



greater WELLINGTON
REGIONAL COUNCIL
Te Pane Matua Taiao

If calling please ask for: Democratic Services

7 December 2018

Wellington Regional Council

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

Thursday, 13 December 2018 at 9.30am

Membership

Cr Laidlaw (Chair)

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

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

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

Wellington Regional Council

Order Paper for the meeting of the Wellington Regional Council to be held on Thursday, 13 December 2018 in the Council Chamber, Greater Wellington Regional Council, Level 2, 15 Walter Street, Te Aro, Wellington at 9.30am

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Please note that these minutes remain unconfirmed until the meeting of the Council on 13 December 2018.

Report 18.507

31/10/2018

File: CCAB-8-2000

Public minutes of the Council meeting held on Wednesday 31 October in the Council Chamber, Greater Wellington Regional Council, Level 2, 15 Walter Street, Te Aro, Wellington at 1:30pm

Present

Councillors Laidlaw (Chair), Blakeley, Brash, Donaldson, Gaylor, Kedgley, Laban, Lamason, McKinnon, Ogden, Ponter (from 1:40pm), Staples, and Swain.

Public Business

The Council Chair recorded the passing of Mark Lovett. Mark Lovett had an association with GWRC extending over thirty years as a member and Chair of the Lower Ruamahanga Valley Floodplain Management Advisory Committee, and its predecessor the Lower Wairarapa Development Committee. He made a significant contribution to Council's flood protection activities and the wellbeing of local communities.

1 Apologies

There were no apologies.

2 Declarations of conflict of interest

There were no declarations of conflict of interest.

3 Public Participation

There was no public participation.

4 Confirmation of the Public minutes of 25 September 2018, the Public Excluded minutes of 25 September 2018, the Restricted Public Excluded minutes of 25

September 2018, the Public minutes of 3 October 2018 and the Public Excluded minutes of 3 October 2018.

Moved (Cr Blakeley/Cr Brash)

That the Council confirms the Public minutes of 25 September 2018 - Report 18.431.

The motion was **CARRIED**.

Moved (Cr Donaldson/Cr McKinnon)

That the Council confirms the Public Excluded minutes of 25 September 2018 – Report 18.348.

The motion was **CARRIED**.

Moved (Cr McKinnon/Cr Lamason)

That the Council confirms the Restricted Public Excluded minutes of 25 September 2018 – Report RPE18.437.

The motion was **CARRIED**.

Moved (Cr Lamason/Cr Staples)

That the Council confirms the Public minutes of 3 October 2018 – Report 18.455.

The motion was **CARRIED**.

Moved (Cr Lamason/Cr Ogden)

That the Council confirms the Public Excluded minutes of 3 October 2018 – Report PE18.456.

The motion was **CARRIED**.

5 Confirmation of the minutes of the Representation Review 2018 Hearing Committee held on 18 October 2018.

Moved (Cr Donaldson/Cr Blakeley)

That the Council confirms the minutes of the Representation Review 2018 Hearing Committee meeting held on 18 October 2018 – Report 18.492.

The motion was **CARRIED**.

Strategy/Policy/Major Issues

6 Annual Report for the year ending June 2018

Four updated pages for the Annual Report were tabled.

Greg Campbell, Chief Executive spoke to the report.

Jacques Coetzee, Associate Audit Director, Audit New Zealand advised Audit New Zealand have finalised their review and have issued an unmodified audit opinion.

Report 18.482

File: CCAB-8-1956

Moved

(Cr Laidlaw/ Cr Blakeley)

That the Council:

1. *Receives the report.*
2. *Notes the content of the report*
3. *Approves the net amounts, in addition to those budgeted, being added to or (deducted from) the respective reserves as outlined in Attachment 3.*
4. *Adopts the Annual Report and Summary Annual Report for the year ended 30 June 2018.*
5. *Authorises the Council Chair and Chief Executive to make minor changes that may arise as part of finalising the audited Annual and summary Annual Reports for the year ended 30 June 2018.*

The motion was **CARRIED**.

Noted: Cr Ponter arrived at the meeting during the discussion on the above item.

7 Final representation proposal for the 2019 elections

Report 18.464

File: CCAB-8-1904

Moved

(Cr Donaldson/Cr Lamason)

That the Council:

1. **Receives** the report.
2. **Notes** the content of the report.
3. **Adopts** the reasons for the acceptance or rejection of submissions, as set out in the table below:

Issue	Reason for acceptance or rejection of submission
<i>That the Tawa area should be included in the Wellington Constituency, providing the Wellington Constituency with a sixth Councillor.</i>	<i>Rejected. The Tawa area shares a common regional community of interest with Porirua; splitting the Porirua-Tawa Constituency would not provide effective representation for the Porirua-</i>

	<i>Tawa area. Also, a six member Wellington Constituency for a Council with a total of 13 Councillors would not provide fair representation for the electors of the Wellington Constituency.</i>
<i>That Councillors should be elected at large.</i>	<i>Rejected. Under the Local Electoral Act 2001 a region must be divided into constituencies for electoral purposes.</i>
<i>That the Council should comprise 11 Councillors: Wellington/Porirua – 6, Kapiti – 1, Hutt Valley – 3, Wairarapa – 1.</i>	<i>Rejected. This proposal would not provide effective representation for the Wellington Region’s distinct communities of interest. Also, it would not provide fair representation for the electors of the Kapiti Constituency.</i>
<i>That the Council should comprise 14 members, with Tawa included in the Wellington Constituency (total six Councillors), and the Porirua and Kapiti areas combined into a single constituency electing three Councillors.</i>	<i>Rejected. The Tawa area shares a common regional community of interest with Porirua; splitting the Porirua-Tawa Constituency would not provide effective representation for the Porirua-Tawa area. This proposal would not provide effective representation for the distinct Porirua and Kāpiti Coast regional communities of interest. Also, it would not provide fair representation for the electors of the Upper Hutt and Wairarapa constituencies.</i>
<i>That the Kāpiti Coast Constituency should elect two Councillors.</i>	<i>Rejected. This proposal would not provide for fair representation of the electors of the Kāpiti Coast Constituency.</i>

The motion was **CARRIED**.

Governance

8 Appointment of Electoral Officer

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

Report 18.480

File: CCAB-8-1900

Moved

(Cr Blakeley/Cr Staples)

That the Council:

- 1. Receives the report.*
- 2. Notes the content of the report.*
- 3. Appoints Warwick Lampp as Wellington Regional Council's Electoral Officer.*

The motion was **CARRIED**.

9 **Disclosure of declarations of members' interests**

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

Report 18.453

File: CCAB-8-1863

Moved

(Cr McKinnon/Cr Blakeley)

That the Council:

- 1. Receives the report.*
- 2. Notes the content of the report.*
- 3. Notes that current GWRC process for managing member's interests is consistent with the Auditor-General's best practice guidance.*
- 4. Agrees that:*
 - a. Interests declared by Councillors and appointed Committee members shall be published on the GWRC website and updated on a regular basis; and*
 - b. GWRC's policies and processes for managing members' conflicts of interest shall be published on the GWRC website.*

The motion was **CARRIED**.

10 **Delegations made by Council under the Local Government (Rating) Act 2002 and the Resource Management Act 1991**

Report 18.504

File: CCAB-8-1976

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

Moved

(Cr Donaldson/Cr Blakeley)

That the Council:

1. *Receives the report.*
2. *Notes the content of the report.*
3. *Revokes, with effect from 1 November 2018, the delegations made by Council on 13 December 2017 to specific under the Local Government (Rating) Act 2002 and Resource Management Act 1991.*
4. *Delegates powers, duties and responsibilities in the Local Government (Rating) Act 2002 to specified officers as set out in Attachment 1 of this report, with effect from 1 November 2018.*
5. *Delegates powers, duties and responsibilities in the Resource Management Act 1991 to specified officers as set out in Attachment 2 of this report, with effect from 1 November 2018.*
6. *Notes that the revocations and delegations made by the Council do not in any way affect existing authorisations, appointments, or warrants.*

The motion was **CARRIED**.

Corporate

11 WRC Holdings Limited statement of financial accounts year ended 30 June 2018

Mike Timmer, Treasurer, spoke to the report.

Report 18.483

File: CCAB-8-1957

Moved

(Cr Lamason/ Cr Donaldson)

That the Council:

1. *Receives the report.*
2. *Notes the content of the report.*
3. *Receives, as sole shareholder, the 2017/18 financial statements of WRC Holdings Limited*

The motion was **CARRIED**.

12 Summary report for the first quarter 2018/19

Report 18.498

File: CCAB-8-1968

Moved

(Cr Laidlaw/Cr Blakeley)

That the Council:

1. *Receives the report.*

2. *Notes the content of the report.*

The motion was **CARRIED**.

13 **Health, Safety and Wellbeing update**

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

Report 18.495

File: CCAB-8-1967

Moved

(Cr McKinnon/Cr Lamason)

That the Council:

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

The motion was **CARRIED**.

14 **Exclusion of the public**

Report PE18.500

File: CCAB-8-1970

Moved

(Cr Laidlaw/Cr Staples)

That the Council:

Excludes the public from the following part of the proceedings of this meeting namely:

1. *Lending from Council to WRC Holdings Limited*
2. *Local Government Funding Agency Annual General meeting*
3. *Appointment to Predator Free Wellington*
4. *Appointment of members to Whaitua Te Whanganui-a-Tara Committee*

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 for the passing of this resolution are as follows:

General subject of each matter to be considered:	Reason for passing this resolution in relation to each matter	Ground under section 48(1) for the passing of this resolution
---	--	--

- | | | |
|--|---|---|
| 1. <i>Lending from Council to WRC Holdings Limited</i> | <i>The information contained in this report relates to GWRC's banking facilities and pricing. Having this part of the meeting open to the public would disadvantage the banking providers' commercial position.</i> | <i>That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under</i> |
|--|---|---|

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

section 7(2) (b) (ii) of the Act (i.e. protect the commercial position of a person who supplied or is the subject of the information).

2. *Local Government Funding Agency Annual General Meeting*

The information contained in this report relates to the proposed election of LGFA Directors. Release of this information would prejudice the proposed Directors' privacy by disclosing the fact that they are being considered, and have expressed interest in, becoming Directors of the LGFA. Greater Wellington Regional 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 privacy of the individuals concerned.

That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under sections 7(2)(a) of the Act (i.e. to protect the privacy of natural persons).
3. *Appointment to Predator Free Wellington*

This report contains information relating to the proposed appointment to Predator Free Wellington. Release of this information would prejudice the proposed appointee's privacy by disclosing the fact that they are being considered, and have expressed an interest in, being appointed to Predator Free Wellington. GWRC has not been able to identify a public interest favouring disclosure of this particular information in public proceedings of the meeting that would override the privacy of the individual concerned.

That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under sections 7(2)(a) of the Act (i.e. to protect the privacy of natural persons).
4. *Whaitua Te Whanganui-a-*

Te

The information contained in this report relates to the proposed

That the public conduct of the whole or the relevant part of the

Tara Committee appointments of members to the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under sections 7(2)(a) of the Act (i.e. to protect the privacy of natural persons).

appointment of Whaitua Te Whanganui-a-Tara Committee. Release of this information would prejudice the proposed appointees' privacy by disclosing the fact that they are being considered, and have expressed an interest in, being appointed to the Whaitua Te Whanganui-a-Tara Committee. GWRC has not been able to identify a public interest favouring disclosure of this particular information in public proceedings of the meeting that would override the privacy of the individuals concerned.

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

The motion was **CARRIED**.

The public part of the meeting closed at 2:34pm.

Cr C Laidlaw
(Chair)

Date:



Report	18.583
Date	5 December 2018
File	CCAB-8-2047
Committee	Council
Author	Lucy Harper, Team Leader, Environmental Policy

Regional swimming targets

1. Purpose

The National Policy Statement for Freshwater Management (as amended in August 2017) (NPS-FM) directs all regional councils to set regional targets to improve the quality of fresh water so they are suitable for primary contact more often. The regional targets are presented for adoption by Council.

2. Background to regional targets

A regional sector approach has been adopted for the setting of the swimming targets as required by the 2017 NPS-FM amendments. This included modelling of all regions by the Ministry for the Environment (MfE) and development of a template for all regions to use. The model identified improvements from the current state that would be expected under programmes that were planned or underway, the timing and the anticipated costs of those interventions.

The draft targets were then made publicly available through our website in March. Since then, the Government has announced a new water package that has, in some ways, shifted away from a swimming target focus. We are proposing that Council adopts the draft targets as final, allowing an update with each whitua regional plan variation/change if required.

3. Our regional approach

MfE's modelling indicated that the overall swimming state of larger rivers in the region was currently 65% and that our current policies and rules will get us to 75% of rivers swimmable (as defined by the NPS-FM). For larger lakes, 75% are already in the acceptable category.

Over time, the expected response to the introduction of environmental limits for water quantity and quality through the plan variations/changes initiated by our whitua process will result in improvements in swimming states beyond these figures. However, until the community values have been expressed

through this process, it would be premature to change the targets and pre-empt that collaborative process.

To reach the targets the regional priorities are to continue to implement the proposed Natural Resources Plan, both thorough regulatory actions such as the global stormwater consents and non-regulatory initiatives such as stock exclusion programmes and protection of significant wetlands.

The template provided by MfE for reporting regional targets has been populated ([Attachment 1](#)) and our recommendation is that Council adopts these targets.

4. Communication

The regional targets, once approved by Council, will be posted on the GWRC website, as required by the NPS-FM. There is no requirement to formally notify the targets under the Resource Management Act.

5. 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.

5.1 Mitigation assessment

Officers have considered the effect of the matter on the climate.

Officers consider that any implications to climate change of programmes to meet the regional targets will have been taken into account when the individual programmes were approved. Officers note that the matter does not affect the Council's interests in the Emissions Trading Scheme (ETS) or the Permanent Forest Sink Initiative (PFSI).

5.2 Adaptation assessment

Officers have considered the impacts of climate change in relation to the matter.

Any effects of climate change on the ability of council and the region to meet the regional swimming targets will be assessed as programmes are reviewed and further programmes are developed to reach the targets. Climate change is factored in to modelling for the whitua process. In addition, the monitoring that will be required to measure the progress towards limits set by the whitua will allow for continual re-assessment of the implications of climate change

6. The decision-making process and significance

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

6.1 Significance of the decision

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

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

The posting of regional targets on the website fulfils a responsibility under the NPS-FM and there are no additional costs or further engagement requirements.

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

6.2 Engagement

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

7. Recommendations

That Council:

1. *Receives the report.*
2. *Adopts the regional swimming targets as final.*
3. *Notes that the regional swimming targets will be amended as each whitua process is integrated into the Natural Resources Plan.*

Report prepared by:

Lucy Harper
Team Leader, Environmental
Policy

Report approved by:

Matt Hickman
Acting General Manager,
Environment Management

Attachment 1 Regional Swimming targets for website

Regional Swimming Targets for the Wellington Region

The National Policy Statement for Freshwater Management (as amended in August 2017) directs all regional councils (including unitary authorities) to set regional targets to improve the quality of fresh water so they are suitable for primary contact more often. The information contained in this document meets this requirement. “Primary contact” includes swimming, and means people’s contact with fresh water that involves immersion in the water. Being suitable for primary contact more often includes improvements in water quality from one state to another (for example, orange to yellow, yellow to green, or green to blue).

All regional councils have worked together to use the best information available to identify:

- The improvements that will be made to water quality in rivers and lakes in the Wellington region under programmes that are planned or underway
- When the anticipated water quality improvements will be achieved
- The likely costs of all interventions, and where these costs will fall.

A report on these theoretical improvements and costs, presented region by region, is available [here](#). The assumptions and limitations of the modelling approaches taken are described in the report.

Regional context and focus

The overall swimmable state of the Wellington region’s rivers is currently 65% swimmable (that is, 65% of rivers that are fourth order or larger are in the blue, green or yellow category in terms of *E. coli*). Fourth order describes a river which has been formed by the joining of progressively larger rivers and streams from its origin. For lakes with perimeters greater than 1,500 metres, 75% are in the blue, green or yellow category in terms of cyanobacteria based on the status quo.

The regional priorities for the Wellington region are to continue to implement the proposed Natural Resources Plan, including excluding stock from waterbodies, protection of significant wetlands, ensuring stormwater is appropriately managed, working with partners to reduce sewage overflows and working with industry to implement good management practice for water use and waste storage/disposal and in rural land management.

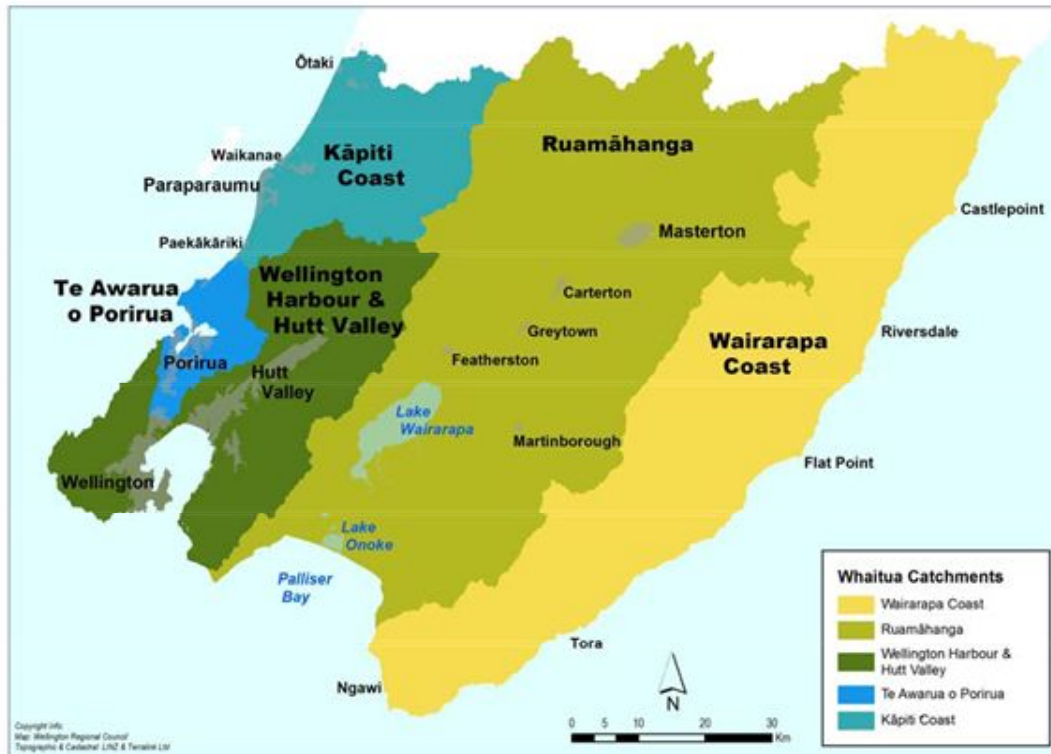
Over the next seven years, we will be introducing environmental limits for both water quantity and water quality. This will affect everyone in the region, urban and rural areas alike. These limits are being delivered via [Greater Wellington’s Whaitua programme](#) and the swimming targets will be updated to reflect the limits proposed by the community. The Wellington Region has been split into five whaitua (catchments) with a committee in each making decisions on the future of land and water management in that whaitua, including to deliver recommendations on the implementation of the NPS-FM policy CA2 to set freshwater objectives for all freshwater management units.

The following whaitua committees have been established:

- [Ruamāhanga Whaitua](#) – established 2013, completed 2018. Whaitua Implementation Plan 2018 is [here](#)
- [Te Awarua-o-Porirua Whaitua](#) – established December 2014 and due to be completed early 2019
- [Te Whanganui-a-Tara](#) – established December 2017, committee selected 2018 and first meeting early 2019.

The following two committees to be established are:

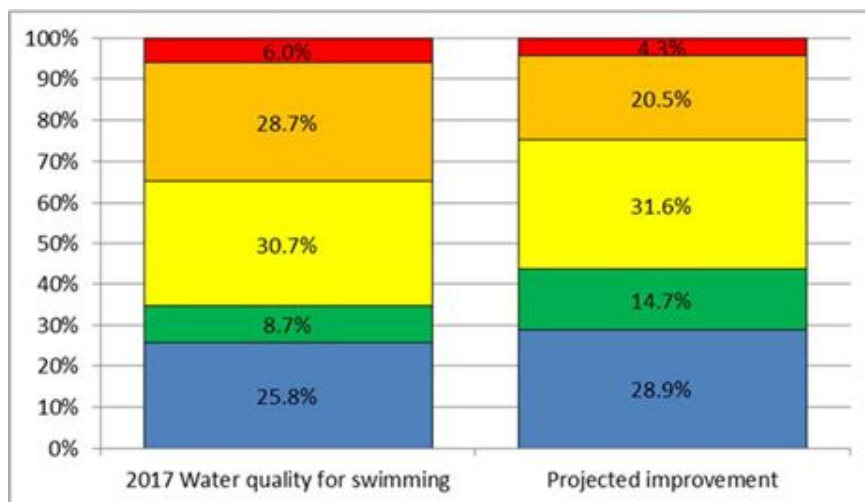
- Kāpiti Coast Whaitua
- Wairarapa Coast Whaitua.



An important aspect to note is that the actions that will result from the limits set by the whaitua programme are not currently included in the regional targets.

Regional targets – 75% of rivers and lakes swimmable

The primary contact targets for the Wellington region, based on modelling of programmes underway (excluding the Whaitua programme), are for 75% of rivers that are fourth order or larger to be in the blue, green or yellow category in terms of *E. coli*, by 2030 (shown in the graph below).



The work did not model the projected improvement in water quality for swimming in lakes, but the current state is that 75% of lakes in the Wellington Region are in the blue green or yellow category, based on E coli and toxic algae counts.

Regional process from here

The modelling undertaken shows that we can, with our planned and committed actions over the years, reach a target of 75% swimmable rivers for the region by 2030. This shows that the rules in the proposed Natural Resources Plan do improve rivers for swimming. We can anticipate our whaitua process will improve swimming quality further.

We are assessing how the programmes and projects which are underway, and the new initiatives planned for the future, can further improve the ability of the region to meet the swimming targets. There will be the opportunity to refine where we want the improvements to happen through the whaitua process.

- The proposed Natural Resources Plan has time bound rules for excluding stock from many rural waterways and the Council supports this work with an assisted funding programme and riparian planting in addition to the anticipated national stock exclusion regulations.
- Improvements to our urban infrastructure networks and especially for stormwater discharges will be required through consent processes. These improvements are an expensive undertaking and the costs have not been fully accounted for in the model. To improve urban waterways and the eventual coastal water quality the community will need to recognise and support the funding requirements.
- Municipal wastewater discharges to freshwater are to be improved in quality and increasingly discharged to land over time. Again the community will need to recognise and support the funding requirements.
- Toxic algae in our rivers are a health hazard which affects the public use of waterways. We will continue to research the dynamics of these algal growth and potential mitigation.

31 December 2018



Report 18.538
Date 4 December 2018
File CCAB-8-2025

Committee Council
Author Mike Timmer, Treasurer

Fossil Fuel Divestment

1. Purpose

For Council to endorse the Finance Risk and Assurance Committee proposal to write to the banks each year to see how they are progressing with potentially reducing their investment in fossil fuel industries.

This report provides the feedback we have received from banks in relation to our letter to them in relation to fossil fuel divestment. Our letter highlighted our policy on fossil fuels and sought their comments in relation to reducing risk associated with their financial involvement with fossil fuels and their bank's policy around it.

2. Background

This report provides the feedback we have received from banks in relation to our letter to them in relation to fossil fuel divestment. Our letter highlighted our policy on fossil fuels and sought their comments in relation to reducing risk associated with their financial involvement with fossil fuels and their bank's policy around it.

The Council adopted the Greater Wellington Climate Change Strategy in October 2015. The Strategy is designed to coordinate climate change actions across Greater Wellington's responsibilities and operations, acting as a guide for climate resilience activities and providing clear strategic direction on Greater Wellington's intentions and priorities in this respect.

One of the policies in the Climate Change Strategy is to *demonstrate a commitment to low emissions across all our corporate activities and investments*. An action under this policy is to *divest the council from any direct investment in fossil fuel extraction industries and investigate existing non direct investment with a view to preventing future investment where practical*.

The Council has no direct investment in fossil fuel extraction industries. The Chair wrote to the Chief Executives of following institutions on 5 July 2018:

- Westpac
- KiwiBank
- Commonwealth Bank of Australia

- National Australia Bank
- Local Government Funding Agency
- ANZ Banking Group

A copy of the letter, which is generic, is attached as **Attachment 1**.

We received responses from all the institutions.

3. **Comment**

Below is a summary of the general comments received from the institutions and where references have been given attempted to provide pertinent comments and summaries in relation to those documents.

There is a whole host of information available from the Australian banks and the inserted links in each section provide further information if required.

Westpac

Answered by the New Zealand CEO.

Westpac are very committed to fossil fuel reduction. They have a Climate Change Position Statement and 2020 Action plan. These can be found here:

<https://www.westpac.com.au/about-westpac/sustainability/our-strategy/>

The plan has an Environmental, Social and Governance Risk (ESG) element and has 5 core principles underlying their approach (page 5) to addressing climate change.

1. A transition to net zero emission economy is required
2. Economic growth and emissions reductions are complementary goals.
3. Addressing climate change creates financial opportunities
4. Climate related risk is a financial risk
5. Transparency and disclosure matters.

This is backed by an action plan:

1. Provide finance to back climate change solutions
2. Support businesses that manage their climate related risks
3. Help individual customers respond to climate change
4. Improve and disclose climate change performance
5. Advocate for policies that stimulate investment in climate change solutions

Westpac have committed to reduce lending to Coal mining over time and recognise that a reduction of emission intensity of electricity networks (thermal generation) is critical for the economy to reach zero net emissions over time.

They want to support businesses that manage climate change via financing climate change solutions. They are very progressive at supporting and actively engaging and promoting lower emissions, as well climate change initiatives.

Westpac claim to be the only bank that publishes their lending exposures.

This year Westpac was recognised via the Dow Jones Sustainability Index as the world's most sustainable bank for the fourth year in a row. This is all about ESG and incorporates of course an element of climate change as part of the environmental section.

KiwiBank

Answered by the CEO.

Has no investment in or lending to fossil fuel manufacturing and production companies. Kiwibank is developing policy on their ESG approach.

Commonwealth Bank Australia (CBA)

Answered by the CEO's delegate.

Commonwealth Bank referred us to their Annual Report which includes an update on the Group's climate stance. It can be found here;

https://www.commbank.com.au/about-us/investors/annual-reports.html?ei=gsa_generic_annual-report

- Looking at the report on page 48 they have a plan which has a phased approach to developing policy, completed pre 2018 and then a plan over the next two years. Their works also focus on how climate change impacts on their business in terms of risk to their lending portfolio.
- They have a section on Environment Social Governance (ESG) on page 40 which includes commentary on transitioning to a low carbon economy, investing in renewable energy resources. There is also a comment that the bank has made good progress on reducing energy and subsequent emissions measured by tonnes of CO₂ per FTE.
- The information we have been directed to is much less than the other banks have provided, other than KiwiBank, who has no exposures.

National Australia Bank (NAB)

Answered by the CEO's delegate.

National Australia Bank is supportive of the transition to a low carbon economy consistent with the Paris agreement to limit global warming to less than 2 degrees above pre-industrial levels.

Their approach has been to increase environmental financing to support large scale renewable energy projects, like electricity from renewable sources, wind generation with committed targets. See Sustainability report discussed below.

The bank commenced a phased review of the banks risk appetite for carbon intensive, low carbon and climate sensitive sectors, notably areas being coal mining, oil/gas, and agriculture. They have indicated they will support existing customer across mining and energy, but they will no longer support new coal mining projects.

The bank has signed a Climate Related Financial Disclosures statement to support its voluntary recommendations.

Furthermore they produced an 84 page report on Sustainability in 2017. This report can be found here:

<https://www.nab.com.au/about-us/corporate-responsibility/environment>

The report, like CBA's, looks at the wider gambit of risk management and sustainability, with the report having a focus ESG and Risk Management principles.

- Page 22 of the report is telling in that lending to fossil fuel industries is not reducing.
- Page 64 of the report has some interesting facts on environmental impacts which all show improving trends and
- Page 65 sets in place performance targets to reduce impacts further.

ANZ Bank

Answered by the NZ CEO.

Supportive of low carbon future and support the broad intention for Parliament's Zero Carbon Bill.

The bank sees its role as encouraging, funding and facilitating its customers to transition to low carbon economy.

They have produced a Climate Change statement which is can be found here:

<http://www.anz.com/about-us/corporate-sustainability/governance-risk/climate-change/>

- Points of note are that they will fund and facilitate at least \$10 billion (revised up to \$15 billion as per their letter) of support to their customers to transition to low carbon economy via a number of initiatives.
- However they will consider financing new coal fired plants if they use new technology (as opposed to conventional technology) and high quality thermal coal to significantly reduce emissions.
- The bank is setting public targets to hold the bank accountable to lower its own green house gas emissions.

Their Corporate sustainability review is part of their annual report suite of documents and can be found here:

http://shareholder.anz.com/sites/default/files/anz_2017_corporate_sustainability_review.pdf

It is similar in many ways to that of CBA. It follows the framework of the Global Report Initiative (GRI) and is basically an ESG approach.

- Report has a section on Financed Emissions page 65 which tabulates the reduction of CO₂ e per MWh of electricity generated in Australia v the rest of the world. Notable this is not ANZ bank specific. However they do show their lending by sector and related emissions page 66.

- They have been active in the Green Bond issuance area for their clients and have issued a \$600 million Green Bond in their name to fund in part their renewable energy projects for their clients.
- They have focused at reducing their Green House Gas (GHG) emissions from their banking premises via reduced energy usage.
- They have a number of measures that look at a whole host of environmental factors which include carbon related reduction areas. These are all reducing however Diesel and Vehicle fuel are going in the opposite direction. See pages 79-80 in the Environment section.

LGFA

Answered by the CEO.

They explain that their investments have no involvement in fossil fuel extraction activities. The CEO notes that two of its supranational bond investments promote loans on Environment, Social and Governance (“ESG”) factors.

LGFA remains very protective of its reputation and believes that any investment in such activities could damage its reputation.

High level summary

Bank / institution	Direct fossil fuel investment?	Indirect investment?	Further action required?
Westpac	Yes	Yes, probably	Monitor for reduction
KiwiBank	No	No	Watching brief annual update
CBA-ASB Bank in NZ	Yes	Yes probably	Monitor for reduction
NAB-BNZ in NZ	Yes	Yes, probably	Monitor for reduction
LGFA	No	No	Watching brief annual update
ANZ Banking Group	Yes	Yes, probably	Monitor for reduction

4. Conclusion

There are two organisations which have no fossil fuel investments or indirect investments.

The Australian banks are all doing something in the space of improving their reporting and have measures and an ESG framework which monitors amongst other things and reports on their carbon footprint, and to varying degrees seeks to reduce their lending to coal mining and carbon emitting ventures.

The focus of the banks has been to reduce their own CO₂ footprint and particularly where there is a profit motive e.g. reduce power consumption. They also are encouraging projects which replace CO₂ emissions (wind generation, solar power) by providing finance which is

logical however the profit focus (e.g. still providing funding for high technology electricity from coal) still appears to be ahead of the need to reduce CO₂ emissions.

It would appear reducing their lending to CO₂ emitting industries abruptly is not on their agendas.

Therefore we should continue to monitor them, by asking them annually what they have done since the prior year to reduce their lending to carbon emitters.

5. Communication

There is no further communication required.

6. Consideration of Climate Change

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

6.1 Mitigation assessment

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

Officers have considered the effect of the matters on the climate.

This report's focus is looking at the climate change impacts our stakeholders and reflects the Council's climate change policy and action plans.

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

6.2 Adaptation assessment

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

Officers have considered the impacts of climate change in relation to the matters. Officers recommend that climate change is related to the matters being discussed.

7. The decision-making process and significance

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

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

7.1 Significance of the decision

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

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

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

7.2 Engagement

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

8. Recommendations

That the Council:

1. *Receives the report.*
2. *Notes the content of the report.*
3. *Endorses GWRC writing to banks annually, to show them we are monitoring them, and to seek from them what they have done to reduce their investment in fossil fuel industries over the preceding year.*

Report prepared by:

Mike Timmer
Treasurer

Report approved by:

Samantha Gain
General Manager, Corporate
Services

Attachment 1: Letter to the banks – Fossil Fuel Divestment

5 July 2018

File Ref: EXTR-8-452

Shayne Elliott
Group CEO
ANZ
10/833 Collins Street
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Australia

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www.gw.govt.nz

Dear Mr Elliott

Fossil Fuel Divestment

I am writing to inform you of Greater Wellington Regional Council's policy on fossil fuel divestment and to seek your comments on your Institution's perspectives of the future.

Greater Wellington Regional Council policy

The Council adopted a Climate Change Strategy in October 2015. The strategy is designed to guide the Council's climate change response in regard to its functions and services and sets out a number of policies and actions to achieve the Strategy's overarching objectives.

The policy and action relevant to divestment are:

Policy 1.4: Demonstrate a commitment to low emissions across all our corporate activities and investments.

Action 1.4.C: Divest the council from any direct investment in fossil fuel extraction industries and investigate existing non direct investment with a view to preventing future investment where practical.

Performance measure: Steps are taken to divest GWRC of investment in fossil fuel and coal companies.

Action 1.4C has also been included in the Council's treasury policy.

Greater Wellington Regional Council's divestment status

During 2016, our Finance Department determined that the Council has no direct investments in fossil fuel extraction industries. Council investments are with the Local Government Funding Agency (LGFA) and a number of banks, including yours.

Your approach

During 2017, we corresponded with your organisation and other financial institutions to better understand the extent of their involvement in fossil fuel extraction and their positions on divestment and climate change action generally, in view of the possibility of financial involvement of GWRC with fossil fuel extraction.

As this is a dynamic area, we are seeking an update from you. Please let us know of your institution's current approach to reducing risk associated with any direct and indirect financial involvement with fossil fuels. For example, has your policy recently changed and whether or not there are any plans to have it reviewed.

Many thanks for your co-operation.

Yours sincerely

Chris Laidlaw
Chair

cc: David Hisco, NZ CEO, ANZ

5 July 2018

File Ref: EXTR-8-452

Brian Hartzler
Chief Executive Officer
Westpac
275 Kent Street
Sydney
NSW 2000
Australia

Office of the Chairperson
PO Box 11646
Shed 39, Harbour Quays
Wellington
T 04 384 5708
F 04 385 6960
www.gw.govt.nz

Dear Mr Hartzler

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Many thanks for your co-operation.

Yours sincerely

Chris Laidlaw
Chair

cc: David McLean, NZ CEO

5 July 2018

File Ref: EXTR-8-452

Matt Comyn
Chief Executive Officer
Commonwealth Bank of Australia
48 Martin Place
Sydney
NSW 2000
Australia

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PO Box 11646
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Wellington
T 04 384 5708
F 04 385 6960
www.gw.govt.nz

Dear Mr Comyn

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Yours sincerely

Chris Laidlaw
Chair

cc: Vittoria Shortt, NZ CEO ASB

5 July 2018

File Ref: EXTR-8-452

Andrew Thorburn
Chief Executive Officer
National Australia Bank
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Melbourne
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Australia

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Wellington
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F 04 385 6960
www.gw.govt.nz

Dear Mr Thorburn

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Many thanks for your co-operation.

Yours sincerely

Chris Laidlaw
Chair

cc: Angela Mentis, NZ CEO, BNZ

5 July 2018

File Ref: EXTR-8-452

Mark Stephen
Chief Executive Officer
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Shed 39, Harbour Quays
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Dear Mr Stephen

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Many thanks for your co-operation.

Yours sincerely

Chris Laidlaw
Chair

5 July 2018

File Ref: EXTR-8-452

Mark Butcher
Chief Executive Officer
Local Government Funding Agency
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Dear Mr Butcher

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Yours sincerely

Chris Laidlaw
Chair



Report 18.539
Date 30 November 2018
File CCAB-8-2024

Committee Council
Author Helen Chapman, Senior Transport Planner

Proposed variations to the Wellington Regional Land Transport Plan 2018-21 programme

1. Purpose

For Council to approve two proposed variations of the Wellington Regional Land Transport Plan 2018-21 programme.

2. Consideration by Committee

The matters raised in this report were considered by the Regional Transport Committee (RTC) at its meeting on 27 November 2018 (Report 18.535 refers). The recommendations contained in this report have been endorsed by the RTC, for the Council's consideration and decision.

3. Background

3.1 The Regional Land Transport Programme

The current Regional Land Transport Plan (RLTP) was prepared in 2015 and subsequently updated by the mid-term review in June 2018. Part of that update was the development of a new programme section for 2018-21. The RLTP programme contains all the land transport activities proposed to be undertaken throughout the region, and the regional priority of significant activities (costing >\$5m). The activities in the RLTP are submitted by the NZ Transport Agency (NZTA) and 'Approved Organisations' (including the eight territorial authorities and Greater Wellington Regional Council (GWRC)).

4. Process for considering a variation

Section 18D of the Land Transport Management Act (Act) states that if a good reason exists to do so, RTC may prepare a variation to its RLTP during the six years to which it applies. This can be at the request of an Approved Organisation, the NZTA, or on the RTC's own motion. Section 18D (4) of the Act requires the RTC to consider any variation request promptly. Section 18D

(5) of the Act notes that consultation is not required for any variation that is not significant or that arises from the declaration or revocation of a state highway.

5. Proposed variations and significance

The details of the proposed variations to be endorsed by Council at this meeting are set out below along with an assessment of their significance.

The significance policy for proposed variations to the RLTP is set out in Appendix B (page 191) of the RLTP 2015. Officers have assessed the significance of the proposed variations, for the purpose of consultation, against the RLTP significance policy.

A record of the key factors considered by officers in making a determination of significance is provided in the tables one and two.

1. Wellington City bus hubs to support new network

Request by: Greater Wellington Regional Council

Details of the subject activity: A programme of development of seven bus hubs in Wellington City to support the new bus network. The bus hubs are located at: Kilbirnie, Hospital, Johnsonville, Courtenay Place, Miramar, Karori, and Brooklyn. There are also planned improvements at the Bus Interchange at the Wellington Railway Station.

Description of variation: To change the programme to reflect that the bus hubs are now a separately identified activity over \$5 million.

Reason for the variation: The bus hubs were expected to be able to be delivered as part of the low cost/low risk programme, but further scoping has shown that the project needs to be considered from a co-funding standpoint as a single project and this raises it above the threshold for this funding category. The scope of the project has also increased to include Courtney Place and the Wellington Railway Station Bus Interchange which adds additional cost along with cost changes to the proposed works as detailed designs have been finalised.

Estimated total cost: \$14.4 million

Proposed timing and cash-flow: Design work has been completed; construction of the hubs is underway and is expected to be completed within 2018/19.

Funding sources: Local and national

Table one: Significance of the RLTP variation for Wellington City bus hubs to support new network

1) Key considerations in determining significance – Would the proposed variation:		
<ul style="list-style-type: none"> • Materially change the balance of strategic investment? 	No	<i>This change is not considered to materially change the overall balance of strategic investment as bus hubs were already included within the RLTP as a low cost/low risk activity.</i>
<ul style="list-style-type: none"> • Negatively impact on the contribution to Government or GPS objectives and priorities? 	No	<i>The proposed variation relates to projects that will make a positive contribution towards the Government Policy Statement objectives of a land transport system that provides access to economic and social opportunities and enables transport choice and access.</i>
<ul style="list-style-type: none"> • Affect residents? 	No	<i>The bus hubs variation will have a minor impact on a small number of residents close to the project. No properties are directly affected by the proposed activity.</i>
<ul style="list-style-type: none"> • Affect the integrity of the RLTP, including its overall affordability? 	No	<i>The proposed variation is not expected to affect the integrity of the RLTP or its overall affordability.</i>
2) Several types of variations are considered to be generally not significant in their own right. Are the proposed variations:		
<ul style="list-style-type: none"> • An activity in the urgent interests of public safety? 	No	
<ul style="list-style-type: none"> • A small scope change costing less than 10% of estimated total cost, or less than \$20M 	Yes	
<ul style="list-style-type: none"> • Replacement of a project within a group of generic projects by another project? 	No	
<ul style="list-style-type: none"> • A change of the duration or priority of an activity in the programme which does not substantially alter the balance of the magnitude and timing of activities in the programme? 	No	
<ul style="list-style-type: none"> • The addition of an activity previously consulted on in accordance with sections 18 and 18A of the Act and which comply with section 20 of the Act? 	Yes	
<p><i>Note: A variation that is assessed as meeting any one of these criteria will generally not be considered significant, however the key considerations in the first table should still be assessed.</i></p>		
3) Other considerations –		
<ul style="list-style-type: none"> • What are the likely impacts time delays or cost on public safety, economic social, environmental wellbeing as a consequence of undertaking consultation? 	<ul style="list-style-type: none"> • The bus hubs are a critical part of implementation of the new Metlink network that went live in July 2018. Delay in the construction of the hubs is impacting on customers. Further delays would impact on customer levels of service. 	
<ul style="list-style-type: none"> • What are the relative costs and benefits of consultation? 	<ul style="list-style-type: none"> • There has been prior consultation on the whole of the bus network (including hubs) as well as consultation on the RLTP Programme which included bus hubs. There would be little benefit in additional consultation on this specific aspect. 	
<ul style="list-style-type: none"> • To what extent has consultation with the community or relevant stakeholders been undertaken already? 	<ul style="list-style-type: none"> • Consultation on the priority of the bus hubs was undertaken as part of the RLTP mid-term review and previously as part of the extensive consultation on the proposed bus network. Consultation and a public information campaign were also undertaken as part of the wider 	

	changes to the Metlink network. Resource consent for the hubs involved consultation with affected parties.
Conclusion: The variation is therefore not considered to be significant for the purpose of requiring consultation.	

2. Hutt City LED Accelerated Renewals

Request by: Hutt City Council

Details of the subject activity: The activity involves the accelerated renewal of approximately 7100 Category P streetlights and up to 4500 Category V streetlights with LED Luminaires. The activity will reduce energy and maintenance costs and improve pedestrian and vehicle safety.

Description of variation: To add a new activity to the 3 year programme due to the extension of NZTA subsidies (namely accelerated LED renewals).

Reason for the variation: NZTA has extended the period over which the heightened FAR for LED renewals is available. This extension means that the activity is now expected to be completed before the end of June 2021. The extended FAR period had not been confirmed at the time the RLTP was prepared.

Estimated total cost: \$4.5 million

Funding sources: Local and national.

Proposed timing and cash-flow: The activity is expected to commence in November/ December 2018 and be completed by the end of June 2021. \$1.5 million of the project funding is proposed to be spent in 2018/ 2019 and \$1.5 million each in 2019/ 2020 and 2020/ 2021. Full details of the proposed variation(s) for inclusion in Tables one and two of the programme section of the 2018 Mid-term update of the RLTP 2015 are set out in Attachment 1 to this report.

Table two: Significance of the RLTP variation for Hutt City LED Accelerated Renewals

1) Key considerations in determining significance – Would the proposed variation:		
<ul style="list-style-type: none"> • Materially change the balance of strategic investment? 	No	<i>The proposed cost variation of \$4.5 million associated with this activity is not considered to materially change the overall balance of strategic investment in the context of the total programme cost.</i>

<ul style="list-style-type: none"> Negatively impact on the contribution to Government or GPS objectives and priorities? 	No	<i>The proposed variation relates to a project that will make a positive contribution towards the Government Policy Statement objectives through the construction of improvements that will have a significant contribution to road safety and sustainability.</i>
<ul style="list-style-type: none"> Affect residents? 	No	<i>The proposed variation would have only positive effects on residents through improved safety. Any perceived negative affects – mainly attributable to perceived light pollution can be managed through the implementation process.</i>
<ul style="list-style-type: none"> Affect the integrity of the RLTP, including its overall affordability? 	No	<i>The proposed variation is not expected to affect the integrity of the RLTP or its overall affordability.</i>
2) Several types of variations are considered to be generally not significant in their own right. Are the proposed variations:		
<ul style="list-style-type: none"> An activity in the urgent interests of public safety? 	No	
<ul style="list-style-type: none"> A small scope change costing less than 10% of estimated total cost, or less than \$20M 	No	
<ul style="list-style-type: none"> Replacement of a project within a group of generic projects by another project? 	No	
<ul style="list-style-type: none"> A change of the duration or priority of an activity in the programme which does not substantially alter the balance of the magnitude and timing of activities in the programme? 	No	
<ul style="list-style-type: none"> The addition of an activity previously consulted on in accordance with sections 18 and 18A of the Act and which comply with section 20 of the Act? 	No	
<i>Note: A variation that is assessed as meeting any one of these criteria will generally not be considered significant, however the key considerations in the first table should still be assessed.</i>		
3) Other considerations –		
<ul style="list-style-type: none"> What are the likely impacts time delays or cost on public safety, economic social, environmental wellbeing as a consequence of undertaking consultation? 		<ul style="list-style-type: none"> <i>The proposed variation relates to a project that will make a positive contribution towards the Government Policy Statement objectives through the construction of improvements that will have a significant contribution to road safety and sustainability.</i>
<ul style="list-style-type: none"> What are the relative costs and benefits of consultation? 		<ul style="list-style-type: none"> <i>The proposed variation would have only positive effects on residents through improved safety. Any perceived negative affects – mainly attributable to perceived light pollution can be managed through the implementation process.</i>
<ul style="list-style-type: none"> To what extent has consultation with the community or relevant stakeholders been undertaken already? 		<ul style="list-style-type: none"> <i>The proposed variation is not expected to affect the integrity of the RLTP or its overall affordability.</i>
Conclusion: The variation is therefore not considered to be significant for the purpose of requiring consultation.		

6. Next Steps

If Council agrees to the variation requests, they will be forwarded to the NZTA for consideration of inclusion in the NLTP for funding.

There is no obligation for the NZTA to vary the NLTP by including the new activities. However, it must give written reasons for any decision not to do so.

7. The decision-making process and significance

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

7.1 Significance of the decision

The matters for decision in this report are subject to the legislative requirements of the Land Transport Management Act 2003. Section 18D(5) of the Land Transport Management Act 2003 requires the RTC to determine if a proposed variation to the RLTP is significant, in accordance with its significance policy adopted under 106(2) of the Land Transport Management Act 2003 and included in the programme.

An assessment of the variation against the RLTP significance policy is set out in section 5 of this report and concludes the matter **does not** trigger the requirement to carry out consultation.

8. Recommendations

That the Council:

1. **Receives** the report.
2. **Notes** the content of the report.
3. **Adopts** the variation to the Wellington Regional Land Transport Plan 2018-21 programme, as set out in **Attachment 1**.
4. **Agrees** to the variation to the Regional Land Transport Plan 2018-21 programme being forwarded to the NZ Transport Agency, requesting it be included in the National Land Transport Programme.

Report prepared by:

Helen Chapman
Senior Transport Planner

Report approved by:

Angus Gabara
General Manager Public
Transport (Acting)

Report approved by:

Luke Troy
General Manager Strategy

Attachment 1: Proposed variations to RLTP 2018-21 programme

Attachment 1 to Report 18.539 – Proposed variations to RLTP 2018-21 programme

Table One: Significant activity priority, and contribution to regional objectives

Priority band	Organisation	Project name	A high quality, reliable public transport network	An increasingly resilient transport network	An attractive and safe walking and cycling network	A safe system for all users of the regional transport network	An efficient and optimised transport system that minimises the impact on the environment	A well planned, connected and integrated transport network	A reliable and effective strategic road network	An effective network for the movement of freight
1	GWRC	Wellington City bus hubs to support new network								

Table Two: Significant activities costs and timing

Organisation	Project Name	Description	Activity Stage	Expected start year	End year	Cost (\$m) 2018/19	Cost (\$m) 2019/20	Cost (\$m) 2020/21	3 year cost (\$m)	Total projected cost (\$m)	Funding source	BCR	Profile
GWRC	Wellington City bus hubs to support new network	A programme of development of seven bus hubs in Wellington City to support the new bus network. The bus hubs are located at: Kilbirnie, Hospital, Johnsonville, Courteney Place, Miramar, Karori, Brooklyn.	PBC - Construction	2018	2018	14.4				14.4	Local-National	TBD	HML*

Table five: Non-prioritised activities

Project Name	Description	Expected start year	End year	Cost (\$m) 2018/19	Cost (\$m) 2019/20	Cost (\$m) 2020/21	3 year cost (\$m)	Total projected cost (\$m)	Funding source
Hutt City Council									
Accelerated LED Renewals	Replacing existing luminaires with LED Luminaires.	2018	2021	1.5	1.5	1.5	4.5	4.5	Local- National



Report 18.599
Date 5 December 2018
File CCAB-8-2043

Committee Council
Author Tim Porteous, Manager Biodiversity

Withdrawal from the Porirua Harbour and Catchment Community Trust

1. Purpose

For Council to agree to withdraw from the Porirua Harbour and Catchment Community Trust and share the legal costs of doing so.

2. Background

On 15 November 2018 Te Awarua-o-Porirua Joint Harbour Committee recommended that Greater Wellington Regional Council (GWRC), along with Porirua City Council (PCC), Wellington City Council (WCC) and Te Runanga o Toa Rangatira (TRoTR) withdraw from the Porirua Harbour and catchment Community Trust and share the legal costs of doing so.

The Trust was established in March 2011 to advocate independently for the Te Awarua-o-Porirua Harbour and catchment. The development of the Trust was supported and facilitated by GWRC, PCC, WCC and TRoTR, who provided one representative each to be nominated trustees on the Trust.

Subsequent to the formation of the Trust, the Te Awarua-o-Porirua Joint Harbour Committee (the Joint Committee) was established in March 2015 to oversee the development, monitoring, review and implementation of Te Awarua-o-Porirua Harbour and Catchment Strategy and Action Plan 2012 (the Strategy). GWRC is a signatory to the Strategy and is represented on the Joint Committee. The Joint Committee is made up of representatives from the Strategy partners - GWRC, PCC, WCC and TRoTR.

In June of this year, the Trust wrote to the Joint Committee and each of the four nominated trustee organisations seeking input into a review of the direction of the Trust over the next 3-4 years. During consideration of this request, the Joint Committee began a conversation regarding the ongoing role of the Trust.

3. Proposed changes

During these discussions the Joint Committee recognised that the Trust would be better able to advocate for Te Awarua-o-Porirua Harbour and catchment without the potential conflict of the agencies, to whom advocacy and submissions are often targeted, being around the table.

The Joint Committee also recognised that there is some duplication of roles and membership between the Joint Committee and the Trust. Both the Joint Committee and the Trust monitor and critique the implementation of the Strategy – the Joint Committee from an agency perspective, and the Trust as an independent community voice. Where they disagree there are potential conflicts of interest for both parties, and this has led to the Joint Committee questioning the need for councils and iwi representation on the Trust.

The Joint Committee met with Trust representatives to discuss the issue (1 October 2018) and with the Chair of the Trust (18 October 2018) to discuss a proposed pathway forward based on the agencies' withdrawing their nominated trustees from the Trust. The Joint Committee recognises the value of being informed by a community perspective such as that provided by the Trust and in order to retain this connection the Joint Committee has agreed to invite the Trust to update the Joint Committee on a regular basis.

At their meeting on 15 November 2018 the Joint Committee recommended that the four Strategy partners withdraw their representatives from the Trust. Since the Joint Committee made that recommendation, PCC has resolved to do so at their Council meeting on 21 November 2018. WCC will discuss it at their Council meeting on 12 December 2018. With regard to cost implications, legal advice has been obtained by PCC regarding the process to remove the nominated trustees from the Trust. The legal costs involved may be up to \$20,000, which the Joint Committee proposed be shared between GWRC, PCC and WCC. More recently however, WCC has offered the services of their legal team to reduce these costs, likely quite significantly.

GWRC's share of the costs would be met from existing operational budgets.

4. Comment from GWRC representative on the Trust

Cr Brash notes: *“As the present GW representative appointed by GW in 2011 I have never found having a conflict of interest with the Te Awarua of Porirua Harbour and Catchment Trust to have been a problem in the 7 years I have been on the Trust”.*

5. Consideration of climate change

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

5.1 Mitigation assessment

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

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

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

5.2 Adaptation assessment

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

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

6. The decision-making process and significance

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

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

6.1 Significance of the decision

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

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

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

6.2 Engagement

Engagement between the Joint Committee and the Trust will be on going. Once any changes to the composition of the Trust have been made the parties will consider the most effective way to convey these changes to the community.

7. Recommendations

That the Council:

1. *Receives the report.*
2. *Agrees that the GWRC nominated trustee position should be removed from the Porirua Harbour and Catchment Community Trust, through a Special General Meeting process of the Trust, thereby formally withdrawing GWRC from the Trust.*
3. *Agrees to share the legal costs equally between the three agencies [Porirua City Council, Greater Wellington Regional Council and Wellington City Council], up to approximately \$20,000 plus GST and any disbursements for the removal of the nominated trustees from the Trust Deed and associated minor alterations to the Trust Deed.*

Report prepared by:

Tim Porteous
Manager Biodiversity

Report approved by:

Wayne O'Donnell
General Manager Catchment
Management



Report 18.589
Date 4 December 2018
File CCAB-8-2052

Committee Council
Author Samantha Seath, Wellington Regional Strategy Office

Wairarapa Economic Development Strategy

1. Purpose

To endorse the Wairarapa Economic Development Strategy and Action Plan (Strategy and Action Plan) and agree to representation on the Governance Group.

2. Background

The Strategy and Action Plan came about as an initiative from the three Wairarapa Councils in conjunction with Greater Wellington. Development of the Strategy and Action Plan included stakeholder engagement through both stakeholder interviews and meetings of action groups in each key industry sector. Iwi and the Wellington Regional Economic Development Agency (WREDA) were also involved during development as key stakeholders in the region.

The Strategy and Action Plan was developed by consultants Henley Hutchings, who worked closely with the Wellington Regional Strategy Office. They used the outcomes of the stakeholder engagement, alongside substantial economic analysis, to prepare the document. The strategy development work was funded by Greater Wellington out of the WRS targeted rate.

Development of the Strategy and Action Plan was overseen by a Steering Group, facilitated by Steve Maharey, and made up of the chief executives of the three Wairarapa Councils, Greater Wellington and WREDA.

3. Comment

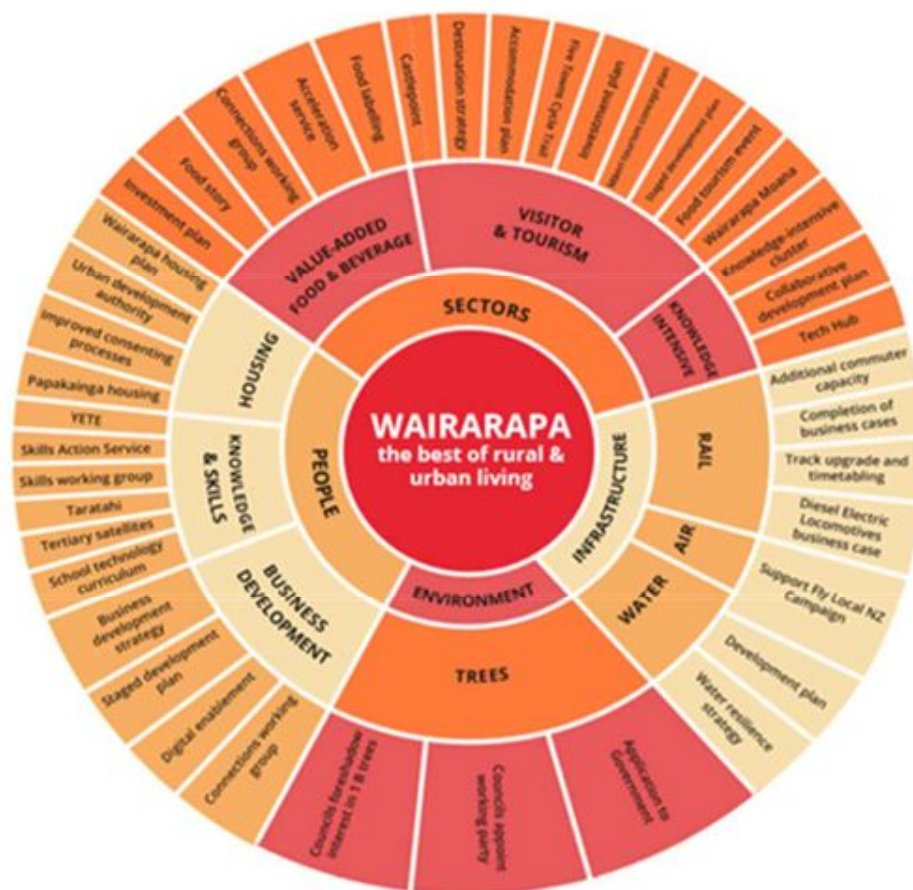
The Strategy and Action Plan is based on the vision *the best of rural and urban living*. It focuses on three key industry sectors – added-value food and beverage, visitors and tourism, and knowledge-intensive industries.

These key sectors are then supported by key people enablers – housing, knowledge and skills, and business development – which will enable the

growth and development of communities so that the Wairarapa can achieve sustainable growth in its key sectors with no one left behind.

Also underpinning the key sectors are infrastructure and the environment. Key infrastructure enablers include water, rail and air, with the environmental focus being on trees. Without adequate infrastructure, none of the growth mentioned above can be achieved let alone sustained/supported, and needless to say that the same concept applies to our environment.

The diagram below is a snapshot of the Strategy and Action Plan, including the vision, the key focus areas and some of the potential actions. A larger scale diagram and full details of all actions are included in the attached full Strategy and Action Plan document, which can be found at <https://www.growwairarapa.nz/>



Implementation of the Strategy and Action Plan will be guided by a Governance Group, chaired by Dame Margaret Bazley, and comprising the three Wairarapa Mayors and a representative from Greater Wellington. At the suggestion of the Governance Group Chair, each member of the Governance Group will be tasked with leading implementation across one or more areas in the Strategy.

A discussion is currently underway with Wairarapa iwi as to how they would like to be involved in the governance structure.

It is proposed that the Greater Wellington Chair be the Greater Wellington representative on the Governance Group, with the Wairarapa constituency Councillor as the alternate.

A Steering Group will also be established, which will comprise the Chief Executives of the Wairarapa Councils, Greater Wellington and WREDA. Central Government representative(s) and local stakeholders with specialist industry knowledge or skills suited to supporting and advising the group will be identified and may act as a reference group or join the steering group.

Funding from the Provincial Growth Fund has been secured to employ a programme manager to assist the groups mentioned above and with the practical implementation of the Action Plan. Greater Wellington along with the three Councils have also provided co-funding for this position. The programme manager will also help industry stakeholders and community groups with developing and shaping projects, both for applications to the Provincial Growth Fund, and other funding sources, and to look for opportunities to create scaleable clusters of projects or initiatives that provide catalytic change.

Action Teams will be established for each of the key sector areas (these may include already existing groups such as the Wairarapa Food Story group) and champions from the Governance Group will assist them to fulfil their potential.

The Strategy and Action Plan is intended to serve as the guiding document for economic development going forward. It will be a living document, to be reviewed periodically, and changes will be made as required. The document is not prescriptive, and it is envisaged that focus areas and actions will be added, shaped or changed as required on an ongoing basis.

4. Communication

The Council's decision will be communicated to the Wairarapa Councils and to WREDA. Press releases about the Strategy and Action Plan were distributed by each of the councils prior to a launch event in November.

5. Consideration of climate change

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

Further analysis may be required on specific projects within the wider Wairarapa Economic Development Plan as they are developed.

6. The decision-making process and significance

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

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

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

6.1 Significance of the decision

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

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

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

7. Recommendations

That the Council:

1. **Receives** the report.
2. **Notes** the content of the report.
3. **Endorses** the Wairarapa Economic Development Strategy and Action Plan.
4. **Agrees** to the Council Chair representing Council on the Governance Group, with the Wairarapa Constituency Councillor as the alternate.

Report prepared by:

Report approved by:

Report approved by:

Samantha Seath
Wellington Regional Strategy
Office

Nicola Shorten
Manager, Strategic and
Corporate Planning

Luke Troy
General Manager, Strategy



Report	18.553
Date	16 November 2018
File	CCAB-8-2034
Committee	Council
Author	Paul Kos, Manager, Public Transport Policy

Te Matatini - public transport support

1. Purpose

To outline a proposal for the Council to provide public transport support to Te Matatini ki te Ao – National Kapa Haka Festival 2019 (Te Matatini).

2. Background

Te Matatini takes place in Wellington between 21-24 February 2019 at the Westpac Stadium.

Te Matatini is a significant Māori performing arts festival which is held every two years. Approximately 2400 performers (48 buses), 150 volunteers and 12 stage crew are expected to be involved in the event. In addition, 60,000 spectators are expected to attend the event over its four day duration. Due to its location at the Westpac Stadium, it is anticipated that public transport will be popular option for people attending the event.

Performing groups are accommodated at marae, hotels and motels across the greater Wellington region. On their competition day, each group travels to and from the event by bus; these have previously been chartered from the area that they have travelled from. Within each group there are a total of 40 performers and 10 support crew. For this event, there are 48 teams competing.

Organisers of the Te Matatini have contacted GWRC seeking public transport support for the event. The following discussion outlines the options available and potential implications for GWRC.

3. Comment

Requests for public transport support for events occurs relatively frequently, especially with major events. Without a sponsorship policy (which is under development), our approach to date has been to consider each on a case by case basis, considering the nature of the relief sought and also the benefits for public transport and the wider transport network.

The initial request from Te Matatini event organisers was for a special event fare to be integrated into the price of the event ticket. While this may have been possible, the timing of the request in relation to ticket sales and marketing was too late for this to be practically implemented. The subsequent request was for free or discounted fares for performers, volunteers, crew and spectators.

The following discussion outlines how Council could provide public transport support to Te Matatini.

3.1 Event performers, stage crew and volunteers

Free travel could be offered to event performers, stage crew and volunteers over the 4 event days (Thursday 21 February – Sunday, 24 February). Free travel would apply to rail and bus services (not ferry), with instructions for rail managers and bus drivers to allow free travel upon presentation of a customer's event lanyard.

Two options are available for free travel:

Free travel for volunteers only

Offering free travel for volunteers is standard practice for large events, as volunteers provide a valuable service in assisting with crowd control, including directing visitors to and from public transport services. Revenue loss is expected to be minimal due to the modest number of volunteers - estimated to be 150 people for the event.

Free travel for event performers, stage crew and volunteers

Offering free travel to performers and stage crew would expand the offering to a much wider group (2,162 people), and could be provided on a goodwill basis.

The extent of take up of the free travel is likely to be low as the majority of performers are expected to travel to and from venue each day by private coach. Revenue impact for this segment is expected to be primarily associated with travel within Wellington City (primarily in the CBD) between performances. It has been estimated that this revenue loss could be in the region of \$10,000 (assuming 500 people made a zone 1 return journey on each of the four days of the event).

3.2 Event spectators

Free travel is not proposed for event spectators. The available choices available within the current fare package provide attractive and affordable options for those attending the event as spectators, including:

- The Metlink Explorer day pass, which provides unlimited daily travel on Metlink buses and trains. Travel starts after 9:00am, includes after midnight services and includes free travel for an accompanying child aged 5 to 15 years.

- Standard event tickets, which provide a single or return train journey to and from Wellington Station. Event tickets can be purchased from ticket offices at the railway stations or on the train (cash only).

4. Policy on sponsorship – public transport

As noted above, officers are in the processes of developing a policy for presentation to the Sustainable Transport Committee (and subsequent decision by Council) early in 2019.

In the absence of such a policy, officers have been considering each request on a case by case basis. In considering sponsorship requests (especially fares related requests), the baseline premise used by officers is that sponsorship is generally not offered due to fares being heavily subsidised by ratepayers and taxpayers. Further consideration is then made on any specific benefits to public transport or the transport network in general. Large events often require careful consideration, as fares relief can help to offset or mitigate secondary effects of events on the transport network.

5. Communication

The Council's decision, should free travel be supported, will be communicated to Te Matatini event organisers for further communication, and to transport operators for implementation.

6. Consideration of climate change

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

Officers recommend that the matter will have no effect on climate change and requires no further assessment in accordance with the Climate Change Consideration Guide.

7. The decision-making process and significance

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

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

7.1 Significance of the decision

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

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

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

7.2 Engagement

Engagement on the matters contained in this report aligns with the level of significance assessed.

8. Recommendations

That the Council:

1. ***Receives the report.***
2. ***Notes the content of the report.***
3. ***Notes that a Sponsorship Policy will be presented to the Sustainable Transport Committee for consideration (and subsequent decision by Council) in early 2019.***
4. ***Agrees to provide free travel on Metlink bus and rail services for Te Matatini volunteers over the four event days: Thursday 21 February to Sunday, 24 February 2019.***

and

5. ***Agrees to provide free travel on Metlink bus and rail services for eligible Te Matatini event performers and stage crew over the four event days: Thursday 21 February – Sunday, 24 February 2019.***

Report prepared by:

Paul Kos
Manager, Public Transport
Policy

Report approved by:

Angus Gabara
General Manager, Public
Transport (Acting)



Report	18.558
Date	5 December 2018
File	CCAB-8-2035
Committee	Council
Author	Fiona Standen, Democratic Services Advisor

Review of Standing Orders

1. Purpose

For Council to adopt a new set of Standing Orders.

2. Background

The rules of conduct that govern meetings of the council and its committees are contained in the Greater Wellington Regional Council Standing Orders 2012, as amended on 1 March 2015 (Standing Orders 2012).

Standing Orders are made up of a mix of legislative requirements relating to meetings that must be followed and meeting procedures that the Council has elected to adopt. There is scope to amend, remove or add to the individual Standing Orders that the Council has elected to adopt.

In accordance with clause 27, Schedule 7 of the Local Government Act 2002, the Council may amend Standing Orders or adopt a new set of Standing Orders by a vote of not less than 75 percent of the members present.

3. Comment

In early 2018 Councillors were invited to form a Standing Orders Working Group (Working Group) with officers to review the Standing Orders 2012. Seven Councillors participated in the review process. A draft set of Standing Orders was then prepared and circulated first to the Working Group for feedback and then to all Councillors.

3.1 Approach to review

The Working Group identified issues to be addressed in the current Standing Orders and undertook a comparison of the Standing Orders 2012 with the LGNZ Model Standing Orders for Regional Councils. The Working Group was of the view that GWRC's Standing Orders are generally fit for purpose, and that it would be preferable to amend GWRC's Standing Orders rather than adopting a variation of the model standing orders.

3.2 Proposed Standing Orders

A copy of the proposed Standing Orders prepared as an outcome of the review is attached as **Attachment 1** to this report. Changes to the Standing Orders are identified, with additions shown in yellow highlight and deletions recorded through the use of strike-through.

The most significant change proposed to the Standing Orders 2012 relates to the provisions in section 4 of the Standing Orders for public input at meetings. It is intended to simplify the current provisions through the removal of the section on presentations. The section on presentations enables persons to speak to an item for 10 minutes, and has often been utilised when a person wishes to speak to a matter that was not on the agenda for a meeting. The balance to the removal of the provision for presentations is a proposed increase to the standard speaking time in Public Participation from three to five minutes, and the flexibility for a person to speak at a committee meeting to a matter which is not on the agenda for that meeting provided it relates to the responsibilities of the Committee.

Other changes include:

- Provision for the names of members and the detail of the vote or abstention to be recorded when a division is called (SO 2.5.7 of the draft Standing Orders)
- Provision for a member to participate remotely when they have previously departed a meeting to attend to necessary Council business (SO 2.12.8)
- The inclusion of the standard process for consideration of reports (SO 3.6.1)
- Clarification of the scope of questions that may be asked of officers relating to a report and during debate (SO 3.6.2)
- Clarification of provisions limiting the ability for previous movers and seconders in a debate to move or second another matter during the same debate (SO 3.7.2)
- Clarification that questions may not be asked of officers during the period of a meeting reserved for public input (SO 4.1.6)
- The setting of a limit of five minutes for questions by members of a public participant (SO 4.2.1).

4. Communication

If adopted, a copy of the Greater Wellington Regional Council Standing Orders 2019 will be provided to Councillors, made available to officers and published on Greater Wellington's website.

Officers will also prepare a brochure for the public providing information on speaking at Council and Committee meetings.

5. Consideration of climate change

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

6. The decision-making process and significance

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

6.1 Significance of the decision

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

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

6.2 Engagement

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

7. Recommendations

That the Council:

1. *Receives the report.*
2. *Notes the content of the report.*
3. *Notes that, pursuant to clause 27, Schedule 7 of the Local Government Act 2002, it may amend Standing Orders or adopt a new set of Standing Orders by a vote of not less than 75% of the members present.*
4. *Adopts the Greater Wellington Standing Orders 2019 as set out in Attachment 1 to this report, to come into effect on 1 February 2019.*
5. *Revokes the Greater Wellington Regional Council Standing Orders 2012 with effect from 1 February 2019.*

Report prepared by:

Fiona Standen
Democratic Services Advisor

Report approved by:

Francis Ryan
Manager, Democratic
Services

Report approved by:

Luke Troy
General Manager, Strategy

Attachment 1: Draft GWRC Standing Orders 2019

Greater Wellington Regional Council

Standing Orders 2019

Standing Orders effective from [Date]

DRAFT

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1. GENERAL

1.1 STATUS

These Standing Orders were adopted by the Council on [Date] and are effective from [Date]. These Standing Orders replace the Greater Wellington Regional Council Standing Orders 2012.

1.2 INTERPRETATION

The word “shall” identifies a mandatory requirement for compliance with these Standing Orders. The word “should” refers to practices which are advised or recommended.

Where an individual Standing Order reflects a legislative requirement the relevant statutory reference is stated.

Italicised words contained within square brackets provide commentary on the application of these Standing Orders; they do not constitute part of the Standing Orders.

In these Standing Orders, unless inconsistent with any enactment or the context:

Agenda means the list of items for consideration at a meeting.

Chairperson means the Chairperson of the Council and includes any person acting as the Chairperson, and any person presiding at any meeting of a committee or subcommittee of the Council.

Chief Executive means the Chief Executive of Greater Wellington appointed under section 42 of the Local Government Act, and includes any other officer authorised by the Chief Executive.

Clear working days means the number of working days between the issuing of a notice and the date of a meeting, excluding the date of issue and the date of the meeting.

Committee includes, in relation to the Council:

- a) A committee comprising all the members of the Council;
- b) A standing committee or special committee appointed by the Council;
and
- c) A subcommittee of a committee described in items a) or b) of this definition.

Council means the 13 elected members of the Wellington Regional Council meeting as the governing body.

Extraordinary meeting has the same meaning as defined in clause 22 of Schedule 7 of the Local Government Act.

Greater Wellington means the Wellington Regional Council constituted by the Local Government (Wellington Region) Reorganisation Order 1989.

Joint committee means a committee appointed under clause 30 of Schedule 7 of the Local Government Act.

Local Government Act means the Local Government Act 2002. The abbreviation **LGA** is also used to refer to this Act where specific statutory references are given.

Local Government Official Information and Meetings Act means the Local Government Official Information and Meetings Act 1987. The abbreviation **LGOIMA** is also used to refer to this Act where specific statutory references are given.

Meeting means any first, ordinary, or extraordinary meeting of the Council, and any meeting of any committee.

Member means any person elected or appointed to the Council or to any committee of the Council.

Minutes means the record of the proceedings of any meeting of the Council and its committees.

Order Paper means the agenda for a meeting, together with reports and other attachments relating to those items.

Public excluded information means any information which can be excluded from the public for reasons that meet the provisions of the Local Government Official Information and Meetings Act.

Public excluded session refers to those meetings or parts of meetings from which the public is excluded by the Council or committee, as provided for in the Local Government Official Information and Meetings Act.

Publicly notified means notified to members of the public by notice contained in major daily newspapers circulating in Wellington region.

Quasi judicial involves the consideration of issues requiring the evaluation of evidence, the assessment of legal argument and/or the application of legal principles.

Quorum means the minimum number of members needing to be present to constitute a valid meeting.

RMA means the Resource Management Act 1991.

Working day means any day of the week other than:

- a) Saturday, Sunday, Waitangi Day, Good Friday, Easter Monday, Anzac Day, the Sovereign's Birthday, and Labour Day; and
- b) If Waitangi Day or Anzac Day falls on a Saturday or Sunday, the following Monday; and
- c) A day in the period commencing with the 25th day of December in any year and ending with the 15th day of January in the following year.

Workshop, advisory group, working party or briefing means an informal forum held primarily for information and/or discussion purposes, and at which no resolutions or decisions are made.

2. CONSTITUTIONAL AND LEGISLATIVE MATTERS

2.1 INTRODUCTION

2.1.1 Application of Standing Orders

These Standing Orders apply to all meetings of the Council and its committees including public excluded sessions.

These Standing Orders do not apply to workshops, briefings, or meetings of working parties and advisory groups.

[Standing Orders must not contravene any legislative provisions. In the event that these Standing Orders are in conflict with legislation the legislative provisions take precedence.]

2.1.2 All members to abide by Standing Orders

A member of the Council or a committee must abide by the Standing Orders adopted under clause 27 of Schedule 7 of the Local Government Act.

cl. 16(1), Schedule 7, LGA

2.1.3 Amendments to Standing Orders

Any amendment of these Standing Orders or the adoption of new Standing Orders must be made by the Council and requires a vote of not less than 75 % of the members present.

cl. 27(3), Schedule 7, LGA

2.1.4 Temporary suspension of Standing Orders

The Council or a committee may temporarily suspend Standing Orders during a meeting by a vote of not less than 75 % of the members present and voting. The reason for the suspension must be stated in the resolution of suspension.

cl. 27(4), Schedule 7, LGA

2.1.5 Additions to or substitution of Standing Orders for quasi-judicial hearings

Notwithstanding the generality of Standing Order 2.1.1, for any quasi-judicial proceedings, the Council or a committee may adopt meeting procedures and practices additional to, or in substitution of these Standing Orders for the conduct of the business to be transacted.

[For example, committees appointed to hear applications under the Resource Management Act 1991 have powers under the Commissions of Inquiry Act 1908. These powers are set out at section 41 of the RMA.]

2.2 FIRST MEETING OF THE COUNCIL FOLLOWING ELECTION

2.2.1 Meeting called by Chief Executive

The first meeting of the Council following a triennial general election of members must be called by the Chief Executive as soon as practicable after the results of the election are known.

The Chief Executive must give the persons elected to the Council not less than seven days' notice of the meeting. However, if an emergency exists, the Chief Executive may give notice of the meeting as soon as practicable.

cl. 21(1), 21(2) & 21(3), Schedule 7, LGA

2.2.2 Chief Executive to chair the meeting until Chairperson has made his/her declaration

The Chief Executive (or, in the absence of the Chief Executive, a nominee of that officer) must chair the meeting until the Chairperson has made and attested the declaration required under clause 14 of Schedule 7 of the Local Government Act.

cl. 21(4), Schedule 7, LGA.

2.2.3 Business to be conducted

The business to be conducted at the first meeting of the Council must include:

- a) The making and attesting of the declarations required of members of the Council under clause 14 of Schedule 7 of the Local Government Act ; and
- b) The election of the Chairperson and the making and attesting of the declaration required of the Chairperson under clause 14 of Schedule 7 of the Local Government Act; and
- c) A general explanation, given or arranged by the Chief Executive, of:
 - i) The Local Government Official Information and Meetings Act; and
 - ii) Other laws affecting members, including the appropriate provisions of the Local Authorities (Members' Interests) Act 1968; and sections 99, 105 and 105A of the Crimes Act 1961; and the Secret Commissions Act 1910; and the Financial Market Conduct Act 2013; and
- d) The fixing of the date and time of the first meeting of the Council, or the adoption of a schedule of meetings; and
- e) The election of the Deputy Chairperson in accordance with clause 17 of Schedule 7 of the Local Government Act.

cl. 21 (5), Schedule 7, LGA

[See Standing Order 4.1.2 which precludes public input at the first meeting of the Council.]

(Section continues over page)

2.2.4 Election of Council Chairperson and Deputy Chairperson

The election of both a Council Chairperson and Deputy Chairperson must be made in accordance with the process set out at Standing Order 2.6.1 below.

2.2.5 Members to give notice of addresses

Every member of the Council must give to the Chief Executive their residential or business address, together with (if desired) an email, a facsimile or other address within the Wellington Region to which notices and material relating to meetings and Council business may be sent or delivered.

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2.3 CHAIRPERSON OF MEETINGS

2.3.1 Chairperson of Council to preside at Council meetings

The Chairperson of the Council must preside at each meeting of the Council at which he or she is present unless the Chairperson vacates the chair for a particular meeting.

If the Chairperson is absent from a meeting, the Deputy Chairperson of the Council must preside. If the Deputy Chairperson has not been appointed, or if the Deputy Chairperson is also absent, the members of the Council that are present must elect one of their number to preside at that meeting. That person may exercise at that meeting the responsibilities, duties, and powers of the Chairperson.

cl. 26(1), (5) & (6), Schedule 7, LGA

2.3.2 Chairperson of committee to preside at committee meetings

The Chairperson of a committee must preside at each meeting of the committee at which he or she is present unless the Chairperson vacates the chair for a particular meeting.

If the Chairperson of a committee is absent from a meeting, the Deputy Chairperson of the committee must preside. If a Deputy Chairperson has not been appointed, or if the Deputy Chairperson is also absent, the members of the committee that are present must elect one of their number to preside at that meeting. That person may exercise at that meeting the responsibilities, duties, and powers of the Chairperson.

cl. 26(2), (5) & (6), Schedule 7, LGA.

2.4 QUORUM AT MEETINGS

2.4.1 Requirement for a quorum

A meeting is duly constituted if a quorum is present, whether or not all of the members are voting or entitled to vote.

cl. 23(1), Schedule 7, LGA

[See Standing Order 2.12.1: Members participating remotely do not count towards a meeting's quorum, cl.25A, Schedule 7, LGA]

2.4.2 Quorum to be present throughout meeting

Business may not be transacted at any meeting unless at least a quorum of members is present during the whole of the time over which business is transacted.

cl. 23(2), Schedule 7, LGA

2.4.3 Definition of quorum for Council or joint committee meetings

The quorum for a meeting of the Council or a joint committee consists of:

- a) Half of the members if the number of members (including vacancies) is even; or
- b) A majority of members if the number of members (including vacancies) is odd.

cl. 23(3), cl.30A(6) Schedule 7, LGA.

2.4.4 Definition of quorum for committee meetings

The quorum at a meeting of a committee:

- a) Is no fewer than two members of the committee (as determined by the Council or committee that appoints the committee); and
- b) In the case of a committee other than a subcommittee, must include at least 1 member of the Council.

cl. 23(3), Schedule 7, LGA.

[Committee terms of reference set out individual committee quorum requirements.]

2.4.5 Failure of a quorum

If a meeting is short of a quorum at its commencement, or falls short of a quorum during the meeting, business is to be suspended and, if no quorum is present within 30 minutes the meeting shall then lapse.

2.4.6 Lapsed business

Business remaining to be disposed of following the lapsing of a meeting is to stand adjourned until the next meeting, unless an earlier meeting is fixed by the Chairperson and notified by the Chief Executive.

2.4.7 Minutes to record failure of a quorum

If a meeting lapses by reason of failure of a quorum, the names of the members then in attendance, and the fact of the lapse, are to be recorded in the minutes.

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2.5 VOTING AT MEETINGS

2.5.1 Decisions to be decided by majority vote

Unless otherwise provided for in the Local Government Act or other legislation, in Standing Orders, or in that committee's terms of reference, the acts of the Council or a committee must be done, and the questions before the Council or committee must be decided at a meeting by vote by the majority of members that are present and eligible to vote.

cl. 24, Schedule 7, LGA

2.5.2 Chairperson has casting vote

For the purposes of Standing Order 2.5.1 the Chairperson or other person presiding at the meeting:

- a) Has a deliberative vote; and
- b) In the case of an equality of votes, has a casting vote.

Except in the case of:

- i) The Wellington Regional Strategy Committee where the Chairperson does not have a casting vote; and
- ii) Te Upoko Taiao – Natural Resource Management Committee where the casting vote only applies when the Committee is meeting to make a recommendation to Council relating to:
 - the notification of proposed regional plans, proposed variations or proposed plan changes; or
 - the commencement of the preparation of a variation of a proposed regional plan or proposed plan change, or
 - the commencement of the preparation of proposed plans, or plan changes in relation to operative regional plans; and
- iii) The Regional Transport Committee where the Chairperson does not have a casting vote; and

In the case of an equality of votes where the Chairperson does not have a casting vote the act or question is defeated and the status quo is preserved.

cl. 24, Schedule 7, LGA and s. 105(7), Land Transport Management Act 2003

2.5.3 Open voting

An act or question coming before the Council or a committee must be done or decided by open voting.

cl. 24(3), Schedule 7, LGA

2.5.4 Members may abstain

Any member may abstain from voting.

2.5.5 Members may have their votes recorded

Any member's vote or abstention must be recorded in the minutes if requested by that member.

2.5.6 Method of voting

The method of voting shall be as follows:

- a) The Chairperson in putting the motion shall call for an expression of opinion on voices or take a show of hands, the result of either of which, as announced by the Chairperson, shall be conclusive unless such announcement is questioned immediately by any member, in which event the Chairperson shall call a division.
- b) The Chairperson or any member may call for a division instead of or after receiving opinion on the voices, and noting a show of hands.

2.5.7 Division

When a division is called, the Chief Executive shall take down the names of the members voting for and against the motion, and abstentions, and is to hand the list to the Chairperson to declare the result. The result of the division shall be entered into the minutes, including the names of members and the detail of their vote or abstention.

2.5.8 Second division

The Chairperson may call a second division where there is confusion or error.

2.6 APPOINTMENTS AND VOTING SYSTEM

2.6.1 Provisions for election or appointment of Chairpersons and Deputy Chairpersons of the Council and committees, and representatives of the Council

This Standing Order applies to:

- a) The election or appointment of the Chairperson and Deputy Chairperson of the Council; and
- b) The election or appointment of the Chairpersons and Deputy Chairpersons of committees; and
- c) The election or appointment of a representative of the Council.

The Council or a committee must determine by resolution that a person to whom this Standing Order applies be elected or appointed by using one of the following systems of voting:

- i) The voting system described in Standing Order 2.6.2 (system A)
- ii) The voting system described in Standing Order 2.6.3 (system B).

cl. 25, Schedule 7, LGA

2.6.2 Voting system A

Voting system A requires that a person is elected or appointed if he or she receives the votes of a majority of the members of the Council or committee present and voting; and has the following characteristics:

- a) There is a first round of voting for all candidates; and
- b) If no candidate is successful in that round there is a second round of voting from which the candidate with the fewest votes in the first round is excluded; and
- c) If no candidate is successful in the second round there is a third, and if necessary subsequent, round of voting from which, each time, the candidate with the fewest votes in the previous round is excluded; and
- d) In any round of voting, if two or more candidates tie for the lowest number of votes the person excluded from the next round is resolved by lot.

cl. 25(3), Schedule 7, LGA

2.6.3 Voting system B

Voting System B requires that a person is elected or appointed if he or she receives more votes than any other candidate, and has the following characteristics:

- a) There is only one round of voting; and
- b) If two or more candidates tie for the most votes, the tie is resolved by lot.

cl. 25(4), Schedule 7, LGA

2.7 ESTABLISHMENT OF COMMITTEES AND OTHER SUBORDINATE DECISION-MAKING BODIES

2.7.1 Appointment of committees, subcommittees and other subordinate decision-making bodies

The Council may appoint the committees, subcommittees, and other subordinate decision-making bodies that it considers appropriate, and a committee may appoint the subcommittees that it considers appropriate, unless it is prohibited from doing so by the Council.

cl. 30(1) & (2), Schedule 7, LGA

2.7.2 Discharge or reconstitution of committees, subcommittees and other subordinate decision-making bodies

Unless expressly provided otherwise in an Act –

- a) The Council may discharge or reconstitute a committee or subcommittee, or other subordinate decision-making body; and
- b) A committee may discharge or reconstitute a subcommittee.

A committee, subcommittee, or other subordinate decision-making body is, unless the Council resolves otherwise, deemed to be discharged on the coming into office of the members of the Council elected or appointed at, or following, the triennial general election of members next after the appointment of the committee, subcommittee, or other subordinate decision-making body.

cl. 30(5) & (7), Schedule 7, LGA.

2.7.3 Committees and subordinate decision-making bodies subject to the direction of the Council

A committee or other subordinate decision-making body is subject in all things to the control of the Council, and must carry out all general and special directions of the Council given in relation to the committee or other body or the affairs of the committee or other body. A subcommittee is subject in all things to the control of the committee that appointed it, and must carry out all general and special directions of the committee given in relation to the subcommittee or its affairs.

cl. 30(3) & (4), Schedule 7, LGA

2.7.4 Decisions made under delegated authority cannot be rescinded or amended

Nothing in Standing Order 2.7.3 entitles the Council or committee to rescind or amend a decision made under a delegation authorising the making of a decision by a committee, a subcommittee, or another subordinate decision-making body.

cl. 30(6), Schedule 7, LGA

2.8 JOINT COMMITTEES

2.8.1 Appointment of joint committees

The Council may appoint a joint committee with another local authority or other public body.

cl. 30(1), Schedule 7, LGA.

2.8.2 Status of joint committees

A joint committee is deemed to be both a committee of the Council and a committee of the other local authority or public body.

cl. 30(5) Schedule 7, LGA.

2.8.3 Power to appoint or discharge individual members of a joint committee

The power to discharge any individual member of a joint committee and appoint another member in his or her stead must be exercised by the Council or public body that made the appointment.

cl. 30A(6), Schedule 7, LGA

2.8.4 Joint committee may appoint its own Chairperson and Deputy Chairperson

The joint committee may appoint and remove its own Chairperson or Deputy Chairperson.

cl. 30A(6), Schedule 7, LGA

2.9 MEMBERSHIP OF COMMITTEES AND SUBCOMMITTEES

2.9.1 Appointment or discharge of committee members and subcommittee members

Subject to Standing Order 2.8.3, the Council may appoint or discharge any member of a committee. Unless directed otherwise by the Council, a committee may appoint or discharge any member of a subcommittee appointed by the committee.

cl. 31(1) & (2), Schedule 7, LGA

2.9.2 Appointed members on committees and subcommittees

The members of a committee or subcommittee may, but need not be, elected members of the Council, and the Council or committee may appoint to a committee or subcommittee a person who is not a member of the Council or committee if, in the opinion of the Council or committee, that person has the skills, attributes, or knowledge that will assist the work of the committee or subcommittee.

cl. 31(3), Schedule 7, LGA

2.9.3 At least one member of a committee to be an elected member

At least one member of a committee must be an elected member of the Council.

cl. 31(4), Schedule 7, LGA

2.9.4 Employees may only be appointed to subcommittees

An employee of Greater Wellington acting in the course of his or her employment may not act as a member of any committee unless that committee is a subcommittee.

cl. 31(4), Schedule 7, LGA

2.9.5 Minimum numbers on committees and subcommittees

The minimum number of members is three for a committee, and two for a subcommittee.

cl. 31(6), Schedule 7, LGA

2.9.6 Replacement of members if committee not discharged

If the Council resolves that a committee, subcommittee or other decision-making body is not to be discharged under clause 30(7) of Schedule 7 of the Local Government Act, the Council may replace the members of that committee, subcommittee or other decision-making body after the next triennial election of members.

cl. 31(5), Schedule 7, LGA

2.10 PROCEEDINGS NOT INVALIDATED BY VACANCIES OR IRREGULARITIES

An act or proceeding of the Council or committee, or of a person acting as a member of the Council or committee, is not invalidated by a vacancy in the membership of the Council or committee at the time of that act or proceeding, or the subsequent discovery of some defect in the election or appointment of the person acting as a member of the Council or committee, or that that person was or is incapable of being a member.

cl. 29, Schedule 7, LGA

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2.11 GENERAL PROVISIONS AS TO MEETINGS

2.11.1 Meetings to be held

The Council must hold the meetings that are necessary for the good government of the Wellington Region.

cl. 19(1), Schedule 7, LGA

2.11.2 Members' right to attend meetings

A member of the Council, has, unless lawfully excluded, the right to attend any meeting of the Council or its committees.

cl. 19(2), Schedule 7, LGA.

2.11.3 Members' participation at committee meetings

Any member of the Council may put a question through the Chairperson to elicit information. A member of the Council who is not a member of the committee may, if physically present at the meeting, take part in the discussion of any committee meeting, except in the following instances:

- a) when a committee is performing any quasi-judicial function; or
- b) when the Wellington Regional Strategy and Regional Transport Committees are meeting.

A member of the Council who is not a member of the committee may not move or second a motion (except when Standing Order 3.9.6 applies), or vote on any matter before that committee .

Remote participation by members at meetings

Members may (unless lawfully excluded) be permitted by the relevant chairperson to participate in meetings by means of audio link or audiovisual link, subject to the link's quality being suitable.

cl. 25A, Schedule 7, LGA

[Appendix A provides guidelines relating to when approval will generally be given.

Standing Order 2.12 sets out meeting procedures to be followed when members participate remotely.]

2.11.4 Remote participation by submitters

Persons speaking to their submission at a committee meeting may, if the committee's Terms of Reference allow, speak to their submission via remote participation.

2.11.5 Calling, public notification and conduct of meetings

A meeting of the Council or its committees must be called and conducted in accordance with Schedule 7 of the Local Government Act and Part 7 of the Local Government Official Information and Meetings Act, and these Standing Orders.

cl. 19(3), Schedule 7, LGA.

2.11.6 Agenda to be sent to members

In the case of each meeting to which Standing Order 2.11.1 applies, an agenda detailing the business to be brought before that meeting, together with relevant attachments, must be made available to every member not less than two clear working days before the day appointed for the meeting.

In the case of extraordinary meetings, agendas together with relevant attachments, will be made available to every member as soon as is reasonable in the circumstances.

2.11.7 Meetings not invalid because notice not received

A meeting of the Council or committee is not invalid if notice of that meeting was not received, or not received in due time, by a member of the Council or committee unless -

- a) it is proved that the person responsible for giving notice of the meeting acted in bad faith or without reasonable care; and
- b) the member concerned did not attend the meeting.

A member may waive any requirement regarding the giving of notice of a meeting to that member.

cl. 20(1) & (2), Schedule 7, LGA

2.11.8 Minutes of proceedings

The Council and its committees must keep minutes of its proceedings. Minutes of proceedings duly entered and authenticated as prescribed by the Council are prima facie evidence of those proceedings.

cl. 28, Schedule 7, LGA

[Standing Orders 3.14.1 – 3.15.3 set out what must be kept in minutes and the procedure for their authentication.]

2.12 Remote participation by members

2.12.1 Remote participants not to count towards quorum

Members who participate by means of audio link or audiovisual link shall not count towards a meeting's quorum.

cl. 25A, Schedule 7, LGA

2.12.2 Remote participants recorded in the minutes

At the start of the meeting the relevant chairperson shall announce the name of any member who will be participating remotely and the reason for their remote participation; remote participants will be recorded in the minutes.

2.12.3 Chairperson not to participate remotely

The chairperson of a meeting is not entitled to participate remotely as presiding member.

2.12.4 Remote participants entitled to vote at meetings

Remote participants are entitled to vote at meetings. All votes taken during the meeting in which a member participates remotely may be taken by roll-call (division) if so requested by any member or considered necessary by the chairperson.

2.12.5 Transmission of tabled documents to remote participants

In the event that documents are tabled at the meeting officers will endeavour, to the extent that is reasonably practicable, to transmit a copy of the documents to the remote participant.

2.12.6 Remote participation in public excluded sessions

If a meeting goes into a public excluded session members participating remotely must ensure that they are in a secure setting where confidentiality is able to be maintained. If the member participating remotely is not able to attest to the security of their remote location they will be asked to leave the meeting.

2.12.7 Remote participants leave the meeting if connection lost

In the event that connection is lost due to technical problems the member participating remotely will be recorded as having left the meeting. Once lost, reconnection will not be attempted.

2.12.8 Remote participation of members who have previously departed the meeting

Any member present at a meeting, whether physically present at the meeting or participating remotely, who then departs the meeting, may not rejoin the meeting by remote participation, unless their departure from the meeting was necessary to attend to Council business and their departure from and rejoining of the meeting has been agreed to by the relevant chairperson prior to the meeting.

2.13 QUALIFIED PRIVILEGE

2.13.1 Qualified privilege relating to agenda and minutes

Where any meeting of the Council or committee is open to the public during the proceedings or any part thereof, and a member of the public is supplied with a copy of the agenda for the meeting or any part of the minutes of that meeting are provided, the publication of any defamatory matter included in the agenda or in the minutes is privileged unless the publication is proved to have been made with ill will or taking improper advantage of the publication.

s.52, LGOIMA

2.13.2 Qualified privilege relating to oral statements

Any oral statement made at any meeting of the Council or committee in accordance with the rules that have been adopted by the Council for the guidance and order of its proceedings, is privileged, unless the statement is proved to have been made with ill will or taking improper advantage of the publication.

s. 53, LGOIMA

2.13.3 Qualified privilege additional to any other provisions

The privilege conferred by Standing Order 2.13.2 is in addition to, and not in substitution for, or derogation of any other privilege, whether absolute or qualified, that applies, by virtue of any other enactment or rule of law, to the proceedings of any meeting of Council or committee.

s.53, LGOIMA

2.14 NOTIFICATION OF MEETINGS TO MEMBERS

2.14.1 Period for notice in writing

The Chief Executive must give notice in writing to each Council or committee member of the time and place of a meeting -

- a) Not less than 14 days before the meeting; or
- b) If the Council has adopted a schedule of meetings, not less than 14 days before the first meeting on the schedule.

cl. 19(5)(a) & (b), Schedule 7, LGA

[See Standing Orders 2.15.2 and 2.15.4 for the notification of extraordinary meetings to members.

See Standing Order 2.11.8 for the validity of meetings when notice has not been received.]

2.14.2 Schedule of meetings

If the Council adopts a schedule of meetings, -

- a) The schedule may cover any future period that the Council considers appropriate and may be amended; and
- b) Notification of the schedule or any amendment to that schedule constitutes a notification of every meeting on the schedule or amendment.

cl. 19(6), Schedule 7, LGA

2.14.3 Cancellation of scheduled meetings

If it is necessary to cancel a scheduled meeting, all reasonable effort shall be taken to notify members and the public as soon as practicable of the cancellation.

2.15 EXTRAORDINARY MEETINGS

2.15.1 Extraordinary meetings may be called

If a resolution or requisition specifies the time and place at which a meeting is to be held, and the general nature of the business to be brought before the meeting, a meeting may be called by:

- a) A resolution of the Council or a committee; or
- b) A requisition in writing delivered to the Chief Executive and signed by:
 - i) The Chairperson, or
 - ii) Not less than one-third of the total membership of the Council or the relevant committee (including vacancies).

cl. 22(1), Schedule 7, LGA

2.15.2 Notification of extraordinary meetings to members

Notice in writing of the time and place of a meeting called under Standing Order 2.15.1 and of the general nature of business must be given by the Chief Executive to each member of the Council or a committee at least three working days before the day of the meeting. If the meeting is called by resolution, the meeting may not be held with less than 24 hours notice.

cl. 22(3), Schedule 7, LGA.

[See Standing Order 2.15.5 for notification of extraordinary meetings to the public.]

2.15.3 Calling of extraordinary meetings at earlier time

If the business to be dealt with requires a meeting to be held at a time earlier than allowed by the notice requirements specified in Standing Order 2.15.2, a meeting may be called by the Chairperson or, if the Chairperson is unavailable, the Chief Executive.

cl. 22(2), Schedule 7, LGA

2.15.4 Notification of extraordinary meetings to be held at earlier time

Notice of the time and place of a meeting called under Standing Order 2.15.3, and of the reasons why the meeting is being called, must be given by the person calling the meeting, by whatever means is reasonable in the circumstances, to each member of the Council or committee, and to the Chief Executive at least 24 hours before the time appointed for the meeting.

cl. 22(4), Schedule 7, LGA

2.15.5 Public notification of extraordinary meetings

Where any extraordinary meeting of the Council or a committee is called, and notice of that meeting cannot be given in the manner required or permitted by Standing Order 2.16.7, the Council shall publicly notify or otherwise advertise that meeting and the general nature of business, as soon as practicable before the meeting as is reasonable in the circumstances.

s. 46(3) & (4), LGOIMA

[See also Standing Orders 2.16.9 – 2.16.10.]

2.15.6 Public notice of resolutions of extraordinary meetings

Where any resolution is passed at an extraordinary meeting of the Council or committee, the Council or committee must, as soon as practicable, publicly notify the resolution unless -

- a) The resolution was passed at a meeting or part of a meeting from which the public was excluded; or
- b) The extraordinary meeting was publicly notified at least five working days before the day on which the meeting was held.

For the purposes of this Standing Order, “resolution” means the resolution on the matter for which the meeting was held.

s. 51A, LGOIMA

2.16 PUBLIC ATTENDANCE AT MEETINGS, ACCESS TO AGENDAS ETC

2.16.1 Meetings to be open to the public

Except as otherwise provided by Part 7 of the Local Government Official Information and Meetings Act, every meeting of the Council and its committees shall be open to the public.

s. 47, LGOIMA

2.16.2 Chairperson may require members of the public to leave meeting

The Chairperson presiding at any meeting of the Council or a committee may require any member of the public to leave the meeting if it is believed on reasonable grounds that the behaviour of that member of the public is likely to prejudice the orderly conduct of the meeting if that person is permitted to remain.

s. 50, LGOIMA

2.16.3 Removal of members of public

If any member of the public who is required, in accordance with Standing Order 2.16.2, to leave a meeting, refuses or fails to leave the meeting or, having left the meeting, attempts to re-enter the meeting without the permission of the Chairperson, any police officer or employee of Greater Wellington may, at the request of the Chairperson, remove or exclude that member of the public from the meeting.

s. 50, LGOIMA

2.16.4 News media entitled to attend meetings

For the purposes of Part 7 of the Local Government Official Information and Meetings Act, bona fide members of the news media shall be deemed to be members of the public, and shall be entitled to attend any meeting or any part of a meeting for the purpose of reporting the proceedings for any news media.

s. 49(a), LGOIMA

2.16.5 Information to be available to public

All information provided to members at the Council and committee meetings must be available to the public and news media unless it is an item included in the agenda that refers to any matter reasonably expected to be discussed with the public excluded.

s. 49(d), LGOIMA

2.16.6 Qualified privilege

[See Standing Orders 2.13.1- 2.13.3.]

2.16.7 Public notification about meetings

All meetings scheduled for the following month must be publicly notified not more than 14 days and not less than five days before the end of every month, together with the dates on which and the times and places at which those meetings are to be held. Where any meeting is to be held on or after the 21st day of the month, such meetings may instead be publicly notified not more than 10 nor less than five working days before the day on which the meeting is to be held.

s. 46(1) & (2), LGOIMA

[Standing Order 2.15.5 deals with public notification of extraordinary meetings.]

2.16.8 Public notification additional requirements

The Chief Executive is to make any other arrangement for the notification of meetings, including extraordinary meetings, as the Council or relevant committee may from time to time determine.

2.16.9 Meetings not invalid because not publicly notified

No meeting of the Council or committee is invalid merely because that meeting was not publicly notified in accordance with Standing Orders 2.15.5 or 2.16.7.

s. 46(5), LGOIMA

2.16.10 Public notice of meetings not notified

Where Greater Wellington becomes aware that any meeting of the Council or committee has not been publicly notified in accordance with Standing Orders 2.15.5 or 2.16.7, Greater Wellington shall, as soon as practicable, give public notice that that meeting was not so notified, and shall, in that notice, state the general nature of the business transacted at that meeting; and give the reasons why that meeting was not so notified.

s. 46(6), LGOIMA

2.16.11 Availability of agendas and reports

Any member of the public may, without payment of a fee, inspect, during normal office hours, within a period of at least two working days before every meeting, all agendas and associated reports circulated to members and relating to that meeting. The agendas:

- a) Shall be available for inspection at the public offices of Greater Wellington (including service delivery centres); and
- b) Shall be accompanied by either -
 - i) the associated reports; or
 - ii) a notice specifying the places at which the associated reports may be inspected.

(Standing Order continues over page)

The associated reports shall be available for inspection at the public offices of Greater Wellington. Any member of the public may take notes from any agenda or report inspected by that member of the public.

Every member of the public who inspects an agenda or report made available and who requests a copy of any part of any such agenda or report and tenders the prescribed amount (if any) shall be given such a copy as soon as practicable.

Where a meeting is an extraordinary meeting called pursuant to a resolution of the Council or committee, the agenda and any associated reports shall be made available as soon as is reasonable in the circumstances.

s. 46A(1) - (6), LGOIMA

2.16.12 Exclusion from reports to be discussed with public excluded

The Chief Executive may exclude from the reports made available, reports or items from reports that are reasonably expected to be discussed with the public excluded. These items are to be indicated on each agenda.

s. 46A(8), LGOIMA

2.16.13 Agenda to be made available to public who are at meetings

Additional copies of the agenda and further particulars indicating the nature of the items to be discussed must be available at meetings in sufficient numbers to enable any spare copies to be provided for members of the public to take away with them on payment of the prescribed amount (if any).

s. 49, LGOIMA

2.16.14 List of committee members publicly available

The members of each committee are to be named on the relevant agenda.

2.16.15 Public entitled to inspect minutes

The public is entitled without charge to inspect or take notes from copies of minutes of any meeting or part of any meeting from which the public was not excluded.

Every member of the public so inspecting any such minutes who requests a copy of any part thereof and tenders the prescribed amount (if any) shall be given such a copy.

s. 51(1) & (2), LGOIMA

2.16.16 Requests for minutes of public excluded sessions

The Chief Executive must consider any request for the minutes of a meeting or part thereof from which the public was excluded as a request for official information in terms of the Local Government Official Information and Meetings Act.

s. 51(3), LGOIMA

2.17 REASONS TO EXCLUDE PUBLIC

2.17.1 Lawful reasons to exclude public

The Council or a committee may by resolution exclude the public from the whole or any part of the proceedings of any meeting only on one or more of the grounds specified in section 48 of the Local Government Official Information and Meetings Act.

s. 48, LGOIMA

[Appendix B sets out grounds specified in section 48 of the Local Government Official Information and Meetings Act.]

2.17.2 Form of resolutions to exclude public

Any resolution to exclude the public must be in the form set out in Schedule 2A to the Local Government Official Information and Meetings Act and state the general subject of each matter to be considered while the public is excluded, the reason for passing that resolution in relation to that matter, and the grounds on which the resolution is based.

s. 48(3), LGOIMA

[For an example resolution refer to Appendix C.]

2.17.3 Motion to exclude public to be put with the public present

Every motion to exclude the public must be put at a time when the meeting is open to the public, and copies of the text of that motion must be available to any member of the public who is present. The resolution then forms part of the minutes of the Council or committee.

s. 48(4), LGOIMA

2.17.4 Provision for persons to remain after public excluded

A resolution in accordance with Standing Order 2.17.1 may provide for one or more specified persons to remain after the public has been excluded if those persons have, in the opinion of the Council or committee, knowledge that will assist the Council or committee. Any such resolution is required to state the knowledge possessed by those persons that will be of assistance in relation to the matter to be discussed and how it is relevant to the matter.

s. 48(5) & (6), LGOIMA

[No such resolution is necessary in respect of the attendance of the Chief Executive and relevant officers during a public excluded session.]

2.17.5 Release of public excluded information

The Council or relevant committee may provide for the release to the public of information, which has been considered during the public excluded part of a meeting.

2.18 APPLICATION OF STANDING ORDERS TO PUBLIC EXCLUDED SESSIONS

2.18.1 Standing Orders to apply

[See Standing Order 2.1.1.]

2.19 USE OF PUBLIC EXCLUDED INFORMATION

2.19.1 Public excluded business not to be disclosed

Subject to the provisions of the Local Government Official Information and Meetings Act, no member or officer is permitted to disclose to any person, other than a member or officer, any information which has been or is to be presented to any meeting from which the public is properly excluded, or where it is proposed that the public be properly excluded.

3. MEETING PROCEDURES

3.1 APPLICATION OF STANDING ORDERS

[See Standing Orders 2.1.2 – 2.1.5.]

3.2 CONDUCT OF MEETINGS

3.2.1 Mode of address for Chairperson

The Chairperson is to be addressed in such terms as denotes the statutory office of that person, the choice of mode of address being as determined by that person.

3.2.2 Chairperson to decide

The Chairperson is to decide all questions where these Standing Orders make no provision or insufficient provision, and all points of order.

3.2.3 Contempt

Any member who refuses to obey any order or ruling of the Chairperson shall be held guilty of contempt.

The minutes must record that a member is in contempt.

3.2.4 Chairperson rising

Whenever the Chairperson rises during a debate any member then speaking or offering to speak is to be silent, and if standing, to be seated, so that the Chairperson may be heard without interruption.

3.2.5 Members to speak in places and address the chair

Members granted the right to speak at meetings are to address the Chairperson, and may not leave their place while speaking without the leave of the Chairperson. Members may remain seated when speaking at Council and committee meetings.

3.2.6 Priority of speakers

When two or more members seek the right to speak, the Chairperson is to name the member who has the right to speak first, provided that the following members shall have precedence, where in order, when they state their intention to:

- a) Raise a point of order, or request a time extension for the previous speaker *[See Standing Order 3.13.4.]*;
- b) Move a motion to terminate or adjourn the debate *[See Standing Order 3.11.1.]*; or
- c) Make a point of explanation or request an indulgence of the Chairperson *[See Standing Orders 3.6.7 and 3.6.8.]*.

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3.2.7 Speeches in English, Māori or New Zealand Sign Language

A member may address the Chairperson in English, Māori or New Zealand Sign Language. The Chairperson may order that a speech be translated and printed in English or Māori. A member must give prior notice, not less than two working days before the meeting, to the Chairperson if he or she intends to address the Chairperson in New Zealand Sign Language or in Māori, when the normal business of the Council or committee is conducted in English, or in English when the normal business of the Council or committee is conducted in Māori.

3.2.8 Time limits for meetings

Unless pursuant to a resolution to continue, no meeting may continue beyond 10.30 pm, and any business on the agenda not dealt with must be adjourned or placed on the agenda of the next meeting or extraordinary meeting.

3.2.9 Reporting of meetings

When a meeting of the Council or a committee is open to the public the following provisions shall apply:

- a) Members of the public including bona fide members of the news media are entitled to attend any meeting or any part of a meeting and to report on the proceedings.

s. 49(a), LGOIMA

- b) Any recording of meetings (including the intention to take still or moving photography) must be notified to the Chairperson at the commencement of the meeting.
- c) Any recording of meetings (including still or moving photography) must be carried out in an unobtrusive manner, and must not be distracting to members.

3.2.10 Disorder at meetings by members

Members called to order by the Chairperson are to stop speaking and, if standing to resume their seats. Should any member refuse to obey, the Chairperson may require that member to withdraw immediately from the meeting for a time specified by the Chairperson.

3.2.11 Adjournment of meeting following disorder

Should the disorder continue, the Chairperson has the right to adjourn the meeting for a time specified by the Chairperson. At the end of that period the meeting shall resume and decide without debate the question as to whether the meeting shall proceed or be adjourned. The Chairperson may also take such action in relation to disorder from other sources or in the event of an emergency.

3.2.12 Disturbance at meetings by members

The Chairperson may require any member who is creating a disturbance to withdraw immediately from the meeting for a time specified by the Chairperson.

3.2.13 Members not to be disrespectful in speech

No member of the Council or a committee at any meeting may be disrespectful in speech or use offensive or malicious language, including in reference to the Council or committee, any other member, or any officer or employee of Greater Wellington. In addition, no member may impute improper motives or make offensive remarks about the private affairs of any other member of the Council or Greater Wellington's staff.

3.2.14 Retraction of, or apology for, offensive or malicious language

The Chairperson may call upon any member or speaker to withdraw any offensive or malicious expression and may require the member to apologise for the expression.

Any member who refuses to withdraw the expression or apologise, if required by the Chairperson, can be directed to withdraw from the meeting for a time specified by the Chairperson.

3.2.15 Removal from meeting

A member of the police, or an officer or employee of Greater Wellington, may, at the request of the Chairperson, remove or exclude a member from a meeting if that member is required to leave the meeting by a ruling made under the Standing Orders and that member:

- a) refuses or fails to leave the meeting; or
- b) having left the meeting, attempts to re-enter the meeting without the permission of the Chairperson.

cl. 16(2), Schedule 7, LGA

3.2.16 Pecuniary interest

No members may vote or take part in the discussion of any matter at any meeting where they, directly or indirectly, have any pecuniary interest as defined in law, other than an interest in common with the public.

s. 6(1), Local Authorities (Members' Interests) Act

(Section continues over page)

3.2.17 Declaration of pecuniary interest

Every member present when any matter is raised in which they directly or indirectly have a pecuniary interest, apart from any interest in common with the public, is under a duty to fully declare any such interest to the meeting. This disclosure and the subsequent abstention of such members from both discussion and voting on the item, is to be recorded in the minutes.

s. 6(5), Local Authorities (Members' Interests) Act

[Members who have declared a pecuniary interest in matters to be discussed should consider leaving the meeting for the full duration of discussion on such matters. Neither the Chairperson nor the meeting may rule on whether a member has a financial interest in the matter being discussed.]

3.2.18 Non-pecuniary conflicts of interest

No members may vote or take part in the discussion of any matter at any meeting where they have identified a non-pecuniary conflict of interest.

[Non-pecuniary conflicts of interest include, amongst other things, bias and predetermination. For guidance on these types of conflicts refer to Part 5 of the Guidance for members of local authorities about the Local Authorities (Members' Interests) Act 1968 published by the Office of the Auditor-General.]

3.2.19 Declaration of non-pecuniary conflicts of interest

Every member who has identified a non-pecuniary conflict of interest shall declare that interest to the meeting. This disclosure and abstention from discussion and voting on the matter is to be recorded in the minutes.

[Members who have declared a non-pecuniary conflict of interest in matters to be discussed should consider leaving the meeting for the full duration of discussion on such matters. Neither the Chairperson nor the meeting may rule on whether a member has a non-financial interest in the matter being discussed.]

3.3 QUORUM AT MEETINGS

[See Standing Orders 2.4.1- 2.4.7, and 2.12.1.]

3.4 LEAVE OF ABSENCE AND APOLOGIES

3.4.1 Granting leave of absence

The Council may grant leave of absence to a member from a meeting or meetings of the Council and its committees upon application by the member.

A committee may grant leave of absence to a member from a meeting or meetings of the committee upon application by the member.

3.4.2 Apologies at meetings

If a member has not obtained leave of absence an apology may be tendered on behalf of the member (if requested by that member) and the apology may be accepted or declined by the Council or the relevant committee. Acceptance of the apology shall be deemed to be a granting of leave of absence for that meeting.

3.4.3 Recording of apologies

The Chairperson of each meeting must invite apologies at the beginning of each meeting, including apologies for lateness and early departure, and these and subsequent apologies during the meeting shall be recorded in the minutes, including whether they were accepted or declined, and the time of arrival and departure of all members.

3.4.4 Absence without leave – elected members

An extraordinary vacancy is created where any member is absent without leave of the Council from four consecutive meetings other than extraordinary meetings of the Council.

cl. 5, Schedule 7, LGA

3.4.5 Absence without leave – appointed members

Appointed members who are absent from three consecutive committee meetings without an accepted apology or leave of absence, are deemed to have vacated their position.

[This Standing Order does not apply when a person is appointed to a committee as a representative of a local authority or government agency.]

3.5 ORDER OF BUSINESS

3.5.1 Adoption of order of business

The order of business is to be determined by the Council or relevant committee.

3.5.2 Agenda

The Chief Executive is to prepare for each meeting an agenda listing and attaching information on the items of business to be brought before the meeting so far as is known. At the meeting the business is to be dealt with in the order in which it stands on the agenda unless the meeting or the Chairperson accords precedence to any business set down on the agenda.

3.5.3 Public excluded items

The Chief Executive must place on a public excluded agenda any matters for which he/she considers the Council or committee of the Council is likely in his/her opinion to wish to exclude the public in terms of the Local Government Official Information and Meetings Act, provided that an indication of the subject matter likely to be considered with the public excluded is placed on the agenda available to the public.

3.5.4 Chairperson's report

The Chairperson, by report, has the right to direct the attention of the Council or the relevant committee as the case may be, to any matter or subject within the role or function of the Council or committee respectively.

3.5.5 Items not on the agenda may be dealt with

Where an item is not on the agenda for a meeting, that item may be dealt with at that meeting if –

- a) The Council or committee by resolution so decides; and
- b) The presiding member explains at the meeting at a time when it is open to the public, -
 - i) the reason why the item is not on the agenda; and
 - ii) the reason why the discussion of the item cannot be delayed until a subsequent meeting.

s. 46A(7), LGOIMA

3.5.6 Items not on the agenda may be discussed

Where an item is not on the agenda for a meeting, -

- a) That item may be discussed at that meeting if -
 - i) that item is a minor matter relating to the general business of the Council; and **or committee**
 - ii) the presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
- b) no resolution, decision, or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the Council or **committee** for further discussion.

s. 46A(7A), LGOIMA

3.6 RULES OF DEBATE

3.6.1 Process for consideration of reports

The process for considering matters raised in reports at Council and Committee meetings shall be as follows:

1. Chairperson or officer introduction
2. Questions of clarification to officers
3. Debate (after motion moved and seconded)
4. Matter put to vote.

3.6.2 Questions to officers

In the course of ~~any debate~~ at any Council or committee meeting, any member may, at the Chairperson's discretion, ask any question of the relevant officer to clarify the content of a report or on any matter under debate. Such questions are to be directed through the Chair. The Chair will accord priority to those members who have not previously asked questions relating to the matter under consideration.

Officers may, with the prior approval of the Chairperson, participate in the meeting by means of audio or audio-visual link.

3.6.3 Speaking only to relevant matters

Members may speak to any matter before the meeting or upon a motion or amendment to be proposed by them, or upon a point of order arising out of debate, but not otherwise.

3.6.4 Irrelevant matter and needless repetition

In speaking to any motion or amendment, members are to confine their remarks strictly to such motion or amendment, and shall not introduce irrelevant matters or indulge in needless repetition. In this matter, the Chairperson's ruling is final and not open to challenge.

3.6.5 Time limits on speakers

The following time limits apply to members speaking at meetings, unless extended by a majority vote of members present:

- a) Movers of motions when speaking to the motion, ten minutes;
- b) Movers of motions, when exercising their right of reply, five minutes;
- c) Other members, not more than five minutes.

[The mover of an amendment is allocated ten minutes, to speak to both their amendment and the substantive motion to which the amendment relates.]

[See Section 4 of these Standing Orders for time limits for members of the public speaking at meetings.]

3.6.6 Reserving speech

A member may second a motion or amendment without speaking to it, reserving the right to speak later in the debate

3.6.7 Member speaking more than once

Other than at meetings of committees, a member may not speak more than once to a motion.

3.6.8 Personal explanation

Notwithstanding Standing Order 3.6.7, members may make a personal explanation with the permission of the Chairperson, but such matters may not be debated.

3.6.9 Explanation of previous speech

With the permission of the Chairperson, explanation of some material part of a previous speech in the same debate may be given by a member who has already spoken, but new matter may not be introduced.

3.6.10 Taking down words

When any member objects to words used and desires his/her objection to be recorded in the minutes, the Chairperson may order the objection to be recorded, provided such objection is made at the time the words were used and not after any other members have spoken.

3.6.11 Reading of speeches

Members shall not read their speeches, except with the permission of the Chairperson, but may refresh their memory by reference to notes.

3.6.12 Restating of motion

Members may request the Chairperson to restate the motion for their information at any time during the debate, but not so as to interrupt.

The Chairperson may, immediately prior to any division being taken, request the Chief Executive to restate the motion upon which the division is to be taken.

3.6.13 Right of reply

The mover of an original motion (not an amendment) has a right of reply. After the mover has commenced such reply, or has intimated the wish to forego this right, or having spoken to an amendment to the motion and the Chairperson has intimated his intention to put the motion, no other member of the Council or committee may speak on the motion. Movers in reply are not to introduce any new matter and must confine themselves strictly to answering previous speakers.

3.6.14 When right of reply may be exercised

The right of reply is governed as follows:

- a) Where no amendment has been moved, the mover may reply at the conclusion of the discussion on the motion;
- b) If there is an amendment, the mover of the original motion may make such reply at the conclusion of the debate on such amendment, and this reply exhausts their rights as mover of the original motion, provided

that the mover may reserve such right of reply. The mover may, however, take part in the discussion upon subsequent amendments.

[A right of reply can be exercised at either the end of the debate on an original motion or at the end of the debate on an amendment. Only the mover of an original motion has a right of reply and that right can only be used once. In addition to a right of reply, the mover of an original motion may reserve a right of reply and speak once to an original motion and once to each amendment without losing that right of reply.]

3.6.15 Limitation on speakers

If three speakers have spoken consecutively in support of, or in opposition to a motion, the Chairperson may call for a speaker to the contrary. If no such speaker is forthcoming and after the mover has had the right of reply, the motion must be put. Members speaking must, if so called upon by the Chairperson, announce whether they are speaking in support of, or against the motion or amendment being debated.

3.6.16 No speakers after reply or question has been put

Members may not speak on any motion once the mover has commenced replying or where the Chairperson has commenced putting the question.

3.6.17 Reflections on resolutions

In speaking in any debate no member may unduly criticise the validity of any resolution of the Council or committee except by a notice of motion to amend or revoke the same.

3.7 MOTIONS AND AMENDMENTS

[A flow chart illustrating the process regarding motions and amendments is included in these standing orders as Appendix D.]

3.7.1 Requirement for a seconder

All motions and amendments moved in debate (including notices of motion) must be seconded, and thereupon the Chairperson shall state the matter raised and propose it for discussion.

3.7.2 Limitations on moving and seconding an amendment

The mover or seconder of a motion cannot move or second an amendment. The mover or seconder of an amendment, whether the amendment is carried or lost, cannot move or second a subsequent amendment.

3.7.3 Withdrawal of motions and amendments

Once motions or amendments have been seconded and put to the meeting by the Chairperson, they cannot be withdrawn without the consent of the majority of the members present and voting. A motion to which an amendment has been moved and seconded, cannot be withdrawn until the amendment is withdrawn or lost.

3.7.4 Substituted motion by amendment

The meeting may allow a motion, which is subject to an amendment, to be withdrawn and replaced by the amendment as the substituted motion, provided the mover and seconder of the original motion agree to the withdrawal of the original motion. In such circumstances, members who have spoken to the original motion may speak again to the substituted motion.

3.7.5 Motions in writing

The Chairperson may require movers of motions or amendments to provide them in writing signed by the mover.

3.7.6 Motions expressed in parts

The Chairperson or any member may require a motion expressed in parts to be decided part by part.

3.7.7 Amendment after motion proposed

When a motion has been moved and seconded, then proposed by the Chairperson for discussion, **subject to Standing Order 3.7.2** an amendment may be moved or seconded by any member who has not spoken to the motion, whether an original motion or a substituted motion.

3.7.8 Motions and amendments not seconded

Motions and amendments that are proposed but not seconded are not in order and are not entered in the minutes.

3.7.9 Amendments relevant

Every proposed amendment must be relevant to the motion under discussion and not be in similar terms to an amendment that has been lost.

3.7.10 Direct negatives not allowed

No amendment which amounts to a direct negative, is to be allowed which, if carried, would have the same effect as negating the motion.

3.7.11 Further amendments

No further amendment may be allowed until the first amendment is disposed of, although members may notify the Chairperson of their intention to move further amendments and the tenor of their content.

3.7.12 Where amendment lost another amendment may be proposed

Where an amendment is lost, **subject to Standing Order 3.7.2** another may be moved and seconded by any members who have not spoken to the motion (whether an original motion or substituted motion).

Movers of previous amendments which were lost are regarded as having spoken to the motion only and are entitled to speak to the new amendment, but are not entitled to move or second the new amendment.

3.7.13 Where amendment carried

Where an amendment is carried, the motion as amended becomes the substantive motion, and any member, other than previous movers or seconders in the debate, may then propose a further amendment.

3.7.14 Procedure until substantive motion put

The procedures in Standing Orders 3.7.7 and 3.7.11 must be repeated until a substantive motion is put.

3.7.15 Where motion lost

Where a motion is lost the debate resumes. The Chairperson will accord priority to motions which have been foreshadowed in previous debate on the matter. Where no motion has been foreshadowed the Chairperson will invite members to move a fresh motion on the subject matter.

Where no motion is proposed debate on the matter will be closed and the meeting will move to the next item on the agenda.

[In the event that no motions are carried the status quo is retained.]

3.8 REVOCATION OR ALTERATION OF RESOLUTIONS

3.8.1 Revocation or alteration of resolutions

A notice of motion for the revocation or alteration of all or part of a previous resolution of the Council or a committee is to be given to the Chief Executive by the member intending to move such a motion.

- a) Such notice is to set out:
 - i) The resolution or part thereof which it is proposed to revoke or alter;
 - ii) The meeting date when it was passed; and
 - iii) The motion, if any, that is intended to be moved in substitution thereof.
- b) Such notice is to be given to the Chief Executive at least five clear working days before the meeting at which it is proposed to consider such a motion and is to be signed by not less than one third of the members of the Council or committee that made the previous resolution, including vacancies.
- c) The Chief Executive must then give members at least two clear working days notice in writing of the intended motion and of the meeting at which it is proposed to move such.

3.8.2 Restriction on action to be taken on previous resolution

Where a notice of motion has been given in terms of Standing Order 3.8.1, no action which is irreversible may be taken under the resolution which is proposed for revocation or alteration until the proposed notice of motion has been dealt with by the Council or the committee that made the previous resolution, provided that if, in the opinion of the Chairperson:

- a) the practical effect of the delay would be equivalent to a revocation of the resolution, or if;
- b) by reason of repetitive notices the effect of the notice is an attempt by a minority to frustrate the will of the Council or the committee that made the previous resolution;

then, in either case, action may be taken as though no such notice to the Chief Executive had been given or signed.

3.8.3 Revocation or alteration of resolution at same meeting

If, during the course of a meeting, fresh facts or information are received concerning a matter already resolved at the meeting, the previous resolution may be revoked or altered by the consent of 75 % of the members then present and voting.

(Section continues over page)

3.8.4 The Council or its committees may revoke or alter any previous resolution

The Council or a committee may, on a recommendation contained in a report by the Chairperson or Chief Executive, or the report of any committee, revoke or alter all or part of resolutions previously passed at meetings. At least two clear working days notice of any meeting to consider such a proposal must be given to members, accompanied by details of the proposal to be considered.

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3.9 NOTICES OF INTENDED MOTION BY MEMBER

3.9.1 Notice of intended motion to be in writing

Notice of intended motions must be in writing signed by the proposer, stating the meeting at which it is proposed that the intended motion be considered, and must be delivered to the Chief Executive at least five clear working days before such meeting.

[It is sufficient for a notice of intended motion to be sent via email and include the electronic signature of the mover.]

3.9.2 Refusal of intended motion

The Chairperson may direct the Chief Executive to refuse to accept any notice of intended motion which:

- a) Is disrespectful or which contains offensive language or statements made with malice; or
- b) Is not related to the role or functions of the Council or relevant committee; or
- c) Contains an ambiguity, or a statement of fact or opinion which cannot properly form part of an effective resolution, and where the proposer has declined to comply with such requirements as the Chief Executive may make; or
- d) Is concerned with matters that are already the subject of reports or recommendations from a committee to the meeting concerned.

Reasons for refusing a notice of intended motion should be provided to the proposer.

3.9.3 Mover of motion on notice

Motions on notice may not proceed in the absence of the mover, unless moved by another member authorised in writing by the mover to do so.

3.9.4 Alteration of motion on notice

Only the mover with the consent of the meeting may alter a motion proposed on notice, at the time the motion on notice is moved

3.9.5 When motions on notice lapse

Motions on notice not moved on being called for by the Chairperson, shall lapse.

3.9.6 Referral of motions on notice to committees

Any motion on notice received referring to any matter ordinarily dealt with by a committee of the Council may be referred to that committee by the Chief Executive. Where such notices are so referred, the proposer of the intended motion shall, if not a member of that committee, have the right to move that motion, and of reply, as if a committee member.

3.10 REPEAT MOTIONS ON NOTICE

3.10.1 First repeat where motion on notice rejected

When a motion which is the subject of a motion on notice has been put to the vote and not carried by the Council or a committee, no similar notice of intended motion which, in the opinion of the Chairperson, is substantially the same in purport and effect may be accepted within the next six months unless signed by not less than one third of all members of the Council or relevant committee, including vacancies.

3.10.2 Second repeat where motion on notice rejected

If such a repeat motion on notice as provided for in Standing Order 3.10.1 is also rejected by the Council or a committee, any further intended motion on notice prior to the expiration of the original period of six months must be signed by a majority of all members of the Council or relevant committee, including vacancies.

3.10.3 No repeats where motion on notice adopted

Where a motion on notice has been considered and adopted by the Council or a committee, no notice of any other motion which is, in the opinion of the Chairperson, to the same effect may be put again whilst such original motion stands.

3.11 PROCEDURAL MOTIONS TO TERMINATE OR ADJOURN DEBATE

[A table of procedural motions is included in these Standing Orders at Appendix E.]

3.11.1 Members may move procedural motions to terminate or adjourn debate

Any member who has not spoken on the matter under debate, may move any one of the following procedural motions to terminate or adjourn debate (but not so as to interrupt a member speaking):

- a) That the meeting be adjourned to the next meeting, unless an alternative time and place is stated; or
- b) That the item of business being discussed be adjourned to a time and place to be stated; or
- c) That the motion under debate be now put (a “closure motion”); or
- d) That the meeting move directly to the next business, superseding the item under discussion; or
- e) That the item of business being discussed does lie on the table, and not be further discussed at that meeting; or
- f) That the item of business being discussed be referred (or referred back) to the relevant committee of the Council.

3.11.2 Chairperson may accept closure motions

The Chairperson may accept a closure motion if there have been no less than two speakers for and two speakers against the motion, or, if there are no such speakers, in the Chairperson’s opinion, it is reasonable to do so.

3.11.3 Closure motion on amendment

When an amendment to a motion is under debate, a closure motion relates to the amendment and not to the motion.

3.11.4 Procedural motions to terminate or adjourn debate to take precedence

Procedural motions to terminate or adjourn debate take precedence over other business, other than points of order, and shall, if seconded, be put to the vote immediately without discussion or debate.

3.11.5 Voting on procedural motions to terminate or adjourn debate

All procedural motions to terminate or adjourn debate must be determined by a majority of those members present and voting. If lost, a further procedural motion to terminate or adjourn debate, may not be moved by any member within the next 15 minutes.

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3.11.6 Closure motion to be put if no further speaker

Notwithstanding Standing Order 3.11.5, a closure motion shall be put if there is no further speaker in the debate.

3.11.7 Right of reply following closure

If a closure motion is carried, the mover of the motion then under debate is entitled to the right of reply, and the motion or amendment under debate is then to be put.

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3.12 ITEMS PREVIOUSLY ADJOURNED OR REFERRED BACK TO COMMITTEE

3.12.1 Debate on items previously adjourned

The debate on adjourned items of business is to be resumed with the mover of such adjournment being entitled to speak first in the debate. Members who have already spoken in the debate may not speak again.

3.12.2 Adjourned items taken first

Adjourned items of business are to be taken first at the subsequent meeting in the class of business to which they belong.

3.12.3 Referral or referred back to committee

Business referred, or referred back, to a specified committee is to be considered at the next meeting of that committee, unless otherwise specified.

3.13 POINTS OF ORDER

3.13.1 Members raising points of order

Any member may speak to a point of order upon any breach of these Standing Orders and the member previously speaking is to be seated (if standing) and stop speaking.

3.13.2 Stating subject matter of point of order

The member raising a point of order is to state without explanation precisely the subject matter of the point of order.

3.13.3 Points of order during division

No point of order may be raised during a division except by the permission of the Chairperson.

3.13.4 Types of points of order

The following are recognised as substance for points of order:

- a) Where disorder is drawn to the attention of the Chairperson; or
- b) Use of disrespectful, offensive or malicious language; or
- c) Discussion of a question not before the Council or committee; or
- d) Misrepresentation of any statement made by a member or by an officer or employee of Greater Wellington; or
- e) The breach of any standing order; or
- f) A request that words objected to be recorded in the minutes.

3.13.5 Contradiction not point of order

Rising to express a difference of opinion or to contradict a statement of a previous speaker, does not constitute a point of order.

3.13.6 Decision of Chairperson final

The Chairperson may decide on any point of order immediately after it has been raised by any member, or may first hear further argument before deciding. The ruling of the Chairperson upon any point of order is not open to any discussion and is final.

[See Standing Order 3.2.2 and 3.2.3 also.]

3.14 MINUTES OF PROCEEDINGS

3.14.1 Minutes to be evidence of proceedings

[See Standing Order 2.11.9.]

3.14.2 Keeping of minutes

The Chief Executive or his/her designated representative must keep the minutes of meetings. The minutes must record:

- The date, time and venue of the meeting;
- The names of those members present and those participating remotely;
- Identification of the Chairperson;
- Apologies tendered and accepted or declined *[See Standing Order 3.4.3]*;
- Arrival and departure times of members including when a remote participant is deemed to have left the meeting;
- Any failure of a quorum *[See Standing Order 2.4.7]*;
- A list of speakers in the public forum and the topics they cover;
- A list of items considered;
- Resolutions and amendments pertaining to those items;
- Any objections to words used *[See Standing Order 3.6.9]*;
- All divisions taken *[See Standing Order 2.5.7]*;
- Names of any members requesting the recording of their abstentions or votes *[See Standing Order 2.5.5]*;
- Declarations of conflicts of interest *[See Standing Orders 3.2.17 and 3.2.19]*;
- Contempt, censure and removal of any members *[See Standing Order 3.2.3]*;
- Resolutions to exclude members of the public *[See Standing Order 2.17.3]*; and
- The time that the meeting concludes or adjourns.

3.14.3 No discussion on minutes

No discussion may arise on the substance of minutes at any succeeding meeting, except as to their correctness.

3.15 MINUTE BOOKS

3.15.1 Inspection of minute books

[See Standing Order 2.16.15.]

3.15.2 Minutes of final committee meeting

Minutes of a committee meeting when the committee has ceased to exist or is not meeting again during a triennium are to be presented to the committee's parent body for authentication. If the parent body is not meeting prior to the next election then Standing Order 3.15.3 shall apply.

3.15.3 Minutes of last meeting before election

The Chairperson and the Chief Executive shall authenticate the minutes of the last meeting of the Council or relevant committee prior to the next election of members.

[Authentication of minutes of committee meetings by the Chairperson and Chief Executive should only take place in the event that the committee's parent body is not scheduled to meet prior to the end of the triennium.]

4. PUBLIC INPUT AT MEETINGS

4.1 PUBLIC FORUM

4.1.1 Public input

There are three processes, referred to as “public input”, by which a member of the public may participate in Council or committee meetings. The term “public input” refers to:

- Public participation
- ~~Presentations~~
- Petitions.

The term “public input” does not relate to any right to participate in a hearing process.

[The Standing Orders relating to “public participation”, “presentations” and “petitions” are set out below.]

4.1.2 No public input in certain forums

There is to be no public input at any hearing, including the hearing of submissions where the local authority, committee or subcommittee sits in a quasi-judicial capacity.

No public input is permitted if the speaker is party to a current formal tender process being undertaken by the Council.

No public input is permitted at the first meeting of the Council following its election.

4.1.3 No public input in relation to certain items on the agenda

Public input is not permitted in relation to the following items listed on the agenda for a meeting:

- i) Minutes being presented to a meeting for authentication
- ii) Reports on business conducted at concluded committee meetings, which are for information only
- iii) Reports that set out recommendations arising from a hearing process
- iv) **Matters that pertain to a current tender process.**

The use of datashow equipment to support public input

No datashow presentation shall be allowed unless an electronic copy of that presentation has been received by the Chief Executive by 12.00pm (midday) on the working day prior to the Council or committee meeting.

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4.1.4 Public input in English, Māori or New Zealand Sign Language

An address to the Council or a committee, may be made in English, Māori or New Zealand Sign Language. Prior arrangement with the Chairperson must be sought at least two working days before the meeting if the address is not in English. The Chairperson may order that any speech or document presented be translated and/or printed in another language.

4.1.5 Questions of speakers during public input

With the permission of the Chairperson, members may ask questions of speakers during the period reserved for public input. If permitted by the Chairperson, questions by members are to be confined to obtaining information or clarification on matters raised by the speaker.

4.1.6 No questions of officers during public participation

Neither members nor public participants may ask questions of officers during the period reserved for public input.

4.2 PUBLIC PARTICIPATION**4.2.1 Period set aside for public participation**

A period will be set aside for public participation at the commencement of meetings of the Council and committees that are open to the public. Each speaker during the public participation section of a meeting may speak for ~~three~~ five minutes. This will be followed by a period of five minutes per speaker during which time members may ask the speaker questions.

4.2.2 Time extension

Standing Order 4.2.1 may be suspended on a vote of not less than 75 % of those present, to extend the period any speaker is allowed to speak or to extend the period for questions.

4.2.3 Public participation to relate to items on the agenda for Council meetings

Subject to Standing Order 4.1.3, at public participation at Council meetings is to be confined to those items listed on the agenda provided the matter is not sub-judice.

4.2.4 Public Participation at Committee meetings

Subject to Standing Order 4.1.3 public participation at a Committee meeting must be relevant to the Committee's terms of reference and should relate to an item on the agenda for that Committee meeting.

4.2.5 Public participation where presented by members

Any member who presents on behalf of a person, is to confine himself/herself to reading the statement of the party from which it comes.

4.3 PRESENTATIONS

4.3.1 Requests to make a presentation

~~A request to make a presentation to a meeting must be lodged with the Chief Executive at least two working days before the date of the meeting concerned. The request must set out the general subject of the presentation. After lodgement, the request must be subsequently approved by the Chairperson. The Chairperson may refuse requests, including for presentations that are repetitious or offensive.~~

4.3.2 Urgency or major public interest

~~Notwithstanding Standing Order 4.3.1, where in the opinion of the Chairperson the matter which is the subject of a presentation is one of urgency or major public interest, the Chairperson may determine that the presentation is received.~~

4.3.3 Procedures for presentations

~~Except with the approval of the Chairperson, not more than two persons may address the meeting for a single presentation. After a presentation is received, members may put to the presentators any questions pertinent to the subject heard, but no member may express an opinion upon, or discuss the subject, until the presenters have completed making their submissions and answering questions.~~

[See Standing Order 2.13.2 regarding qualified privilege.]

4.3.4 Termination of presentation if disrespectful

~~The Chairperson may terminate a presentation in progress which is disrespectful or offensive, or whether the Chairperson has reason to believe that statements have been made with malice.~~

[See Standing Order 2.13.2 regarding qualified privilege.]

4.3.5 Time limit on presentations

~~Unless the meeting determines otherwise in a particular case, a limit of 10 minutes is placed on a presentation.~~

4.4 PETITIONS

4.4.1 Form of petitions

Every petition presented to the Council or to any of its committees, must comprise fewer than 150 words (not including signatories) and not be disrespectful, nor use offensive language or include statements made with malice.

[See Standing Order 2.13.2 regarding qualified privilege.]

4.4.2 Petition where presented by members

Any member who presents a petition on behalf of the petitioners, is to confine himself/herself to reading the petition and the statement of the parties from which it comes, and the number of signatures attached to it.

4.4.3 Petition where presented by petitioner

Where a petitioner presents a petition, unless the Council or the committee determines otherwise, a limit of ten minutes is placed on that person. If the Chairperson has reason to believe that the petitioner is disrespectful or offensive, or has made statements with malice, the Chairperson shall terminate presentation of the petition.

[See Standing Orders 2.13.2 and 2.13.3 regarding qualified privilege.]

APPENDIX A: Guidelines on remote participation approval process

A member should advise the relevant chairperson of their request to participate remotely at least 24 hours before the start of the meeting. The request should state why physical attendance is unreasonably difficult.

One or more of the following factors will usually be acceptable:

- Personal or dependent illness
- Personal disability
- Emergency (it is acknowledged that an emergency may occur on the day of the meeting)
- Geographic distance.

The chairperson will determine whether or not to approve the request. Approval will not be unreasonably withheld.

Requests will be granted on a “first come, first served” basis. If more than one member wishes to participate remotely at the same meeting then the relevant chairperson will determine the maximum number of members who may participate remotely to ensure that the meeting quorum requirements are met.

A request will not usually be granted in the following situations:

- Technology in the meeting room is not of an acceptable standard to enable those participating to see and be seen, hear and be heard (in special circumstances it may be appropriate for those participating to be able to hear and be heard)
- Technology that the remote participant proposes to use is not of an acceptable standard to enable those participating to see and be seen, hear and be heard (in special circumstances it may be appropriate for those participating to be able to hear and be heard)
- More requests have been received than the technology can deal with
- The requestor has been granted more than two approvals in the preceding 12 month period to participate remotely in any Council, committee or subcommittee meeting
- If granting a request will mean that the meeting will not achieve its quorum
- A request to participate remotely will not be granted for a committee meeting in a quasi-judicial capacity.

APPENDIX B: Grounds to exclude public from meetings

The Council or its committees may by resolution exclude the public from the whole or any part of the proceedings of any meeting only on the following grounds:

- B1** That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where such disclosure would be likely:
- (a) to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial; or
 - (b) to endanger the safety of any person.
- B2** That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to:
- (a) protect the privacy of natural persons, including that of deceased natural persons; or
 - (b) protect information where the making available of the information:
 - (i) would disclose a trade secret, or
 - (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information; or
 - (c) in the case only of an application for a resource consent, or water conservation order, or a requirement for a designation or heritage order, under the Resource Management Act 1991, to avoid serious offence to tikanga Maori, or to avoid the disclosure of the location of waahi tapu; or
 - (d) protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information:
 - (i) would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied, or
 - (ii) would be likely otherwise to damage the public interest; or
 - (e) avoid prejudice to measures protecting the health or safety of members of the public; or
 - (f) avoid prejudice to measures that prevent or mitigate material loss to members of the public; or
 - (g) maintain the effective conduct of public affairs through the protection of such members, officers, employees, and persons from improper pressure or harassment; or
 - (h) maintain legal professional privilege; or

(Section continues over page)

- (i) enable the local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or
- (j) enable the local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or
- (k) prevent the disclosure or use of official information for improper gain or improper advantage.

Provided that where B2 of this Appendix applies the public may be excluded, unless, in the circumstances of the particular case, the exclusion of the public is outweighed by other considerations which render it desirable, in the public interest, that the public not be excluded.

- B3** That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information, the public disclosure of which would:
 - (a) be contrary to the provisions of a specified enactment; or
 - (b) constitute contempt of Court or of the House of Representatives.
- B4** That the purpose of the whole or the relevant part of the proceedings of the meeting is to consider a recommendation made to the local authority by an Ombudsman under section 30(1) or section 38(3) of the Local Government Official Information and Meetings Act 1987 (in the case of a local authority named or specified in the First Schedule to this Act).
- B5** That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in:
 - (a) Any proceedings before a local authority where:
 - (i) A right of appeal lies to any Court or Tribunal against the final decision of the local authority in those proceedings, or
 - (ii) The local authority is required, by any enactment, to make a recommendation in respect of the matter that is the subject of those proceedings.

APPENDIX C: Example resolution to exclude the public

Exclusion of the Public

Report xx.xxx

That the Council

Excludes the public from the following part of the proceedings of this meeting namely:

1. *Proposed property purchases – Upper Hutt*

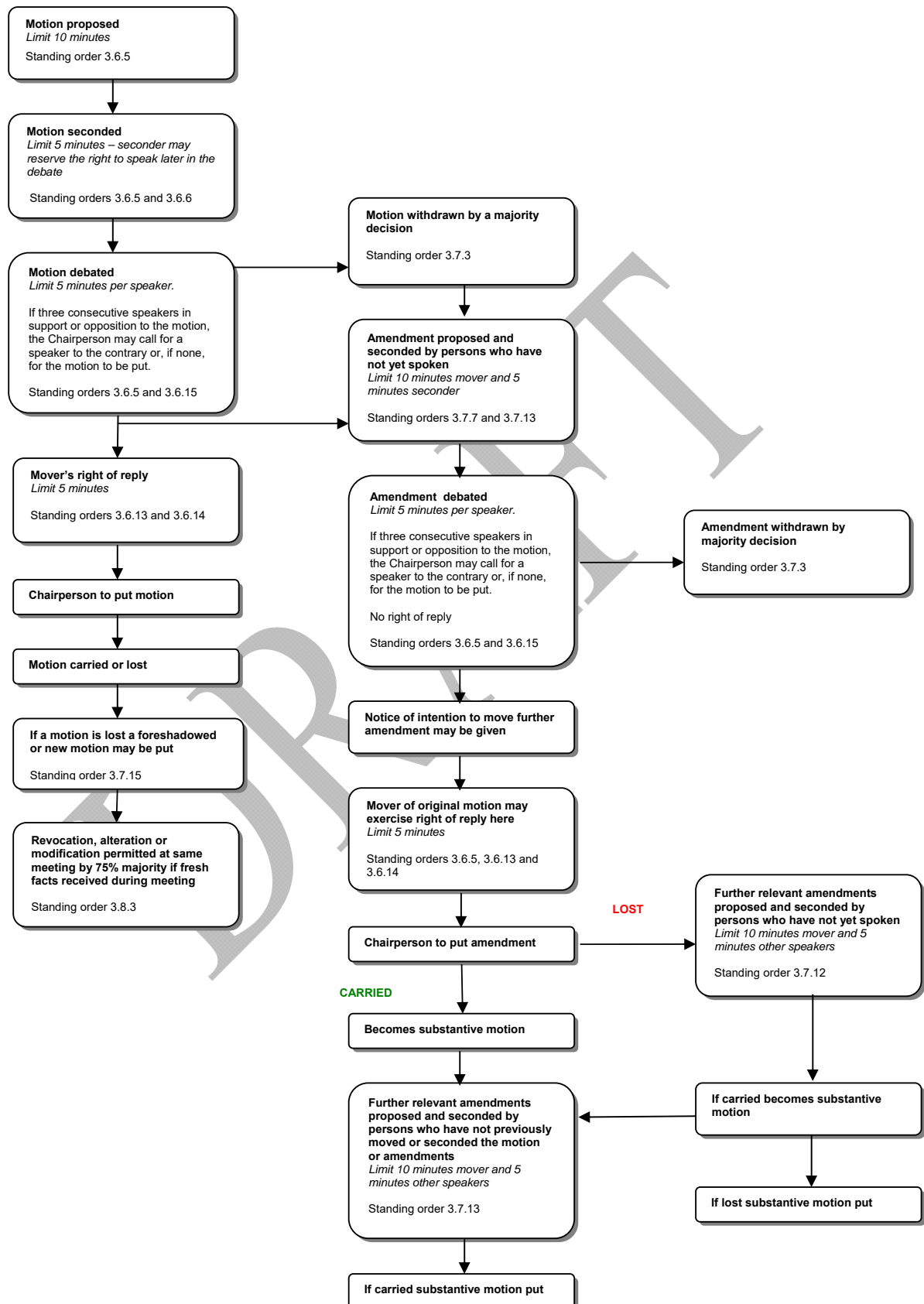
The general subject of each matter to be considered while the public is excluded, the reasons for passing this resolution in relation to each matter and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as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

<i>General subject of each matter to be considered:</i>	<i>Reason for passing this resolution in relation to each matter</i>	<i>Ground under section 48(1) for the passing of this resolution</i>
--	---	---

<i>1. Proposed property purchases – Upper Hutt</i>	<i>The information contained in this report relates to land purchase agreements. The agreements are not unconditional. The report outlines terms of the proposed purchases which may still be negotiated. Having this part of the meeting open to the public would disadvantage GWRC if further negotiations were to take place as it would reveal GWRC's negotiation strategy. GWRC has not been able to identify a public interest favouring disclosure of this particular information in public proceedings of the meeting that would override this prejudice.</i>	<i>That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 7(2)(i) of the Local Government Official Information and Meetings Act 1987 (i.e. to enable GWRC to carry out, without prejudice or disadvantage, negotiations).</i>
--	---	---

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

APPENDIX D: Flow chart of motions and amendments



APPENDIX E: List of procedural motions

Motion	Has the Chair discretion to refuse this motion?	Is seconder required?	Is discussion in order?	Are amendments in order?	Is mover of procedural motion entitled to reply?	Are previous participants in debate entitled to move this motion?	Can a speaker be interrupted by the mover of this motion?	If lost, can motion be moved after an interval?	Position if an amendment is already before the Chair	Position if a procedural motion is already before the Chair	Remarks
(a) "That the meeting be adjourned to the next meeting, or to a stated time and place."	No	Yes	No	As to time and date only.	No	No	No	Yes - 15 minutes	If carried, debate on the original motion and amendment are adjourned.	If carried, debate on the original motion and procedural motion are adjourned.	On resumption of debate, the mover of the adjournment speaks first. Members who have already spoken in the debate may not speak again.
(b) "That the item of business being discussed be adjourned to a stated time and place."	No	Yes	No	As to time and date only.	No	No	No	Yes - 15 minutes	If carried, debate on the original motion and amendment are adjourned.	If carried, debate on the original motion and procedural motion are adjourned.	
(c) "That the motion under debate be now put (closure motion)."	No	Yes	No	No	No	No	No	Yes - 15 minutes	If carried, only the amendment is put.	If carried, only the procedural motion is put.	The mover of the motion under debate is entitled to exercise a right of reply before the motion or amendment under debate is put.

Motion	Has the Chair discretion to refuse this motion?	Is seconder required?	Is discussion in order?	Are amendments in order?	Is mover of procedural motion entitled to reply?	Are previous participants in debate entitled to move this motion?	Can a speaker be interrupted by the mover of this motion?	If lost, can motion be moved after an interval?	Position if an amendment is already before the Chair	Position if a procedural motion is already before the Chair	Remarks
(d) "That the meeting move directly to the next business, superseding the item under discussion."	No	Yes	No	No	No	No	No	Yes - 15 minutes	If carried, debate on the original motion and amendment are adjourned.	If carried, debate on the original motion and procedural motion are adjourned.	
(e) "That the item of business being discussed does lie on the table and not be further discussed at this meeting."	No	Yes	No	No	No	No	No	Yes - 15 minutes	If carried, the original motion and amendment are both laid on the table.	Motion not in order.	
(f) "That the item of business being discussed be referred to the relevant committee."	No	Yes	No	As to committee, time for reporting back etc. only	No	No	No	Yes - 15 minutes	If carried, the original motion and all amendments are referred to the committee.	If carried, the procedural motion is deemed disposed of.	
(g) "Points of order."	No - but may rule against.	No	Yes - at discretion of Chairperson.	No	No	Yes	Yes	No	Point of order takes precedence.	Point of order takes precedence.	See Standing Orders 3.13.1-3.13.6



Report	18.528
Date	8 November 2018
File	CCAB-8-2022
Committee	Council
Author	Fiona Standen, Democratic Services Advisor

Appointment to the Regional Transport Committee

1. Purpose

To appoint an alternate member representing the New Zealand Transport Agency to the Regional Transport Committee.

2. Background and comment

The membership of the Regional Transport Committee (the Committee) consists of representatives from Greater Wellington Regional Council, each territorial authority in the region, and a representative from the New Zealand Transport Agency (NZTA). The NZTA and each territorial authority is entitled to nominate an alternate member who may attend and vote at meetings of the committee, but only in the event that the appointed member is unable to attend.

The NZTA has nominated Amy Kearse, Lead Strategic Planner as their alternate representative on the Committee, to replace Neil Walker.

3. Communication

The NZTA will be advised of the appointment.

4. The decision-making process and significance

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

4.1 Significance of the decision

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

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

5. **Consideration of climate change**

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

6. **Recommendations**

That the Council:

1. *Receives the report.*
2. *Notes the content of the report.*
3. *Appoints Amy Kearse to the Regional Transport Committee to represent the New Zealand Transport Agency as an alternate member.*
4. *Notes that Emma Speight continues to be the New Zealand Transport Agency's appointee.*

Report prepared by:

Fiona Standen
Democratic Services,
Advisor

Report approved by:

Francis Ryan
Manager, Democratic
Services



Report	18.592
Date	4 December 2018
File	CCAB-8-2048
Committee	Council
Author	Kat Banyard, Policy Advisor

Honoraria for Whaitua Te Whanganui-a-Tara Committee

1. Purpose

The purpose of this report is for Council to confirm the start date for the honoraria for the Whaitua Te Whanganui-a-Tara Committee members.

2. Background

The whaitua process is a community-led, collaborative planning process to address a number of land and water management issues and carry out GWRC's obligations under the National Policy Statement for Freshwater Management (NPS-FM). The programme aims to improve the integration of activities and achieve better resource management practices that reflect local aspirations.

Whaitua Te Whanganui-a-Tara Committee is the third of five whaitua committees to be set up as part of the whaitua programme. Its members were appointed to the Committee by Council on 31 October 2018. The Committee is made up of eight community members, two GWRC Councillors, one Councillor from each of the territorial authorities (Wellington City Council, Hutt City Council and Upper Hutt City Council), two appointed members from Te Upoko Taiao – Natural Resources Plan Committee and one person from each iwi (Port Nicholson Block Settlement Trust and Ngāti Toa Rangatira).

The Terms of Reference for this Committee provides members (excluding Councillors) with an honorarium paid fortnightly and reimbursement of travel expenses. The honorarium is \$10,000 per annum for members and \$15,000 per annum for the chairperson (only payable if the chair is a non-Councillor member).

3. Start date for honoraria

The Committee will be starting their work in mid-December with substantial reading ahead of the first meeting which will be held in early February 2019. As such it is recommended that the honoraria are started for the 12 eligible members from Monday 17 December 2018.

No honorarium payments have been made to date.

4. Communication

The start date for the honoraria will be confirmed to the Whaitua Te Whanganui-a-Tara Committee members following the outcome of this report.

5. Consideration of climate change

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

6. The decision-making process and significance

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

6.1 Significance of the decision

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

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

6.2 Engagement

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

7. Recommendations

That the Council:

- 1. Receives the report.*
- 2. Notes the content of the report.*
- 3. Agrees payment of the honoraria for eligible Whaitua Te Whanganui-a-Tara members commencing from Monday 17 December 2018.*

Report prepared by:

Kat Banyard
Project Advisor

Report approved by:

Tim Sharp
Programme Manager -
Whaitua

Report approved by:

Matt Hickman
General Manager,
Environment Management
Group (Acting)



Report 2018.589
Date 4 December 2018
File CCAB-8-2050

Committee Council
Author Nicola Shorten, Manager, Strategic and Corporate Planning

Shareholder resolutions in lieu of Annual General Meeting - WREDA

1. Purpose

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

2. Background

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

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

On 31 October 2018 WREDA adopted the financial statements of the WREDA Group for the year ended 30 June 2018. The WREDA Group Annual Report was produced as an on-line document and can be viewed [here](#). This includes a copy of the financial statements for the year ended 30 June 2018.

Section 70 of the Local Government Act requires that Audit New Zealand be appointed as the auditor for council-controlled companies. An AGM in respect of the 2017/18 year is therefore considered unnecessary.

A copy of the shareholder resolutions is attached as **Attachment 1** which will need to be passed if no AGM is to be held. As the other shareholder of WREDA, Wellington City Council will also need to pass the resolutions for no AGM to be held.

3. Communication

The Council’s decision will be communicated to the Wellington City Council.

4. Consideration of climate change

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

5. The decision-making process and significance

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

5.1 Significance of the decision

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

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

5.2 Engagement

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

6. Recommendations

That the Council:

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

Report prepared by:

Nicola Shorten
Manager, Strategic and
Corporate Planning

Report approved by:

Luke Troy
General Manager, Strategy

Attachment 1: Resolution to not hold an AGM

Written resolution of the shareholders of Wellington Regional Economic Development Agency (the Company) dated 13 December 2018

Introduction

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

Resolutions

The Shareholders of the Company, resolves and agrees:

1. That the audited financial statements of the Company for the accounting period ended 30 June 2018 and the Annual Report be approved and adopted.
2. To appoint Audit New Zealand (as required by section 70 of the Local Government Act 2002) as the auditor of the Company to:
 - (a) hold office from the date of this resolution until the conclusion of the Company's next annual meeting; and
 - (b) audit the Company's financial statements and the group financial statements for the accounting period after the date of this resolution.
3. That the auditor's fees and expenses are to be determined by the directors of the company.
4. Not to hold an Annual General Meeting.

Signed by the shareholders

Wellington City Council

Wellington Regional Council

Authorised Person

Authorised Person

Date

Date



Report 18.512
Date 3 November 2018
File CCAB-8-1345

Committee Council
Author Mike Timmer, Treasurer

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

1. Purpose

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

2. Background

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

3. Comment

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

On 31 October 2018 the Council received the WRC Holdings Limited financial statements for the year ended 30 June 2018 (see Report 18.483). Section 70 of the Local Government Act requires that Audit New Zealand be appointed as the auditor for council-controlled companies. Therefore, an AGM in respect of the 2017/18 year is considered unnecessary.

4. Communications

No communications are required.

5. Consideration of climate change

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

6. The decision-making process and significance

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

6.1 Significance of the decision

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

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

6.2 Engagement

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

7. Recommendations

That the Council:

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

Report prepared by:

Report approved by:

Mike Timmer
Treasurer

Samantha Gain
General Manager, Corporate
Services

Attachment 1: Shareholder Resolutions for WRC Holdings Limited

WELLINGTON REGIONAL COUNCIL
(the Shareholder)

WRC HOLDINGS LIMITED
(the Company)

Written resolution of the sole shareholder of the Company dated 13 December 2018

Introduction

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

Resolutions

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

1. That the audited financial statements of the Company for the accounting period ended 30 June 2018 and the Annual Report be approved and adopted.
2. To appoint Audit New Zealand (as required by section 70 of the Local Government Act 2002) as the auditor of the Company to:
 - (a) hold office from the date of this resolution until the conclusion of the Company's next annual meeting; and
 - (b) audit the Company's financial statements and the group financial statements for the accounting period after the date of this resolution.
3. That the auditor's fees and expenses are to be determined by the directors of the company (or their appointed officers) in consultation with the auditor.
4. Not to hold an Annual General Meeting.

Signed by the sole shareholder
WELLINGTON REGIONAL COUNCIL

Authorised Person



Report 18.563
Date 5 November 2018
File CCAB-8-2053

Committee Council
Authors Leeanne Walters: Leadership Support, Health, Safety & Wellbeing (Wilson Consulting Limited)
 Graeme Burnett: Senior Health, Safety & Wellbeing Advisor
 Mike Ward: Senior Health, Safety & Wellbeing Advisor
 Rachael Meikle: Health, Safety & Wellbeing

Health, Safety & Wellness update

1. Purpose

To inform Council on the health, safety and wellbeing performance of the organisation, extreme and high risk events, and associated activities in the health, safety and wellbeing space

2. Background

During the period from 1 November 2018 to 30 November 2018, a total of 57 health and safety-related events were recorded in KESAW (Keeping Everyone Safe at Work). Of these events, 53 related directly to activities of our staff and the other four relating to reported events involving our response to events triggered by members of the public.

The following diagram is a breakdown of the events by outcome.

Event type	November 2018
Total Events Reported	57
Fatalities	0
Lost Time Injuries (LTI)	0
Medical Treatment Injuries (MTI)	4
First Aid/Pain & Discomfort	17
Property damage	5
Near miss & hazard id reports	30
Other (not involving GW)*	4

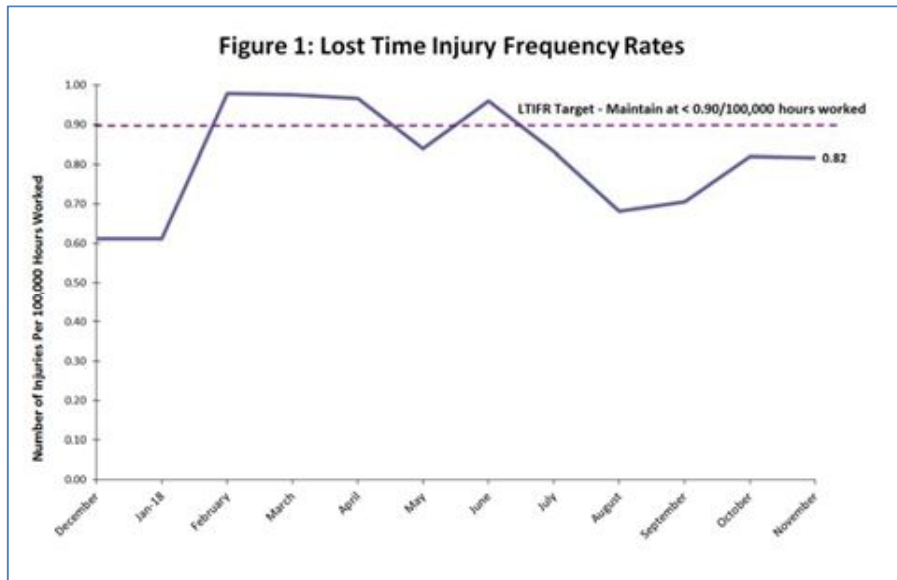


**Note: Other (not involving GW) events due to their nature may also be included in other categories above.*

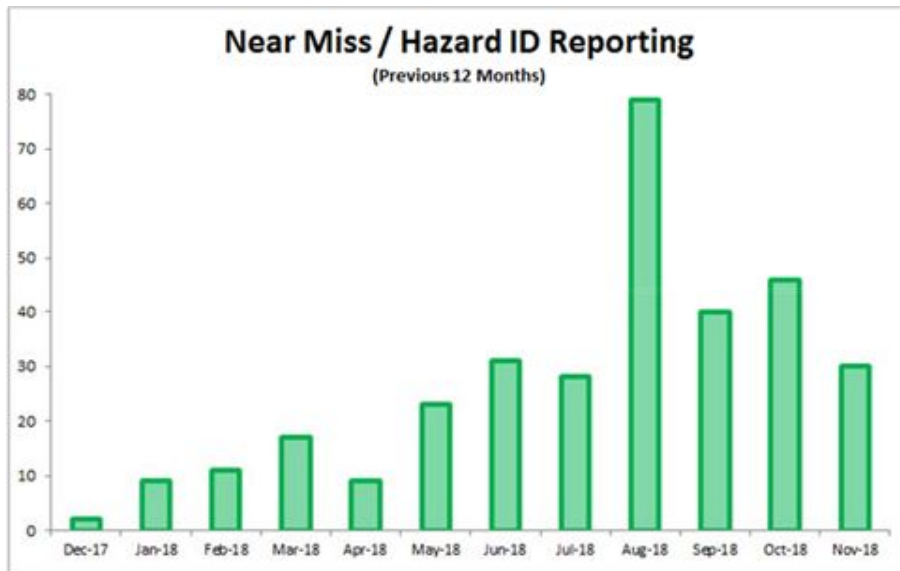
No Lost Time Injuries (LTI) were reported in this period.

However, a change in the Lost Time Injury Frequency Rate (LTIFR) is noted since the last Health, Safety & Wellbeing update to Council. This is due to an LTI which occurred in October, where a field based staff member suffered a lumbar strain injury. They have made a full recovery and returned to normal duties.

This has resulted in the current LTIFR, at 0.82 LTIs for every 100,000 hours worked, increasing but remaining below the 0.90 performance target, as shown in the below graph.



Reporting of near miss events continues to gradually trend up, as work continues to identify and remove barriers to reporting of Near-miss and hazard events into KESAW across the organisation. The graph below illustrates the progress in near miss reporting:



3. Health and safety critical risk initiatives.

The following section provides a brief update on initiatives and activities associated with several of GWRC's identified critical risk areas over the period since the previous report, or planned for the near future.

3.1 Critical Risks Controls Project

The GW critical risks (Transportation, Lone / Remote working, Wellbeing, Working near and around water and Hazardous materials) project is progressing on all fronts. Bowtie Analysis Workshops have been held for the first 3 critical risks with great input from subject matter experts (SMEs) from across the organisation.

The Health, Safety and Wellbeing team is now working through the completed bowtie analysis, specifically the critical controls, to determine the critical control management plan for each. The team, in consultation with the SMEs, has also begun work on the associated documentation, of a critical control register and Safe Working Method Statements (SWMS), detailing the critical controls guidance information related to each critical risk. The two remaining critical risks are planned to be progressed early next year.

3.2 Health and Wellbeing Project

The Wellbeing policy draft has been circulated to the working group for comment and review. One clear finding during the wellbeing consultation is that many GW staff were not aware of the Employee Assistance Programme provided by Instep. As such, we are currently trialling a programme called 'demystifying EAP' with two different delivery channels (as noted below) in order to raise the awareness of the support that is available across the organisation.

The delivery channels consist of a short video, that will be created, featuring some EAP staff answering FAQ and explaining who and what lies behind the 0800 number. The video is also intended to be used as part of toolbox talks and for on boarding purposes.

The other delivery method is the 'meet & greet' an EAP counsellor at a GW site. Scheduled alongside monthly tool box talks where relevant issues for a team can be raised, discussed and responded to. Then the counsellor will be available to speak to all other staff to answer any questions they may have about the extent of the EAP service.

3.3 Core training Project

This project has currently been placed on hold, due to staff secondment into the Public Transport - Customer Journey Lead project. However, the information gathered for this project has been reviewed by the Health, Safety and Wellbeing team and their current leadership support, with decisions made to ensure the coverage of Critical Risk related core training courses and to ensure priority training continues to be completed by the necessary staff.

3.4 Safety Forum

The current Health, Safety and Wellbeing Leadership Support has taken on the organisation of the next Safety Forum, with the intention of holding the Safety Forum early next year, planned for February, where the delivery of the Stop for Safety to the wider organisation will be finalised with the Forum, who will play an integral part in its delivery.

4. Communication

No external communication is proposed as an outcome of the consideration of this report.

5. Consideration of climate change

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

5.1 Mitigation assessment

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

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

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

5.2 Adaptation assessment

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

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

6. The decision-making process and significance

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

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

6.1 Significance of the decision

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

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

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

6.2 Engagement

Engagement on this matter is unnecessary.

7. Recommendations

That Council:

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

Report prepared by:

Health, Safety & Wellbeing
Team

Report approved by:

Lucy Matheson
General Manager, People &
Customer



Report 18.580
Date 27 November 2018
File CCAB-8-2045

Committee Council
Author Luke Troy, General Manager, Strategy

Report on the Regional Transport Committee meeting, 27 November 2018

1. Purpose

To inform the Council of the Regional Transport Committee (the Committee) meeting of 27 November 2018

2. Public participation

Herwin Bongers spoke to item 7 on the agenda, *the Annual Monitoring Report on the Regional Land Transport Plan*.

Mike Mellor spoke to items 6 and 7 on the agenda, *Proposed variations to the Wellington Regional Transport Plan 2018-21 programme and the Annual Monitoring Report on the Regional Land Transport Plan*.

3. Reports

3.1 NZTA updates

Emma Speight, Regional Relationships Lower North Island Director, NZTA, gave an oral report to the Committee. She introduced her colleagues Amy Kearse, Lead Strategic Planner and Mark Owen, Manager System Management.

- Targeted Enhanced Funding Assistance Rates (TEFAR)
- Safe Networks Programme
- Provincial Growth Fund Applications for any transport activity need to be assessed and approved by NZTA
- The Long Term View (LTV)
- Developing Better Investment Proposals and that NZTA has an interactive online course that helps users get a better understanding of the Business Case Approach and develop more effective and robust business cases for proposed activities.

- Changes to the Economic Evaluation Model that is used to evaluate improvement activities put forward for inclusion within the National Land Transport Programme (NLTP)
- An update on roading activities in the Greater Wellington Region, including Transmission Gully, Peka Peka to Otaki, Ngauranga to Petone, Petone to Melling, and the summer 2018/2019 resurfacing programme.

4. Proposed variations to the Wellington Regional Land Transport Plan 2018-21 programme

Helen Chapman, Senior Transport Planner, and James Meffan, Senior Commercial Advisor PT Transition, spoke to the report.

The variations to the plan were Wellington City bus hubs to support the new network and Hutt City LED Accelerated Renewals. Both variations were agreed to by the Committee for adoption by Council.

5. Annual Monitoring Report on the Regional Land Transport Plan

Jill Corrin, Senior Data Analyst, spoke to the report. The purpose of this report is to measure progress against the Regional Land Transport Plan (RLTP) outcomes and associated targets. It covers the 2017/18 financial year. The available information advises that more people are using public transport in the region, particularly for trips to the Wellington CBD. Customer satisfaction with public transport has fluctuated over the last five years but overall the satisfaction rating has increased.

6. The decision-making process and significance

No decision is being sought in this report.

6.1 Engagement

Engagement on this matter is unnecessary.

7. Recommendations

That the Council:

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

Report prepared by:

Luke Troy
General Manager, Strategy

Report approved by:

Barbara Donaldson
Chair, Regional Transport
Committee



Report 18.570
Date 5 December 2018
File CCAB-8-2039

Committee Council
Author Luke Troy, General Manager, Strategy

Report on the Wellington Regional Strategy Committee meeting of 27 November 2018

1. Purpose

To inform Council of the Wellington Regional Strategy Committee meeting of 27 November 2018.

2. Reports

2.1 WREDA Annual Report 2017/18 and First Quarter Report 2018/19

Lance Walker, Chief Executive, Wellington Regional Economic Development Agency (WREDA), spoke to the report, noting that feedback was positive in relation to the new digital format of the Annual Report, which provides a better format for telling the Region's story.

Lance Walker advised the Committee that WREDA is working with Wellington City Council in relation to activation activity, which will be a catalyst for wider growth, and also demonstrated the new Wellington Regional Trails website. The Committee discussed the importance of consistent and bilingual signage, in parallel with the new website and any future mobile app.

Lance Walker acknowledged that WREDA's management of venues is providing good throughput of a range of current events, and WREDA is working on a venue solution for the upcoming seismic strengthening works at the St James Theatre.

The Committee was advised of lower visitation numbers from China and Australia, which affects the visitor economy and the key performance indicators.

The Committee acknowledged the positive contribution that WREDA is making in the Kapiti area and elsewhere in the region.

The Committee requested WREDA to provide data on the value-add to the region of their activities broken down to sub-regional areas.

2.2 Letter of Expectation - WREDA

The Committee approved the letter of expectation and requested that the letter note the Committee's preference for: a greater reflection of Te Reo Māori in WREDA communications; consideration of global mega-trends; and the development of a clear statement about safety and management of harassment in venues.

2.3 Multi-user ferry terminal

Luke Troy, General Manager, Strategy, spoke to the report, introducing the concept of a multi-user ferry terminal that six partner organisations have been developing.

Luke Troy advised the Committee that a long list of potential sites has now been narrowed to two possible locations, and it is expected that a preferred site should be identified early in the new year.

The Committee was advised of the importance of finding a resilient and robust solution for Wellington, which will have a significant impact for both the Region and nationally.

2.4 Wairarapa Economic Development Strategy

Mayor Lyn Patterson, Masterton District Council, provided the Committee with a copy of the Wairarapa Economic Development Strategy, which was launched on Monday, 12 November 2018, with the Hon. Shane Jones and Hon. Ron Mark.

Mayor Patterson thanked GWRC, the Wellington Regional Strategy Office, WREDA, Hon. Steve Maharey, and other councils and their Chief Executives, for the work that went into the development of the Strategy. Mayor Patterson advised the Committee that the programme targets three sectors: value-added food and beverage, knowledge-intensive industries, and visitor & tourism.

2.5 Public Excluded Business

The Committee considered WREDA director appointments during Public Excluded business. The matters considered in that report are the subject of a separate report to Council, Report PE18.591.

3. Consideration of climate change

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

4. The decision-making process and significance

No decision is being sought in this report.

4.1 Engagement

Engagement on this matter is unnecessary.

5. Recommendations

That the Council:

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

Report prepared by:

Luke Troy
General Manager, Strategy

Report approved by:

Cr Roger Blakeley
Deputy Chair, Wellington
Regional Strategy Committee

Exclusion of the public

Report 18.600

That the Council:

Excludes the public from the following part of the proceedings of this meeting namely:

1. *Confirmation of the Public excluded minutes of 31 October 2018*
2. *GWRC accommodation*
3. *WREDA director appointments*
4. *Request for remission of rates*
5. *Findings of independent bus network review*
6. *Integrated Fares - National Ticketing Solution: Procurement Second Stage*
7. *Integrated Fares - National Ticketing Solution: Procurement First Stage Outcomes*
8. *Process for the statutory performance review of the Chief Executive.*

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:

General subject of each matter to be considered:	Reason for passing this resolution in relation to each matter	Ground under section 48(1) for the passing of this resolution
---	--	--

- | | | |
|--|---|--|
| 1. <i>Confirmation of the Public excluded minutes of 31 October 2018</i> | <i>The information contained in these minutes relates to GWRC’s banking facilities and pricing. Having this part of the meeting open to the public would disadvantage the banking providers’ commercial position. GWRC has not been able to identify a public interest favouring disclosure of this particular information in public proceedings of the meeting that would override the this prejudice.</i> | <i>That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 7(2)(b)(ii) of the Local Government Official Information and Meetings Act 1987 (the Act) (i.e. to protect information where the making available of that information would be likely unreasonably to prejudice the commercial position of the person who supplied or is the subject of the information).</i> |
| 2. <i>GWRC accommodation</i> | <i>The information contained in this report relates to a commercial lease which is still under negotiation. Having this part of the meeting open to the public would disadvantage the GWRC in</i> | <i>That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for</i> |

the negotiations as it would reveal information on the GWRC's negotiation strategy. GWRC has not been able to identify a public interest favouring disclosure of this particular information in public proceedings of the meeting that would override this prejudice.

which good reason for withholding would exist under section 7(2)(i) of the Act (i.e. to carry out negotiations without prejudice).

3. *WREDA director appointments*

The information contained in this report relates to the proposed appointment of directors to Wellington Region Economic Development Agency (WREDA). Release of this information would prejudice the proposed appointees' privacy by disclosing the fact that they are being considered as a director of WREDA. GWRC has not been able to identify a public interest favouring disclosure of this particular information in public proceedings of the meeting that would override the privacy of the individuals concerned.

That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 7(2)(a) of the Act (i.e. to protect the privacy of natural persons).

4. *Request for remission of rates*

The information contained in this report relates to an application for a rates remission. Release of this information would be likely unreasonably to prejudice the applicant's commercial position by disclosing the fact that they are requesting a rates remission for their property. GWRC has not been able to identify a public interest favouring disclosure of this particular information in public proceedings of the meeting that would override the privacy of the applicant concerned.

That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 7(2)(b)(ii) of the Local Government Official Information and Meetings Act 1987 (the Act) (i.e. to protect information where the making available of that information would be likely unreasonably to prejudice the commercial position of the person who supplied or is the subject of the information).

5. *Findings of independent bus network review*
- The information contained in this report relates to the findings of the independent review undertaken on the implementation of the new bus network. This work was jointly commissioned by GWRC and the NZ Transport Agency (NZTA). The findings will not be considered by NZTA's Board until Friday, 14 December 2018. The findings remain confidential until they have been considered by the NZTA Board. Release of this information would prejudice the need to retain the obligation of confidence. GWRC has not been able to identify a public interest favouring disclosure of this particular information in public proceedings of the meeting that would override the need to maintain the obligation of confidence. Note that the findings will be made public after consideration by the NZTA Board.*
- That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under sections 7(2)(c)(i) of the Act (i.e. to maintain an obligation of confidence).*
6. *Integrated Fares - National Ticketing Solution: Procurement Second Stage*
- The information contained in this report relates to procurement matters, some of which are likely to have commercial implications for suppliers and potential suppliers, GWRC, other local government bodies and NZTA. Release of this information would likely prejudice a proposed competitive procurement process by exposing proposed commercial terms. GWRC has not been able to identify a public interest favouring disclosure of this particular information that would outweigh that likely prejudice.*
- That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 7(2)(b)(ii) of the Act (i.e. to protect information where the making available of that information would be likely unreasonably to prejudice the commercial position of the person who supplied or is the subject of the information), section 7(2)(h) of the Act (i.e. to enable any local authority holding the information to carry out, without prejudice or*

- disadvantage, to commercial activities), section 7(2)(i) of the Act (i.e. to carry out negotiations without prejudice), and section 7(2)(j) (i.e. to prevent the disclosure or use of official information for improper gain or improper advantage).*
7. *Integrated Fares - National Ticketing Solution: Procurement First Stage Outcomes* - *The information contained in this report relates to procurement matters, some of which are likely to have commercial implications for suppliers and potential suppliers, GWRC, other local government bodies and NZTA. Release of this information would likely prejudice a proposed competitive procurement process by exposing proposed commercial terms. GWRC has not been able to identify a public interest favouring disclosure of this particular information that would outweigh that likely prejudice.* *That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 7(2)(b)(ii) of the Act (i.e. to protect information where the making available of that information would be likely unreasonably to prejudice the commercial position of the person who supplied or is the subject of the information), section 7(2)(h) of the Act (i.e. to enable any local authority holding the information to carry out, without prejudice or disadvantage, to commercial activities), section 7(2)(i) of the Act (i.e. to carry out negotiations without prejudice), and section 7(2)(j) (i.e. to enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)).*
8. *Process for the statutory performance review of the Chief Executive* - *The information contained in this report relates to the statutory performance review of the Chief Executive. Release of this information would prejudice the privacy of the Chief Executive by disclosing matters relating to the* *That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for*

statutory review of his withholding would exist under performance. GWRC has not been sections 7(2)(a) of the Act (i.e. to able to identify a public interest protect the privacy of natural favouring disclosure of this persons). particular information in public proceedings of the meeting that would override the Chief Executive's privacy.

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