul>
Why? (Problems & Benefits)	<ul style="list-style-type: none"> <li>• Te Marua:                             <ul style="list-style-type: none"> <li>○ An assessment has identified that Wellington Water is unable to meet a 2% AEP drought (i.e. 1 in 50 years) with the existing plant during poor raw water conditions</li> <li>○ Te Marua WTP is a strategically significant regional WTP, and regional water demand cannot be met without it</li> <li>○ Improve resilience, prepare for future growth and manage demand</li> <li>○ improve the reliability of the network by providing additional capacity, and maintain redundancy in the event of a loss of supply from another plant</li> </ul> </li> <li>• The current infrastructure at Boar Bush is ageing and carries drinking water quality and resilient supply risk</li> </ul>
Who is doing the work?	<ul style="list-style-type: none"> <li>• Te Marua:                             <ul style="list-style-type: none"> <li>○ GHD is currently contracted to perform Concept Design and Procurement Strategy, due March 2021.</li> <li>○ WW will go to market for the subsequent Phases of work, depending on outcome of Procurement Strategy</li> </ul> </li> <li>• Boar Bush:                             <ul style="list-style-type: none"> <li>○ Contractor Panel and Consultancy Panel</li> </ul> </li> </ul>
Project costs	<p><b>\$0.3m-\$9.9m</b></p> <ul style="list-style-type: none"> <li>• We propose to use these capital projects as a 'wash up' for any underspend in other projects. This will help ensure that any Stage 1 Reform funding that is unspent in the required timeframe will be committed by 31 March 2022, maximising value to the Wellington Region water network.</li> </ul>



**FUNDING AGREEMENT**

**BETWEEN**

**DEPARTMENT OF INTERNAL AFFAIRS**

**AND**

**[NAME OF RECIPIENT]**

**FOR**

**THREE WATERS SERVICES REFORMS**

## AGREEMENT

The parties (identified below in Part 1) agree to be bound by the terms and conditions of this Agreement, as set out below in Part 1 (Key Details), Part 2 (General Terms), Part 3 (Definitions and Construction) and the Schedule (Payment Request).

### PART 1: KEY DETAILS

- 1 **Parties** The Sovereign in right of New Zealand, acting by and through the Chief Executive of the Department of Internal Affairs (**DIA**)
- [NAME OF RECIPIENT] (**Recipient**)
- 2 **Background** The New Zealand Government is undertaking a reform programme for “Three Waters” (drinking water, wastewater and stormwater) service delivery for communities (**Three Waters Reform Programme**). In conjunction with the Three Waters Reform Programme, the New Zealand Government is investing in water service delivery. The investment’s objectives are to:
1. improve the safety and quality of drinking water services, and the environmental performance of drinking water and wastewater systems, by maintaining, increasing or accelerating investment in core water infrastructure renewals and maintenance; and
  2. support New Zealand’s economic recovery from the COVID-19 pandemic through job creation, by enabling investment to continue at a time when council revenues are uncertain and they face immediate cashflow challenges.
- The New Zealand Government has mandated DIA to manage the provision of Government funding to local authorities to support investment in water infrastructure that supports its public health and environmental management objectives. Provision of such funding supports the objectives of the reform programme, by creating positive momentum toward reform of delivery arrangements for drinking water and wastewater services and infrastructure (with stormwater as a secondary priority).
- The New Zealand Government has also mandated Crown Infrastructure Partners Limited (**CIP**) to assist in managing such funding by undertaking a monitoring role.
- The Recipient is a territorial authority with statutory responsibility for delivering Three Waters services within its own district or city. The Recipient will work collaboratively with the New Zealand Government in connection with the Three Waters Reform Programme.
- DIA has agreed to contribute funding to the Recipient on the terms and conditions of this Agreement (**Agreement**).
- Key details of this Agreement are set out in this **Part 1**. The full terms and conditions are set out in **Part 2**. Defined terms and rules of interpretation are set out in **Part 3**.
- 3 **Conditions Precedent** No Funding is payable under this Agreement until DIA has confirmed to the Recipient in writing that it has received, and found, in its sole discretion, to be satisfactory to it in form and substance, the following documents and evidence:
1. This Agreement, duly executed by the Recipient by 30 September 2020.
  2. The Memorandum of Understanding, duly executed by the Recipient by 31 August 2020.

3. The final Delivery Plan prepared by the Recipient, in a form approved by DIA and duly executed by the Recipient by 31 October 2020.

A draft of the Delivery Plan must be submitted by no later than 30 September 2020 to [threewaters@dia.govt.nz](mailto:threewaters@dia.govt.nz) (copied to the Monitor) for review and comment by DIA (and/or the Monitor as its nominee).

Once DIA (or the Monitor) responds to the draft Delivery Plan, the Recipient must promptly engage with DIA (or the Monitor), seek to resolve such comments, and submit a final Delivery Plan for DIA's approval.

The Recipient is responsible for the content of the Delivery Plan and approval by DIA for the purposes of this Agreement shall not impose any obligations on DIA in respect of the Delivery Plan other than as expressly set out in this Agreement.

These conditions precedent must either be satisfied (in the opinion of DIA) or waived by DIA (at its sole discretion) by 31 October 2020, unless a later date is agreed otherwise in writing with DIA. In the event that they are not satisfied or waived within that time, DIA may notify the Recipient that this Agreement has not come into effect and is null and void.

- 4 **Expenditure Programme(s)** The Recipient may only use the Funding to complete the expenditure programme(s) described in the Delivery Plan (each an **Expenditure Programme**).
- 5 **Expenditure Programme Milestones and Completion Dates** The Recipient is to complete the Expenditure Programme Milestones set out in the Delivery Plan to the satisfaction of DIA by the Completion Dates dates set out therein.
- 6 **End Date** The End Date is 31 March 2022, or such later date determined by DIA in its discretion.
- 7 **Funding** The total Funding available under this Agreement is up to **NZ\$[INSERT HERE]** plus GST (if any). This is the Total Maximum Amount Payable.
- The first instalment of Funding under this Agreement is subject to satisfaction of the Conditions Precedent set out in Item 3 above and receipt of a duly completed Payment Request in accordance with clause 1 of Part 2.
- The balance of the Funding under this Agreement will be paid in instalments as specified in the Delivery Plan, subject to satisfaction of the conditions set out below and the other terms and conditions of this Agreement.
- Each instalment of Funding under this Agreement, following payment of the first instalment, is subject to:
- (a) Receipt of a duly completed Payment Request in accordance with clause 1 of Part 2.
  - (b) The Expenditure Programme(s) having commenced no later than 31 March 2021.
  - (c) DIA receiving and being satisfied with the quarterly reports specified in the Key Details, together with the other information required in this Agreement.
  - (d) No Termination Event, or event entitling DIA to suspend funding under this Agreement, subsisting.
  - (e) Any further conditions relating to that instalment of Funding as specified in the Delivery Plan.

The first Payment Request may be submitted upon the Commencement Date

occurring. Each subsequent Payment Request may only be submitted at the same time as submission of a quarterly report in accordance with item 8 (Reporting) of the Key Details, and no more than one such Payment Request may be submitted in any Quarter, except (in each case) to the extent agreed by DIA in its sole discretion.

## 8 Reporting

The Recipient will provide DIA (copied to the Monitor) with quarterly reports by the 10<sup>th</sup> Business Day following the end of each Quarter, with effect from the Commencement Date. Each quarterly report must include the information set out below, in the standard reporting form specified by DIA.

The Recipient will also provide DIA (copied to the Monitor) with a final report by the 10<sup>th</sup> Business Day following the date on which the Expenditure Programme(s) are completed. The final report must include the information set out below, in the standard reporting form specified by DIA.

Each report is to be in form and substance satisfactory to DIA in its sole discretion.

**Each quarterly report** must include the following information:

- (a) Description and analysis of actual progress of the Expenditure Programme(s) against planned progress for the relevant Quarter;
- (b) A summary of expenditure, actual against budgeted (including underspend and cash float), for the relevant Quarter;
- (c) Plans for the next Quarter;
- (d) Forecast cashflows and forecast of the costs to complete the Expenditure Programme(s);
- (e) Any major risks arising or expected to arise with the Expenditure Programme(s), costs or performance of this Agreement, together with actual or proposed mitigations for those risks (including, where the actual Expenditure Programme(s) costs are forecast to exceed budgeted costs, how the shortfall is to be funded);
- (f) A summary of the number of jobs created, actual against expected, through people employed in the Expenditure Programme(s);
- (g) Any specific reporting requirements set out in the Delivery Plan; and
- (h) Any other information that is notified by DIA in writing to the Recipient.

**The final report** must include the following information:

- (a) Description and analysis of completion of the Expenditure Programme(s) against the original programme;
- (b) A summary of expenditure, actual against budgeted (including underspend), for the full Expenditure Programme(s);
- (c) Detail of the Recipient's proposed next steps;
- (d) An update on media, marketing and communication activities for the Expenditure Programme(s);
- (e) A summary of the number of jobs created, actual against expected, through people employed in the Expenditure Programme(s);
- (f) Any specific reporting requirements set out in the Delivery Plan; and
- (g) Any other information that is notified by DIA in writing to the Recipient.

## 9 Special Terms

[None] / [*Special terms to be added*]

- 10 **Recipient's Bank Account** [xx-xxxx-xxxxxxxx-xxx]
- 11 **Representative** DIA's Representative: Recipient's Representative:  
Name: Allan Prangnell Name: [name]  
Email: [threewaters@dia.govt.nz](mailto:threewaters@dia.govt.nz) Email: [email]
- 12 **Address for Notices** To DIA: To the Recipient:  
Three Waters Reform [address]  
Level 7, 45 Pipitea Street Attention: [name]  
Wellington 6011 Email: [email]  
Attention: Allan Prangnell  
Email: [threewaters@dia.govt.nz](mailto:threewaters@dia.govt.nz), with  
a copy to [legalnotices@dia.govt.nz](mailto:legalnotices@dia.govt.nz)  
To the Monitor:  
Attention: Anthony Wilson  
Email:  
[3waters@crowinfrastructure.govt.nz](mailto:3waters@crowinfrastructure.govt.nz)

**SIGNATURES**

**SIGNED** by the **SOVEREIGN IN RIGHT OF NEW ZEALAND** acting by and through the Chief Executive of the Department of Internal Affairs or his or her authorised delegate:

\_\_\_\_\_  
Name:  
Position:  
Date:

**SIGNED** for and on behalf of [RECIPIENT NAME] by the person(s) named below, being a person(s) duly authorised to enter into obligations on behalf of the Recipient:

\_\_\_\_\_  
Name:  
Position:  
Date:

\_\_\_\_\_  
Name:  
Position:  
Date:

*END OF PART 1*

## **PART 2: GENERAL TERMS**

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### **1 FUNDING**

- 1.1 DIA must pay the Funding (up to the "Total Maximum Amount Payable" specified in the Key Details) to the Recipient, subject to the terms of this Agreement. Unless stated otherwise in this Agreement, the Recipient may only claim the Funding to the extent necessary to cover Eligible Costs that have been or will be incurred by the Recipient, and the Recipient must use the Funding solely on Eligible Costs.
- 1.2 The Recipient must submit a Payment Request to [threewaters@dia.govt.nz](mailto:threewaters@dia.govt.nz) and copying in DIA's Representative and the Monitor on completion of one or more Expenditure Programme Milestones specified in the Delivery Plan. Such Payment Request must be submitted at the time specified in, and otherwise in accordance with, item 7 (Funding) in the Key Details.
- 1.3 Each Payment Request is to be signed by the Chief Executive and an authorised signatory of the Recipient and must be in the form set out in the Schedule and include the confirmations set out therein, and must include:
- (a) the amount of Funding requested, which must not exceed the aggregate maximum Funding instalment amounts set out in the Delivery Plan for the Expenditure Programme Milestone(s) to which that Payment Request relates; and
  - (b) contain any other information required by DIA.
- 1.4 Once DIA has reviewed the Payment Request and the information enclosed with it, it will request the Recipient to provide (and the Recipient will provide) a valid GST invoice complying with the Goods and Services Tax Act 1985.
- 1.5 DIA is not required to pay any Funding in respect of a Payment Request:
- (a) if any Expenditure Programme Milestone(s) have not been completed by the relevant "Completion Date" specified in the Delivery Plan;
  - (b) if any reports specified in the Key Details have not been provided or are not in form and substance satisfactory to DIA in its sole discretion;
  - (c) if the Conditions specified in Item 7 of the Key Details relating to that instalment have not been satisfied;
  - (d) if payment will result in the Funding exceeding the "Total Maximum Amount Payable" specified in the Key Details;
  - (e) if this Agreement has expired or been terminated; and/or
  - (f) while the Recipient is in breach of this Agreement.
- For the avoidance of doubt, DIA's obligation to make Funding available under this Agreement is strictly subject to clause 6.2.
- 1.6 Subject to the terms of this Agreement, DIA must pay each valid Payment Request by the 20th day of the month after the month the GST invoice referred to in clause 1.4 is dated, and if such day is not a Business Day, on the next Business Day. DIA will pay the Funding to the Bank Account of the Recipient specified in Item 10 of the Key Details.



- 1.7 The Funding made available under this Agreement comprises grant funding and does not comprise an equity investment or loan. It is only repayable in the specific circumstances set out in this Agreement.
- 1.8 DIA may, at its discretion, notify the Recipient in writing that it wishes to enter into a GST Offset Agreement in connection with the payment of GST on any Funding. The Recipient must, where applicable, take all such steps as are reasonably required to achieve that GST offset in accordance with the Goods and Services Tax Act 1985.

## 2 RECIPIENT'S RESPONSIBILITIES

### **Standards and compliance with laws**

- 2.1 The Recipient must comply with all applicable laws, regulations, rules and professional codes of conduct or practice.

### **Expenditure Programme(s) and Contractors**

- 2.2 The Recipient must not, without DIA's prior written consent, make any Material Variation to the Expenditure Programme(s) (including its description and scope) as set out in the Delivery Plan.
- 2.3 The Recipient must ensure that the Expenditure Programme(s) are carried out:
- (a) promptly with due diligence, care and skill, and in a manner that meets or exceeds Best Industry Practice;
  - (b) by appropriately trained, qualified, experienced and supervised persons; and
  - (c) in accordance with any directions of DIA, notified by DIA in writing from time to time.
- 2.4 The Recipient must use reasonable endeavours to ensure that the Expenditure Programme Milestones are completed by the relevant "Completion Date" specified in the Delivery Plan.
- 2.5 The Recipient is responsible for the acts and omissions of any contractors and subcontractors.
- 2.6 The Recipient must ensure (and will procure that the head contractor when engaging with any other contractor ensures) that all agreements it enters into with any contractors or any other party in connection with the Expenditure Programme(s) are on an "arm's length" basis, provide value-for-money and do not give rise to any Conflict of Interest. The Recipient must provide DIA with reasonable evidence of compliance with this clause 2.6 in response to any request by DIA from time to time.

### **Information Undertakings**

- 2.7 The Recipient must provide DIA with the reports specified in the Key Details, in accordance with the timeframes and reporting requirements set out in the Key Details.
- 2.8 The Recipient must provide DIA with any other information about the Expenditure Programme(s) requested by DIA within the timeframe set out in the request.
- 2.9 The Recipient must promptly notify DIA if:

- (a) the Recipient (or any of its personnel or contractors) becomes aware of, or subject to, a Conflict of Interest; or
- (b) the Recipient becomes aware of any matter that could reasonably be expected to have an adverse effect on an Expenditure Programme and any related programme, or result in a Termination Event or a breach of any term of this Agreement by the Recipient,

and if requested by DIA must promptly provide DIA with its plan to mitigate and manage such Conflict of Interest or such matter.

- 2.10 The Recipient must not at any time do anything that could reasonably be expected to have an adverse effect on the reputation, good standing or goodwill of DIA or the New Zealand Government. The Recipient must keep DIA informed of any matter known to the Recipient which could reasonably be expected to have such an effect.
- 2.11 The parties acknowledge and agree that CIP (or any other Monitor) may, to the extent directed by DIA, undertake a reviewing and monitoring role under this Agreement, including by:
- (a) reviewing and confirming satisfaction with the Delivery Plan and with the reports specified in the Key Details;
  - (b) seeking, reviewing and confirming satisfaction with further information from the Recipient; and
  - (c) making recommendations to DIA and the New Zealand Government in respect of the Funding and the Agreement.

The Recipient agrees that all its communications and correspondence under this Agreement may be made with DIA or, to the extent directed by DIA, the Monitor.

#### **Funding, records and auditors**

- 2.12 The Recipient must receive and manage all Funding in accordance with good financial management and accounting practices and to a high standard that demonstrates appropriate use of public funds.
- 2.13 The Recipient must keep full and accurate records (including accounting records) of the Expenditure Programme(s) and retain them for at least 7 years after the last payment of Funding under this Agreement. The Recipient must permit DIA (or any auditor nominated by DIA) to inspect all records relating to the Expenditure Programme(s) and must allow DIA and/or the auditor access to the Recipient's premises, systems and personnel for the purposes of this inspection. DIA shall bear any third party costs arising from such inspection, unless the inspection reveals a breach of this Agreement, in which case the Recipient shall bear such costs.

#### **Reform**

- 2.14 The Recipient agrees to work constructively together with DIA and the New Zealand Government to support the objectives of the Three Waters Reform Programme pursuant to the Memorandum of Understanding. The parties acknowledge that the undertaking set out in this clause 2.14 is intended to be non-binding.

**3 INTELLECTUAL PROPERTY**

- 3.1 DIA acknowledges that the Recipient and its licensors own all pre-existing intellectual property which they contribute to the Expenditure Programme(s), and all new intellectual property which they create in the course of the Expenditure Programme(s).
- 3.2 The Recipient grants an irrevocable, perpetual, royalty-free, sub-licensable licence to DIA and the Monitor to use all reports, documents, information and other materials created or provided by the Recipient to DIA or the Monitor under or in connection with the Expenditure Programme(s) and this Agreement.
- 3.3 The Recipient warrants that it has obtained (or will obtain, prior to creation of each relevant work) all rights and permissions necessary to enable the grant and exercise of the licence in clause 3.2 without infringing the intellectual property rights of any third party.

**4 TERM AND TERMINATION**

- 4.1 This Agreement will be effective on and from the Commencement Date, which will be the latest to occur of:
- (a) the date this Agreement has been signed by both parties; and
  - (b) the date on which DIA has provided written notice to the Recipient that the Conditions Precedent specified in the Key Details have either been satisfied (in the opinion of DIA) or waived by DIA (at its sole discretion).
- 4.2 This Agreement will remain in force until the End Date, unless terminated in accordance with this Agreement.
- 4.3 DIA can terminate this Agreement with immediate effect, by giving notice to the Recipient, at any time:
- (a) while DIA reasonably considers that the Recipient has become or is likely to become insolvent;
  - (b) while the Recipient is subject to the appointment of a liquidator, receiver, manager or similar person in respect of any of its assets or a Crown Manager or Commission is appointed in respect of the Recipient under Part 10 of the Local Government Act 2002;
  - (c) if the Expenditure Programme(s) have not commenced by 31 March 2021; or
  - (d) while any one or more of the follow events or circumstances remains unremedied:
    - (i) the Recipient is materially in breach of any obligation, or a condition or warranty, under this Agreement;
    - (ii) the Recipient has provided DIA with information in connection with or under this Agreement that (whether intentionally or not) is materially incorrect or misleading, and/or omits material information;
    - (iii) DIA reasonably considers that this Agreement or an Expenditure Programme has caused, or may cause, DIA and/or the New Zealand Government to breach any legal obligations (including its international trade obligations);
    - (iv) the Recipient abandons an Expenditure Programme;

- (v) the Recipient is involved in any intentional or reckless conduct which, in the opinion of DIA, has damaged or could damage the reputation, good standing or goodwill of DIA or the New Zealand Government, or is involved in any material misrepresentation or any fraud;
- (vi) the Recipient (or any of its personnel or contractors) is subject to a Conflict of Interest which cannot be managed to DIA's satisfaction; or
- (vii) any change in law, regulations or other circumstances materially affects DIA's ability to perform its obligations under this Agreement.

- 4.4 However, where DIA considers that a Termination Event set out in clause 4.3(d) can be remedied, DIA must give notice to the Recipient requesting a remedy, and must not exercise its right of termination unless the relevant event remains unremedied for at least 14 days (or any longer period agreed with the Recipient) after that notice has been provided by DIA.
- 4.5 On expiry or termination of this Agreement, where the aggregate of (a) the total Funding paid under this Agreement and (b) any other money received or allocated by the Recipient, in each case to carry out an Expenditure Programme, exceeds the amount required to perform the Expenditure Programme, the Recipient must upon request refund to DIA the excess amount.
- 4.6 At any time DIA may recover the amount of any Funding that has been spent or used other than in accordance with this Agreement, or not applied to Eligible Costs by the End Date, together with interest on all such amounts calculated at 10% per annum from the date of the mispending to the date the money is repaid.
- 4.7 Clauses 1.5, 2.1, 2.12, 2.13, 3, 4, 5, 6, 7, 8, 9, 10 and 11 survive expiry or termination of this Agreement, along with any other parts of this Agreement necessary to give effect to those provisions. Expiry or termination of this Agreement does not affect any accrued rights, including any rights in respect of a breach of this Agreement or Termination Event that occurred before expiry or termination.

## 5 **WARRANTIES AND UNDERTAKINGS**

- 5.1 The Recipient warrants that, in the course of its activities in connection with the Expenditure Programme(s), it will not infringe any intellectual property or other rights of any contractor or any other third party.
- 5.2 The Recipient warrants that, as at the date of this Agreement:
- (a) It has full power and authority to enter into and perform its obligations under this Agreement which, when executed, will constitute binding obligations on it in accordance with this Agreement's terms, and it has complied with the Local Government Act 2002 in entering into this Agreement;
  - (b) the Recipient is solvent and is not subject to the appointment of a liquidator, receiver, manager or similar person in respect of any of its assets or to the appointment of a Crown Manager or Commission under Part 10 of the Local Government Act 2002;
  - (c) all information and representations disclosed or made to DIA by the Recipient in connection with this Agreement are true and correct, do not omit any material matter, and are not likely to mislead or deceive DIA as to any material matter;

- (d) it has disclosed to DIA all matters known to the Recipient (relating to the Expenditure Programme(s), the Recipient or its personnel) that could reasonably be expected to have an adverse effect on the reputation, good standing or goodwill of DIA or the New Zealand Government; and
  - (e) it is not aware of any material information that has not been disclosed to DIA which may, if disclosed, materially adversely affect the decision of DIA whether to provide the Funding.
- 5.3 The Recipient warrants that:
- (a) the Funding has been or will be applied solely to Eligible Costs; and
  - (b) the Expenditure Programme(s) will take into account the parties' shared intention to:
    - (i) support economic recovery through job creation; and
    - (ii) maintain, increase and/or accelerate investment in core water infrastructure renewals and maintenance,

and such warranty will be deemed to be repeated continuously so long as this Agreement remains in effect by reference to the facts and circumstances then existing.

- 5.4 DIA warrants that, as at the date of this Agreement, it has full power and authority to enter into and perform its obligations under this Agreement which, when executed, will constitute binding obligations on it in accordance with this Agreement's terms.
- 5.5 The Recipient acknowledges that DIA has entered into this Agreement in reliance on these warranties and undertakings.
- 5.6 The Recipient acknowledges and agrees that DIA has made no warranty or representation that any funding or financial support is or will be available to the Recipient in respect of the Expenditure Programme(s), other than the Funding.

## 6 **LIABILITY**

- 6.1 The maximum liability of DIA under or in connection with this Agreement, whether arising in contract, tort (including negligence) or otherwise, is limited to the total amount of Funding paid or payable under this Agreement.
- 6.2 The Recipient undertakes to pay any and all cost overruns of the Expenditure Programme(s) and any funding shortfall, and DIA and the New Zealand Government have no obligations or responsibility whatsoever in respect of such cost overruns and funding shortfall and accept no financial risk in the Expenditure Programme(s).
- 6.3 DIA is not liable for any claim under or in connection with this Agreement or the Expenditure Programme(s), whether arising in contract, tort (including negligence) or otherwise, where such claim is or relates to any loss of profit, loss of revenue, loss of use, loss of reputation, loss of goodwill, loss of opportunity (in each case whether direct, indirect or consequential) or any other indirect, consequential or incidental loss or damages of any kind whatsoever.

**7 CONFIDENTIALITY**

- 7.1 Subject to clause 7.2 and 7.3, each party must keep the other party's Confidential Information in confidence, and must use or disclose that Confidential Information only to the extent necessary to perform its obligations, and/or take the intended benefit of its rights, under this Agreement. However, this will not prohibit:
- (a) either party from using or disclosing any information with the written prior consent of the other party;
  - (b) use or disclosure of information that has become generally known to the public other than through a breach of this Agreement;
  - (c) either party from disclosing information to its personnel, contractors or advisors with a need to know, so long as the relevant personnel, contractors and advisors use the information solely to enable that party to perform its obligations and/or take the intended benefit of its rights under this Agreement, and so long as they are informed of the confidential nature of the information and, in the case of the Recipient, the Recipient receives an acknowledgement from its personnel, contractors or advisors that they acknowledge, and must comply with, the confidentiality obligations in this Agreement as if they were party to it;
  - (d) disclosure required by any law, or any compulsory order or requirement issued pursuant to any law; or
  - (e) DIA from using or disclosing to any party any documents, reports or information received in relation to this Agreement, provided that prior to any such disclosure DIA removes all information that is commercially sensitive to the Recipient from the relevant work.
- 7.2 The Recipient acknowledges and agrees that nothing in this Agreement restricts DIA's ability to:
- (a) discuss, and provide all information in respect of, any matters concerning the Recipient, the Expenditure Programme(s) or this Agreement with any Minister of the Crown, the Monitor, any other government agency or any of their respective advisors;
  - (b) meet its obligations under any constitutional or parliamentary convention (or other obligation at law) of or in relation to the New Zealand Parliament, the New Zealand House of Representatives or any of its Committees, any Minister of the Crown, or the New Zealand Auditor-General, including any obligations under the Cabinet Manual including the "no surprises" principle; and
  - (c) publicise and report on the awarding of the Funding, including the Recipient's and any of its contractor's names, the amount and duration of the Funding and a brief description of the Expenditure Programme(s), on websites; in media releases; general announcements and annual reports.
- 7.3 The Recipient acknowledges that:
- (a) the contents of this Agreement (including the Delivery Plan); and
  - (b) information provided to DIA and the Monitor (including the reports specified in the Key Details),

may be official information in terms of the Official Information Act 1982 and, in line with the purpose and principles of the Official Information Act 1982, this Agreement and such information may be released to the public unless there is good reason under the Official Information Act 1982 to withhold it.

- 7.4 DIA acknowledges that the Recipient is subject to the Local Government Official Information and Meetings Act 1987 and that its confidentiality obligations under this clause 7 are subject to its compliance with that Act.

## 8 MEDIA AND COMMUNICATIONS

- 8.1 Before making any media statements or press releases (including social media posts) regarding this Agreement and/or DIA's involvement with the Expenditure Programme(s), the Recipient will consult with DIA, and will obtain DIA's prior approval to any such statements or releases.
- 8.2 The Recipient will refer any enquiries from the media or any other person about the terms or performance of this Agreement to DIA's Representative.
- 8.3 The Recipient will acknowledge the New Zealand Government as a source of funding in all publications (including any digital presence) and publicity regarding the Expenditure Programme(s) in accordance with funding acknowledgement guidelines agreed with DIA. The Recipient must obtain DIA's approval of the form and wording of the acknowledgement prior to including the acknowledgement in the publication or publicity (as the case may be).
- 8.4 The Recipient does not have the right to enter into any commitment, contract or agreement on behalf of DIA or any associated body, or to make any public statement or comment on behalf of DIA or the New Zealand Government.
- 8.5 All correspondence with DIA under this clause 8 must be directed to DIA's Representative and copied to [threewaters@dia.govt.nz](mailto:threewaters@dia.govt.nz) and the Monitor.

## 9 DISPUTES

- 9.1 In the event of any dispute, controversy or claim arising out of or in connection with this Agreement, or in relation to any question regarding its existence, breach, termination or invalidity (in each case, a **Dispute**), either party may give written notice to the other specifying the nature of the Dispute and requesting discussions under this clause 9 (**Dispute Notice**). As soon as reasonably practicable following receipt of a Dispute Notice, the parties must meet (in person, or by audio or video conference) and endeavour to resolve the Dispute by discussion, negotiation and agreement.
- 9.2 If the matter cannot be amicably settled within 20 Business Days after the date of the Dispute Notice then, at the request in writing of either party, the matter in respect of which the Dispute has arisen must be submitted, together with a report describing the nature of such matter, to the Representatives (or, if no such Representatives have been appointed, the respective Chief Executives of the parties) (together the **Dispute Representatives**).
- 9.3 Within 20 Business Days after the receipt of a request under clause 9.2, one individual (who does not act in his or her professional capacity as legal counsel for either party) selected by each of the Dispute Representatives, must make a presentation of no longer than 30 minutes to each of the Dispute Representatives (which may be by telephone or remotely), who will then attempt in good faith to reach a common decision within a half-day. The decision of the Dispute Representatives is binding on the parties.

- 9.4 In the case of a Dispute, if the Dispute Representatives have not met within 20 Business Days of receiving a request in accordance with clause 9.2, or if they fail to reach a common decision within the stated time period, either party may by notice in writing to the other party refer the Dispute to be referred to mediation before a single mediator appointed by the parties. Each party will bear its own costs of mediation and the costs of the mediator will be divided evenly between the parties.
- 9.5 If the parties are unable to agree on the appointment of a mediator within 5 Business Days of the notice requiring the Dispute to be referred to mediation, a mediator may be appointed at the request of any party by the Arbitrators' and Mediators' Institute of New Zealand Inc.
- 9.6 If the Dispute is not resolved within 20 Business Days of referral to mediation, the parties may commence court proceedings without further participation in any mediation.
- 9.7 Nothing in this clause 9 will prevent either party from seeking urgent interim relief from a court (or other tribunal) of competent jurisdiction.

## 10 REPRESENTATIVES

- 10.1 All matters or enquiries regarding this Agreement must be directed to each party's Representative (set out in the Key Details).
- 10.2 Each party may from time to time change the person designated as its Representative on 10 Business Days' written notice to the other Party. Any such change will also take effect as a change of the relevant Representative for the purposes of the Memorandum of Understanding.

## 11 GENERAL

- 11.1 Each notice or other communication given under this Agreement (each a **notice**) must be in writing and delivered personally or sent by post or email to the address of the relevant party set out in the Key Details or to any other address from time to time designated for that purpose by at least 10 Business Days' prior written notice to the other party. A notice under this Agreement is deemed to be received if:
- (a) **Delivery:** delivered personally, when delivered;
  - (b) **Post:** posted, 5 Business Days after posting or, in the case of international post, 7 Business Days after posting; and
  - (c) **Email:** sent by email:
    - (i) If sent between the hours of 9am and 5pm (local time) on a Business Day, at the time of transmission; or
    - (ii) If subclause (i) does not apply, at 9am (local time) on the Business Day most immediately after the time of sending,provided that an email is not deemed received unless (if receipt is disputed) the party giving notice produces a printed copy of the email which evidences that the email was sent to the email address of the party given notice.
- 11.2 The Recipient agrees to execute and deliver any documents and to do all things as may be required by DIA to obtain the full benefit of this Agreement according to its true intent.



- 11.3 No legal partnership, employer-employee, principal-agent or joint venture relationship is created or evidenced by this Agreement.
- 11.4 This Agreement constitutes the sole and entire understanding with respect to the subject matter hereof and supersedes all prior discussions, representations and understandings, written or oral.
- 11.5 No amendment to this Agreement will be effective unless agreed in writing and signed by both parties.
- 11.6 The Recipient may not assign or transfer any of its contractual rights or obligations under this Agreement, except with DIA's prior written approval.
- 11.7 DIA may assign or transfer any of its contractual rights or obligations under this Agreement without the Recipient's prior approval. DIA may at any time disclose to a proposed assignee or transferee any information which relates to, or was provided in connection with, the Recipient, the Expenditure Programme(s) or this Agreement.
- 11.8 No failure, delay or indulgence by any party in exercising any power or right conferred on that party by this Agreement shall operate as a waiver. A single exercise of any of those powers or rights does not preclude further exercises of those powers or rights or the exercise of any other powers or rights.
- 11.9 The exercise by a party of any express right set out in this Agreement is without prejudice to any other rights, powers or remedies available to a party in contract, at law or in equity, including any rights, powers or remedies which would be available if the express rights were not set out in this Agreement.
- 11.10 This Agreement is not intended to confer any benefit on or create any obligation enforceable at the suit of any person not a party to this Agreement.
- 11.11 Any provision of this Agreement that is invalid or unenforceable will be deemed deleted, and will not affect the other provisions of this Agreement, all of which remain in force to the extent permitted by law, subject to any modifications made necessary by the deletion of the invalid or unenforceable provision.
- 11.12 This Agreement is to be governed by the laws of New Zealand, and the parties submit to the non-exclusive jurisdiction of the courts of New Zealand.
- 11.13 This Agreement may be executed in any number of counterparts (including duly electronically signed, scanned and emailed copies). So long as each party has received a counterpart signed by each of the other parties, the counterparts together shall constitute a binding and enforceable agreement. This Agreement is intended to constitute a binding and enforceable agreement in accordance with its terms.

*END OF PART 2*

**PART 3: DEFINITIONS AND CONSTRUCTION**

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**Defined terms**

In this Agreement, unless the context requires otherwise, terms defined in the Agreement have the meaning set out therein and:

*Authorisation* means:

- (a) any consent, authorisation, registration, filing, lodgement, agreement, notarisation, certificate, permission, licence, approval, authority or exemption from, by or with a governmental agency or required by any law (including any consent under the Resource Management Act 1991); or
- (b) in relation to anything which will be fully or partly prohibited or restricted by law if a governmental agency intervenes or acts in any way within a specified period after lodgement, filing, registration or notification, the expiry of that period without intervention or action.

*Best Industry Practice* means that degree of skill, care and foresight and operating practice that would reasonably and ordinarily be expected of a skilled and competent supplier of services engaged in the same type of undertaking as that of the Recipient or any contractors (as applicable) under the same or similar circumstances as those contemplated by this Agreement.

*Business Day* means any day other than a Saturday, Sunday or public holiday within the meaning of section 44 of the Holidays Act 2003.

*Commencement Date* has the meaning given in clause 4.1 of Part 2.

*Completion Date* is the date that the relevant Expenditure Programme Milestone is to be completed by the Recipient, described in the Delivery Plan, and includes any amendment to the date which may be agreed in writing (including by email but only when DIA’s Representative expressly confirms in writing

that they have received approval of the change from the correct DIA delegation holder) between the parties from time to time.

*Conditions* means the conditions to the payment of a Funding instalment as specified in Item 7 of the Key Details.

*Confidential Information* of a party (Owner), means any information in the possession or control of another party (Holder) that:

- (a) was originally acquired by the Holder in connection with this Agreement through disclosures made by or at the request of the Owner; and/or
- (b) was originally acquired by the Holder in connection with this Agreement through any access to, or viewing, inspection or evaluation of, the premises, facilities, documents, systems or other assets owned or controlled by the Owner; and/or
- (c) is derived from information of a kind described in paragraph (a) or (b) above; but excludes any information which the Holder can show:
  - (d) was lawfully acquired by the Holder, entirely independently of its activities in connection with this Agreement, and is free of any other obligation of confidence owed to the Owner; and/or
  - (e) has been independently developed by the Holder without reference to the Owner’s Confidential Information, and without breaching any other obligation of confidence owed to the Owner.

Notwithstanding the foregoing, the terms of this Agreement (excluding the Delivery Plan) are not Confidential Information.

*Conflict of Interest* means any matter, circumstance, interest or activity of the Recipient, its personnel or contractors, or any other person with whom the Recipient has a relationship that:

- (a) conflicts with:
- (i) the obligations of the Recipient (or its personnel or contractors) to DIA under this Agreement; or
  - (ii) the interests of the Recipient in relation to this Agreement and/or the procuring of the Expenditure Programme(s); or
- (b) otherwise impairs or might appear to impair the ability of the Recipient (or any of its personnel or contractors) to diligently and independently carry out the Expenditure Programme(s) in accordance with this Agreement.

*Delivery Plan* means the delivery plan setting out the scope of the Expenditure Programme(s) to which Funding is to be applied, based on the template provided by and in the form approved by DIA and executed by DIA and the Recipient.

*Eligible Costs* means the actual costs that have been or will be reasonably incurred by the Recipient on or after the Commencement Date and no later than the End Date to deliver an Expenditure Programme in accordance with the Delivery Plan.

*Expenditure Programme Milestone* means, in respect of an Expenditure Programme, a milestone for that Expenditure Programme, as set out in the Delivery Plan.

*Funding* means the funding or any part of the funding (as the context requires) payable by DIA to the Recipient in accordance with the terms of this Agreement, as described in the Key Details.

*GST Offset Agreement* means a deed of assignment between DIA as Assignor and the Recipient as Assignee providing for the offset of the amount of GST in accordance with the Goods and Services Tax Act 1985.

*Key Details* means Part 1 of this Agreement.

*Memorandum of Understanding* means the memorandum of understanding relating to Three Waters Services Reform between DIA

and the Recipient, in the form provided by DIA.

*Material Variation* means, in respect of an Expenditure Programme, any variation which on its own or together with any other variation or variations results in, or is likely to result in the budgeted expenditure (taking into account all variations) being exceeded or an Expenditure Programme being materially delayed, or any variation that materially amends the scope, specifications or function of an Expenditure Programme.

*Monitor* means CIP, or any other entity appointed by DIA in its sole discretion to assist in managing the Funding by undertaking a monitoring role.

*Payment Request* means a request submitted to DIA by the Recipient seeking payment of Funding substantially in the form set out in the Schedule to this Agreement.

*Quarter* means a financial quarter, being a three monthly period ending on 30 June, 30 September, 31 December or 31 March.

*Termination Event* means any one or more of the events or circumstances set out in clause 4.3.

### **Construction**

In the construction of this Agreement, unless the context requires otherwise:

*Currency:* a reference to any monetary amount is to New Zealand currency;

*Defined Terms:* words or phrases appearing in this Agreement with capitalised initial letters are defined terms and have the meanings given to them in this Agreement;

*Documents:* a reference to any document, including this Agreement, includes a reference to that document as amended or replaced from time to time;

*Inclusions:* a reference to “includes” is a reference to “includes without limitation”, and “include”, “included” and “including” have corresponding meanings;

*Joint and Several Liability:* any provision of this Agreement to be performed or observed by two or more persons binds those persons jointly and severally;

*Parties:* a reference to a party to this Agreement or any other document includes that party's personal representatives/successors and permitted assigns;

*Person:* a reference to a person includes a corporation sole and also a body of persons, whether corporate or unincorporate;

*Precedence :* if there is any conflict between the different parts of this Agreement, then unless specifically stated otherwise, the Key Details will prevail over Part 2, and Part 2 will prevail over the Delivery Plan;

*Precedence with Memorandum of Understanding:* if there is any conflict

between this Agreement and the Memorandum of Understanding, then unless specifically stated otherwise, this Agreement will prevail;

*Related Terms:* where a word or expression is defined in this Agreement, other parts of speech and grammatical forms of that word or expression have corresponding meanings;

*Statutes and Regulations:* a reference to an enactment or any regulations is a reference to that enactment or those regulations as amended, or to any enactment or regulations substituted for that enactment or those regulations;

*Writing:* a reference to "written" or "in writing" includes email and any commonly used electronic document format such as .DOC or .PDF.

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END OF PART 3

**SCHEDULE: PAYMENT REQUEST**

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To: DEPARTMENT OF INTERNAL AFFAIRS

Dated: [•]

**PAYMENT REQUEST**

1. We refer to the Funding Agreement dated [•] 2020 between [•] as recipient (**Recipient**) and the Department of Internal Affairs (**DIA**) (the **Agreement**). Terms defined in the Agreement have the same meaning in this Payment Request.
2. This is a Payment Request for the purpose of clauses 1.2 and 1.3 of the Agreement.
3. Each of the Expenditure Programme Milestones that have been completed are:  
  
*[insert description of each of Expenditure Programme Milestones completed, including the date of completion]*
4. The amount of Funding requested is \$[•] plus GST if any.
5. The Funding requested in this Payment Request has been or will be required to meet the Eligible Costs.
6. We enclose with this Payment Request:
  - (a) a breakdown / total transaction listing of total Eligible Costs that have been or will be incurred to deliver the completed Expenditure Programme Milestone(s);
  - (b) the conditions to the applicable Expenditure Programme Milestone(s) as set out in the Funding Agreement and the Delivery Plan;
  - (c) a quarterly report; and *\*Note: (c) is not applicable for the first Payment Request, or where DIA has agreed under item 7 of the Key Terms that a Payment Request does not need to be provided alongside a quarterly report*
  - (d) any other reasonable information or evidence requested by DIA or the Monitor in relation to Eligible Costs that have been incurred or will be incurred.
7. We confirm that:
  - (a) no Termination Event is subsisting; and
  - (b) each of the warranties set out in the Agreement are correct as at the date of this Payment Request.

By and on behalf of the Recipient by

NAME OF RECIPIENT

\_\_\_\_\_  
Chief Executive

\_\_\_\_\_  
Authorised Officer

## Our advice

<b>Prepared for</b>	SOLGM
<b>Prepared by</b>	Jonathan Salter and Lizzy Wiessing
<b>Date</b>	31 July 2020

PRIVILEGED AND CONFIDENTIAL

### Three waters services reform MOU - no explicit triggers for consultation before territorial authorities sign

<b>Background</b>	<ol style="list-style-type: none"><li>1. You have asked us to prepare advice to be circulated to territorial authorities with the draft memorandum of understanding for three water services reform (<b>MOU</b>).</li><li>2. Our advice proceeds on the presumption that councils will enter into the MOU after their annual plan for 2020/21 has been adopted.</li></ol>
<b>Question</b>	<ol style="list-style-type: none"><li>3. Do territorial authorities need to consult their community before entering into the MOU?</li></ol>
<b>Answer</b>	<ol style="list-style-type: none"><li>4. Generally, no. There are no explicit triggers for consultation before entering into the MOU. The decision to enter into it is of course subject to the general requirements relating to decision-making in Part 6 of the Local Government Act 2002 (<b>LGA 02</b>). If councils consider they do not have a reasonable understanding of community views in relation to the commitments arising from the MOU then they could choose to consult their communities about the decision. We expect this will be the exception not the norm.</li><li>5. Certain choices made subsequently as to what projects to advance or steps to take might trigger consultation requirements at that time.</li></ol>

## Our reasons

	<b>Page</b>
<b>Summary</b>	
<ul style="list-style-type: none"> <li>• The obligations assumed on upon entry into the MOU do not trigger any explicit requirements to consult in the LGA 02. <span style="float: right;">2</span></li> <li>• The decision is subject to the general requirements relating to decision-making in Part 6 of the LGA 02, meaning local authorities may choose to consult. <span style="float: right;">3</span></li> <li>• Subsequent decisions relating to either the reform or projects/funding aspects may trigger consultation requirements at that time. <span style="float: right;">3-4</span></li> </ul>	

### **The obligations assumed upon entry into the MOU have no explicit consultation triggers**

6. The key commitment in the MOU is to working constructively together to support the objectives of the the three waters service delivery reform programme (page 3). The MOU contains objectives that will underpin the reform programme and inform the development of reform options/proposals and core reform design features (pages 3 and 4). We refer to this as the reform commitment.
7. It is fundamental to the reform commitment that there is acknowledgement by both parties to the MOU that there are challenges facing the delivery of water services and infrastructure and the communities that fund and rely on those services, that are in need of solutions. These challenges are set out in summary form in the Background section. This section also makes it clear that the reform process and stimulus funding proposed by government is designed to support economic recovery post COVID-19 and address persistent systemic issues facing the three waters sector through a combination of:
  - Stimulation investment, to assist economic recovery through job creation and maintain investment in water infrastructure renewals and maintenance; and
  - Reforming current water service delivery, into larger scale providers, to realise significant economic, public health, environmental, and other benefits over the medium to long term.
8. The Background refers to a shared understanding that a partnership approach will best support the wider community and ensure that the transition to any eventual new arrangements is well managed and as smooth as possible. This partnership approach is set out more fully in the section “Principles for Working Together” as a relationship based on mutual trust and respect, openness, non-adversarial dealings and constructive problem-solving, co-operation and information sharing. As principles to underpin dealings between local authorities and the Crown, these are uncontroversial.

- 
9. The reform objectives which “inform the development of reform options/proposals” are similarly self-evident with the possible exception of the objective of:

“Improving the co-ordination of resources, planning, and unlocking strategic opportunities to consider New Zealand’s infrastructure and environmental needs at a larger scale.”

10. This is offset to some extent by the objective of “undertaking the reform in a manner that enables local government to further enhance the way in which it can deliver on its broader “wellbeing mandates” as set out in the Local Government Act 2002.”
11. The parties to the MOU agree to consider minimum design features which include water service delivery entities of significant scale (most likely multi-regional) to enable benefits from aggregation to be achieved over the medium to long-term, structured as statutory entities.
12. Funding from central government to councils is available in three tranches. Tranche one funding will be provided following entry into the MOU and agreement to an associated funding agreement and delivery plan. The delivery plan will need to show that the funding is to be applied to opex or capex that supports economic recovery through job creation and maintains, increases or accelerates investment in core water infrastructure renewals and maintenance (page 5). The funding cannot be applied to projects already in a council’s annual plan. We refer to this as the projects commitment.
13. The MOU is effective from the date of signing until 30 June 2021, unless terminated earlier or extended.
14. Neither the reform commitment nor projects commitments bind councils to specific three waters projects. Rather, councils are committing to participate in a reform process looking at changes to three waters delivery and identify possible projects that are eligible for funding. The obligations are exploratory/investigative in nature.
15. The MOU cannot, and does not, supplant the planning, accountability and associated consultation obligations of local authorities in the LGA 02. These continue to apply when there is a relevant trigger.
16. Decisions on three waters projects are the likely outcome of the reform process and funding provided, after participation in the process, after entry into the MOU. The consultation can be undertaken at that time.

**The decision to enter the MOU is subject to the Part 6 LGA 02 decision-making obligations –**

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17. Whether or not to enter into the MOU will be at councils’ discretion. As a decision, the decision will be subject to the general decision-making obligations in Part 6 of the LGA 02.
18. The Part 6 LGA 02 obligations include the section 78 obligation to consider the views and preferences of interested and affected
-



**these do not strongly indicate that consultation is required**

persons when making this decision, and determine whether consultation is needed or appropriate in order to identify those views and preferences.

19. This determination as to extent of compliance with section 78 will be a judgement for each council to make under section 79, and will depend in part on the particular council's significance and engagement policy (**SEP**), and its 2020/21 annual plan and current LTP.
20. The availability of Crown funding for core water infrastructure (at an amount disclosed before the MOU is entered into) is a unique opportunity to relieve local funding pressures that councils might reasonably expect their communities to support. The associated commitment to cooperate in a consideration of structural water reform is a subject on which councils may have limited understanding of community views. However, the exploratory/investigative nature of the reform commitment and the express provision in the MOU that it does not give rise to legally enforceable obligations, suggest the ready application of section 79(2) as a justification for not undertaking specific community engagement at this time.
21. Councils should check out of an abundance of caution that their SEP does not indicate a need to consult before entering the MOU. We expect it to be very unlikely that many policies will indicate consultation is required, including because of the nature of the obligations assumed upon entry into the MOU and that the decision is not irrevocable. Also potentially relevant is that the timeframes imposed by central government do not permit sufficient time to consult.
22. If councils enter into the MOU, they may want to consult subsequently on whether to continue their support of reform. LTP consultation in 2021 would be the obvious opportunity, and would provide timely information about whether to participate in tranche two.

**Consultation triggers for decisions on three waters reform (post entry into the MOU)**

23. Some specific LGA 02 consultation triggers that may be relevant to decisions on three waters reform (after participation in the reform process in the MOU) are:
  - 23.1 **Section 56** – councils must consult before becoming a shareholder in a council controlled organisation (**CCO**). If the reformed service delivery approach leads to councils being shareholders in new multi-regional providers (which seem likely to be CCOs), then section 56 may be triggered.
  - 23.2 **Section 97(1)(b)** – if the reformed delivery approach amounts to a “decision to transfer the ownership or control of a strategic asset to or from the local authority”, then it would be necessary to amend the council's LTP to explicitly provide for this decision, which requires consultation under section 93E. Water network assets are almost always listed as a strategic asset in SEPs.

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**23.3 Section 137(3)(a)** – councils must consult before entering into a “joint arrangement”, which is an arrangement between a council and another party “for the purpose of providing water services or any aspect of a water service”. This trigger may be remote, particularly if central government in providing funding is not also seeking to provide any aspect of a water service.<sup>1</sup>

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**Consultation triggers for decisions on three waters projects (post entry into the MOU)**

24. One specific consultation trigger that needs to be considered is section 97(1)(a) of the LGA 02. If the projects being funded would significantly alter levels of service for three waters activities, then it would be necessary to amend the council’s LTP to explicitly provide for this decision, which requires consultation under section 93E.
25. It will depend on particular councils’ LTPs, but this trigger can likely be avoided by councils selecting appropriate projects. (This was generally achieved by councils as they responded to the impacts of COVID-19 during the annual plan process for 2020/21).
26. Leaving aside section 97(1)(a), section 78 will still be relevant. It should be reasonably safe for councils to not consult to address section 78 where projects are brought forward from future work programmes and the combined effect of these projects is not a significant or material variation from the 2020/21 annual plan or LTP.
27. As to whether the combined effect of projects brought forward is a significant or material variation from the 2020/21 annual plan or LTP will depend on the degree to which the projects are already provided for in the annual plan or LTP and what, if any, financial impact there may be on the particular council. If projects are already provided for in the infrastructure strategy (in the LTP) and they can be entirely funded from central government (meaning no negative financial impact on the council), it seems very unlikely that there will be a significant or material variation from the annual plan or LTP of any consequence to the community. On this basis, consultation is unlikely to be indicated.
28. Strictly, the provision of central government funding could create a material change to revenue commitments (even if it is downward rather than upward) that reflect in a change to financial statements included in an annual plan, that, given the degree of change, could be expected to be consulted on before being adopted. Councils encountered similar issues in preparing their annual plans to respond to COVID-19 where different funding sources (for example borrowing or reserve funds) have had to be employed from what was anticipated. These decisions tended to be made without further consultation if the council assessed that it did not affect levels of service with reference to section 97 or was within the scope of rate change consulted on. In the current circumstances, we consider that the fact that the change is not detrimental lessens the risk of not consulting and (having occurred after the annual plan has been

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<sup>1</sup> Section 17A requires periodic reviews of service delivery, but this section in itself does not contain a trigger for consultation.

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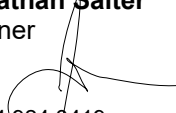
adopted) makes it something that is duly reported on in the annual report and treated as an operating surplus.

29. We note that councils are not absolutely bound by their plans or policies (under sections 96 and 80), but this does not remove the need to assess whether consultation is appropriate when departing from them. Consistency with plans and policies is often a criterion for significance in SEPs. Where consultation does not occur, relevant statutory compliance will likely include disclosure in the annual report, and perhaps resolving in accordance with section 80 (where the departure from the annual plan is significant).

**Please call or  
email to discuss  
any aspect of this  
advice**

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Council  
20 August 2020  
Report 20.297



For Decision

## ADOPTION OF RATES POSTPONEMENT POLICY

### Te take mō te pūrongo

#### Purpose

1. To adopt the final Rates Postponement Policy following consultation.

### He tūtohu

#### Recommendations

That the Council:

1. **Notes** the results of consultation on Council's draft Rates Postponement Policy.
2. **Adopts** the Rates Postponement Policy ([Attachment 1](#)).

### Te tāhū kōrero

#### Background

2. At its meeting on 25 June 2020, Council considered several options to revise its Rates Postponement Policy (Rates Postponement Policy - Report 20.211).
3. The chosen option was designed to:
  - a. Align with all territorial authorities' rates postponement policies, provide for future flexibility, and be administratively efficient to implement and manage
  - b. Provide simplicity, clarity and consistency to ratepayers who apply for a rates postponement. This is because the approach of Greater Wellington Regional Council (Greater Wellington) and the territorial authority would be the same, albeit that Greater Wellington maintains the discretion to reject an application approved by a local authority
  - c. Enable Greater Wellington, in applying the Rates Postponement Policy, to align with those territorial authorities that have a policy for those aged 65 and older
  - d. Enable Greater Wellington to align its approach with the various COVID-19 relief packages that individual territorial authorities are implementing.

## **Te tātaritanga Analysis**

### ***Consultation***

4. Public consultation ran for a period of 14 days, closing on 10 August 2020.
5. We established a Have Your Say webpage with a summary of reasons for considering the policy change, a copy of the proposed new policy, and responses to potential questions. A brief survey format was used to elicit responses, an email address was provided for any direct submissions, and our contact centre was prepared to take submissions over the phone.
6. We promoted the consultation via public notices in newspapers, we pushed a Facebook post inviting feedback, and we featured the consultation in Tatou Rohē (the weekly newsletter which is sent out to community groups).
7. We had 65 people visit the webpage, ten downloaded a document and two completed submissions. Both submissions were in favour of the proposed amendment. One left an additional comment that “GWRC providing access to this type of policy gives a complete combined approach to the Wellington regions TAs commitment to easing the burden rates can be to some property owners.”

### **Nga kōwhiringa Options**

8. Council considered several options when approving the draft Rates Postponement Policy for consultation (Rates Postponement Policy - Report 20.211).
9. Council can adopt the proposed Policy, or has alternative options of revising the proposed Policy, or rejecting it and retaining the 2018 Rates Postponement Policy. Discussion on the advantages and disadvantages of alternative options are contained in Rates Postponement Policy - Report 20.211, previously considered by Council on 25 June 2020.
10. With consultation results supporting the proposed Policy, officers now recommend that Council adopts the Policy included as [Attachment 1](#) without modification.

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

11. The financial implications of adopting the Rates Postponement Policy are not significant for Greater Wellington. This is because rate obligations are potentially being postponed (deferred) rather than remitted (forgiven), and postponement arrangements are structured to be approximately cost neutral to Greater Wellington. We also note that take up of postponement options with local councils has been limited to date.

## Ngā tikanga whakatau

### Decision-making process

12. Subsections 102(3) and (4) of the Local Government Act 2002 required Greater Wellington to consult on changes to the Rates Postponement Policy. Consultation was undertaken consistent with that requirement and the principles of consultation contained in section 82 of the Local Government Act 2002.
13. The matters requiring decision in this report were also 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 the matters for decision, taking into account Council's *Significance and Engagement Policy* and Greater Wellington's *Decision-making Guidelines*. Officers recommend that these matters are of low significance, as there are limited financial implications and a positive impact on a section of the community.

## Te whakatūtakitaki

### Engagement

15. Engagement on the proposed changes to the Rates Postponement Policy was carried out through a public consultation process in accordance with section 82 of the Local Government Act 2002. The results are presented in paragraphs 3 to 6.

## Ngā tūāoma e whai ake nei

### Next steps

16. Once the Rates Postponement Policy is adopted, Greater Wellington will update the rates collection agreements with the territorial authorities to ensure these reflect that any payments on postponed rates are prorated between each territorial authority and Greater Wellington.

## Ngā āpitihanga

### Attachment

Number	Title
1	Rates Postponement Policy

## Ngā kaiwaitohu

### Signatories

Writer	Tony Stallinger – Chief Financial Officer
Approver	Samantha Gain – GM Corporate Services

<b>He whakarāpopoto i ngā huritaonga Summary of considerations</b>
<b><i>Fit with Council's roles or Committee's terms of reference</i></b> Council is responsible for approving changes to its Rates Postponement Policy.
<b><i>Implications for Māori</i></b> There are no known impacts for Māori.
<b><i>Contribution to Annual Plan / Long term Plan / Other key strategies and policies</i></b> The Rates Postponement Policy is one of the supporting policies for Greater Wellington's Long Term Plan 2018-28.
<b><i>Internal consultation</i></b> The Finance, and Strategic and Corporate Planning, departments were consulted in preparing this report.
<b><i>Risks and impacts: legal / health and safety etc.</i></b> There are no specific risks arising from the matters for decision.

## Attachment 1 to Report 20.297

### Rates Postponement Policy

## Rates postponement policy

### Objective

To enable Greater Wellington to provide temporary financial relief to ratepayers in certain circumstances.

### Criteria and conditions

Greater Wellington will consider each application on its merit and postponement may be granted where it is considered that the application meets the following criteria and conditions.

#### *Criteria*

Greater Wellington may postpone some or all regional rates when a territorial authority in the Wellington Region has postponed some or all of the territorial authority rates for the relevant rating unit in the current rating year and the Greater Wellington, in its discretion, considers that postponement of regional rates would be fair and reasonable in the circumstances.

#### *Conditions*

- 1) Applications for postponements must be made to Greater Wellington in writing and contain supporting information demonstrating compliance with criteria. Applications may be based on the information submitted to the relevant territorial authority for rates postponement and must contain confirmation that the territorial authority has granted a postponement and state all applicable terms of the postponement.
- 2) A fee may be charged in arrears on rates postponed, in accordance with section 88 of the Local Government (Rating) Act 2002.
- 3) The applicant may request a postponement of the payment of a lesser amount of rates than the full amount owing.

### Decisions

Decisions on the postponement of rates may be delegated to Greater Wellington officers. All delegations will be recorded in the Delegations Manual.



Council  
20 August 2020  
Report 20.247



For Decision

## CHIEF EXECUTIVE RECRUITMENT PROCESS

### Te take mō te pūrongo

#### Purpose

1. To advise the Council on the proposed strategy, process and timeline for recruiting a new Chief Executive for Greater Wellington Regional Council (Greater Wellington), as the role becomes vacant on 15 September 2021.

### He tūtohu

#### Recommendation

That the Council **endorses** the recruitment strategy, process and timeline set out in the proposed Chief Executive Recruitment Strategy (Attachment 1) and timeline (Attachment 2) for consideration and adoption by Council.

#### Consideration by Committee

2. The matters raised in this report were considered by the Chief Executive Employment Review Committee at its meeting on 11 August 2020 (Chief Executive Recruitment Process – Report 20.246). The Chief Executive Employment Review Committee made the recommendation contained in this report.

### Te tāhū kōrero

#### Background

3. The Greater Wellington Regional Council Chief Executive role becomes vacant on 15 September 2021. The Council is required to undertake a recruitment and selection process to appoint to the role.
4. The proposed process, as set out in the Proposed Chief Executive Recruitment Strategy ([Attachment 1](#)) and Proposed Timeline ([Attachment 2](#)), is designed to ensure that the Council has the support in place to run a robust, transparent and objective recruitment and selection process with clearly identified selection criteria in order to select the best-suited candidate.
5. The process will also be supported by pertinent and well-presented information that will help attract the right candidates into the process.

### Te tātaritanga

#### Analysis

6. The proposed strategy notes that Greater Wellington's Recruitment Policy ([Attachment 3](#)) will be adhered to unless agreed otherwise. It proposes use of a recruitment agency specialised in chief executive recruitment.
7. A variety of assessment methods, including psychometric testing, are proposed to be used to benchmark candidates against role specific critical competencies to assist the Council in making well-informed and objective appointment decisions.
8. It also notes that the current Chief Executive job description will need to be reviewed and agreed by Council. If the current remuneration approach is used, it will then need to be evaluated by Strategic Pay for job sizing purposes, which will inform remuneration parameters and decisions. Council may also want to consider terms and conditions at the same time.

### **Ngā hua ahumoni**

#### **Financial implications**

9. Costs associated with recruitment can vary depending upon the tools used.
10. Other costs include psychometric testing, job sizing and salary information.

### **Ngā tikanga whakatau**

#### **Decision-making process**

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

### **Te hiranga**

#### **Significance**

12. 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 low significance, due to its administrative nature.

### **Te whakatūtakitaki**

#### **Engagement**

13. Given the nature of the matter for decision, there was no external engagement with stakeholders.

### **Ngā tūāoma e whai ake nei**

#### **Next steps**

14. The matters outlined in the timeline will be out into effect.

**Ngā āpitihanga**  
**Attachments**

<b>Number</b>	<b>Title</b>
1	Proposed Chief Executive Recruitment Strategy (August 2020)
2	Proposed Timeline
3	GW Recruitment and Selection Policy

**Ngā kaiwaitohu**  
**Signatory**

Writer	Cr Glenda Hughes – Chair, Chief Executive Employment Review Committee
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<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> This report fits within Council's responsibility to approve a recruitment, selection, and appointment process for a Chief Executive.
<b><i>Implications for Māori</i></b> There are no known implications for Māori from this report.
<b><i>Contribution to Annual Plan / Long Term Plan / Other key strategies and policies</i></b> This report does not contribute to Council's or Greater Wellington's key strategies and policies.
<b><i>Internal consultation</i></b> The Manager Human Resources and Manager Democratic Services were consulted in preparing this report.
<b><i>Risks and impacts - legal / health and safety etc.</i></b> There are no known risks and impacts from the proposed matter for decision.

[Attachment 1 to Report 20.247](#)

# Chief Executive Recruitment Strategy

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## 1. Purpose

This document sets out the proposed approach to recruitment and selection for the Chief Executive of Greater Wellington Regional Council.

## 2. Background

The Greater Wellington Regional Council Chief Executive role becomes vacant on 15 September 2021. The Council is required to undertake a recruitment and selection process to appoint to the role.

## 3. Objectives of the Recruitment Strategy

### Organisational objectives

- The Council and CEER will have the support in place to run a robust, transparent and objective recruitment and selection process with clearly identified selection criteria in order to select the best-suited candidate.
- The recruitment process will be well organised and supported by pertinent and well-presented information that will help attract the right candidates into the process.

### Individual objectives

- People participating in the recruitment and selection process will be treated fairly and equitably.
- Processes will be transparent and all candidates will be provided with the information required to perform to the best of their abilities during the assessment process.
- Communication to all candidates will be professional and occur in a timely manner, presenting GW in a reliable and professional way.

#### 4. Principles for recruitment and selection

- GW's Recruitment Policy will be adhered to unless agreed otherwise.
- Applicants will receive information about the timings of each stage of the recruitment and selection process in a timely manner.
- Recruitment will be undertaken with the assistance of a recruitment agency specialised in chief executive recruitment.
- A variety of assessment methods, including psychometric testing will be used to benchmark candidates against role specific critical competencies to assist the CEER and Council in making well-informed and objective appointment decisions.
- Shortlisting criteria will be identified based on role requirements.

#### 5. Job description, employment agreement and remuneration

The current job description will need to be reviewed and agreed by Council. It will then need to be evaluated by Strategic Pay which will inform remuneration decisions. Council may also want to consider terms and conditions at the same time.

#### 6. Using a recruitment agency

The proposed timeline includes the use of a recruitment agency. A recruitment agency can support the recruitment with the use of search functions and market knowledge. If one is used, it is important to ensure procurement requirements are met. Criteria could include experience in CE and regional/local government recruitment for example. A procurement process would need to occur to engage an agency.

#### 7. Advertising

The role will be advertised internally and externally using Gwennie, the GW website, LinkedIn, [www.jobs.govt.nz](http://www.jobs.govt.nz) and [www.seek.govt.nz](http://www.seek.govt.nz). If a recruitment agency is engaged they will also use their own advertising channels.



## 8. Recruitment and selection process

A recommended recruitment and selection process outlined below.

The recruitment and selection steps are listed in chronological order:

### Assessment and selection

<b>Selection method</b>
Initial assessment of candidates will be made based on their written application (cover letter and CV).
Shortlisting for interviews via criteria identified.
Face-to-face interview – if applicant is from overseas then an initial interview via video conference (e.g. Skype or Zoom) can replace the face-to-face meeting.
Behavioural interview questions and subsequent ratings will be used to assess suitability of the candidate.
Psychometric testing can be used for further competency evaluation, and should be used prior to interviewing the shortlist. Any candidate who undertakes testing will receive feedback from the testing agency directly.
A presentation on a particular subject (e.g. change leadership) can be used for further competency evaluation.
The candidate will have to provide two references which will be checked, especially in areas the candidate scored exceptionally well and around areas of concern that arose as a result of the interview/assessment.
The preferred candidate will meet with the full Council.
An offer, subject to satisfactory employment checks (eg. Police and credit) will be made to the preferred candidate once Council has agreed.

### Preferred candidate

1. Final appointments will be made by the Council following the recommendation of the Chair of CEER, using the information gathered through each step of the assessment and selection process.

### Unsuccessful candidates

1. Internal candidates will be verbally informed that their application was unsuccessful.
2. External candidates not making the shortlist will receive an unsuccessful e-mail or will be contacted with the outcome by the respective recruitment agency.
3. All candidates who are unsuccessful, following an interview, will be verbally advised of the outcome.
4. If recruitment is via a recruitment agency, the recruitment agency will contact the candidate to inform them of the outcome of their application.

## 9. Interview panel

Council will determine the interview panel. Gender-balance and Iwi representation should be considered in determining the panel.

## 10. Offer and acceptance

The offer will be made by the Chair of the CEER after approval of remuneration and terms and conditions by Council.

The offer will be subject to satisfactory pre-employment checks.

The preferred candidate will have ten working days to consider offers and seek independent advice should they wish to do so.

Once the offer is accepted, communications and the on-boarding process can begin.

## 11. Resources and responsibilities

<b>Responsibility</b>	<b>Responsible</b>
Initial Shortlisting	Recruitment agency
Psychological testing if applicable	Manager HR to provide candidate contacts to agency
Secondary Shortlist	Chair of CEER and other interview panel members
Communication with candidates	Agency
Organisation of interviews	Agency
Preparation of interview packs	Manager HR
Liaison with recruitment agency (if required)	Chair of CEER or Manager HR as applicable
Overseeing recruitment, selection and appointment process	Chair of CEER and Manager HR as applicable
Undertaking interviews	Chair of CEER and panel as agreed by Council

**Chief Executive Recruitment - Indicative Timeline**

<b>Date</b>	<b>Activity</b>
20 August 2020	Overall process and timeline for recruitment approved by Council on the recommendation of CEER Committee
Late August – Early October	Job description, employment agreement and remuneration reviewed
September	All of Government process for recruitment agency occurs
Late September	Agency agreed
Early October	Agency briefed
Early October	Assessment process considered
Late October	Job sizing of draft job description
Late November/early December	Paper to CEER re proposed job description, employment agreement, remuneration, assessment process and selection criteria
10 December	Paper to Council if required re proposed employment agreement, remuneration and selection criteria
Mid December	Media release regarding pending recruitment of CE commencing in the early new year
Late January/early February 2021	External/internal advertising
Late February	Longlisting by agency
Early March	Confirm who to shortlist
March	Complete assessments for short listed candidates
Late March	Review assessment information and confirm shortlist
Early April	Interview preferred candidates – include presentation
Mid April	Referee checks undertaken
Late April/early May	Preferred candidate(s) meet all Councillors
Early May	Successful candidate, offer and initial performance agreement approved by Council
10 May	Offer drawn up
17 May 2021	Offer to successful candidate
14 June 2021	Three months' notice until CE term ends
14 September 2021	CE's term ends
15 September 2021	CE position becomes vacant

# Recruitment & Selection Policy

## Greater Wellington Regional Council (“GWRC”) policy to govern the Recruitment & Selection Process

<b>Policy owner</b>	General Manager, People & Customer
<b>Role administering this policy</b>	Manager, Human Resources
<b>Date policy comes into effect</b>	The first working day following the date of approval by the Chief Executive
<b>Related policies and legislation</b>	Human Rights Act 1993 Privacy Act 1993 Employment Relations Act 2000 Health and Safety in Employment Act 1992 Local Government Act 2002 Immigration Act 1987 Criminal Records (Clean Slate) Act 2004 Equal Pay Act 1972 Minimum Wage Act 1983 Code of Conduct Public Records Act 2005 GWRC Collective Employment Agreement Individual Employment Agreements Secondment Policy Position Management Policy Pre-employment Check Guidelines
<b>Policy Review date</b>	By 31 December 2017
<b>Policy history</b>	Updated Policy January 2013 Updated Policy July 2013 Updated November 2015

Chief Executive



Date: 2/12/15

## **1. GWRC's Commitment**

GWRC recognises that effective recruitment and selection is essential to strengthening our workforce, engaging staff and building our reputation as an employer of choice.

To achieve this, our recruitment and selection practices must be consistent and considered. Employing people who have the appropriate technical skills, behavioural competencies, values and are the right fit for GWRC is a key part of successful working relationships and work. As this process creates the first impression of GWRC, it is important that the recruitment and selection experience is positive so that applicants are left with a positive image of GWRC, irrespective of the outcome.

## **2. Purpose**

This policy outlines a robust approach to recruitment and selection to ensure that we appoint the best person for the role in a fair, transparent and timely manner.

## **3. Scope**

This policy will apply to all permanent, fixed term, casual and secondment vacancies recruited by GWRC, but will not apply to contracts for service (contractors), or roles which occur through change management processes and are bound by the agreed change management principles outlined in that process.

Where an applicant for any permanent or temporary (including fixed term and casual) position has received redundancy compensation from GWRC within the last 12 months, they will not be eligible for appointment. The same policy applies to any ex-employee who received redundancy compensation and seeks to be engaged as a contractor/consultant.

Recruitment and selection will be managed internally for the majority of roles. For specialist roles, temporary roles, or where roles have proven difficult to recruit for, agencies may be engaged; GWRC has preferred supplier agreements with specific recruitment agencies (see Gwennie). For further information please discuss with Human Resources.

All recruitment and selection costs such as advertising, agency fees, psychometric assessments, checks or relocation costs are to be funded from the Recruiting Manager's cost centre.

## **4. Roles and Responsibilities**

### **4.1 Recruiting Manager**

Recruiting and selecting appropriate staff is a key competency of managers. The Recruiting Manager leads the recruitment and selection process in line with this policy, including:

- assessing the need for and requirements of the position, and confirms approval for recruitment and selection of the vacancy
- developing/updating the job description and selection criteria
- short-listing applicants
- choosing the selection panel and ensuring that selection panel members are available for, and the booking of interviews
- completing reference checks
- providing verbal feedback to applicants on the outcome of the process i.e. whether or not they are the preferred candidate after interview/reference checks and feedback on why they were/weren't suitable.
- gaining approval to recruit and appoint (with the delegated authority to do so) and gathering relevant information and allowing time to make informed selection decisions

#### **4.2 Human Resources**

Human Resources will:

- provide professional and proactive advice to promote best practice, ensure legal compliance and process/practice consistency. Support may be active involvement throughout all stages, selected stages, or as a sounding board/advisory without formally being involved in the shortlisting or interview panel
- provide advice on job sizing in relation to a modified or new job description
- maintain an up-to-date online vacancy system and report on key recruitment and selection themes and measures

#### **4.3 Selection Panel**

The role of the Selection Panel is to assist the Recruiting Manager with shortlisting, interviewing, reference checking and recommendations for appointment.

A Selection Panel should consist of the Recruiting Manager, a technical expert or stakeholder and, where appropriate, a member of Human Resources. Panel members' involvement may also vary, e.g. an HR Adviser may be involved with shortlisting, but not involved in the interviewing or reference checking.

Where practical, ensuring diversity representation on the selection panel provides a combination of perspectives which helps to balance the selection decision.

## **5. Conflict of Interest**

Shortlisting, interviewing, reference checking, recommending for appointment, or direct line management responsibility should not occur between an applicant and a close family member or other relevant association. A close family member is defined as a spouse, partner, child, parent, sibling, grandchild, grandparent, uncle, aunt or cousin.

To ensure a fair and transparent process, applicants will be required to declare any potential conflicts of interest on their application form.

## **6. Process**

An effective process will involve Human Resources, and will have a systematic and structured approach to each assessment stage to ensure that GWRC gathers the most reliable information possible to make an informed selection decision.

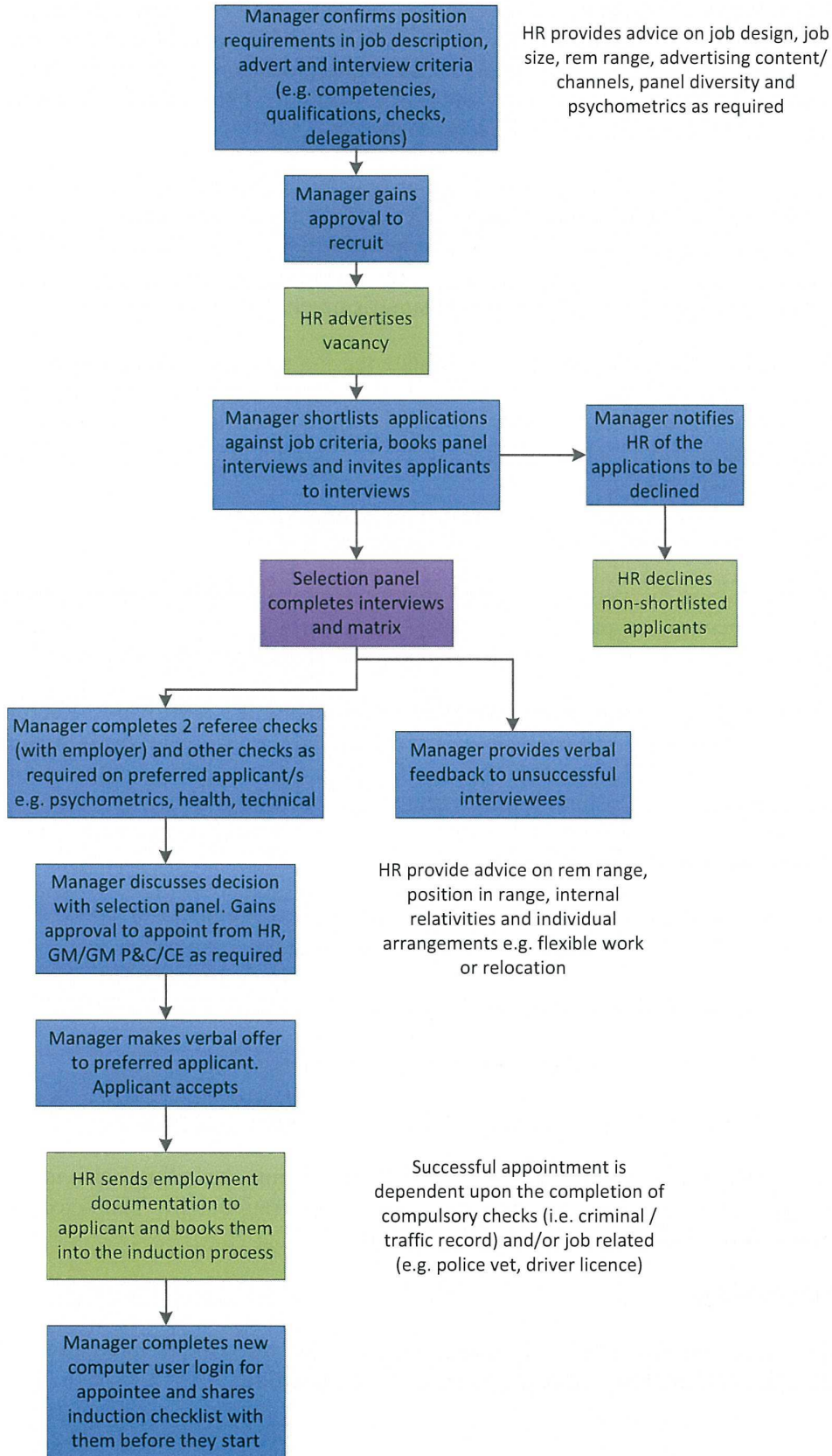
## **7. Establish that a Vacancy Exists**

The first stage is to determine the requirements of the role and the nature of the employment relationship e.g. permanent full time, part time, fixed term, casual or temporary, as outlined in any advertising material and the job description. Position definitions are outlined in the Position Management Policy.

### **7.1 New Positions**

New positions may be established due to a change in function or increase in resourcing required, usually through the annual business planning process. Where the need for a position occurs outside the business plan, this should be discussed with Human Resources to consider any other options within GWRC that could be used to accommodate the need. Every proposal outside the business plan for a new permanent position or where the position moves from part time to full time needs to be set out in a Business Case approved by the applicable General Manager, the General Manager, People & Customer and Chief Executive.

### Recruitment and Selection Process





## **7.2 Update Job Description**

Roles constantly change. A vacancy is an opportunity to reassess the job design, purpose, functions, skills and experience, or behavioural competencies needed to meet the ongoing needs of the department/team in terms of future work programmes or as part of workforce planning. For example, this may mean replacing a senior role with a graduate role.

The Recruiting Manager should create or update the job description using the Job Description template with the assistance of the job analysis template and/or behavioural competencies. The job description will be forwarded to the Human Resources Adviser for review, to ensure organisational consistency and to evaluate the appropriate job size if any significant changes have occurred.

Human Resources are qualified to evaluate the job size and salary range using Strategic Pay SP5 model for staff roles and SP10 model for Manager and General Manager roles. Review of the job description against a recognised remuneration model ensures consistency in determining the job size and remuneration range.

## **7.3 Gain Approval to Recruit**

All fixed term or permanent roles require approval within business group establishment set as part of the annual business round or approval to recruit from the relevant General Manager/General Manager People and Customer.

The Recruiting Manager is responsible for completing the Approval to Recruit Form or Business Case (available on Gwennie) and ensuring that this is signed off by the applicable General Manager/Chief Executive. Further information can be found in the Position Management Policy on Gwennie.

## **7.4 Determine Selection Criteria**

Defining selection criteria is the key to a successful recruitment and selection process. Formally identifying the criteria fundamental to a role will:

- aid preparation of targeted advertising
- form the benchmark for shortlisting and interviewing applicants
- bring consistency to and be a transparent record of the process

The selection criteria are based on the job description, including behavioural competencies, and consider team needs and organisational fit. The selection criteria form the basis for the interview matrix.

## **7.5 Advertising**

All vacancies (including secondments) will be advertised internally on Gwennie. External advertising can occur at the same time.

Tailoring advertising campaigns will help to increase the chances of attracting the desired quantity and quality of applicants, as well as promoting GWRC's employer brand. Human Resources can assist with writing or reviewing adverts and recommending advertising media e.g. online job boards, social media, job-related journals and posting the adverts.

It is unlawful to publish a job advertisement that could be understood to discriminate on personal grounds under the Human Rights Act. These grounds are listed below:

- Race, Colour, Sex, Sexual orientation, Religion, Ethical beliefs, National/ethnic origin, Political opinion, Birthplace, Age, Disability, Marital/family status, Employment status

It is recommended that vacancies are advertised for between 5 to 10 working days. All roles (inclusive of permanent, fixed term, casual and secondments) must be advertised internally for at least 3 working days. This is part of our commitment to ensure that GWRC staff members are provided with opportunities to grow and develop internally.

Where roles are advertised internally only, applications will only be accepted from employees (inclusive of permanent, fixed term or casual) currently employed by GWRC.

## **8. Shortlist**

Once the vacancy has closed the Recruiting Manager will access applications on Springboard or receive them from Human Resources. The Selection Panel or the Recruiting Manager will shortlist applications against pre-determined selection criteria. This ensures that all applicants are treated in a consistent and transparent process and shortlisting decisions are justified and documented

Once a shortlist has been determined, the Recruiting Manager will notify Human Resources, who can inform the unsuccessful applicants via email that they have not been successful in this instance.

## **9. Interview**

Interviewing is a two-way process which lets the applicant know more about GWRC as a place to work, as well as letting the selection panel find out more about the applicant in terms of their technical or managerial skills and how they fit with GWRC's culture, values and behavioural competencies.

The Panel will use a structured behavioural based interview technique (where past behavioural events are a strong predictor of future behaviour) that links to the role's key competencies and ensures the interview is robust. Applicants should be assessed during the interview according to the questions in the interview matrix, which the Recruiting Manager will draft and circulate.

Interview questions should relate to the requirements of the job and should not be used to find out irrelevant personal information. Employers cannot legally

ask questions that could be considered as grounds for discrimination under the Human Rights Act. The Human Resources Adviser can assist with selecting the interview format and questions. Panel members should also ensure that written comments can be substantiated in their interview matrix.

The following information that will be stored on the appointee's personnel file:

- the appointee's application form and CV
- any pre-employment checks relevant to the position (e.g. criminal convictions check, health or credit check)

Whanau support: applicants may opt to bring up to two friends or relatives to the interview by advising the Recruiting Manager in advance. They may take notes during the interview and provide information that they think the applicant has left out or to interpret a response from the applicant. The interview will be held in English, and a translation of Te Reo Maori responses may be provided as required. Further guidance can be provided by Human Resources.

Any travel arrangements are to be organised directly through the Recruiting Manager's department/Administration team.

## **10. Checking and Selection Tools**

There are a number of checking and selection tools which may be appropriate to use to confirm that:

- we are selecting the right person for the role and/or;
- the applicant has meet the eligibility criteria for the position

Human Resources can provide guidance on any of the areas outlined in the table below:

## Pre-employment Tools and Checks

<b>Tool Check</b>	<b>or</b>	<b>GWRC /Legal Requirement</b>	<b>Description</b>	<b>Process</b>	<b>Note</b>
<i>Immigration check</i>		Legal requirement to confirm an applicant's immigration status for all permanent, fixed term and casual employees	Applicants need to provide evidence that they can work in New Zealand through citizenship, permanent residency or with a work visa that is valid for a minimum of one year.	New Zealand Citizens and residents declare their status on the online application form. If applicants are not New Zealand citizens or residents, they must provide proof of residency or visa status, which is verified by Human Resources.	Failure to disclose accurate immigration status can be grounds for dismissal.  Only a licensed advisor may provide immigration advice as per the 2009 Immigration Advisor Licensing Act.
<i>Criminal record check</i>		Compulsory for permanent fixed term and casual employees to disclose all criminal and traffic convictions	Having a criminal record does not automatically exclude an applicant from being shortlisted, interviewed or offered employment. Specified offences over seven years old will be wiped from an applicant's record under the Criminal Records Clean Slate Act 2004, provided there have been no further offences within the seven year period, or a custodial sentence.	Human Resources require the applicant to declare any existing or pending criminal/traffic convictions (except for Clean Slate records) on the application form. The letter of offer states that the offer of employment is conditional on passing a satisfactory criminal record check and a criminal record check is then completed.	Failure to disclose any criminal convictions can be grounds for dismissal.  Criminal record checks take approximately 10 days to be processed and returned by the Ministry of Justice.
<i>Police Vetting</i>		Compulsory for any role where the job holder is working directly with children.	Police vetting involves searching the Police database for any information about the applicant displaying behaviour that could be detrimental to the safety and wellbeing of the most vulnerable members of society (children, older people and those with	Police vetting requires the prior consent of the applicant and is completed at appointment. Vetting is coordinated by Human Resources.  The Recruiting Manager will discuss this with the applicant at the interview stage where appropriate e.g. roles in	Obtaining satisfactory police vetting can be a condition of employment and contained in the letter of offer.

		special needs).	Sustainable Transport and some Park Rangers.	
<i>Pre-employment Health Assessment</i>  <i>(See Health Monitoring Policy and guidelines)</i>	<p>Role specific, depending on the physical requirements of the role, e.g. vision requirements of Communication Officers, Harbours Department.</p> <p>A check may also be requested in response to an applicant notifying GWRC about a specific health condition/injury that could impact their work performance.</p>	<p>Managers must take all reasonably practicable steps to accommodate any injury, illness or disability.</p> <p>However, if it is ascertained during selection that an applicant's disability or illness could significantly increase the risk of harm to themselves or others and cannot be accommodated by the employer, then these are reasonable grounds for non-selection.</p>	<p>The applicant will be informed of the requirement for the check at the application stage. The check is conducted at the same time as reference checks. Human Resources will confirm that GWRC has the applicant's consent to a pre-employment health assessment and that they complete a pre-employment health assessment with the organisation's health provider. The health assessment report will be sent to the applicant and the Human Resources Adviser. Where appropriate, the Human Resources Adviser will discuss the report with the applicant and Recruiting Manager.</p>	<p>All applicants who are able to carry out the required tasks must be treated equally and fairly as per Human Rights Act 1993.</p> <p>The Recruiting Manager can discuss the requirement for a pre-employment health assessment for a particular role with Health &amp; Safety.</p> <p>Note that this assessment is separate to the compulsory Bio Works Drug and Alcohol assessment, which is managed as part of their TBfree contract.</p>
<i>Credit/bankruptcy checks</i>	<p>Role specific</p> <p>Completed depending on the requirements and seniority of the role</p>	<p>These checks are completed if the role involves handling cash, accounts, or financial administration e.g. Assistant Accountants, Payroll Officers.</p>	<p>Credit checks require the prior consent of the applicant. The Recruiting Manager will discuss this with the applicant at the interview stage. These checks are coordinated by Human Resources.</p>	<p>Access these checks through the NZ Insolvency and Trustee Services Website</p>
<i>Qualification and Professional member Checks</i>	<p>Role specific</p>	<p>This check will be completed if the achievement or possession of a particular qualification or professional membership is a requirement of the role, as listed in the job description.</p>	<p>The Recruiting Manager should discuss this with the applicant at the interview stage. The applicant will need proof of the specific qualification e.g. if it is necessary to recruit a Chartered Accountant.</p>	<p>These checks are coordinated by Human Resources</p>

<i>Driver licence</i>	Compulsory for roles requiring a valid manual driver licence	The online application form asks whether or not applicant has a valid and current licence.	A copy of the applicant's current licence is requested by HR in the appointee's induction pack.	
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### Selection Tools or Checks

<b>Tool or Check</b>	<b>GWRC /Legal Requirement</b>	<b>Description</b>	<b>Process</b>	<b>Note</b>
<i>Reference Checks</i>	Compulsory for all permanent, fixed term, casual employees and those on secondment.	References verify factual information provided by the applicant, or confirm or contradict any impressions or concerns raised in the interview process.  References are gathered on a confidential basis. If any concerns are raised they will ideally be substantiated by fact. In this case further references may be sought.	Post interview the selection panel will confirm any additional areas for the reference check. The Recruiting Manager will complete at least two verbal reference checks with the referees of preferred applicant/s – written or peer based references are not considered reliable. The referees provided by the applicant will verify work history and clarify any concerns/questions that arose at interview e.g. the applicant's previous or current line manager.	The Recruiting Manager will not approach or discuss referees who have not been nominated or agreed by the applicant (as per the Privacy Act). If the Recruiting Manager is aware of a potential referee who is not nominated, they will seek permission before the potential referee is approached.
<i>Psychometric Tools</i>	Optional for employees and managers. Depends on the requirements and seniority of the role	Psychometric tools may be used as part of selection usually for senior or specialist roles e.g. to assess cognitive (thinking or reasoning skills) or personality preferences.	Psychometric assessments or surveys are usually completed with preferred applicants after the interview. Most assessments have a shelf life of two years, (psychometric material may be held for development purposes with the appointee's consent).	Psychometric material may be viewed by the potential employee (pre-appointment)/employee, line manager and Human Resources.
<i>Second Interview</i>	Optional if the initial selection process has not been satisfactory	A second interview may be booked by the Recruiting Manager.	The second interview may be completed with the same panel, technical experts or senior manager.	

## 10. Final Assessment & Approval to Appoint

Once the referee and other applicable checks have been completed, the selection panel will meet again to discuss the findings, decide if an offer is going to be made to the preferred applicant and discuss feedback for unsuccessful applicants. Where specific checks take some time to complete e.g. criminal and/or credit checks, the offer of employment will be made subject to the receipt of satisfactory checks.

In a situation where two candidates are rated equally, it may be appropriate to consider the diversity of the team, e.g. where the current team consists of all NZ European men, and one applicant is a female and one applicant is a male, the decision to appoint the female or a non-New Zealand European may be appropriate as they could bring different perspectives or experiences to the work environment. Discuss any diversity considerations with your Human Resources Adviser.

If an offer is to be made to the preferred applicant, the Recruiting Manager will complete an **Approval to Appoint form** (available on Gwennie). This form outlines the proposed terms and conditions, and any special employment conditions, e.g. relocation assistance.

If the proposed terms and conditions are outside of the previously agreed and budgeted terms, or if the remuneration exceeds the remuneration range for the job size i.e. above 115%, this will require the approval of the Chief Executive.

### 10.1 Relocation Assistance

Relocation assistance is at the discretion and cost of the Recruiting Manager and is considered on a case by case basis in consultation with the Recruiting Manager's one-up manager and Human Resources. Any agreed relocation assistance will be confirmed in the letter of offer prepared by Human Resources.

Relocation assistance can cover reasonable expenses incurred. Reasonable expenses may include, but are not limited to, mileage, flights, temporary accommodation, house contents storage, or professional removal provider's fees. Any reimbursement will be against actual receipts to be submitted by the new employee via an expense claim to payroll after they have commenced employment.

## 11. Offer of employment

### 11.1 Verbal Offer

Once the appointment proposal is approved, the Recruiting Manager will contact the applicant and agree a verbal offer of employment, including remuneration details and proposed start date.

Human Resources will produce a letter of offer based on the terms and conditions as outlined on the **Approval to Appoint form**, which is to be signed by the Recruiting Manager in line with Human Resource delegations.

The letter of offer is sent out with a New Employee Commencement Pack. This information is to be completed in full and returned along with a copy of the signed letter of offer to Human Resources prior to the employee's commencement of employment. This will ensure that the new employee can be set up in the HR Information System prior to their commencement.

## **11.2 Declined Offer or no suitable applicants**

The Recruiting Manager is responsible for notifying, and giving verbal feedback to all interviewed unsuccessful candidates.

If the interviewing and checking process has not resulted in any successful applicants, or the verbal offer to the preferred applicant has been rejected, the Recruiting Manager will discuss other options with Human Resources. Options may include reviewing and changing the scope or seniority of the role, or developing a less experienced person.

Other options include advertising more broadly including overseas, seconding an internal or external employee to fill the role, or engaging a recruitment agency who is a member of GWRC's preferred supplier agreement.

## **12. Recruitment and Selection Documentation**

Once the preferred applicant has accepted the employment offer, all CVs, short-listing and interview material and reference checks relating to the selection process will be returned to Human Resources. The information will be confidentially stored by Human Resources for 1 month to ensure all relevant administration in relation to the vacancy is completed, where it will then be destroyed.

The appointee's application form, CV and pre-employment checks will be stored on their personnel folder.

## **13. Induction**

Recruiting Managers are responsible for contacting their new employee to confirm their starting time/date and to make arrangements for their induction (see the Manager Induction Checklist on Gwennie), including setting up IT computer access by completing an ICT New Computer User form, which can be found on Gwennie.

Human Resources will enter new employee information in HR Information System (HRIS) and email the new employee's HRIS number to the Recruitment Manager.



Council  
20 August 2020  
Report 20.258



For Decision

## ELECTORAL SYSTEM FOR 2022 AND 2025 LOCAL GOVERNMENT TRIENNIAL ELECTIONS

Te take mō te pūrongo

### Purpose

1. To advise Council on the electoral system for the 2022 and 2025 local government triennial elections.

He tūtohu

### Recommendations

That the Council:

#### *Choice of electoral system*

- 1 *Either*
  - a **Notes** the report (in which case the Single Transferable Vote electoral system continues).

*Or*

  - b **Resolves** to change to the First Past the Post electoral system for the 2022 and 2025 local government triennial elections.

#### *Poll of electors*

- 2 **Notes** that Council can decide (by 21 February 2021) that a binding poll of electors is held on a proposal that a specified electoral system be used for local government triennial elections in 2022 and 2025.
- 3 *Either*
  - a **Notes** the statutory poll provisions.

*Or*

  - b **Resolves** to hold a poll on the electoral system for the 2022 and 2025 elections.

*Or*

  - c **Resolves** to hold a poll on the electoral system at the time of the 2022 triennial elections, for the 2025 and 2028 elections.
- 4 **Notes** that public notice will be given by 19 September 2020 of electors' right to demand a poll on the electoral system to be used for future local government

triennial elections, and (if Council so decides) of Council's resolution to change the electoral system for the next two local government triennial elections.

## **Te tāhū kōrero**

### **Background**

2. The Local Electoral Act 2001 (LEA) governs the conduct of local elections and polls of electors. Since 2004, the LEA has required that local elections are conducted using either the First Past the Post (FPP) or Single Transferable Vote (STV) electoral system. Under the New Zealand Public Health and Disability Act 2000, all district health board elections must be conducted under STV.
3. At the 2019 local elections, 11 of the 78 councils used STV. Greater Wellington Regional Council was the only regional council to use STV at the 2019 local election, and has used STV since the 2013 local election.
4. The 11 councils that used STV at the 2019 local elections were (with the election STV was first used in brackets):
  - Kaipara District (2004)
  - Tauranga City Council (2019)
  - Ruapehu District Council (2019)
  - New Plymouth District Council (2019)
  - Palmerston North City Council (2013)
  - Kāpiti Coast District Council (2004)
  - Porirua City Council (2004)
  - Wellington City Council (2004)
  - Greater Wellington Regional Council (2013)
  - Marlborough District Council (2004)
  - Dunedin City Council (2004).
5. Of these 11 councils:
  - a Three territorial authorities used STV for the first time at the 2019 local election
  - b Six territorial authorities have used STV since they were able to in 2004
  - c Three of the 10 territorial authorities are located in the Wellington Region.
6. Currently, three territorial authorities have resolved to change electoral system from FPP to STV for the 2022 and 2025 local elections (Hamilton City Council, Nelson City Council, and Far North District Council).

## **Te tātaritanga Analysis**

7. Before 12 September 2020, Council may resolve to change the electoral system used for the 2022 and 2025 local government triennial elections<sup>1</sup>. This decision can be reversed by a binding poll of electors (see below) or by a subsequent Council decision (following the 2022 local election).

### ***Single Transferable Vote***

8. Greater Wellington Regional Council currently uses STV as its electoral system. Of the eight territorial authorities in the Wellington Region, three (Kāpiti Coast District Council, Porirua City Council and Wellington City Council) used STV at the 2019 local election. These territorial authorities cover the majority of electors of the Wellington Region.

### ***Characteristics of Single Transferable Vote***

9. STV is a form of preferential or proportional voting, where voters use numbers to rank candidates in their order of preference.
10. In an election voters can rank as few or as many candidates as they wish. To cast a valid vote, a voter needs to express a first preference for at least one candidate.
11. A quota (determined from the number of valid votes and number of positions to be filled) is then used to determine who is elected first. First preference votes are counted and candidates whose first preference votes reach or exceed the quota are elected.
12. If insufficient candidates are elected (given the number of positions), the proportion of an elected candidate's votes above the quota is redistributed according to voters' second or subsequent preferences. Candidates who then reach the quota are elected and the candidate with the fewest votes is excluded.
13. The excluded candidate's votes are redistributed according to voters' further preferences.
14. This process is repeated until the required number of candidates is elected.

### ***First Past the Post***

15. The five territorial authorities in the Wellington Region that used FPP at the 2019 local election are:
  - Hutt City Council
  - Upper Hutt City Council
  - South Wairarapa District Council
  - Carterton District Council
  - Masterton District Council.
16. At the 2019 local elections, 62 other councils used FPP.

<sup>1</sup> Section 27 of the LEA.

*Characteristics of First Past the Post*

17. FPP is not a proportional voting system; instead it is a plurality voting method. Candidates can be elected without receiving a majority of the votes.
18. A voter can vote for as many candidates as there are positions to be filled. In a multi-member election, the candidates (equal to the number of positions) with the highest number of votes are elected.

**Public notice of right to demand a poll on the electoral system**

19. By 19 September 2020, Greater Wellington Regional Council must give public notice of the statutory right of electors to demand a binding poll on the specific electoral system be used for local elections. Such a poll enables the electors to countermand Council’s choice of electoral system for the 2022 and 2025 local elections. If Council resolves to change the electoral system (under recommendation 1b) the public notice must include a copy of that resolution.

**Holding a poll of electors**

*Council resolution*

20. Also, Council may decide (by 21 February 2021) that a binding poll of electors is held on a proposal that a specified electoral system be used for local elections. If Council agrees to such a poll by that date, the poll results determine the electoral system for the 2022 and 2025 local elections.
21. If Council chooses at this meeting to hold such a poll, the resolution may specify a date on which the poll will be held. Regardless, the Chief Executive must give notice of the resolution to the Electoral Officer as follows:
  - a If no date is specified, as soon as is practicable
  - b If a specific date is agreed, at an appropriate time that enables the poll to be conducted within 89 days of the Electoral Officer’s receipt of the Chief Executive’s notice of Council’s resolution.
22. The Electoral Officer must, as soon as practicable after receiving notice from the Chief Executive, give public notice of the poll.
23. The related advantages and disadvantages of Council deciding to hold a poll of electors are set out below.

Advantages	Disadvantages
Community decision – every eligible elector can vote	Financial implications not budgeted for, if held outside of the triennial election
	Potential for lower voter turnout, which could result in misrepresentation of the wider community’s preference

24. The Council also has an option of holding a poll at the time of the next triennial election, in October 2022. The outcome of such a poll would apply for the 2025 and 2028 election.

*Electors demand a poll*

25. In addition, at any time, five percent of the number of electors enrolled at the 2019 local election for Greater Wellington Regional Council (18,243 electors) may demand, in writing, a poll on the electoral system. If such a demand for a poll is received:
- a By 21 February 2021, then the poll must be held by 21 May 2021, with the poll results applying for the 2022 and 2025 local elections
  - b After 21 February 2021, then the poll must be held after 21 May 2021<sup>2</sup>, with the poll results applying for the 2025 and 2028 local elections.

**Nga kōwhiringa  
Options**

***Changing the electoral system***

26. If Council wishes to retain the current electoral system (STV) for local elections (Option One), then Council can simply note this report (recommendation 1a). Alternatively, Council can choose to change the electoral system to FPP (Option Two and recommendation 1b). The advantages and disadvantages of these options are set out below.

*Option One – retain the current electoral system (STV)*

<b>Advantages</b>	<b>Disadvantages</b>
Results better reflect the preferences of a greater number of votes	Counting system is more complex
Broad proportionality in multi-member constituencies	Perceived complexity of voting
More equitable minority representation	

*Option Two – change the electoral system to First Past the Post*

<b>Advantages</b>	<b>Disadvantages</b>
Counting process is easy to understand	Candidates can be elected with small amounts of voter support
Results are easy to understand	Higher number of wasted votes

<sup>2</sup> Such a poll can be held with the 2022 local election.

Advantages	Disadvantages
	Potential for disproportionate election results, including 'less representative' nature of FPP councils

### Ngā hua ahumoni

#### Financial implications

27. There are minimal additional election costs associated with a decision to change the electoral system to FPP.
28. Greater Wellington's Electoral Officer estimates that the cost of a poll of electors run separately to a local election would be approximately \$665,000 (GST exclusive). There is currently no budget provision to meet the cost of such a poll.
29. These estimated poll costs exclude the costs of a communications campaign to inform the community of relevant matters so electors can cast an informed vote.
30. If Council decides to hold a poll with the 2022 local election, the additional cost would not be significant.

### Ngā tikanga whakatau

#### Decision-making process

31. The decision-making process is prescribed by sections 27 to 34 of the LEA. The application of these provisions is addressed in the Background and Analysis sections.

### Ngā tūāoma e whai ake nei

#### Next steps

32. A public notice will be published in *The Dominion Post*, *Wairarapa Times-Age*, and on Greater Wellington's website by 19 September 2020, advising of the right of electors to demand a poll on the electoral system and (if Council so decides) of Council's resolution to change the electoral system for the next two local elections.

### Ngā kaiwaitohu

#### Signatories

Writers	Lucas Stevenson – Kaitohutohu/Advisor, Democratic Services Will Ogier – Principal Advisor Democratic Services
Approvers	Francis Ryan – Kaiwhakahaere Matua/Manager, Democratic Services Luke Troy – Kaiwhakahaere Matua Rautaki/General Manager Strategy

<b>He whakarāpopoto i ngā huritaonga Summary of considerations</b>
<b><i>Fit with Council's roles or Committee's terms of reference</i></b> Council has related decision-making responsibilities under the Local Electoral Act 2001.
<b><i>Implications for Māori</i></b> STV is regarded as a proportional electoral system. Changing to FPP could make it more difficult for Māori to be elected and result in a less representative Council.
<b><i>Contribution to Annual Plan / Long term Plan / Other key strategies and policies</i></b> There are no implications arising from this report for Council's or Greater Wellington's key strategies, policies and plans.
<b><i>Internal consultation</i></b> There was no internal consultation in preparing this report.
<b><i>Risks and impacts: legal / health and safety etc.</i></b> There are no known risks arising from the matters for decision.

**Council**  
**20 August 2020**  
**Report 20.291**



**For Decision**

## **REVISED TERMS OF REFERENCE FOR THE REGIONAL TRANSPORT COMMITTEE**

### **Te take mō te pūrongo**

#### **Purpose**

1. To advise Council on proposed amendments to the Regional Transport Committee's Terms of Reference to give effect to a new section 105A of the Land Transport Management Act 2013.

### **He tūtohu**

#### **Recommendations**

That Council:

1. **Notes** that new section 105A of the Land Transport Management Act 2013, which provides for KiwiRail's representation on regional transport committees, took effect from 1 July 2020.
2. **Adopts** the revised Terms of Reference for the Regional Transport Committee ([Attachment 1](#)) to give effect to new section 105A.

### **Te horopaki**

#### **Context**

2. Section 15 of the Land Transport (Rail) Legislation Act 2020 inserted a new section 105A of the Land Transport Management Act 2003. The new section refers to KiwiRail's representation on regional transport committees, and took effect from 1 July 2020.
3. New section 105A provides that:
  - (1) In this section, **regional transport committee** means –
    - (a) the regional transport committee for Auckland; and
    - (b) the regional transport committee for the Wellington region (or any joint committee that includes members for the Wellington region); and
    - (c) a regional transport committee or joint committee named by the Minister, by notice in the *Gazette*.
  - (2) A regional transport committee must include 1 additional member to represent KiwiRail (the **KiwiRail member**).
  - (3) KiwiRail must appoint the KiwiRail member.



- (4) The KiwiRail member has no voting rights at any meeting of the committee and must not be appointed as the chairperson or deputy chairperson (or by any other process preside at any meeting).
- (5) The Minister may name a committee under subsection(1)(c) only if the Minister considers that the consequence of doing so will contribute to the purpose of the Act.

## **Te tātaritanga**

### **Analysis**

4. The Regional Transport Committee's terms of reference should be updated to reflect new section 105A. A track-changed version of the revised terms of reference is included ([Attachment 1](#)).
5. Under the current terms of reference, Council has agreed that KiwiRail may nominate an alternate advisor; who may sit at the table and speak at Regional Transport Committee meetings, but only if the appointed advisor is unable to attend. The alternate member has no voting rights.
6. We propose that Council continues the current arrangement by amending the terms of reference to provide similarly for KiwiRail to appoint an alternate KiwiRail member (see new clause 7.3 of [Attachment 1](#)).
7. Officers recommend Council adopts the revised terms of reference ([Attachment 1](#)).

## **Ngā hua ahumoni**

### **Financial implications**

8. There are no financial implications arising from the matter for decision.

## **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.

## **Te hiranga**

### **Significance**

10. Officers considered the significance (as defined by Part 6 of the Local Government Act 2002) of this matter, taking into account Council's *Significance and Engagement Policy* and Greater Wellington's *Decision-making Guidelines*. Officers recommend that this matter is of low significance due to its administrative nature.

## **Te whakatūtakitaki**

### **Engagement**

11. Due to the low significance of the matter for decision, no external engagement was required.

## **Ngā tūāoma e whai ake nei**

### **Next steps**

12. We will update Greater Wellington's website and internal systems to reflect the revised terms of reference, and provide a copy to the members of the Regional Transport Committee for their reference.
13. We will also write to KiwiRail seeking its formal advice of who is appointed as the KiwiRail member and alternate.

## **Ngā āpitihanga**

### **Attachment**

<b>Number</b>	<b>Title</b>
1	Revised terms of reference for the Regional Transport Committee – 20 August 2020

## **Ngā kaiwaitohu**

### **Signatories**

Writer	Will Ogier – Principal Advisor Democratic Services
Approvers	Francis Ryan – Manager Democratic Services Luke Troy – 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> Council is responsible for determining and revising the terms of reference for its committees.
<b><i>Implications for Māori</i></b> There are no known implications for Māori.
<b><i>Contribution to Annual Plan / Long Term Plan / Other key strategies and policies</i></b> This report does not contribute to Council's or Greater Wellington's key strategies, policies, or plans.
<b><i>Internal consultation</i></b> There was consultation with the Regional Transport department in preparing this report.
<b><i>Risks and impacts - legal / health and safety etc.</i></b> There are no known risks or impacts arising from the matter for decision.

## **Regional Transport Committee**

### **1 Purpose**

To exercise the legislative functions and powers of a regional transport committee under the Land Transport Management Act 2003 (the Act).

### **1 Specific responsibilities**

- 2.1 Prepare, for approval by Council, the Wellington Regional Land Transport Plan and any variations to it.
- 2.2 Provide Council with any advice and assistance it may request in relation to its transport responsibilities.
- 2.3 Adopt a policy that determines significance for variations made to, and activities included in, the Wellington Regional Land Transport Plan.
- 2.4 Review the implementation and delivery of the Wellington Regional Land Transport Plan.
- 2.5 Approve submissions to external organisations on matters pertaining directly to the Committee's purpose.
- 2.6 Advocate for the alignment of the Wellington Regional Land Transport Plan and supporting projects with related plans and initiatives, including the Regional Growth Framework, Regional Climate Mitigation Plan and Wellington Lifelines Resilience Business Case.

### **3 Members<sup>1</sup>**

- 3.1 Council shall appoint:
  - a Two persons to represent Council
  - b One person from each territorial authority in the region (to represent that territorial authority)
  - c One person to represent the New Zealand Transport Agency.
- 3.2 KiwiRail must appoint the KiwiRail member<sup>2</sup>.
- 3.3 To assist the Committee in its decision-making, Council may appoint other non-local government advisors<sup>3</sup>.

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<sup>1</sup> Section 105(2) of the Act.

<sup>2</sup> Section 105A(3) of the Act.

<sup>3</sup> Clause 31(3) of Schedule 7 to the Local Government Act 2002.

#### **4 Voting entitlement**

- 4.1 The KiwiRail member has full speaking rights, but no voting rights at any meeting of the Committee<sup>4</sup>.
- 4.2 The advisors appointed to the Committee have full speaking rights, but no voting entitlement on any matter.

#### **5 Alternate members**

- 5.1 The New Zealand Transport Agency and each territorial authority are each entitled to nominate an alternate member. This alternate may sit at the table, speak and vote at Committee meetings; but only if the appointed member is unable to attend.
- 5.2 KiwiRail may appoint an alternate KiwiRail member. This alternate may sit at the table and speak at Committee meetings, but only if the appointed KiwiRail member is unable to attend.

#### **6 Quorum**

The Chair or Deputy Chair, and one other Committee member.

#### **7 Chair and Deputy Chair**

- 7.1 Council must appoint, from its representatives, the Chair and Deputy Chair<sup>5</sup>.
- 7.2 The Chair, or any other person presiding at the meeting, has a deliberative vote; and, in the case of an equality of votes, does not have a casting vote (and therefore the act or question is defeated and the status quo is preserved)<sup>6</sup>.
- 7.3 The KiwiRail member must not be appointed as the Chair or Deputy Chair (or by any other process preside at any meeting)<sup>7</sup>.

#### **8 Remuneration and expenses**

The advisors appointed to the Committee (who are not otherwise being remunerated) may claim Greater Wellington's standard daily meeting fee and mileage allowances and expenses.

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<sup>4</sup> Section 105A(4) of the Act.

<sup>5</sup> Section 105(6) of the Act.

<sup>6</sup> Section 105(7) of the Act.

<sup>7</sup> Section 105A(4) of the Act.

**Council  
20 August 2020  
Report 20.276**



**For Information**

## **REGIONAL TRANSPORT COMMITTEE MEETING – 3 AUGUST 2020**

### **Te take mō te pūrongo**

#### **Purpose**

1. To inform Council of the deliberations of the Regional Transport Committee (the Committee) meeting of 3 August 2020.

### **Te horopaki**

#### **Context**

2. The business considered by the Committee is set out in the following paragraphs.

#### **Reports**

##### *Prioritisation methodology for the Wellington Regional Land Transport Plan 2021*

3. The Committee was informed that the proposed prioritisation methodology is based on a nationally consistent approach developed with other regional councils, Auckland Transport and unitary councils. The Committee is the first to adopt the prioritisation methodology, due to scheduling.
4. The Committee agreed to the definition of “significant activities” for the purpose of prioritisation under section 16(3)(d) of the Land Transport Management Act 2003. This definition is set out in [Attachment 1](#).
5. The Committee also agreed to the approach to prioritisation of significant activities for the six year regional programmes of transport activities.

##### *Seeking endorsement of Wellington Regional Mode Shift Plan*

6. The Committee was asked to endorse the direction and focus for mode shift outlined in the Wellington Regional Mode Shift Plan ([Attachment 2](#) – Wellington Regional Mode Shift Plan). The Committee provided some feedback for inclusion in the final Wellington Regional Mode Shift Plan. The Wellington Regional Mode Shift Plan will inform and be progressed through the Wellington Regional Land Transport Plan 2021, which is currently under development.

**Ngā āpitihanga  
Attachments**

<b>Number</b>	<b>Title</b>
1	Definition of “significant activities”
2	Wellington Regional Mode Shift Plan

**Ngā kaiwaitohu  
Signatories**

Writer	Lucas Stevenson – Kaitohutohu/Advisor, Democratic Services
Approvers	Francis Ryan – Kaiwhakahaere Matua/Manager, Democratic Services Luke Troy – Kaiwhakahaere Matua Rautaki/General Manager Strategy Cr Adrienne Staples – Chair, Regional Transport Committee

<b>He whakarāpopoto i ngā huritaonga Summary of considerations</b>
<b><i>Fit with Council's roles or Committee's terms of reference</i></b> It is appropriate for Council to be kept informed of the business conducted by its committees.
<b><i>Implications for Māori</i></b> There are no known implications for Māori.
<b><i>Contribution to Annual Plan / Long term Plan / Other key strategies and policies</i></b> The report contains updates on the development of the Regional Land Transport Plan 2021.
<b><i>Internal consultation</i></b> There was no internal consultation needed.
<b><i>Risks and impacts: legal / health and safety etc.</i></b> There are no known risks or impacts.



## Definition of “significant activities”

The land transport activities that are considered to be significant for the purposes of sections 16 and 106 of the Land Transport Management Act 2003 are as follows:

<b>Significant activities</b>		
Section 16(3)(d)	Significant activities - to be presented in order of priority	All new improvement activities in the region where funding from the National Land Transport Fund is required within the first three years of the Regional Land Transport Plan excluding: <ol style="list-style-type: none"> <li>a. Maintenance, operations and renewal activities for state highways and local roads</li> <li>b. Public transport continuous programme (existing services)</li> <li>c. Low cost/low risk activities</li> <li>d. Road safety promotion activities</li> <li>e. Investment management activities, including transport planning and modelling</li> <li>f. Programme business cases</li> </ol>
<b>Significant inter-regional activities</b>		
Section 16(2)(d)	Activities that have inter-regional significance	Any significant activity (see above): <ul style="list-style-type: none"> <li>• That has implications for connectivity with other regions; and /or</li> <li>• For which cooperation with other regions is required.</li> </ul> <p>Any nationally significant activity identified in the Government Policy Statement on Land Transport.</p>
<b>Significant expenditure funded from other sources</b>		
Section 16(2)(c)	Significant expenditure on land transport activities to be funded from sources other than the National Land Transport Fund	Any expenditure on individual transport activities, whether the activities are included in the Regional Land Transport Plan or not from: <ul style="list-style-type: none"> <li>• Approved organisations (where there is no National Land Transport Fund share)</li> <li>• Crown appropriations</li> <li>• Other funds administered by the Crown</li> <li>• Third party contributions (including donations of goods and services) over \$5 million</li> </ul>

# **WELLINGTON REGIONAL MODE SHIFT PLAN**

**FOCUSING OUR REGIONAL EFFORT ON MODE SHIFT**

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## SUMMARY

The Wellington mode shift plan sets out how the region will make progress over the short-medium term to increase the share of travel by public transport, walking, and cycling<sup>1</sup> (what we call 'mode shift').

The Wellington region has constrained and challenging topography that has shaped urban development and resulted in two main-north-south urban development and movement corridors – with limited east-west connections. The region's transport system is strained as a result of increasing numbers of vehicles on the roads, along with capacity and reliability issues on buses and trains and network resilience issues, which presents both access and resilience challenges, particularly for the many commuters travelling into Wellington central city.

The region has the highest combined active mode and public transport mode share across New Zealand with 31% of all regional journey to work trips made using these modes and half of the 82,000 people that travel into central Wellington every morning using public transport, walking or cycling.

The region is making progress with increased public transport and active mode usage, but there is potential to move faster. The region's success depends on building on recent progress by delivering the activities identified in this plan to enable better travel options for communities, and chasing the liveability, health, environmental, and economic benefits that come from increasing active and public transport mode share.

Rail patronage has grown substantially over the last decade, reflecting both population growth in the region and investments to improve infrastructure, rolling stock and services. Whilst improvements are being made as part of the Wellington Metro Rail Upgrade, much greater investment will be required to meet forecast demand. Increasing development around stations can enable a greater proportion of future trips to be made by rail, supported by improved multi-modal access and facilities and integrated ticketing to make it easier for more people to use shared and active modes for a wider variety of trips.

The bus network plays a critical role in moving large numbers of people in the largest urban centre Wellington City, particularly at peak times, and in connecting people to rail and other facilities around the wider region. The bus network is currently the only public transport option for much of Wellington City (apart from the northern suburbs). Bus will be increasingly important to support public transport mode share in key growth areas in Wellington City, including the northern suburbs, and in other parts of the region where bus mode share is currently low, and to support improved east-west regional access.

Cycling is increasing but from a low base. Newly completed cycle facilities around the region have increased people's ability to cycle safely, but there are still significant gaps in the network that impact on use of active modes (especially for commuting). Latent demand for cycling could be realised with continued progress with both transformational projects (eg, Te Ara Tupua) and other potential separated facilities to create a connected regional cycling network. The growing popularity of e-bikes and bikes on buses are also increasing the number of cyclists and cycle trips in the region, and shared e-scooter and bike schemes are an emerging way of getting around.

Wellington is New Zealand's most walkable city, however, issues with footpath crowding and severance as a result of busy roads remain in Wellington City. In other parts of the region, a greater focus on walking and place-making within city and town centres and along key corridors is emerging.

COVID-19 has had major social and economic impacts; it also changed how people travelled and the extent of travel. Land transport revenue from public transport fares, road user charges

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<sup>1</sup> When we use the word cycling in this report, unless otherwise specified, it will usually also include low-powered vehicles (often referred to as micro-mobility), especially when discussing mode share in general.

and fuel excise duty (as well as local government rates) have all been impacted. Many people rediscovered and explored their communities by foot or bike during lockdown. There is opportunity to build on this increase in walking and cycling to help shift social license for change, especially to support conversations where the trade-offs associated with the reallocation of road space are more acute.

This plan outlines focus areas under the following three levers: shaping urban form; making shared and active modes more attractive; and influencing travel demand and transport choice. These areas aim to integrate transport policies with land use change so the benefits of each can be combined for an even greater impact on mode shift and emission reduction than these changes would enable on their own.

The focus areas are outlined in the table below.

Lever	Focus area
<b>Shaping urban form</b>	<ul style="list-style-type: none"> <li>• Increase development density near rail stations and major bus hubs and significantly improve multi-modal connections to stations/hubs.</li> <li>• Ensure the location, layout, and design of greenfield growth areas encourages people to travel by shared and active modes.</li> <li>• Intensification and place-making in Wellington City, particularly near future mass rapid transit and public transport corridors.</li> <li>• Implement urban development projects (eg, Eastern Porirua including East-Porirua to City-Centre multi-modal transport corridor) to improve liveability and multi-modal access.</li> </ul>
<b>Making shared and active modes more attractive</b>	<ul style="list-style-type: none"> <li>• Improve rail safety, capacity and resilience by upgrading rolling stock, infrastructure and services, and purchasing additional trains to address overcrowding, provide for future growth and enable higher service frequencies.</li> <li>• Continue and accelerate where possible Let's Get Wellington Moving, including early delivery activities and City Streets and delivery of mass rapid transit.</li> <li>• Progress Bus Network Action Plan and the review of the network across the region to deliver various initiatives including bus layovers, increases in frequency, span of service and changes routes (extensions and simplifications), to reduce overcrowding and improve reliability.</li> <li>• Implement integrated ticketing and improve multi-modal access including bike parking and park and ride management.</li> <li>• Revitalise town centres in the region with a focus on walking and biking for shorter trips, through permanent changes or temporary/trial interventions through Innovating Streets for People projects across the region.</li> <li>• Make walking and cycling more attractive for getting to school by stepping-up implementation of the Bikes in Schools and Movin' March programmes and delivering lower speeds around schools.</li> <li>• Establish a connected regional cycling network by eliminating pinch points on the network and delivering transformational projects to improve access.</li> <li>• Promote e-bike uptake and careful management by councils of rental e-scooter schemes (along with bike schemes).</li> </ul>
<b>Influencing travel demand and transport choice</b>	<ul style="list-style-type: none"> <li>• Progress the LGWM Travel Behaviour Change and Parking Levy investigations.</li> <li>• Further develop and implement targeted workplace travel plans for hospitals and other large workplaces.</li> <li>• Use public transport fare structures alongside integrated ticketing to encourage public transport use including inter-peak and off-peak travel.</li> <li>• Develop Journey to Work and travel option and cost information throughout region especially on key corridors building on the Best Time to Travel campaign and GWRC Mobility as a Service trial.</li> <li>• Facilitate availability of technology and apps as enablers for increased use of shared or active mobility choices.</li> <li>• Update/implement parking policies to discourage long-stay on-street commuter parking and enable reallocation of road space.</li> </ul>

This plan has been developed alongside the RLTP and is being used to inform the identification of activities for inclusion in the RLTP 2021 and future investment plans.

Significant investment is already being planned in both public transport and walking and cycling infrastructure through commitments from the National Land Transport Fund, the NZ Upgrade Programme, through the economic stimulus package, and the commitment to Let's

Get Wellington Moving (LGWM) in the draft GPS. The ability of councils across the region to fund the local share of new transport improvements is likely to be impacted by both a reduction in revenue streams associated with COVID-19 and additional costs.

Consequently, from a mode shift perspective, it will be important to focus on the wider system levers, particularly those relating to urban form, as decisions made now have a major impact on how people travel for years to come. This means identifying opportunities for complementary investment in other areas, such as housing and water infrastructure, and partnering to enable growth that is equitable, multi-modal, resilient, and provides for a transition to a low-carbon future.

## INTRODUCTION

The Wellington mode shift plan sets out how the region can increase the share of travel by public transport, walking and cycling. It supports the national mode shift plan 'Keeping Cities Moving' developed by Waka Kotahi and is intended to be read alongside the five other regional mode shift plans developed with local government for Auckland, Hamilton, Tauranga, Christchurch and Queenstown.

It is a non-statutory document but has been developed alongside and to inform the draft Regional Land Transport Plan 2021 and other processes and projects underway regionally, such as the Wellington Regional Growth Framework and Let's Get Wellington Moving. The development of this plan has been led by Waka Kotahi but it is a joint plan developed collaboratively with councils across the region and with KiwiRail.

Unless otherwise stated, data and trends discussed in this report are pre-COVID.

### The importance of mode shift

The Wellington region has always recognised the importance of public transport and active modes for the regional transport system to function, and it is reflected throughout the existing regional transport plans and business cases, and place-based plans in development.

The Wellington region's constrained and challenging topography has shaped urban development patterns and resulted in two main-north-south urban development and movement corridors – with limited east-west connections. Its transport system is strained as a result of increasing numbers of vehicles on the roads, along with capacity and reliability issues on buses and trains and network resilience issues, which presents both access and resilience challenges particularly for the significant number of commuters travelling into Wellington central city.

There is limited space for cars in the key destination of Wellington central city, so focus is needed to make travel across the region by public transport and active modes more attractive and to develop an urban form that makes those journeys easier. This will require improved rail infrastructure and multi-modal connections, but also improved parking management. Timing of large investments in rail ahead of demand changes associated with more transit orientated design and other step changes such as mass rapid transit will enable mode shift opportunities to leverage from each other.

Mode shift is central to the Let's Get Wellington Moving (LGWM) programme aiming to move more people with fewer vehicles. Mass transit a core element of the programme as well as greater priority for public transport, walking, cycling, and placemaking. This is a significant programme of investment of \$6.4 billion to be delivered over the next 30 years.

Improving mode shift will assist those councils around the region that have strategies and plans in place to reduce emissions and deliver on their city-wide and/or organisational targets (and other commitments as part of declaring a climate emergency). Some other councils in the region are now recognising mode shift as an area of priority, such as in the Draft Sustainable Transport Strategy for the Kāpiti Coast.

The strategic front end of the draft Regional Land Transport Plan 2021 signals the change that is sought across the region to tackle mode shift with two ambitious targets:

- 30% reduction in transport generated carbon emissions in the region by 2030
- 40% increase in active travel and public transport mode share by 2030 (equivalent to a 45% mode share)

### Regional emissions profile

Mode shift has a key role to play in reducing regional emissions. Land transport makes up 28% of the region's greenhouse gas emissions. Carbon dioxide emissions from road transport

in the region increased by 8% over the past ten years, with emissions from petrol reducing by 7% but emissions from diesel increasing by 50%. During the same period, the population rose by 20% and GDP rose by 48%.

The proportion of emissions that is attributable to land transport is the highest in Porirua with Kāpiti and Upper Hutt the second highest. Wellington City and Lower Hutt are broadly similar. Wellington City and Upper Hutt's emissions from road transport reduced between 2001 and 2019 despite overall population and economic growth. While vehicle kilometres travelled increased by less than 1% in Wellington City and by 12% in Upper Hutt City it is likely that the overall reduction in transport emissions are related to the improved performance of emissions from vehicle engines.

**Table 1: Wellington Region Land Transport Emissions 2019: analysis of change in emissions since 2001**

	Wellington Region	Wellington City	Porirua	Kāpiti	Lower Hutt	Upper Hutt	Wairarapa
Total gross emissions tCO <sub>2</sub> e (excl. forestry)	4,190,050	1,061,383	304,431	351,245	532,339	206,331	1,434,320
% of region's gross emissions	100%	25%	7%	8%	13%	5%	41%
% of district's gross emissions that is road transport	35%	35%	51%	42%	36%	42%	11%
Increase in road transport emissions between 2001-2019 within district	8%	-6%	41%	48%	4%	-17%	24%
GDP growth in district	48%	59%	63%	67%	11%	27%	42%
Population growth in district	20%	24%	20%	30%	10%	22%	22%
<b>Notes:</b> Road transport emissions appear to be approximated by Petrol and Diesel use. In some districts, this includes some off-road use of diesel. It also excludes electricity use by EV's and electric buses.							

In recognition of climate change as our most significant environmental challenge that will affect everyone in the region, Greater Wellington Regional Council (GWRC) declared a climate emergency in August 2019 and released a Regional Climate Emergency Action Plan established a target for GWRC as an organisation to become 'carbon neutral' by 2030.

One of the Action Plan initiatives to reduce emissions is to accelerate the decarbonisation of GWRC's public transport bus fleet. In June 2020 plans were announced to increase the electric bus fleet from 10 to 108 between now and December 2023. This will significantly reduce GWRC emissions and take it a step closer to reaching its 2030 carbon neutrality goal.

Most other councils in the region have also declared a climate emergency including Kāpiti Coast District Council (KCDC) in May and Wellington City Council (WCC) in June 2019.

To ensure mode shift can support the greatest reduction in emissions, investment decisions to increase public transport capacity should take into account the emissions profile of new infrastructure, and electric vehicle ownership should be supported. Currently there are a number of electric vehicles in use in the region for public transport and private use:

- 83 two-car Matangi electric trains in service that operate on all lines except the Wairarapa
- ten electric double-deckers are in service with a further 98 electric buses joining the fleet in the between 2021 and 2023 taking the proportion of electric buses in the fleet from 2% to 22% which is high by international standards<sup>2</sup>. A new electric harbour ferry is expected to join the fleet in early 2021
- there are approximately 2200 electric vehicles (light or heavy) registered within the Wellington region.

<sup>2</sup> Other than China which is the market leader. <https://www.metlink.org.nz/news/metlink-to-boost-electric-buses-from-2-to-22-percent-of-its-fleet-to-meet-climate-change-goals-and-passenger-growth/>



The Zero Carbon Act sets a net zero emissions target by 2050 for New Zealand. It also established a system of emissions budgets for each five-year period between 2022 and 2050 to act as stepping stones towards the long-term target 3, and need to be set by the end of 2021.

The draft RLTP 2021 includes a target for a 30% reduction in transport generated carbon emissions by 2030. The region will need to change business as usual if we are to make a dramatic reduction in per capita road transport emissions and achieve the 2030 RLTP target and the Zero Carbon Act 2050 target.

### Health impacts of transport

The other key transport challenge to tackle with mode shift is improving public health. Health issues associated with the transport task include road safety, harmful emissions, noise and low physical activity. To reduce emissions and improve health outcomes associated with transport we can avoid or reduce the need to travel, shift to shared or active modes and improve the transport options by making them lower carbon and quiet<sup>4</sup>

## Regional context

There are over 527,000 people in the Wellington region, up from almost 400,000 in 2006. All parts of the Wellington region are growing, including regional towns, many of which experienced long periods with little growth in recent decades. Work on the Wellington Regional Growth Framework indicates we need to provide. In addition, as the population ages, the need for accessible transport modes will increase.

Much of the region has a constrained and challenging topography. This has shaped urban development patterns and resulted in two main north-south urban development and movement corridors – with limited east-west connections.

The region's transport system is strained as a result of increasing numbers of vehicles on the roads along with capacity and reliability issues on buses and trains and network resilience issues are straining the regional transport system may not result in the necessary transport system shifts the region is seeking – such as improving safety and access, reducing emissions, and reducing reliance on private vehicle travel.

The concentration of regional employment in central Wellington, and the dominance of the knowledge-based sector working conventional hours means that a large number of people who want to travel into and out of central Wellington at the same time, which results in sharp travel peaks.

These combined factors mean that Wellington region has comparatively higher public transport use for trips to the Wellington CBD, than other cities in New Zealand. It also means that Wellington's transport system is less able to handle increased road use. Unless there is more investment in new and existing rapid transit and improvements to make public transport more attractive, then transport into and around the region will become more time consuming and costly for our economy, environment and Wellington central city and other centres will lose social vibrancy.

## Mode shift – what is the 'current situation'?

For travel to work, the pre-COVID mode split around the region is 58% by car, 30% by shared or active modes, 9% of people work from home, and 3% fall into the 'other' category.

**Table 2: Wellington Regional mode share for travel to work in 2018 by local council<sup>5</sup>**

<sup>3</sup> Fourth Biennial Report Snapshot, Ministry for the Environment, December 2019.

<sup>4</sup> Electric vehicle (including trains) are quieter than their petrol and diesel counterparts.

<sup>5</sup> 2018 Census, main means of travel to work by usual residence address.

	Total Vehicle	Train	Bus	Bike	Walk/jog	Shared and active	Work from home	Other
Kāpiti Coast District	68%	13%	1%	2%	3%	19%	13%	1%
Porirua City	72%	14%	2%	1%	2%	19%	8%	1%
Upper Hutt City	71%	13%	2%	1%	3%	19%	8%	1%
Lower Hutt City	66%	14%	6%	2%	4%	26%	7%	1%
Wellington City	45%	4%	17%	4%	19%	44%	8%	3%
Wairarapa councils	71%	7%	0%	1%	4%	12%	18%	1%
<b>Wellington Region Mode Share</b>	<b>58%</b>	<b>9%</b>	<b>9%</b>	<b>2%</b>	<b>10%</b>	<b>31%</b>	<b>9%</b>	<b>3%</b>

The share of different modes varies across the region. The highest ‘shared and active mode’<sup>6</sup> share is in Wellington City at 44% followed by Hutt City at 26%. As to be expected given the distance from the main employment hub of Wellington CBD and its rural nature, the Wairarapa has the highest number of people working from home<sup>7</sup>, and the lowest public transport mode share, yet the third highest active mode share across the region. For trips to education, half are by walking, cycling or public transport, and 42% by car (although a third of these are passengers), and 6% of people study mostly from home.

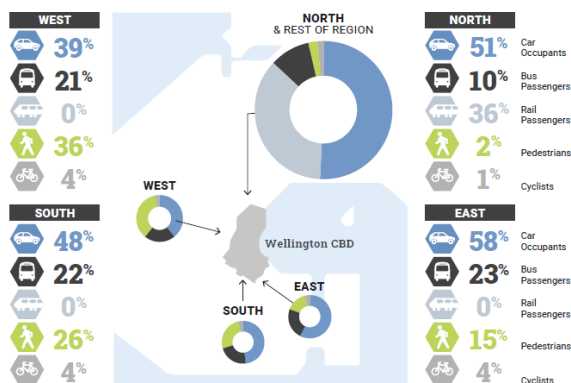
### People travelling into the Wellington CBD

Over 82,000 people travel into the CBD on typical weekday morning between 7am and 9am. These are people travelling for work, to work and to education and for other reasons. Of these about half are motor vehicle occupants and the other half are walking, cycling or using public transport.

18% are rail passengers which mostly come from the north, 16% are bus passengers with the greatest share of these coming from the east, 14% are pedestrians with the greatest share of these coming in from the west and 2% are cyclists.

Despite increasing numbers of people travelling into the CBD since 2001<sup>8</sup>, the absolute number of motor vehicle occupants has reduced between 2000 and 2017, whereas the number of people using public transport and especially rail has, increased. People arriving on foot or on bike have increased, with cyclist numbers having almost doubled (from a low base).

Diagram 13: Morning Peak Transport by Area of Origin by Mode 2016



<sup>6</sup> ‘Shared and active modes’ refers to public transport, walking and cycling.

<sup>7</sup> Includes farmers.

<sup>8</sup> Wellington CBD cordon survey.

Some trends stand out: the highest car mode share is of people travelling from the east, with the second highest being people travelling from the north and the lowest share of cyclists is from the north.

When looking at journeys to work for all destinations around the region, the Wellington CBD is the dominant destination for journey to work trips within Wellington city, with over 66,000 journeys for work from around the region. South Wellington is the second largest destination with 9,500 trips. For journeys to work within the Wellington CBD, walking accounts for 85% of journeys to work. Car has the highest share of travel for journey to work trips outside of the Wellington CBD, and walking is the second most used mode.

### **Road use is up, congestion is getting worse and public transport has capacity constraints**

As Wellington continues to grow, the region's transport network does not manage demand during peak hours. Continued growth is exacerbating this situation and the peak period is spreading with roads congested earlier and longer. Wellington's roads are the second most congested in New Zealand after Auckland. In 2019, on average, drivers in Wellington City spent about 29 percent<sup>9</sup> more time traveling than they would if there were no traffic on the road. This means, on average at any time of day, trips take an extra 9 minutes for every half hour trip without congestion. During peak hours, congestion rises to around 70% on most days, which means trips take almost an extra 20 minutes for every half hour trip. Weekend congestion is also an issue in Wellington City. Between the hours of 11 and 5, there is at least 20% congestion, which adds 6 minutes to every half hour trip.

Although Wellington has one of the lowest average light vehicle ownership rates at about 67%, compared to the national average of 80% in 2018, vehicle ownership rates in Wellington and across New Zealand have been increasing since 2012.<sup>10</sup>

Rail patronage has grown substantially over the last decade, with an increase of 21%. The 2018/19 year saw a jump in the rate of growth with a 5.7% increase. This reflects population growth on the corridors that the lines serve, and improvements in infrastructure, rolling stock and services that have improved service quality, frequency and reliability (including the complete replacement of the previous obsolete electric fleet by the new Matangi fleet between 2010-16).

Continued growth means seated capacity and park and ride capacity are generally reached on the mainlines around 7am from Waterloo on the Hutt Valley Line and from Porirua on the Kāpiti Line. Already, some potential passengers are deterred from using rail because of trains are full.

Bus passenger trips are almost 25 million per year regionally, with and grew at a rate of 1% p/a from 2003-2018 and saw a 5% increase in 2018/19. Off-peak bus patronage is 47% of regional patronage (2018/19). Wellington City has the highest rate of bus patronage per capita at about 80 boardings per capita between 2013 and 2018, followed by Lower Hutt at about 40, Porirua at about 20 and Kāpiti and the Wairarapa at about 10. Wellington City also shows a higher portion of bus mode share at 17% in 2018, with Lower Hutt at 6% and other parts of the region with a much lower bus mode share of between 2% and 1%.

The current public transport network gets people to city and town centres for work and education on weekdays, but access to other key destinations especially if they are access town, such as to healthcare facilities or the airport is more challenging.

Metlink Harbour Ferries provide services between Days Bay, Seatoun and Queens Wharf. Although these only make up about 1% of the public transport patronage, the ferries are an important niche service for the locations they serve.

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<sup>9</sup> [https://www.tomtom.com/en\\_gb/traffic-index/wellington-traffic/](https://www.tomtom.com/en_gb/traffic-index/wellington-traffic/)

<sup>10</sup> NZ Vehicle Fleet Report 2018.

### **Initiatives that enable flexible, multi-mode trips are valuable to enable mode shift**

The public transport system has traditionally functioned well for single mode trips, but initiatives that enable more flexibility between modes will be key to enable making it easier for more people to use shared and active modes for a wider variety of trips, rather than just the traditional journey to work or school. Such initiatives include integrated ticketing, bike racks on buses, bike parking.

Bike racks (recently introduced) make it easier for people to use their bikes and the bus for hilly direction and weather worries. Bikes cannot be taken on trains during peak hours due to crowding on trains. A focus on providing secure bike parking at stations and more flexible travel times will help (although it is a challenge for those travelling in the peak and wishing to use their bike at either end of train journeys). Since 2008, Snapper has been in use on most buses as a contactless electronic ticketing card. With the new bus system in 2018, Snapper can now be used on all buses (other than the Airport Bus which continues to be a commercial bus service). Implementation of integrated ticketing as part of the national ticketing system will greatly assist flexibility between modes.

### **Trips by active modes are increasing but we need to continue making it easier and safer**

In some parts of the region, particularly Wellington City, we see strong use of active modes. We need to continue building on this and improve the experience in places where it is less safe or attractive to travel by foot, bike or scooter.

People in the Wellington region commute on foot well above the New Zealand average, and within Wellington City the walking mode share is 19% and within the Wellington CBD it is 85%. This reflects Wellington's 'compactness' and that it has the highest population and employment density in the region, as well as a growing inner city and inner-city suburbs as well as investment in the central city over time. Yet there are still issues with crowding on footpaths, especially in high traffic areas during peak hours, severance issues with physical barriers such as fast busy roads, topography challenges and conflict with other road users.

While there are projects in progress or recently completed for pedestrians in Wellington City, Porirua and the Wairarapa, other places throughout the region would benefit from pedestrian improvements such as safe crossing points, footpath widths, slower speeds and signal changes. Walking mode share in other parts of the region are much lower than Wellington City with the Wairarapa and Lower Hutt at 4% and other areas at 3% or less.

Numbers of people cycling are steadily increasing but from a low base.<sup>11</sup> Broadly the number of cyclists between 2000 and 2017 entering the Wellington CBD has doubled from a relatively low base, from 700 to 1,600 (with a high of 2,100 in 2015). Although over half of existing Wellington region's cyclists report that the level of service for cycling is poor or very poor, in 2019, an increased number, 27% rate it as good. This would indicate some improvement of service that benefits some cyclists, consistent with recent progress on facilities such as the Kāpiti Expressway Cycleway, Wainuiomata Shared Path and the Oriental Bay cycleway.

However, there are gaps in the network that impact on the use of active modes, especially for commuting. For example, in Kāpiti, there is a growing network of trails along the expressways, river banks and through seaside parks, but connections from these paths to key town centre destinations needs to be improved.

Only a third of people in the Wellington region agree that their town/city has a well-connected cycle network – well below the national average. Safety is still a major concern for people that want to bike. Providing infrastructure significantly improves perceptions of cycling safety.

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<sup>11</sup> The Wellington region is just ahead of the New Zealand average of 2%, at 2.5% for main mode of travel to work, yet for education, the region is behind the New Zealand average at 2.9% compared to 3.6% for all New Zealanders<sup>11</sup>. This may be partly to do with our challenging topography and frequently windy weather.

Improvements such as 30km/hr zones and painted cycle lanes both increase more than double perceived safety. Separation, and off-road paths increase this still further.

The number of women cycling is often considered an indicator for how safe a city is to cycle in<sup>12</sup>. In Wellington like many other New Zealand and overseas cities outside of Europe the proportion of women cycling is about 1/4 to 1/3. The gender breakdown in a 2019 count in Christchurch shows that 41 per cent of cyclists were women<sup>13</sup>. This is a significant increase from the 32 per cent of women cyclists counted in Christchurch in 2016 when the Council started building a network of major cycle routes around the city and reveals that when a city becomes safer for cycling then more women are more likely to get on their bikes. Looking beyond commuting trips to consider trips to shops, education, social and health related venues is essential as is designing for all ages and abilities.

E-bikes are popular, it appears e-bike sales in New Zealand are increasing steadily, with estimated imports into New Zealand of 37,000 in 2019 more than double the number imported in 2016. This level of growth is in alignment with a high growth scenario predicted by Via Strada in 2016.

Shared e-scooters are in Wellington City and have been in Hutt City but are currently suspended. They have been both popular and controversial. Research in Auckland and Christchurch indicates that rental e-scooters have a positive impact on mode shift, with 30% of users taking less car trips.

### **There are opportunities to improve mode share of walking and cycling to schools**

Bikes in Schools and speed limits and crossing infrastructure are key initiatives that help with walking and cycling to schools. Current speed limits outside many schools do not make walking and cycling an appealing mode of transport. Many jurisdictions around the world, and some road controlling authorities in New Zealand, have implemented safer speed limits outside schools, which generally have strong public support, good levels of compliance and positive safety outcomes.

In the Wellington Region, 15% of primary and intermediate schools have taken up Bikes in Schools. This is likely to go up to 22% during the next four years.

### **Parking policy (both public and private) can have a significant impact on private vehicle use**

Demand for parking within Wellington City is increasing due to population growth (both within the city and in region), urban development, increased car ownership and many Wellington residents, commuters and visitors still rely on driving to get around. There is a tension between parking supply, availability, the use of public space and parking affordability. WCC is reviewing its Parking Policy 2007<sup>14</sup>, and public consultation on proposed changes has recently concluded. Demand for council parking is increasing while supply is decreasing both as a result of loss of parking buildings that are earthquake damaged or prone<sup>15</sup> and the reallocation of on-street road space to support electric-vehicle charging stations, car share and micro-mobility parking. In other large and medium-sized centres free or very low cost) and easily available parking can work against mode shift goals – and can undermine the viability of local bus services for example, which then leads to lower bus levels of service.

In Wellington City, off-street parking, managed through rules and standards in the district plan, has a higher proportion of zones and areas not requiring parking spaces or requiring fewer parking spaces per dwelling mainly for the central city and inner wellington suburbs.

<sup>12</sup> <https://www.scientificamerican.com/article/getting-more-bicyclists-on-the-road/>.

<sup>13</sup> <https://newsline.ccc.govt.nz/news/story/christchurch-cyclists-change-up-a-gear>.

<sup>14</sup> The Mobility Parking Policy 2005 and the Car Share Policy 2016 are also being reviewed.

<sup>15</sup> For example, the car park at the Michael Fowler Centre has been repurposed to temporarily locate the Royal New Zealand Ballet whilst the St James Theatre is earthquake strengthened.

Hutt councils and Porirua have a broadly similar approach to parking management within their areas. Off-street parking is not required for activities within the city centres or other areas such as Petone. Besides these areas, off-street parking is required for developments and activities. On-street parking is offered city centres and suburban centres at a very low cost – either for free and time-limited, or for a few dollars per hour. The reasons for providing parking is to provide access and promote services and entertainment within each city. Opportunities to utilise restrictions or costs for parking to effect mode shift could be further investigated.

In Kāpiti and Wairarapa, off-street parking rules through the district plans are permissive, though note that there is recognition of requirements of older residents and the potential for them to size down into small/more dense units closer to centres. Town centres have some managed on-street parking to ensure easy access.

Parking at key train stations around the region is under pressure, such as Waikanae and Paraparaumu on the Kāpiti Line. As park and ride areas have been built to help manage parking, they tend to fill up and this will be exacerbated with future growth. Waikanae is particularly under pressure as people living to the north use it to access more frequent services at Waikanae.

Aside from parking, there are no wider price instruments in the Wellington Region, or Wellington City (eg, a congestion charge). While such tools may be useful to consider in the future, the government has indicated that improvements to public transport, cycling and walking are needed before these could be considered.

### **The impact of COVID-19**

COVID-19 has had a significant impact on our transport system. Around the world, public transport patronage has dropped in line with local rates of infection and social distancing practices or requirements. In some cities there has been as much as a 90% decline in patronage. In New Zealand, the COVID-19 higher alert levels lasted for 2 and a half months with work and travel restrictions in place and physical distancing requirements, and public transport patronage reducing by as much as 95%.

Some of the main transport impacts of the crisis were land transport revenue decline, public transport farebox revenue decline, and a shift to active modes and working from home. Modelling the transport impact of people working from home, even for one or two days per week will be a major consideration in any future transport planning. Flexible hours would enable employees to travel off-peak, and take the time needed to walk or bike with their children to school. These potential scenarios will not only inform mode shift planning, but also any major investments in infrastructure.

The ability of councils across the region to fund the local share of new transport improvements is likely to be impacted by both a reduction in revenue streams associated with COVID-19 and additional costs. In addition to managing the financial and operational implications of these changes, there is an opportunity to prepare for the return to long term trends and to create a transport system that is in alignment with our strategic objectives rather than recreating pre-COVID-19 patterns.

## DEVELOPING THE PLAN

### Strategic direction

This mode shift plan for the Wellington region is influenced by both national strategic direction and work emerging out of other regional processes and programmes, particularly the developing Regional Land Transport Plan 2021, the Wellington Regional Growth Framework, the Let's Get Wellington Moving programme, the Regional Rail Plan and the Regional Public Transport Plan.

#### National strategic direction

National strategic direction for this plan comes from the Ministry for Transport Outcomes Framework, the Government Policy Statement on Land Transport, as well as Arataki and Keeping Cities Moving (the national mode shift plan).

#### **Ministry of Transport Outcomes Framework**

makes it clear what the government is aiming to achieve through the transport system. The purpose of the transport system is to improve people's wellbeing, and the liveability of places, by contributing to five key outcomes: inclusive access; healthy and safe people; environmental sustainability; resilience and security; and economic prosperity.

**Government Policy Statement on Land Transport 2018** sets out the government's priorities for expenditure from the National Land Transport Fund over the next 10 years. The GPS 2018 made it clear that transformation of the transport system was required, prioritising a safer transport system free from death and injury, accessible and affordable transport, reduced emissions and value for money (safety, access, environment, and value for money).

The draft GPS 2021 currently out for consultation by the Ministry of Transport builds on the strategic direction of GPS 2018 by maintaining the priorities but updating them. The government is proposing to prioritise safety, better transport options, improving freight connections, and climate change.

**Arataki** is Waka Kotahi's 10- year view of what is needed to deliver on the government's current priorities and long-term outcomes for the land transport system. This identifies a number of inter-related step changes, including Urban Mobility – which highlights the urgent need to shift from our reliance on single occupancy vehicles to more sustainable transport solutions for the movement of people and freight.

**Keeping Cities Moving** is Waka Kotahi's overall national mode shift plan. It details a series of actions for Waka Kotahi to pursue and outlines a best practice approach based around the integrated use of three key levers outlined in the table below:

Shaping urban form	Making shared and active modes more attractive	Influencing travel demand and transport choices
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<p>Encouraging good quality, compact, mixed-use urban development will result in densities that can support rapid/frequent transit (and vice versa), shorter trips between home and work/education/leisure, and safe, healthy and attractive urban environments to encourage more walking and cycling</p>	<p>Improving the quality and performance of public transport, and facilities for walking and cycling will enable more people to use them. This can involve both optimising the existing system (eg, through reallocating road space), investment in new infrastructure and services, and providing better connections between modes.</p>	<p>Changing behaviour may also require a mix of incentives and disincentives (or 'push' and 'pull' factors) to either discourage use of private vehicles (by making them less attractive than other options) or making people better aware of their options and incentivising them to try something new. This may include parking policies, road pricing, travel planning and education.</p>
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### Regional strategic direction

The regional strategic direction is taken from both existing plans and those in development, where aspects of them have been agreed in principles by the relevant parties and/or partners.

**Regional Land Transport Plan 2021** is currently in development, and the draft strategic front end has a high focus on mode shift, including:

- **vision:** a connected region, with safe, accessible and liveable places – where people can easily, safely and sustainably access the things that matter to them – and where goods are moved efficiently, sustainably and reliably
- **headline target:** 30% reduction in transport generated carbon emissions by 2030; 40% increase in active travel and public transport mode share by 2030
- **strategic objectives:**
  - people in the Wellington region have access to good, affordable travel choices
  - transport and land use are integrated to support compact urban form, liveable places and a strong regional economy
  - the impact of transport and travel on the environment is minimised
- **10-year transport investment priorities:**
  - Build capacity and reliability into Wellington Region's rail network and into the Wellington City public transport including with additional mass rapid transit network within Wellington City to accommodate future demand
  - Make walking, cycling and public transport a safe, sustainable and attractive option for more trips throughout the region.

**Wellington Regional Growth Framework** is a spatial plan (currently being developed) that will describe a long-term vision for how the region will grow, change and respond to key urban development challenges and opportunities. It has considered a number of scenarios and urban form options for how the region may grow. The Framework will identify where housing, public transport and road, three waters infrastructure, businesses and jobs are recommended in the context of climate change, resilience and natural hazards as well as the aspirations of mana whenua. Its objectives are broader than transport but reinforce both national direction and that emerging from the draft RLTP 2021. It is envisaged that changes will be required to some planning settings to align with the Wellington Regional Growth Framework and give effect to the National Policy Statement on Urban Development Capacity.

**Wellington Regional Public Transport Plan** sets out how public transport in the region will be developed, in line with the RLTP. The **2014 public transport plan** is under review throughout 2020/21.



**Regional Rail Plan (RRP)** aims to set out a prioritised 30-year programme of investments to support mode shift, sustainable urban growth, greater network resilience, improved safety and reduction in greenhouse gases.

**Let's Get Wellington Moving (LGWM)** also provides strategic direction through the Programme Business Case to guide investment in the Wellington transport system. LGWM is recognised in the draft GPS 2021 as a government commitment that has specific investment expectations. LGWM includes early delivery improvements and City Streets packages (which provide priority for buses and safe, shared streets for people walking and cycling), mid-term activities to make changes to city streets and better manage travel demand, and development of detailed business cases for the longer-term and larger investments such as mass rapid transit and strategic highway improvements at the Basin Reserve and through Mt Victoria.

It is a challenging and important programme for mode shift as it creates the opportunity for a step change in the way people travel into, through and around Wellington City. The improvements in the LGWM programme are confined to the area between Ngauranga Gorge and Miramar and will need to be integrated and aligned with other regional investment in public transport and active modes.

## Identifying priority areas for mode shift

Priority areas and actions for mode shift were identified through workshops and discussions with officers from across the councils and Waka Kotahi. This involved:

- Gathering data on the performance of the network and identifying major constraints to more people travelling by public transport (eg, capacity) or more people using active modes (eg, lack of safe and connected infrastructure)
- Understanding what is currently planned and identifying any obvious gaps in approach
- Exploring barriers and opportunities
- Identifying actions that may have a more significant impact on mode shift

Areas and priorities identified through this process are outlined in the table below:

- For trips from across the region into Wellington City – continuing with a programme of regional rail improvements, improving multi-modal access at stations/hubs linked to increases in density to enable new housing/mixed use development, optimising the approach to proposed lower-density greenfield developments, and improving journey planning information
- For trips connecting other places across the region such as east-west between Porirua and the Hutt Valley– focus on accelerating integrated ticketing, enabling easier transfer between modes, improving public transport connections and delivering transformational projects and eliminating pinch points for the regional cycling network
- For trips within Wellington city and through it to regional destinations – continue and accelerate where possible LGWM early delivery and City Streets packages (which provide priority for buses and safe, shared streets for people walking and cycling), planning for mass rapid transit alongside adoption of Planning for Growth and changes to the District Plan, and multimodal investments at the Basin Reserve and through Mt Victoria.
- For short local trips to urban centres, around neighbourhoods and to schools – bring forward ideas to reimagine urban streets to provide more spaces for people through the Innovating Streets for People programme, revitalise town centres.

## Areas of focus around the region

These areas of focus will have different emphasis in different parts of the region. Listed below are the key opportunities for mode shift in different parts of the region and excluding the region wide initiatives (such as bus and rail improvements and investments). The region will benefit from public transport network improvements across the region, with the bus review having a focus on more frequency, span of service and improved connections between bus and rail.

## Areas of focus around the region

These areas of focus will have different emphasis in different parts of the region. We list below the key opportunities for mode shift in different parts of the region, and excluding the region wide initiatives (such as bus and rail improvements and investments).

The region will benefit from PT network improvement across the region, with the bus review having a focus on more frequency, span of service and improved connections between bus and rail.



### Kapiti Coast:

- › Higher density centre development
- › Nodal development and improved multi-modal access to train stations, rail improvements
- › Walking/cycling improvements in Paraparaumu, Kāpiti Road, Rimu Road, town centres
- › Expressway cycle routes

### Porirua

- › Nodal development / improved multi-modal access to train stations
- › Optimising significant greenfield developments
- › Eastern Porirua Regeneration and improved urban form and access to city centre
- › Access Porirua PBC improvements (eg, Kenepuru, Titahi Bay Share Path, Wi Neera-Onepoto cycleways)

### Wairarapa

- › Increased density in nodal, centre and greenfield development (eg, Carterton East) and ensure safe multi-modal access to rail
- › Development of walking and cycling networks (eg, Five Towns Trail, Carterton rail trail corridor) and ongoing crossing improvements in town centres
- › Bikes in Schools

### Upper Hutt

- › Make the town centre more vibrant and easier to walk around
- › Improve getting to rail stations by bus and bike and foot
- › Complete cycleways beside rail lines, and upgrades/links to Hutt River Trail
- › Bus network improvements as part of GWRC review
- › Potential access improvements to reduce severance (eg, Totara Park)

### Hutt City

- › Progress RiverLink
- › Fast-tracked Crown investment in Te Ara Tupua (Petone to Melling underway)
- › Build on success of Wainuiomata Shared Path and continue with cycling network (Eastern Bays, Beltway) and multi-modal Cross Valley Connections
- › Possible Innovating Streets for People investment
- › Nodal development and improved multi-modal access to stations
- › Bus Review, including preparations for Double-Decker buses on network

### Wellington City

- › Let's Get Wellington Moving
- › Bus improvements by adding capacity (by increasing frequency, fleet (e.g. more buses, and use of double deckers) and route refinement
- › Continued progress with wider cycle network
- › Innovating Streets (name project once it can be announced)
- › Parking Policy update

## THE PLAN

This section of the mode shift plan sets out the focus areas in more detail as they relate to each of the three levers articulated in Keeping Cities Moving:

- Shaping urban form
- Making shared and active modes more attractive
- Influencing travel demand

Lever	Focus area
<b>Shaping urban form</b>	<ul style="list-style-type: none"> <li>• Increase development density near rail stations and major bus hubs and significantly improve multi-modal connections to stations/hubs.</li> <li>• Ensure the location, layout, and design of greenfield growth areas encourages people to travel by shared and active modes.</li> <li>• Intensification and place-making in Wellington City, particularly along the mass rapid transit corridor.</li> <li>• Implement urban development projects (eg, Eastern Porirua including East-Porirua to City-Centre multi-modal transport corridor) to improve liveability and multi-modal access.</li> </ul>
<b>Making shared and active modes more attractive</b>	<ul style="list-style-type: none"> <li>• Improve rail safety, capacity and resilience by upgrading rolling stock, infrastructure and services, and purchasing additional trains to address overcrowding, provide for future growth and enable higher service frequencies.</li> <li>• Continue and accelerate where possible Let's Get Wellington Moving, including early delivery activities and City Streets and delivery of mass rapid transit.</li> <li>• Progress Bus Network Action Plan and the review of the network across the region to deliver various initiatives including bus layovers, increases in frequency, span of service and changes routes (extensions and simplifications), to reduce overcrowding and improve reliability.</li> <li>• Implement integrated ticketing and improve multi-modal access including bike parking and park and ride management.</li> <li>• Revitalise town centres in the region with a focus on walking and biking for shorter trips, through permanent changes or temporary/trial interventions through Innovating Streets for People projects across the region.</li> <li>• Make walking and cycling more attractive for getting to school by stepping-up implementation of the Bikes in Schools and Movin' March programmes and delivering lower speeds around schools.</li> <li>• Establish a connected regional cycling network by eliminating pinch points on the network and delivering transformational projects to improve access.</li> <li>• Promote e-bike uptake and careful management by councils of rental e-scooter schemes (along with bike schemes).</li> </ul>
<b>Influencing travel demand and transport choice</b>	<ul style="list-style-type: none"> <li>• Progress the LGWM Travel Behaviour Change and Parking Levy investigations.</li> <li>• Further develop and implement targeted workplace travel plans for hospitals and other large workplaces.</li> <li>• Use public transport fare structures alongside integrated ticketing to encourage public transport use including inter-peak, off-peak travel and on the weekends.</li> <li>• Develop Journey to Work and travel option and cost information throughout region especially on key corridors building on the Best Time to Travel campaign and GWRC Mobility as a Service trial.</li> <li>• Facilitate availability of technology and apps as enablers for increased use of shared or active mobility choices.</li> <li>• Update/implement parking policies to discourage long-stay on-street commuter parking and enable reallocation of road space.</li> </ul>

## A. Shaping urban form

The Wellington region is an interdependent network of cities, towns and rural areas. Much of the region has a constrained and challenging topography. This has shaped urban development patterns and resulted in two main, north-south urban development and movement corridors – with limited east-west connections.

Large areas of the region are protected in Department of Conservation and Regional Council parkland. These provide for recreation and in many parts of the region they also contain and frame the region's housing and urban development current and future footprint. The Wairarapa also contains important areas of highly productive land where the balance between primary production and urban development will need to be determined in the future.

### How the region is growing

The region is anticipating an increase of between 91,000 and 151,000 people in the next 30 years, which will require between 52,000 and 66,000 homes. This is the equivalent of accommodating more than the population of another Hutt Valley within the geographical and other constraints the region has.

The Wellington Regional Growth Framework (being developed concurrently with the RLTP and this mode shift plan) will identify where housing, public transport, major cycling routes, roads, three waters infrastructure, businesses and jobs are recommended in the context of issues such as climate change, resilience, natural hazards as well as mana whenua aspirations.

The Wellington Regional Growth Framework has considered options for accommodating this growth and agreed in principle<sup>16</sup> a future urban form where 60-80% of growth is provided for within existing urban areas (centres and nodes) and 20-40% in new greenfield areas:

- **Major centres** –major centres identified for higher density housing, employment and services (but with density in each location customised to recognise local circumstances and local constraints/hazards)
- **Nodal development** – with higher density around nodes across the region, with most developing incrementally, but a subset identified for transformational shift in density and activity
- **Greenfield** – further investigation to optimise multi-modal/other WRGF outcomes – large-scale greenfield already identified by councils/developers, and new greenfield opportunities.

Particular areas of focus for the mode shift plan in relation to shaping urban form are identified as follows:

- Increase density near rail stations and major bus hubs and significantly improving multi-modal connections to stations/hubs
- Ensure the location, layout and design of greenfield growth areas encourages people to travel by shared and active modes.
- Intensification and place-making in Wellington City, particularly along the mass rapid transit corridor.
- Implement urban development projects (eg, Eastern Porirua including East-Porirua to City-Centre multi-modal transport corridor) to improve liveability and multi-modal access.

## B. Making shared and active modes more attractive

Momentum is building in the region with investments in, and improvements to, active and shared mode infrastructure, with recent catch up investment in our rail network, a new bus

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<sup>16</sup> Agreed in principle by Chief Executives, subject to further input from Iwi.

network, several new walking and cycling facilities, emergence of micro-mobility options in Wellington City and Hutt City and travel promotion initiatives for cycling and school travel.

To unlock mode shift in the region, ongoing investment in infrastructure and service provision is key, especially those that support increased capacity and service levels for public transport on rail and bus to manage overcrowding and to make public transport attractive, as well as a network of separated cycling and micro-mobility infrastructure.

### **Improve public transport capacity, frequency and reliability through investment in better services and infrastructure**

Investment in rail has ramped up in the last 3 years. Current investment in the rail network is focused on:

- Catch up renewals: improvements to the traction, track, bridge and sleeper infrastructure to enable the network to run more reliably and make timetable improvements. While the catch-up renewals began in 2012, they ramped up after 2017 with the series of Wellington Metro Upgrade Programmes (WMUP), which is expected to be complete ahead of schedule by 2024.
- Enabling increased capacity and reliability: building on the catch-up renewals these investments facilitate and enable patronage growth on the metro lines through double tracking between Trentham and Upper Hutt, improvements to Wellington station approaches, Plimmerton turn back and loop, other track layout changes to increase capacity, additional traction substations and the redesign of Woburn Junction. Also, although not yet funded this package of investments includes the installation of automatic train protection with new signalling to allow better management of trains on the network. These investments will enable improvements to the frequency of trains with the implementation of a timetable change to provide trains every 15 minutes in the peak in approximately 2024.
- The longer distance track infrastructure and rolling stock: initial investments are planned to improve Wellington station, the Wairarapa line, platforms, loops and crossing upgrades. Also, investment has been made to refurbish existing carriages to keep them in services until new carriages arrive, and lastly, the procurement of new rolling stock for Manawatu and Wairarapa lines, and additional stabling is in planning stages. The Detailed Business Case (DBC) for the North Island Rail Integrated Management (NIRIM) project will explore the potential for service frequency, capacity, speed and reliability improvements for the longer distance services between Wellington – Palmerston North (Manawatu Line) and Wellington – Masterton (Wairarapa Line). With the potential for the Wellington Growth Framework to locate additional development along the Manawatu and Wairarapa lines, the need to purchase new rolling stock provides an opportunity to consider the mode shift potential of a step change in service provision. Regular all-day clockface train services could encourage significant increased levels of demand, especially if journey times are faster and total passenger costs cheaper than the car alternative.

Rail ridership growth has generally exceeded forecasts in recent years. Early work on updating the Regional Rail Plan indicates the current generation of capacity enhancements will only be able to meet demand for the next 6-10 years. This means longer-term projects may need to be brought forward for completion within the next decade, so the rail network is able to 'get ahead of the curve' and avoid severe overcrowding. Detailed planning of this 'next generation' of rail network improvements is underway and includes consideration of the following projects:

- Electrification beyond Waikanae
- Double tracking the section between Pukerua Bay and Paekākāriki
- Grade separation of lines leaving Wellington Station

- Improvements at Waikanae station including some double tracking

The bus network was redesigned in 2018 to better align with international best-practice and increase service frequencies. While there have been some transitional issues with the changes, ridership has increased. Providing sufficient capacity to meet demand remains a challenge due to fleet and driver availability as well as congestion on main routes into the city and the Golden Mile.

Looking ahead, key improvements to the bus network over the next few years are:

- Increasing bus priority on key routes, to provide a faster and more reliable service.
- Implementing integrated ticketing by 2022 to make trips that require use of buses and trains cheaper and easier.
- Complete bus network reviews in the wider region (outside of Wellington City) to increase service frequency and provide better access for all.
- Continue to refine and improve the network within Wellington City, including ongoing upgrades to the bus fleet, providing additional buses for the fleet (and more capacity for the network), providing space for layover throughout the region, especially around the Wellington Railway Station precinct and recruiting more drivers.
- Response activities within the design and implementation of the bus network to respond to step changes such as LGWM initiatives as they rollout to fit the systems together and to take advantage of the full benefits of an integrated public transport system using all of its component parts, including mass rapid transit, bus priority, bus stops and bus stop access and payment and ticketing approaches.
- Ongoing electrification of the bus fleet.
- Provide a second public transport route through the central city to support mass rapid transit.
- Progress the investigation, design and ultimately delivery of a new mass rapid transit corridor through the city centre and south/east, as part of LGWM. This investment will support urban development and intensification in the city and enable many more people to live and work near public transport.

### **Make walking and cycling safe and attractive travel choices by prioritising these modes in the design and layout of our streets**

Walking and cycling could play a much bigger role in the region's transport system, especially for shorter trips to major employment centres, to schools and in expanding the catchment of the rail network and frequent bus routes. A connected regional cycling network that eliminates gaps, links transformational projects and provides feeder routes to town centres and other facilities will greatly improve the level of service for cyclists.

LGWM includes a suite of pedestrian and cycle friendly initiatives in Wellington City. Wellington City Council plan to deliver a cycle network throughout Wellington with the goal of ensuring that getting about by bike is a safe and viable transport choice for people of all ages and abilities – safer routes within neighbourhoods, and better connections between suburbs. Ultimately this will include the Great Harbour Way/Te Aranui o Pōneke, a walking and cycling route around Te Whanganui-a-tara, Wellington harbour from Fitzroy Bay in the east to Sinclair Head in the west.

Cycling improvements are planned around the region, such as CBD to Titahi Bay Shared Path, Stage 2 Wi Neera-Onepoto, Hutt City cycling and micro-mobility improvements, including Petone Esplanade, east-west connections, school clusters, the Beltway as well as Peka Peka to Ōtaki Shared Path.

Ensuring momentum is maintained for these larger projects is important along with creating links to each other and town centres and way-finding. This extends their use beyond recreational users to include commuters and people making other utility or social trips.

Making changes to the layout and design of streets can be a challenging process, with trade-offs needing to be made. Tactical urbanism is a valuable way to test out changes to urban streets and to get input from users and the community through co-design and placemaking. Projects to increase walking and cycling in Hutt City, Wellington and Porirua were successful in getting funding through Waka Kotahi's recent Pilot Fund. These will be implemented as temporary interventions within the next year, and these are likely to be converted to effective and well accepted permanent changes within the next NLTP or soon thereafter. These projects should pave the way for tactical urbanism to be used for other projects to inject co-design, creativity and trials to help inform and de-risk permanent projects.

A particular opportunity exists through the relatively new technologies of e-bikes and e-scooters, which can help overcome issues of hills, wind and distance. This opportunity will only be realised if there are substantial improvements to street design and the provision of safer dedicated infrastructure. Cycle network planning needs to take E-bike use and the proportion of women that cycle to travel to work into account.

E-bike sales are steadily increasing in New Zealand and recent research in New Zealand reveals that e-bike use enables trip-chaining, an increased proportion of women cycling compared to push-bikes and range extension from around 5kms to 15kms. The key barriers to owning and using e-bikes (that are different to push-bikes) are cost, security and ability to keep up with traffic. Ways to support purchase of e-bikes, secure bike parking and speed limits of 30km/hr in some urban streets will all help e-bike sales and use. The Waka Kotahi E-bike employer scheme has been taken up by 10 government agencies, and local government in Wellington region so far, mostly based in Wellington city.

Rental shared e-scooter and bike schemes are popular, provide a flexible form of mobility to city centres and make a positive contribution to mode shift. There are some challenges with their parking and use that cities need to find creative ways to manage. As cycle infrastructure becomes more widely available, some of the pressure on our footpaths will be relieved.

### **There are opportunities to improve safety and accessibility around schools**

Safer speed limits around schools can lower actual travel speeds, making these areas safer, more attractive and more accessible places for children to walk and cycle to school. The government's proposed speed management planning process will allow for a more streamlined and coordinated approach to speed management. Through this planning process, road controlling authorities will be required to reduce speed limits around urban schools to 30 km/h (or 40 km/h where appropriate) and around rural schools to a maximum of 60 km/h. These could be variable speed limits where appropriate.

Road controlling authorities will also be expected to consider safer speed limits around schools in urban centres where there are high numbers of active mode user and it is expected that by 2022 there must be a plan for all schools to have lower speed limits in place over the 10 years of the Road to Zero strategy. By 2024, we expect to see 40 percent of schools with speed limits in compliance with the Rule, and reductions in actual speeds in areas where speeds limits have been lowered. Other initiatives that can be increased are Bikes in Schools, Movin' March and crossing and intersection safety initiatives.

## **C. Influencing travel demand and transport choices**

Travel choices are influenced by a wide variety of factors, such as travel time, reliability, cost, ease of use, safety and flexibility. The previous section focussed on improving public transport services and proving walking and cycling infrastructure. However, for these service improvements to have the most impact on mode shift, they need to be complemented by a range of other tools that help encourage people to change the way they travel.

These initiatives can include a wide variety of both push and pull approaches to encourage use of shared and active modes or to discourage car use. They can also include financial



instruments such as road pricing and parking charges to discourage private vehicle travel and that support a more efficient overall transport system.

The Let's Get Wellington Moving Travel Behaviour Change business case will be the main platform for soft travel demand initiatives in Wellington City. It will also help minimise and capitalise on the impacts on the city of any construction to shift behaviour. This study may provide some useful insights and ideas for other parts of the region.

GWRC has a Travel Demand Management programme and is developing one for the next three years.

- The current initiatives include: Large Employer Travel to Work Plans
- Active modes in schools, including Movin' March and Scooter training. Half of Wellingtons schools are taking part in Movin' March
- Travel Awareness campaign: Aotearoa Bike Challenge
- Smart travel: car share initiatives
- Monitoring and data: ongoing effort to collect and report.
- A regional cycling map is planned with practical information for cyclists (eg, shows, fix it stands, school bike tracks, quiet roads)
- Promotion of cycle skills and safety messages to support new cyclists to gain confidence including Pedal Ready cycle skills training and Bus and Bike to improve workshops.

In addition to these initiatives, further areas of focus are:

- Further develop and implement workplace travel plans that result in better travel options for hospital and other large workplace employees. GWRC plans to develop a workplace travel plan with Wellington Regional Hospital and will roll this out to a further 5 large workplaces and provide guidance for other organisations to use. Wider roll out of ambitious workplace travel plans should be pursued around the region.
- Develop Journey to Work information throughout the region, especially on key corridors for Best Time to Travel campaign and GWRC Mobility as a Service trial
- Facilitate availability of technology and apps to support shared or active mobility choices and parking management tools

Public transport fare changes, parking fees and overall parking policies have a significant impact on peoples' travel choices.

PT fare changes can help attract more people to public transport. They can be used to reduce the relative price for off peak travel and to support users with different financial or physical abilities. Fare changes were introduced with the 2018 Bus Network review and more are planned to encourage peak spreading and along with the introduction of integrated ticketing.

The desirability and viability of a parking levy in Wellington will be investigated by LGWM<sup>17</sup>. If well designed, a parking levy can target commuters and encourage use of active modes or public transport. The inclusion of some exemptions and concessions, like in Melbourne, such as for residential and disabled parking, and spaces provided free of charge for visitors and patients, would give more equity.

The review of Wellington City's parking policy is a valuable opportunity to implement a parking policy that proposes a demand-based and dynamic approach to pricing and new objectives to prioritise active and shared modes through a parking space hierarchy. For example, it proposes a significant increase in parking prices after the first three hours to encourage turnover in high demand areas. It will set out different approaches for key transport routes and the central area, suburban town centres, city fringe, residential streets and so on. It will take

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<sup>17</sup> There has been a parking levy in Melbourne since 2006 to reduce traffic congestion in central Melbourne by encouraging more motorists to use public transport.

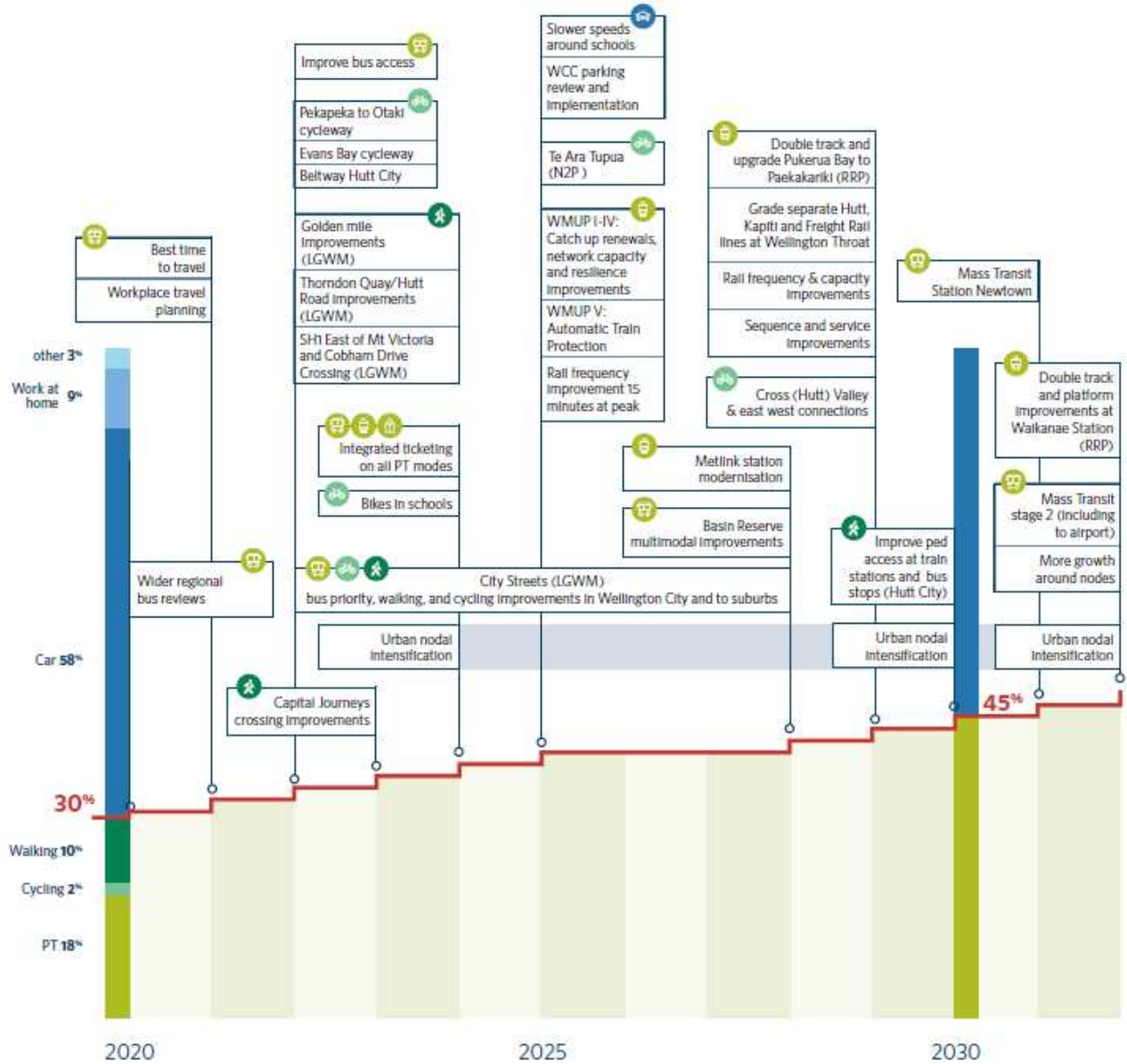
into account the supply of non-Council off-street parking (mostly in inner city areas) to provide longer-stay parking options.

The implementation of this approach will be key to ensure that the tools provided in the parking policy are utilised to enable parking for shorter periods of time, discourage parking for longer periods, provide for newer forms of transport such as electric vehicles and space for bus priority, cycle lanes and wider footpaths where these are needed most. Parking offences and penalties are set in the Offences and Penalties Regulations and The Local Government Act rather than by councils. The penalties are low which limits ability for councils to set fees and compliance rates are low. This issue is being investigated through a central government review of the Offences and Penalties Regulations and The Local Government Act.

### **Indicative step changes in mode share over the next 15 years**

The combination of land use change, infrastructure investments, service improvements and other key initiatives will improve mode share over time. We envisage a proactive approach that brings forward improvements so that the share of shared and active modes can continue to improve at pace.

## Indicative mode share step changes as a result of investments and service improvements



## IMPLEMENTATION

### Funding

The investment activities to deliver the plan are outlined in the Appendix A: Wellington Mode Shift Focus Areas and Activities. The majority of the projects identified in the focus areas that are already in progress are primarily funded under the NLTF and some are or may attract funding as part of an economic stimulus package or through the NZ Upgrade Programme.

This plan has helped inform the development of activities for the RLTP, noting that what activities are included will be confirmed as the RLTP is finalised in April 2021. For projects that involve multiple partners, such as multi-modal station access, it is recommended to scope these activities alongside the WRGF process.

There are some essential projects that together will unlock mode shift in the Wellington Region in the shorter-term and in the longer-term.

Shorter-term projects:

- Continuing with the improvements of the bus network throughout the region, including its hubs, linkage to rail and future MRT, increasing capacity and bus priority measures and space for layover and infrastructure such as charging or driver facilities
- Ensure emphasis on short trips exists in planning in all parts of the region and for all urban centres and destinations in the region.
  - More effort on walking and cycling improvements in Wellington City – taking into account ebikes – separated cycle lanes and bike parking
  - Short trips in all urban centres including town and suburban centre revitalisations
  - Using Innovating Streets for People techniques to quickly progress these initiatives with input from the community.
- Investigation of a Parking Levy as part of LGWM is planned to understand the desirability and viability of introducing a parking levy into Wellington
- Focus on travel planning including work place travel planning as led by GWRC
- Investigate a journey time and cost information technology initiative, building from the Best Time to Travel initiative planned for Transmission Gully and the GWRC's mobility as a service trial.

Longer-term projects planned after 2024 may not yet be budgeted for, but it is recommended that the investment pathways for these are mapped out (again as part of the RLTP and later RPTP process).

Major investment decisions relate to:

- Procurement of new longer distance and metro rolling stock – it takes approximately 6 years lead-in time from a contract being awarded to a new fleet being fully operational. It will be important to learn from the procurement of for the Matangi train units where the number of trains purchased did not meet demand because the investment analysis was based on low growth estimates.
- Other rail projects as per Regional Rail Plan: electrification beyond Waikanae, double tracking the section between Pukerua Bay and Paekākāriki, grade separation of lines leaving Wellington Station at Wellington throat and improvements at Waikanae station including some double tracking.
- Let's Get Wellington Moving:
  - Mass rapid transit – which will create a step change in public transport level of service in Wellington City enabling more people to get around the city more quickly and easily.

- Strategic highways including multimodal improvements at the Basin Reserve and through Mt Victoria

This plan indicates Waka Kotahi is committed to support mode shift oriented projects that are under its control. Our funding partners should also ensure they mention and align their investment proposals with this plan to have a better chance of a higher results alignment with our investment criteria.

### **There are some issues with funding that will need to be addressed**

Impact of COVID-19 on funding sources and capacity to respond to mode shift is the largest issue facing the funding of mode shift activities. At this time, when economic limitations and stimulus on its own might seem like a priority a key challenge is to ensure our perhaps more limited investments and activities continue to prioritise mode shift and help address emissions and health challenges at the same time.

Resilience is important, there may be another outbreak of COVID-19 in New Zealand, another health crisis or other unexpected event that has an impact on travel or travel patterns such as a large earthquake or storm event<sup>18</sup>. As the transport system is adjusted to support increased mode shift, it will be important that investment decisions take into account our ability to respond to these events and to plan for the longer-term impacts of climate change which will increase the likelihood and severity of many of the hazards we face in Wellington.

This plan points Wellington Region investment partners towards investment in both land use changes and transport initiatives. The emission reduction potential of stand-alone transport policies will only get us so far, when combined with land use intensification around rail stations and public transport stops and other land use initiatives to encourage walking and cycling, the benefits of each can be combined for an even greater impact on mode shift and emission reduction than these changes would enable on their own.

This plan is intended to support bold and smart investment decisions by leaders and politicians that not only support economic activity but that also supports mode shift, emissions reductions and to improve health outcomes. It seeks a new approach to reducing emissions in the Wellington region that benefits from the combined impact of targeted land use with transport initiatives and that will have a better chance of contributing to New Zealand's ability to reach net zero emissions by 2050.

## **Building community support**

Building community support for mode shift is vital, especially as where changes to the layout and operation of existing streets is required. There is generally strong support for providing better travel options – for example two-thirds of people in the Wellington region agree that investing in cycle lanes is important. However, changing street design and travel habits quickly becomes highly localised and personal, presenting challenges in implementing the very initiatives that improve travel options.

Therefore, building community support should seek to provide information about easy ways to travel and build a story about positive experiences on our public transport network or about workplaces providing flexibility.

Trialling changes to street layout is a great way of building community support, as designs can be evolved over time in response to feedback before becoming permanent. The Innovating Streets for People Projects in the Wellington Region have the potential to build capability for more innovative ways to consult and implement changes to streets, and to create positive

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<sup>18</sup> The Wellington Region has experienced a number of emergencies caused by hazards, including earthquakes, floods, landslides, drought and pandemics. <https://wremo.nz/hazards/introduction/>

social licence to put in more space for walking and cycling in our streets through co-design with the community.

The impact of COVID-19 in the short term and the medium term has created some disruption. During the lockdown and increased alert levels there was a sudden increase in people walking and cycling. It has also enabled individuals and businesses to understand how to work from home and how to use online meeting platforms. These new perspectives should assist the community response to mode shift as we recover.

**There are some initiatives that would help to build community support:**

- In the walking and cycling space (as well as to support access to PT), the Innovating Streets for People approach will involve the community in on-the-ground testing and co-design of changes to our streets before they become permanent. This will help with community support for permanent changes because they will get the chance to see how they work on the street and will have buy-in as a result of contributing to the design process.
- Readily available journey time information and accurate real time information, including mobility-as-a-service initiatives to empower individuals to make daily decisions to improve on mode shift.
- Communication campaigns that draws on peoples' shared values rather than focussing on more detailed technical and information about individual impacts, will help re-shape the conversation and better support behaviour change.<sup>19</sup>

## Monitoring and measuring progress

The draft RLTP targets related to mode shift (30% reduction in transport generated carbon emissions by 2030 and 40% increase in active travel and public transport mode share by 2030) will be reported against as part of annual RLTP reporting and reported to the Minister by Waka Kotahi on an annual basis.

Waka Kotahi will use this RLTP report to update the Minister on progress with delivering the mode shift plan, as part of reporting on the national mode shift plan and the plans for each of the main centres/regions.

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<sup>19</sup> How to Talk About Urban Mobility and Transport Shift A Short Guide, The Workshop, 2020.

## APPENDIX A – WELLINGTON MODE SHIFT FOCUS AREAS AND ACTIVITIES

This table sets out the focus areas and activities for the mode shift plan grouped under the relevant lever and aligned to the relevant (draft) RLTP 2021 objectives and/or investment priorities. The activities will be further developed and confirmed as part of the RLTP 2021 programme development.

Lever	RLTP objectives/priority investment focus	Mode Shift Plan focus areas	Mode Shift Plan activities	Indicative timeframe	Responsibility	
Shaping urban form	Objective 2: Transport and land use are well-integrated to support compact urban form, and a strong regional economy.	Increase development density near rail stations and major bus hubs and significantly improve multi-modal connections to stations/hubs	Master-planning/station access planning at priority rapid transit nodes and major bus hubs.	2020-2024 initially, then over 10 years	All (or as identified through WRGF)	
		Ensure the location, layout and design of greenfield growth areas encourages people to travel by shared and active modes	Confirm greenfield locations that best deliver /have potential to deliver on WRGF objectives including improved multi-modal access.	2020-2021	All (or as identified through WRGF)	
		Intensification and place-making in Wellington City, particularly near mass rapid transit and public transport corridors	Planning for Growth city spatial plan aligned with LGWM MRT (business case) and urban development workstream	2020-21 initially, ongoing	WCC, LGWM	
		Implement urban development projects (eg, Eastern Porirua including East-Porirua to City Centre multi-modal transport corridor) to improve liveability and multi-modal access	Eastern Porirua project is ongoing. Other projects being scoped as part of WRGF.	2020-2040	PCC/Kāinga Ora Others to be explored as part of WRGF	
Making shared and active modes more attractive	Objective 1: People in the Wellington region have access to good, affordable travel choices.  Build capacity and reliability into the Wellington region's rail network and the Wellington City public transport network to accommodate future demand	Improve rail safety, capacity and resilience by upgrading rolling stock, infrastructure, and services and purchasing additional trains to address overcrowding, provide for future growth and enable higher service frequencies	Progress with funded projects including: <ul style="list-style-type: none"> <li>WMUP I-IV, VI</li> <li>WMUP V</li> <li>Frequency improvement</li> <li>Riverlink Melling Station Access improvements</li> <li>Metlink Station modernisation</li> </ul>	2020-2026	KiwiRail, GWRC	
			Purchase additional trains to address overcrowding to address overcrowding, provide for future growth, and enable higher service frequencies via: North Island Integrated Mobility (longer-distance rolling stock) DBC including procurement	2021-2026	GWRC	
			Finalise the Regional Rail Plan incl. indicative timeframes and scale for large investments in next 30 years especially: <ul style="list-style-type: none"> <li>Electrification extension to Palmerston North and Masterton</li> <li>Double track Pukerua Bay to Paekakariki</li> <li>Grade separate Hutt, Kapiti and freight at Wellington Throat</li> <li>Double track and platform improvements at Waikanae</li> </ul>	2024-30	GWRC and KiwiRail	
			Continue and accelerate where possible LGWM including early delivery activities, City Streets package and delivery of mass rapid transit, strategic highway improvements	Early delivery projects (Golden Mile, Safer Speeds 30km, Thorndon Quay/Hutt Rd, SH1 Safer Speeds East of Mt Victoria and Cobham Drive Crossing)	2020-2022	LGWM
		Progress Bus Network Action Plan and the review of the network across region to progress a combination of initiatives including bus layovers, increases in frequency, span of service and route changes (extensions and simplifications), to reduce overcrowding and improve reliability	City Streets – bus priority and walking and cycling improvements	2021-2028	LGWM	
			Smarter Transport Network	2021-31	LGWM	
			Mass Rapid Transit Railway Station to Newtown	2023-31	LGWM	
			Strategic highway including multimodal improvements at the Basin Reserve and through Mt Victoria	2023-31	LGWM	
			Mass Rapid Transit stage 2	2031-37	LGWM	
			Metlink Wellington City Bus Network Action Plan	2020-23	GWRC	
			Bus network review wider region including Porirua City Council, Hutt Valley, Kāpiti Coast District Council and Wairarapa Councils	2021-24	GWRC	
			Busy layovers (eg, Wellington interchange)			
		Implement integrated ticketing and improve multi-modal access including bike parking and park and ride management	Better pedestrian access to bus stops	Underway in Hutt City Other parts of region	2020-24 TBD	Hutt City Regional TAs
			Integrated ticketing as part of national ticketing system		2022	Waka Kotahi, GWRC
			Smarter Connections park and ride strategy for possible parking management, potential capacity increases, bike parking at stations		2018-24	GWRC
			Improve multi-modal access to public transport hubs, especially train stations		2020-24	Waka Kotahi, GWRC
		Make walking, cycling and public transport a safe and attractive option for more trips through the region	Revitalise town centres in the region with a focus on walking and biking for shorter trips, through permanent changes or temporary/trial interventions and Innovating Streets for People projects	Innovating Streets projects/potential projects in Porirua, Wellington City, Hutt City, Kāpiti and Wairarapa	2020 – 23	WCC, HCC, SWDC, KCDC, PCC
				Continue with Pedal Ready, free cycle skills training for children and adults in the Wellington region	2020 -21	Waka Kotahi, GWRC and all other councils
				Wellington Cycleways Master Plan, including Eastern Bays	2020 – 30	WCC
				Opportunity in Eastern Porirua to improve crossing safety for pedestrians across key corridors and in school zones alongside slower speeds	2021-2024	PCC
Opportunity to improve walking and cycling access in Porirua as part of change in function of SH1	2021-24			Waka Kotahi, PCC		
Progress with Pedal Ready, free cycle skills training in Paraparaumu, focused on Kāpiti Road and Rimu Road and town centres	2021-24(?)			Kāpiti Coast District Council		
Opportunity to review Wellington City suburban centres or community locations and other regional town centres for pedestrian and cycle improvements	2021-25			All councils		
Capital Journeys Programme upgrades to zebra crossings in Wairarapa towns on state highway two and 53.	2020-24*			Waka Kotahi		
Make walking and cycling more attractive for getting to school by stepping-up implementation of Bikes in Schools( and Movin' March programmes and delivering lower speeds around schools	To make Bikes in Schools accessible to an extra 14,500 students each year or total 43,500 between 2018-21.			Opportunity to continue and step up Bikes in Schools programme – develop business case to continue and ramp up programme beyond 2021.	2018-21* 2021-24	Waka Kotahi (with partner funding by schools during implementation) TBD
	Increase number of schools participating in active modes in schools programme: Movin' March and Scooter training. Half of Wellingtons schools are taking part in Moving March (underway).				2020-24	Greater Wellington
	Road to Zero: NZ's road safety strategy 2020-2030 legislation and rule programme:				2020-30	Waka Kotahi
	By 2022 all schools must have a plan for lower speed limits within 10 years				2022	Wellington region Schools

Lever	RLTP objectives/ priority investment focus	Mode Shift Plan focus areas	Mode Shift Plan activities	Indicative timeframe	Responsibility
			By 2024, 40 percent of schools with speed limits in compliance with the Rule, and reductions in actual speeds in areas where speeds limits have been lowered	2024	Wellington region Schools
		Establish a connected regional cycling network by eliminating pinch points on the network and delivering transformational projects to improve access	Progress transformational projects: CBD to Titahi Bay Shared Path and East Porirua Cycling Spine	2020-21 2020-25	PCC PCC
			Peka Peka to Ōtaki Shared Path	2019-21	Waka Kotahi
			Otaki to North of Levin Shared Path	TBC	NZ Upgrade Programme
			Improve connectivity between Johnsonville and Tawa	TBC	Waka Kotahi
			Te Ara Tupua, Ngauranga to Petone section	2019-25	Waka Kotahi
			Te Ara Tupua, Petone to Melling section	2019-21	Waka Kotahi
			Hutt City and Micromobility improvements including for Petone Esplanade, east-west connections including Knights Road, School clusters, the Beltway, Hutt City walking and cycling bridge as part of RiverLink	2020-26	HCC
			Eastern Bays Shared Path	2020-23	HCC
			Maps, information about routes	2020	KCDC
			Kapiti Coast Ride-and-Stride		
			Region cycling maps with practical information for cyclists	2021-22	GWRC
			Progress Five Towns Trail and links to stations	2021-2025	Wairarapa Councils
			Carterton Walkway to train station	2021-22	CDC
		Ensure bike parking/secure e-bike parking in key locations: <ul style="list-style-type: none"> <li>Increased secure bike parking at train stations</li> <li>Opportunity to review current parking and identify more locations</li> </ul>	2021-24	GWRC, WCC, HCC, PCC	
		Promote e-bike uptake and careful management by councils of rental e-scooter schemes (along with bike schemes)	E-scooter share schemes WCC and Hutt City	2019-2020	WCC, HCC
			Opportunity to increase uptake E-bike employer scheme in Wellington employers	2020-2024	GWRC
			Investigate e-bike subsidy	2020-2025	Waka Kotahi/MOT
Influencing travel demand and transport choices	Improve access to key regional destinations, such as ports, airports and hospitals, for people and freight	Progress the LGWM Travel Behaviour Change and Parking Levy investigations	Progress the LGWM Travel Behaviour Change and Parking Levy investigations business cases that will provide recommendations for what occurs in this area through LGWM to encourage mode shift, and develop options for managing construction impacts	2021-24	LGWM
		Further develop and implement workplace travel plans that result in better travel options for hospital and other large workplaces	Progress at least 6 work place travel plans including one for Wellington Regional Hospital	2020-24	GWRC
		Use public transport fare structures alongside integrated ticketing to encourage public transport use including inter-peak and off-peak travel	Metlink markets its public transport fare instruments to encourage PT use and inter-peak and off-peak travel.	2022-24	GWRC
		Develop Journey to Work information throughout the region, especially on key corridors for Best Time to Travel campaign and GWRC Mobility as a Service trial	Best Time to Travel campaign rolling out in 2020 for SH1 to help with mode shift or peak spreading. Wider Journey to Work information campaign	2020-21 2021-24	Waka Kotahi, GWRC Waka Kotahi, GWRC
		Facilitate availability of technology and apps to support shared or active mobility choices and parking management tools	Investigate opportunities and information for users	2021-24	GWRC, All
		Update/implement parking policies to discourage long-stay on-street commuter parking and enable reallocation of road space	WCC parking policy implementation to give priority to shared and active modes on streets and provide better price indicator for on-street car parking	2021-2024	WCC,
			Support a central government review of the Offences and Penalties Regulations and the LGA to support WCC to implement its parking policy review	2020-2021	Shared responsibility
			Focus on parking management in Porirua City Council and Hutt City Council to better support shared and active mode infrastructure and to encourage mode shift	2021-2024	HCC



**Council**  
**20 August 2020**  
**Report 20.286**



**For Information**

**CIVIL DEFENCE EMERGENCY MANAGEMENT GROUP MEETING - 7 AUGUST 2020**

**Te take mō te pūrongo**

**Purpose**

1. To inform Council of the deliberations of the Wellington Region Civil Defence Emergency Management Group Joint Committee (the Joint Committee) meeting of 7 August.

**Te horopaki**

**Context**

2. The business considered by the Joint Committee is set out in the following paragraphs.

**Reports**

*Civil Defence Emergency Management Group Appointments – August 2020*

3. The Joint Committee agreed to a number of statutory appointments for the roles of Group and Local Controllers, and to the appointment of Group and Local Recovery Managers, as required under the Civil Defence Emergency Management Act 2002 (the Act).

*Amendments to the Wellington Region Civil Defence Emergency Management Group's Training and Exercise Plan 2020/21.*

4. The Joint Committee agreed to amendments to the Wellington Civil Defence Emergency Management Group's Training and Exercise Plan 2020/21. This included the approval of the revised Key Performance Indicators for 2020/21.
5. The reason for these amendments is that the COVID-19 response made the planned delivery of the Wellington Region Civil Defence Emergency Management Group's emergency management training and exercising during the response period both impractical and inappropriate.

*Wellington Region Emergency Management Office Annual Report for 2019/20*

6. The Joint Committee approved the Wellington Region Emergency Management Office (WREMO) Annual Report for 2019/20.

7. WREMO's Annual Report for 2019/20 provides the results of the Community Resilience and Recovery, Operational Readiness and Response, and Business and Capability Development Teams across reduction, readiness, response and recovery as well as an executive overview by the Regional Manager.

*Wellington Civil Defence Emergency Management Group COVID-19 After-Action Review*

8. The Joint Committee approved the Wellington Region Civil Defence Emergency Management Group's COVID-19 After-Action Review Executive Summary as an accurate record of the event and lessons identified.
9. The After-Action Review Executive Summary provides a qualitative review of the actions taken in response to the COVID-19 event as a means of identifying best practices, gaps and lessons learned for the Wellington Civil Defence Emergency Management Group.

**Oral items**

*COVID-19 regional recovery update*

10. A presentation was provided from Dan Neely, the Group Recovery Manager to the Joint Committee.
11. He stated that there is ongoing regional information sharing and collaboration with Recovery Managers and WellingtonNZ. There is regional recovery project starting with varying degrees of progress being made across the four regional recovery goals.
12. The development of a Recovery Dashboard will enable us to measure the impact of COVID-19 on Community Well-beings and to inform current and future recovery programmes. The Recovery Dashboard will also establish a pre-COVID-19 baseline to compare against for the next 18 months.

*Wellington Region Emergency Management Office community survey results*

13. The Joint Committee was informed by Jess Hare, WREMO Manager, Business and Capability Development that the 2020 community survey was an online survey with a sample size of 2000 from across the Wellington Region. This sample size is an increase from 2019, when the sample size was 500.
14. Ms Hare informed the Joint Committee that there had been a slight increase in preparedness from 2019 to 2020 which may be as a result of the COVID-19 event and people storing more food, pet supplies and medications.
15. The meeting was told that the age bracket of 18 to 24 were probably the least prepared, had least knowledge of their local emergency hubs, or even knew who their neighbours were. WREMO will specifically target this audience in future public education campaigns.

*Local earthquake response plans*

16. Jeremy Holmes, Regional Manager WREMO provided an update on the Local Earthquake Response Plans to the Joint Committee. These Local Earthquake Response Plans complement the Wellington Region Earthquake Response Plan which in turn is linked to the Wellington Earthquake National Initial Response Plan produced by the National Emergency Management Agency.

17. Mr Holmes told the meeting that Mr David Russell, who recently worked for WREMO as Group Controller, has been brought in on contract to work with the councils to develop their Local Earthquake Response Plans. Mr Russell was the author of the Wellington Region Earthquake Response Plan and will add some continuity to the programme.

*WREMO Annual Plan for 2020/21 – The Way Ahead*

18. Jeremy Holmes, Regional Manager WREMO informed the Joint Committee that WREMO's Annual Plan for 2020/21 will be developed over the next few months. This will include working with the national agencies to understand their key performance indicators to enable WREMO to align their key performance indicators.

**Ngā kaiwaitohu**

**Signatories**

Writer	Keith Evans – Kaiwhakahaere Matua, Business Continuity & Emergency Manager
Approvers	Luke Troy – Kaiwhakahaere Matua Rautaki/General Manager, Strategy Cr Daran Ponter – Council's representative, Wellington Region Civil Defence Emergency Management Group Joint Committee

<b>He whakarāpopoto i ngā huritaonga Summary of considerations</b>
<b><i>Fit with Council's roles or Committee's terms of reference</i></b> It is appropriate for Council, as a member of the Joint Committee, to be kept informed of the business of that committee.
<b><i>Implications for Māori</i></b> There are no known implications for Māori.
<b><i>Contribution to Annual Plan / Long term Plan / Other key strategies and policies</i></b> The report contains updates relevant to Greater Wellington's business continuity planning and emergency management.
<b><i>Internal consultation</i></b> There was no internal consultation required.
<b><i>Risks and impacts: legal / health and safety etc.</i></b> There are no risks or impacts.

Council  
August 2020  
Report 20.282



For Information

## HEALTH, SAFETY AND WELLBEING UPDATE – JULY 2020

### Te take mō te pūrongo

#### Purpose

1. To inform Council of Greater Wellington's Health, Safety and Wellbeing (HSW) performance and activity in June/July 2020.

### Te tāhū kōrero

#### Background

#### *HSW performance scorecard*

2. The HSW performance scorecard for June/July 2020 is outlined in [Attachment 1](#).

#### *COVID-19 response*

3. A sub-group of the wider Crisis Management Team has been established to:
  - a. Keep a close watching brief on the COVID-19 situation and information and direction coming from government sources
  - b. Make sure Greater Wellington is in a position to respond quickly and efficiently in the event of community transmission in Wellington Region
  - c. Keep Greater Wellington staff informed.

#### *Fatal and Severe (critical) Risk controls programme*

4. Fatal and Severe Risk (FSR) work streams currently underway are transportation and driving, lone and remote working, and wellbeing (with a focus on mental health and wellbeing). Progress is outlined below.
5. Work streams, effectively paused as the Wellington Region moved into lockdown, are back on track.

#### *Transportation and driving*

6. Key progress elements are:
  - a. The final transportation and driving standard and essential controls, which address the behavioural and competency requirements of driving for Greater Wellington, are complete. These requirements will be taken to the Executive Leadership Team (ELT) for approval at its August 2020 meeting

- b A trial of the EROAD Inspect app is underway. This is an app based vehicle inspection check completed daily by the driver; and provides additional assurance the vehicle is in roadworthy condition or removes the vehicle from use if not
- c Launch of the driving standard, EROAD inspect app and a refresh on the purpose and use of the EROAD telematics function is planned for mid-September 2020.

*Lone and remote working*

7. Key progress elements are:
- a Physical installation of the three remote repeater sites at Mt Climie have been completed without further incident
  - b Commissioning of the crosswire function and training in use of the radios is underway
  - c The system will be trialled with the Parks department once the external provider to monitor the man down and emergency response has been confirmed, to eliminate any issues before roll out to the wider organisation
  - d Work has recommenced on developing the Lone and remote Working Standard and essential controls.

*Wellbeing*

8. The key progress elements are:
- a Testing of the sensitive reporting tool in KESAW (Greater Wellington's online incident reporting system) is now complete and will be taken to ELT for approval to release at its August 2020 meeting
  - b The reporting tool is designed to capture event or issues of a sensitive nature which impact wellbeing (e.g. stress, workplace relationships, etc.) at work in a secure and confidential way and allows appropriate support to be put in place
  - c Support for this type of report from employees' testing it was overwhelming
  - d It is anticipated this tool will be launched to the organisation in early September 2020 with endorsement from ELT to reflect the importance of mental health and wellbeing
  - e Procedures, including self-care support and how to keep themselves safe, have been developed for Park Rangers who come across deceased bodies, homeless people or other personally distressing situations in the course of their work.

*HSW resourcing*

9. Recruitment is underway for an additional HSW advisor, approved by ELT, to provide HSW advisory and support, predominantly within the Metlink function.
10. This follows a review of HSW process which failed to provide the right assurance that operator / contractor HSW management within Metlink was effective in keeping our Metlink customers safe.

11. New managers coming in after the Metlink restructure have a heightened awareness of their HSW duties and are also seeking assurance that the right systems and support are in place for them to effectively discharge these duties.

**Ngā tūāoma e whai ake nei**

**Next steps**

12. No further action is required.

**Ngā āpitihanga**

**Attachment**

Number	Title
1	Health, Safety and Wellbeing Performance Scorecard – June/July 2020

**Ngā kaiwaitohu**

**Signatories**

Writer	Julie Barber, Health Safety and Wellbeing Manager
Approver	Nigel Corry, General Manager People and Customer

<b>He whakarāpopoto i ngā huritaonga Summary of considerations</b>
<b><i>Fit with Council's roles or Committee's terms of reference</i></b> This report assures Council that Greater Wellington's legal obligations under the Health and Safety at Work Act 2015 are met.
<b><i>Implications for Māori</i></b> There are no known implications for Māori.
<b><i>Contribution to Annual Plan / Long Term Plan / Other key strategies and policies</i></b> The HSW Policy and Wellbeing Strategy are included in Greater Wellington's Annual Plan 2020/21.
<b><i>Internal consultation</i></b> No internal consultation was required.
<b><i>Risks and impacts: legal / health and safety etc.</i></b> The HSW risks and treatment are outlined in paragraphs 4 to 8.



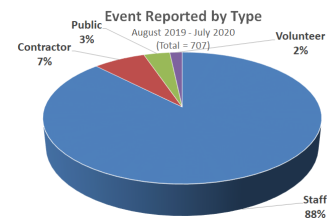
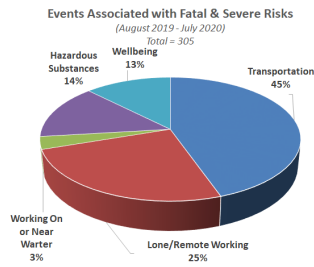
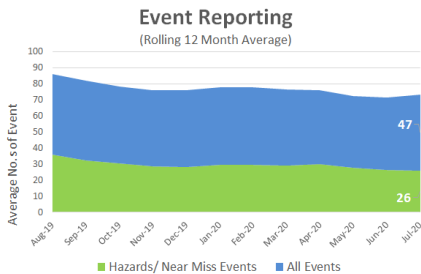
## Attachment 1 to Report 20.282

### Health, Safety and Wellbeing Performance Scorecard June / July 2020

#### Progress against key work streams this month

Status	Work stream	Update
Off track	Fatal and Severe Risk (FSR) controls – transportation and lone / remote working	Transportation and driving standards and controls awaiting ELT approval
Off track	Wellbeing Plan	Sensitive reporting tool test complete and awaiting ELT approval

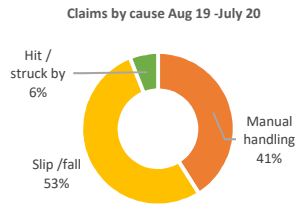
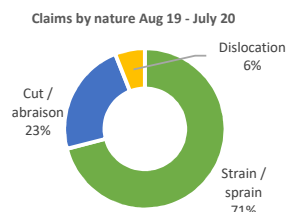
#### Event reporting



#### New / emerging trends June / July 2020

- Off road vehicles losing traction and slipping due to winter weather conditions, and tyre condition and type
- Staff walking on steep, slippery terrain (due to winter weather conditions) slipping and falling, causing strains and sprains
- Bomb squad response(x2) to WW2 ordinances uncovered by members of the public metal-detecting in Queen Elizabeth Park

#### ACC Injury Claims



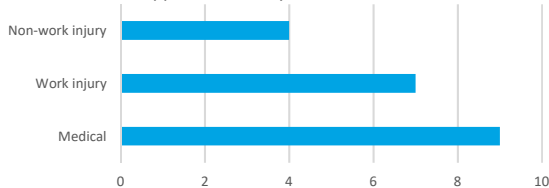
	YTD
New claims	20
Lost time claims	4
Total days lost	22

#### Health and wellbeing

##### Wellbeing

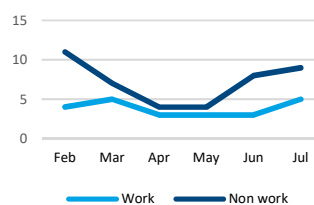
16x supportive interactions - mental health first aiders  
 2x distress interaction - mental health first aiders  
 7x wellbeing messages via various GW channels  
 207 flu injections via GW providers in 2020 (compared to 215 in 2019)

##### Rehabilitation support June / July 20

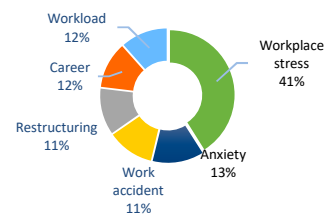


##### EAP

##### EAP use



##### Top reasons - work related use



## Attachment 1 to Report 20.282

## Health, Safety and Wellbeing Performance Scorecard June / July 2020

Training and engagement June / July 2020				
<p>1x Training – Mental Health First Aider Booster</p> <p>8x Mental wellbeing first aiders support forums (fortnightly)</p> <p>1x Scheduled HSW representative meeting</p> <p>1x Science and Scones presentation with a wellbeing connection to nature focus</p>				
High consequence events Feb – May 2020				
Type	Location	Dept	Event description	Immediate / corrective action
Near Miss	Masterton	Public Transport	Tranzit bus driver directed by road workers to proceed towards a level crossing as a KiwiRail train was approaching	CCTV reviewed – Tranzit driver took corrective action by stopping, reversing and moving bus clear of level crossing, just as the train entered. Tranzit investigating – report requested
Accident	Lower Hutt	Public Transport	Tranzit driver took off before disabled passenger was seated, resulting in the person falling and breaking an ankle in two places, requiring surgery	CCTV reviewed, Tranzit investigating – report requested
Near miss	Whitireia Park	Biosecurity	Member of public ignored signage and cordons to enter the primary exclusion zone of a helicopter landing site, while the helicopter was idling, and refuelling of aerial spray tanks was underway. Initially reported as an extreme risk which triggered an event learning review.	Entry to secondary exclusion zone prevented by helicopter ground crew. Event learning found the right controls were in place; but the heightened perception of risk and accountability associated with helicopter operations contracted by GW, influenced the risk level attributed to the event.
Incident	Wairarapa	Land Management	One or more pole sleeves came loose while in flight during helicopter operations to transport poles to remote site for planting. Initial concern about the potential to hit rear rotor of chopper, though pilot has since confirmed that the risk during flight was low.	Department change to taping all pole sleeves prior to delivery to helicopter bundling sites, and extra check on securing load prior to flying while event learning review is underway.



**Council**  
**20 August 2020**  
**Report 20.299**



**For Decision**

## **RESOLUTION TO EXCLUDE THE PUBLIC**

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

Project NEXT Participation Agreement (Part 1) – Report PE20.287

Appointment of director to WRC Holdings Limited – Report PE20.300

Appointment to Farming Reference Group – Report PE20.255

Appointments to Whaitua Te Whanganui-a-Tara Committee – Report PE20.293

Appointment to Upper Ruamahanga River Management Advisory Committee – Report PE20.232

Appointment of Chair to Lower Ruamahanga Valley Flood Management Committee – Report PE20.250

Chief Executive performance review for 2019/20 – Report RPE20.245

Chief Executive remuneration review for 2019/20 – Report RPE20.44

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>Project NEXT Participation Agreement (Part 1) – Report PE20.287</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>
Information contained in this report relates to negotiations with Waka Kotahi New Zealand Transport Agency (“Waka Kotahi”) and other public transport authorities (“PTAs”) in New Zealand. Release of this information would be likely to prejudice or disadvantage the ability of Council to carry on negotiations with Waka Kotahi and the PTAs. In addition, information in the report relates to procurement processes for a ticketing solution provider and associated financial service providers that are underway.	The public conduct of this part of the meeting is excluded as per section 7(2)(i) of the Act (to enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)).

<p>Release of this information would be likely to prejudice or disadvantage the ability of Waka Kotahi and the PTAs (including Council) to carry on negotiations with parties participating in the procurement processes.</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>	
<b>Appointment of director to WRC Holdings Limited – Report PE20.300</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 proposed candidates for appointment. Release of this information prior to Council’s decision is likely to prejudice the privacy of natural persons as releasing this information would disclose their consideration for appointment as a director of WRC Holdings Limited.</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, including that of deceased natural persons).</p>
<b>Appointment to Farming Reference Group – Report PE20.255</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 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, including that of deceased natural persons).</p>

<b>Appointments to Whaitua Te Whanganui-a-Tara Committee – Report PE20.293</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 proposed candidates for appointment. Release of this information prior to Council’s decision is likely to prejudice the privacy of natural persons as releasing this information would disclose their consideration for appointment as members to Whaitua Te Whanganui-a-Tara Committee.</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, including that of deceased natural persons).</p>
<b>Appointment to Upper Ruamahanga River Management Advisory Committee – Report PE20.232</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 proposed candidates for appointment. Release of this information prior to Council’s decision is likely to prejudice the privacy of natural persons as releasing this information would disclose their consideration for appointment as members of the Upper Ruamahanga River Management Advisory Committee.</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, including that of deceased natural persons).</p>
<b>Appointment of Chair to Lower Ruamahanga Valley Flood Management Committee – Report PE20.250</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 the proposed candidate for appointment. Release of this information prior to Council’s decision is</p>	<p>The public conduct of this part of the meeting is excluded as per section 7(2)(a) of the Act (to</p>

<p>likely to prejudice the privacy of natural persons as releasing this information would disclose their consideration for appointment as chair of the Lower Ruamāhanga Valley Floodplain Management Advisory Committee.</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>protect the privacy of natural persons, including that of deceased natural persons).</p>
<p><b>Chief Executive performance review for 2019/20 – Report RPE20.245</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>This report contains information relating to the current Chief Executive’s full year performance review. Release of this information would prejudice the privacy of Greg Campbell, Chief Executive, by disclosing information pertaining to the employment relationship between the Chief Executive and the Council.</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 Mr Campbell’s privacy.</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, including that of deceased natural persons).</p>
<p><b>Chief Executive remuneration review for 2019/20 – Report RPE20.244</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>This report contains information relating to the current Chief Executive’s full year remuneration review. Release of this information would prejudice the privacy of Greg Campbell, Chief Executive, by disclosing information pertaining to the employment relationship between the Chief Executive and the Council.</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 Mr Campbell’s privacy.</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, including that of deceased natural persons).</p>

This resolution is made in reliance on section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by section 6 or section 7 of that Act 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.