

Notice is hereby given that an ordinary meeting of the Horowhenua District Council will be held on:

Date: Wednesday 30 August 2023
Time: 1:00pm
Meeting Room: Council Chambers
Venue: 126-148 Oxford St
Levin

Council

OPEN AGENDA

MEMBERSHIP

Mayor	His Worship The Mayor Bernie Wanden
Deputy Mayor	Councillor David Allan
Councillors	Councillor Mike Barker
	Councillor Rogan Boyle
	Councillor Ross Brannigan
	Councillor Clint Grimstone
	Councillor Nina Hori Te Pa
	Councillor Sam Jennings
	Councillor Paul Olsen
	Councillor Jonathan Procter
	Councillor Justin Tamihana
	Councillor Piri-Hira Tukapua
	Councillor Alan Young

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Full Agendas are available on Council's website
www.horowhenua.govt.nz

Full Agendas are also available to be collected from:
Horowhenua District Council Service Centre, 126 Oxford Street, Levin
Te Awahou Nieuwe Stroom, Foxton,
Shannon Service Centre/Library, Plimmer Terrace, Shannon
and Te Takeretanga o Kura-hau-pō, Bath Street, Levin

Note: The reports contained within this agenda are for consideration and should not be construed as Council policy unless and until adopted. Should Members require further information relating to any reports, please contact the Chief Executive Officer or the Chairperson.

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Karakia

Whakataka te hau ki te uru	Cease the winds from the west
Whakataka te hau ki te tonga	Cease the winds from the south
Kia mākinakina ki uta	Let the breeze blow over the land
Kia mātaratara ki tai	Let the breeze blow over the ocean
E hī ake ana te atakura	Let the red-tipped dawn come with a sharpened air.
He tio, he huka, he hau hū	A touch of frost, a promise of a glorious day.
Tīhei mauri ora!	

1 Apologies

2 Public Participation

Notification of a request to speak is required by 12 noon on the day before the meeting by phoning 06 366 0999 or emailing public.participation@horowhenua.govt.nz.

3 Late Items

To consider, and if thought fit, to pass a resolution to permit the Council to consider any further items which do not appear on the Agenda of this meeting and/or the meeting to be held with the public excluded.

Such resolution is required to be made pursuant to Section 46A(7) of the Local Government Official Information and Meetings Act 1987, and the Chairperson must advise:

- (i) The reason why the item was not on the Agenda, and
- (ii) The reason why the discussion of this item cannot be delayed until a subsequent meeting.

4 Declarations of Interest

Members are reminded of their obligation to declare any conflicts of interest they might have in respect of the items on this Agenda.

5 Confirmation of Minutes

5.1 Meeting minutes Council, 19 July 2023

5.2 Meeting minutes In Committee Meeting of Council, 19 July 2023

5.3 Meeting minutes Extraordinary Council 28 June 2023

5.4 Meeting minutes Extraordinary In Committee Meeting of Council, 19 July 2023

Recommendations

That the meeting minutes of Council, 19 July 2023 be accepted as a true and correct record.

That the meeting minutes of the In Committee Meeting of Council, 19 July 2023 be accepted as a true and correct record.

That the meeting minutes of the Extraordinary Council 28 June 2023 be accepted as a true and correct record.

That the meeting minutes of the Extraordinary In Committee Meeting of Council, 19 July 2023 be accepted as a true and correct record.

6.1 Mayoral Report - August 2023

File No.: 23/591

1. Purpose

- 1.1 The purpose of this report is for His Worship the Mayor to report to Council on community events and Council-related meetings attended during July and August 2023, and provide an update on items of interest.

2. Recommendation

- 2.1 That Report Mayoral Report - August 2023 be received.
- 2.2 That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

3. July and August 2023 - Meetings, Functions and Events Attended

- 3.1 Mayoral duties were covered by Deputy Mayor David Allan for part of July while Mayor Bernie was on annual leave.

July 2023
Build Horowhenua – builders and developers forum
Council Workshop – Speed Management and Transport Options
Kiribati Flag Raising Event – Language Week and Independence Day
Cuppa with a Councillor
Matariki Event – Night Lights over Te Awahou
July Council Meeting
Electra Business After 5 (BA5)
Local Government New Zealand Conference and AGM
Age Concern Horowhenua – opening of new building
August 2023
Shannon Railway Station – upgrade karakia and blessing
District Plan Steering Group meeting
Ō2NL Steering Group and Levin Town Centre Taskforce meeting
Waste and Landfill Taskforce meeting
Cultural Competency Briefing
Transport Choices Briefing
Horowhenua Older Person's Network meeting
Arawhata Wetland Project Meeting
Horowhenua District Council Matariki Kaimahi Awards
Levin Bowling Club – official opening of the new artificial green
Regional Transport Committee meeting with Waka Kotahi
Arohanui Hospice annual update meeting

Te Awahou Foxton Community Board Meeting
Informal meeting of the Lake Domain Board with Dept. of Conservation representative
Te Tiriti o Waitangi & Cultural Competency Training
Briefing: 2023/24 Capital Projects Programme overview
Cuppa with a Councillor
Wellington Regional Leadership Committee – Check-in Interview for Mayor and CE
Mayor’s Taskforce for Jobs Governance Group meeting
Local Roads Discussion with residents group
WRLC - Future Development Strategy workshop
Chief Executive Employment and Performance Committee meeting
Risk & Assurance Committee meeting
Council Workshop – 2024 LTP
Electra Business After 5 (BA5)

4. Local Government New Zealand (LGNZ) Conference Update

- 4.1 The annual Local Government New Zealand conference was held in Christchurch recently in the impressive Te Pae Convention Centre. Over 700 delegates from across the country met to discuss and be informed about “Super Localism”.
- 4.2 The AGM set the tone for the Conference where all remits were passed with significant majorities and Sam Broughton, Mayor of Selwyn was elected as the new President of LGNZ and Campbell Barry, Mayor of Lower Hutt elected as the Deputy President.
- 4.3 With the Future for Local Government report released recently and the upcoming election looming it was a great opportunity to hear from our political leaders as to how they see the future of the relationship with Local Government developing.
- 4.4 The report contains 17 recommendations and conference agreed that as a sector we should reach some consensus on these recommendations and present them early in the term to the next Government, whoever that might be.
- 4.5 The major theme of the Conference was “localism” and how we ensure that localism is at the centre of all we do. Through speakers and panels – one of which I participated in, we spent some time imagining what we could do to own and drive the future we all want. Here is the link to the panel – The big question – What is Superlocal? A panel reimagining Local Government:

[What is Superlocal? A panel reimagining Local Government](#)

5. Local Government New Zealand (LGNZ) AGM – Outcome of Proposed Remits

- 5.1 All of the proposed remits to the July 2023 LGNZ AGM were supported by Horowhenua District Council at the June 2023 meeting, except the remit proposing kiwi saver contributions for elected members (remit 10).
- 5.2 Mayors in attendance at the LGNZ AGM accepted all 11 of the proposed remits submitted from around the country including the remit submitted by Horowhenua District Council regarding working to streamline the Rates Rebates process. The purpose of this is to increase accessibility, and make it less cumbersome for ratepayer applicants.
- 5.3 Here is a summary of the remits accepted at the AGM;

1. That LGNZ:
 - Engage directly with the Minister for Building and Construction to advocate for a change to the current joint and several liability framework, including examination of the MBIE policy position statement Risk, Liability and Insurance in the Building Sector.
 - Make the case for alternatives and changes to joint and several liability through updating policy advice and engaging with industry groups.
2. That LGNZ advocate to Central Government to:
 - Raise the income threshold for rates rebate eligibility to enable more low and fixed income property owners access to the rebate
 - Adjust the rebate amount in line with inflation and the cost of living Investigate options to make rates rebates more accessible for residents by implementing an income data sharing process similar to that of Horowhenua District Council and Levin MSD office. This will enable Councils to obtain benefit income on behalf of the ratepayer and make it easier to apply for the rates rebate
 - Investigate options for data sharing between Councils, Internal Affairs and Ministry of Social Development to proactively identify households that qualify for a rates rebate rather than waiting for people to apply.
3. That LGNZ:
 - Publicly lobby all political parties to increase Crown funding for state highway and local road maintenance budgets.
 - Consider and pursue other avenues including the Office of the Auditor General to seek resolution of the issues facing the country in relation to the systemic rundown of our national roading infrastructure.
4. That LGNZ ensure Local Government Elections are fully accessible by advocating to central government to make local government candidates eligible for the Election Access Fund.
5. That LGNZ explores and promotes options that enable councils to make greater use of co-chair arrangements for standing committees, joint committees and sub committees.
6. That LGNZ advocate to central government to enable councils to determine penalties for parking infringements.
7. That LGNZ:

Acknowledges the Government stated support for a major uplift in all urban bus networks nationwide under New Zealand's first emission reduction plan.

 - Calls on the Government and opposition parties to commit to increasing investment in public transport for rural and regional communities to support access to essential services and amenities, vibrant rural communities and just transition to a low emission transport system.
8. That LGNZ:
 - Investigates the creation of an LGNZ independent, national process to handle complaints or concerns, ensuring fairness, protection, and accountability in local government.
 - Works with the Local Government Commission to implement findings from its September 2021 Report – Local Government Codes of Conduct.
9. That LGNZ investigate and report to members on ways to help councils and communities that are struggling with the time-frames in the Earthquake Prone Building (EPB) sections of the Building Act and council policies pertaining to Priority Thoroughfares.

10. That LGNZ ask the Government to amend the law to enable councils to make contributions to an elected members' KiwiSaver scheme.
11. That LGNZ calls on central government to take action to reduce council audit fees by:
 - revisiting the scope and requirements of reporting and auditing on councils
 - conducting a review on the practice of audit in councils and work on best practice guidance to streamline this process.

This review should examine whether the reporting and audit requirements of councils are consistent with the level of reporting and audit that is required of other public entities.

Attachments

There are no attachments for this report.

Signatories

Author(s)	Bernie Wanden Mayor	
Approved by	Bernie Wanden Mayor	

6.2 Chairperson's Report - Te Awahou Foxton Community Board

File No.: 23/596

1. Purpose

- 1.1 To present the report from Te Awahou Foxton Community Board Chair and provide an opportunity for the Chairperson to highlight matters from the last Board meeting.

2. Recommendation

- 2.1 That Report 23/596 Chairperson's Report - Te Awahou Foxton Community Board be received.
- 2.2 That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

3. Background/Previous Council Decisions

- 3.1 The Board met on 7 August 2023 and the unconfirmed minutes from that meeting are presented to the Council today for consideration as proceedings of committees.
- 3.2 The Chairperson's Report from that meeting is attached to this report for information.

4. Issues for Consideration

- 4.1 Issues for consideration are included in the Proceedings of Committee report at item 9.2.

Attachments

No.	Title	Page
A ↓	Te Awahou Foxton Community Board Report Chairperson's Report 7 August 2023	10

Signatories

Author(s)	John Girling Chairperson, Te Awahou Foxton Community Board	
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Approved by	John Girling Chairperson, Te Awahou Foxton Community Board	
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7.1 Chairperson's Report

File No.: 23/523

1. Purpose

- 1.1 To receive the Chairperson's report highlighting matters of interest to the Te Awahou Foxton Community Board

2. Recommendation

- 2.1 That Report 23/523 Chairperson's Report be received and noted.

3. Matters of Interest

- 3.1 We have been experiencing a relatively quiet period following the work involved in The Long Term Plan.
- 3.2 We had a very interesting tour of the Foxton Pool and the work being done for the upgrade. It is looking very promising, and I am confident the upgraded facility will be of huge benefit to Foxton and Foxton Beach.
- 3.3 At our last meeting we had an interesting presentation from the Foxton Rugby Club. They have some excellent ambitions, and I am sure the Te Awahou Foxton Community Board will support and assist where appropriate. The concept of the Rugby Club becoming a Sports centre encompassing many other sports has a great deal of merit and would be good for the young folk of Foxton and Foxton Beach.
- 3.4 The anticipated presentation from HCCT at our meeting is exciting. The possible introduction of CCTV cameras in Foxton will be beneficial to both Foxton and the beach as entry to Foxton Beach is through Foxton. It is good to know that HCCT are on top of the minor outage challenge experienced by a couple of cameras at Foxton Beach.
- 3.5 It is sad to hear that one of the 'Deer' signs in Palmer Road has been vandalised already.
- 3.6 We are waiting to hear more about TAFCB's involvement with HRC regarding the future of the Foxton East Drainage Scheme or its replacement. The significant effects of Climate Change around the world will almost certainly affect our district in the future. It is better to be proactive than reactive.
- 3.7 Westpac has declined the possibility of an ATM in Foxton beach, but we will talk with other banks.

Te Awahou Foxton Community Board
07 August 2023

4. Attachments

There are no appendices for this report

Author(s)	John Girling Chairperson, Te Awahou Foxton Community Board	
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Approved by	John Girling Chairperson, Te Awahou Foxton Community Board	
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File No.: 23/535

7.1 Horowhenua District Draft Speed Management Plan: Public Engagement Review and Endorsement

1. Purpose

- 1.1 To discuss the feedback received during public engagement on the Horowhenua District Draft Speed Management Plan 2024 – 2034, recommend an option for inclusion in the three year implementation programme, and endorse submitting the Draft Speed Management Plan 2024-2034 for inclusion in the Regional Speed Management Plan.

This report directly aligns with two of Council’s top 10 priorities “Get the basics right and support the customer focussed delivery of core services” and “Reset our engagement and partnership approach, and work more with and for the community”.

2. Executive Summary

- 2.1 Horowhenua District Council is required to develop and consult on a Speed Management Plan to set safe and appropriate speeds limits in the Horowhenua District (excluding State Highways). The process that Horowhenua District Council is required to follow and the content and form of the Speed Management Plan is outlined in the Land Transport Rule: Setting of Speed Limits 2022.
- 2.2 Council officers, following the guidance of Waka Kotahi New Zealand Transport Agency, are proposing a staged approach to implementing any changes to the transport network. It is proposed that the initial three year Implementation Programme outlined in the Speed Management Plan focus on:
- Improving safety around schools by applying safe and appropriate speed limits,
 - Applying safe and appropriate speed limits to areas of Waikawa Beach and Manakau,
 - Confirm a number of legal speed limits around the District where there are anomalies between sign posted and legal speed limits.
- 2.3 Council officers have sought feedback from the community on the proposed inclusions in the Draft Speed Management Plan and based on this are presenting three options for Council to consider. The option endorsed by Council will be included in the Draft Speed Management Plan and submitted to Horizons Regional Council for inclusion in the Regional Speed Management Plan, then to Waka Kotahi New Zealand Transport Agency for certification by the Director of Land Transport.

3. Recommendation

- 3.1 That Report 23/535 Horowhenua District Draft Speed Management Plan: Public Engagement Review and Endorsement be received.
- 3.2 That this matter or decision is recognised as not significant in terms of S76 of the Local Government Act.
- 3.3 That Council adopt Option A which is described as:
Variable 30km/h speed limit for Koputaroa School Zone

Variable 30km/hr speed limit for Manawatu College and Foxton School zone, with the exception of Hulke Street.

Permanent 30km/hr speed limits for all other local road school zones.

Permanent 30km/hr speed limit for Manakau Village

No speed limit change for Waikawa Beach

Changes and additions included in Option A are described below:

Shannon School zone 30km/h zone is extended 275m south east to the intersection on Vogel Street on Grey Street, as requested from Shannon School.

Foxton Beach School zone extended 20m east along Thomas Place, incorporating Low Avenue, changed as the original plan's threshold is too close to the drop off/pick up zone.

Coley Street School zone permanent 30km/h extended to include Futter Street from Coley Street to Avenue Road, and Avenue Road from west of Futter Street intersection to east of Spring Street intersection

Foxton Beach School, Hart Street speed limit change has been removed based on a feedback form from Foxton Beach School. Foxton Beach School has suggested other changes which have not been included at this stage, but will be noted for future Speed Management Plans.

Tokomaru School, 30km/h Speed Limit has been extended to 300m south east of SH57 intersection, to be in line with the Speed Management Guidelines

Levin School, Levin Intermediate, Horowhenua College and St Joseph's School zones, 2 private roads have been removed, off Bath Street, and two private roads have been removed off Durham Street

Levin North School zone has extended 48m north east along Weraroa Road, to start the 30km/h speed limit at the top of a hill, rather than at the bottom

Ohau School zone has been reduced, moving closer to the Bishops Road intersection on Bishops Road and Muhunoa East Road. The existing 50km/hr zone on Muhunoa East Road has been extended to just east of Fayden Close, including Fayden Close to comply with the minimum speed limit lengths as described in the Rule

Arete Lane, Ruapai Drive and Oriwa Lane have been changed from 80km/hr to 60km/hr. These roads were included in the confirmation of signposted speed limits section of the engagement SMP. Feedback received from resident suggests a lower speed limit, which Officers agree with. These roads have a similar form and function of other roads with 60km/h speed limits within the district.

Te Whanga Road has been included with a 60km/h speed limit, reduced from 80km/hr. Residents have provided feedback suggesting a 50km/hr speed limit, however the safe and appropriate speed for Te Whanga Road according to the Speed Management Guidelines is 60km/h

Buller Road has been included with two speed limit reductions. Buller Road currently has a speed limit of 80km/h throughout. The proposed changes see a 60km/h speed limit from SH1 to CD Farm Road, and a 30km/h speed limit from CD Farm Road to the road end by Papaitonga Reserve. These changes have been suggested in Feedback forms, however the

60km/r suggested extents were from SH1 to Bruce Road. Officers have determined that it is more appropriate for the 60km/r speed limit to extend to CD Farm Road.

OR

3.4 That Council adopt Option B which reflects the minimum changes required and is described as:

All local road school zones have variable 30km/hr speed limits

No speed limit change for Waikawa Beach

No speed limit change for Manakau, with the exception of a variable 30km/hr speed limit for the Manakau School zone.

Some of the school zone extents change between Option A and B, this is due to requirements around minimum speed limit lengths in the Rule, which do not apply for variable zones.

Option B includes a speed limit change to 60km/h for Arete Lane, Ruapai Drive and Oriwa Lane. This is not strictly required under the Rule at this time, however confirmation of the speed limit is required at this location, either to 80km/h (current sign posted speed limit) or 60km/h (safe and appropriate speed limit). With feedback supporting 60km/h, and 60km/h being supported by the Speed Management Guidelines, 60km/h has been proposed in all options.

OR

3.5 That Council adopt Option C which reflects the maximum possible changes and is described as:

Permanent 30km/h speed limits for all local road school zones.

Permanent 30km/h speed limit for Manakau.

Permanent 30km/h speed limit for Waikawa.

Option C includes all the additional changes described for Option A. In addition to these, the following changes are included in Option C:

An addition 30km/h speed limit on Stafford Street, Shannon from SH57, extending 230m east to cover a back entrance to Grey Street School. This suggestion was not made by the school so has not been included in Options A or B.

A 30km/h speed zone on Muhunua West Road, from SH1, extending 280m west.

Palmer Road 60km/h speed limit from Foxton Beach Road, extending 600m west.

Potts Road, 60km/hr speed limit change for the full length.

Moutere Road, 60km/hr speed limit change for the full length.

Gladstone Road, 60km/h speed limit change for the full length.

3.6 That Council note that the required review of 70km/hr and 90km/hr road speed limits have been completed as part of this consultation and no changes are recommended.

3.7 That Council confirms the current legal speed limits of roads listed in Appendix E to ensure consistency with current sign posted speed limits.

- 3.8 (If Option C is selected) That Council approves a change in speed limit for:
- Gladstone Road from intersection with Tararua Road to intersection with Queen Street East change from 80km/hr to 60km/hr
 - Palmer Road first 600m from Foxton Beach Road change from 80km/hr to 60km/hr
- 3.9 That Council authorise the Chief Executive to finalise the Draft Speed Management Plan 2024-2034 and submit to Horizons Regional Council for inclusion in the Regional Speed Management Plan.

4. Background / Previous Council Decisions

- 4.1 The Minister of Transport introduced the Land Transport Rule: Setting of Speed Limits (the Rule) in 2022, which requires a new approach to speed management to be taken for all Road Controlling Authorities in New Zealand. The Rule requires Horowhenua District Council, as a Road Controlling Authority, to develop and engage with the community on a Speed Management Plan.
- 4.2 The primary purpose of this new process is to facilitate the implementation of safe and appropriate speeds to improve safety, save lives and prevent debilitating injuries. A safe and appropriate speed is a speed limit that is safe according to the standards set by the 'Safe System' and appropriate in terms of aligning with community wellbeing objectives as well as the movement and place function, design and infrastructure of the street or road. Additional guidance on the process has been provided by Waka Kotahi in The Speed Management Guide.
- 4.3 The completed draft plan is required to be submitted to Horizons Regional Council for inclusion in the Draft Regional Speed Management Plan before being certified by the Waka Kotahi Director of Land Transport. The timeframes of when this needs to occur have been set by Waka Kotahi. The first deadline is 5 October 2023 which is the final date for the publication of any consultation draft speed management plan. The second deadline is the 29 March 2024 which is the last date for submitting the final draft speed management plan for certification. Horizons Regional Council officers have indicated that they will be seeking an extension to this deadline to 30 June 2024.
- 4.4 At the council meeting on 19 July 2023, council discussed the Draft Speed Management Plan 2024-2034 and authorised Council Officers to commence community engagement on the Draft Speed Management Plan. Council Officers subsequently commenced public engagement activities from Monday 24 July 2023 to Monday 21 August 2023.
- 4.5 School zones make up 1.23% of Horowhenua's roading network (excluding State Highway's), which is just over 7km of road. Between 1 July 2013 and 1 July 2023 there were a total of 103 death and serious injury crashes across our local road network. A total of 10 or 9.7% occurred in school zones. Therefore, crashes in schools zones are significantly more likely to result in death or serious injury than other areas of the road.

5. Discussion

Community Engagement Activities

- 5.1 Community engagement started on Monday 24 July 2023 and finished on Monday 21 August 2023. As part of this the following activities were undertaken:

Development of a Let's Korero page that included information on the Draft Speed Management Plan and an online Feedback Form.

Publication of a community connection article on Speed Management on Friday 11 August 2023.

14 Social media posts on Horowhenua District Council social media channels.

Letters were put in directly affected people's letterboxes between Thursday 27 July 2023 and Monday 31 July 2023 e.g. residents of areas where speed limits may change outside their home address.

Facebook Live event held on Tuesday 15 August 2023 with Councillor Justin Tamihana, Councillor Ross Brannigan, and Council Officers James Wallace, Land Transport Manager and Justine Moore, Infrastructure Planning Lead.

Media Release published on 1 August 2023.

Front page news article in the Horowhenua Chronicle published on Friday 11 August 2023.

Presentation to the Older Person's Network on Thursday 3 August 2023.

- 5.2 90 feedback forms and seven additional submissions were received. The feedback received is summarised below and the complete feedback forms are attached in Appendix D.
- 5.3 14 posts were shared on Horowhenua District Council social media channels. This included six posts to Facebook timelines, 2 posts to Instagram timeline, 3 posts to Facebook/Instagram stories, 1 post to LinkedIn timeline, 1 post to the Waikawa community page, and 1 Facebook Live video. There were a total of 41,245 impressions (number of times this content was displayed on a screen) with a total reach of 27,518 (number of unique users who saw the posts). In addition, the total number of engagements (comments, shares, likes) was 4,074. While this campaign received an impressive volume of engagement, it is hard to measure in terms of positive/negative sentiment. However, overall analysis showed that there was positive emotion sentiment of published posts.
- 5.4 Let's Kōrero Horowhenua District Council's community engagement online platform Speed Management page received 872 site visits and the Draft Speed Management Plan was downloaded 55 times.

Feedback on Speed Limit Changes around Schools

- 5.5 The majority, 60% of people, who submitted feedback agreed with the proposed changes around schools. This related to the implementation of permanent 30km/h speed limits around schools within the district, excluding Manawatu College, Foxton Primary School, and Koputaroa School.

Question: Do you agree with the proposed speed limit changes around schools?	Number of responses
Yes	58 (60%)
Yes, with some changes	22 (23%)
No	12 (12%)
Blank	5 (5%)

- 5.6 Where changes or comments were made these related to:
- Support for speed limit changes to improve safety for tamariki.
 - Request for speed limit changes to be implemented around early childhood centres.

Requests for variable speed limits (a) around school drop off and pick up times, (b) all day during term time.

Request for additional safety infrastructure.

Enforcement.

Near misses observed.

Request for additional roads to be included or school zones to be extended.

Reduced school zone size.

Driver behaviour.

Education on the dangers of roads and traffic for children.

- 5.7 Where comments have suggested speed limit changes, they have either been included in the one of the three options, or discarded for one of the following reasons:

The suggested changes would be result in beach of Land Transport Rule: Setting of Speed Limits 2022. For example, suggesting a change which would result in a speed limit length less than the minimum lengths described in Schedule1 of the Rule.

The suggested change may have merit, but may require more in depth investigation, planning and consultation than our present Speed Management Planning process allows for. Such as proposing a seasonal speed limit.

Feedback with these suggested changes have been recorded for investigation in future processes.

The suggested change is for a road outside the control of Horowhenua District Council, such as changing speed limits on State Highways.

- 5.8 Where comments have suggested feasible changes to the Speed Management Plan, they have been used to develop the three options. The three options have been developed using the following method:

Where a feasible change has been suggested which would result in a speed limit change less impactful than the changes described in our engagement documents, it has been included in Option 2 as the Do-Minimum option. The suggested changes may have been altered slightly to align with Speed Management Guidelines, or to comply with the Rule

Where a feasible change has been suggested that would not have a significant impact, but would see reduced speed limits, and officers agree that it is a sensible change, it has been included in Option 1 as the Recommended Option.

Where a feasible change has been suggested that would generally be more impactful than the changes included in the Recommended Option, it has been included in Option 3 as the "Do-Maximum" option.

- 5.9 Where suggestions have been made for speed limit changes that are not feasible due to the timeframe of the current Speed Management Planning process, they have been recorded and will be investigated in future Speed Management Plans.

- 5.10 Where suggestions have been made for physical safety improvements, or enforcement, they have been noted for investigation, or will be passed on to the appropriate authority / agency.

Feedback on Speed Limit Changes around Manawatū College and Foxton Primary School

- 5.11 The majority (64%) of people who submitted feedback supported a change to the speed limit outside Manawatū College and Foxton Primary School. For the people who supported a speed limit change, the majority (52%) preferred a variable 30km/h speed limit.

Question: Do you support the proposed changes around Manawatu College and Foxton Primary School?	Number of responses
Yes, permanent 30km/h speed limit on Ladys Mile, Robinson Street, Duncan Street and Park Street	28 (29%)
Yes, variable 30km/h speed limit on Ladys Mile, Robinson Street, Duncan Street and Park Street	32 (33%)
Yes, but did not specify variable or permanent	2 (2%)
No	12 (12%)
Blank	23 (24%)

Relevant feedback comments on speed limit changes around Manawatū College and Foxton Primary School

- 5.12 One person submitted an addition comment related to Manawatū College and Foxton Primary School:

Feedback form #6:

“Option 1 - Making all of Lady’s Mile in Foxton, the primary thoroughfare to Foxton Beach, carrying a 30kph zone 24hrs a day, 365 days a year is ridiculous given the adverse impact on its many (but not dangerous level) vehicle users.

Is the current proposal based on hard facts on the number of car on person accidents, the times of occurrence and the severity of the injuries incurred? If so - please share to justify. I do not subscribe to the “save every life/injury at any cost message being pushed by NZTA as it is both economically and morally severely flawed but that’s another day’s debate.”

How speed limit changes around Manawatū College and Foxton Primary School have been proposed in the recommended option.

- 5.13 Option A, the recommended option, includes a variable speed limit for the roads around Manawatū College and Foxton Primary School, in line with a slight majority of feedback among people who preferred speed limit changes.
- 5.14 The school zone considered from Manawatū College and Foxton Primary School is a fairly unique situation among our speed limit changes, as Lady’s Mile has the highest traffic volume of all local roads which pass through a school zone, and is subject to significant seasonal variation, with much higher daily traffic volumes during summer weekends, as the main access road to Foxton Beach.
- 5.15 Due to the function of Ladys Mile, a permanent speed limit would present a more significant increase to travel time and vehicle operating costs compared to recommended permanent speed limit changes in other school zones. The higher level of traffic, particularly on weekends when school related activities are less likely, would therefore have less net benefits which target school zones.

5.16 Officers believe that either a permanent or variable speed limit of 30km/hr at this location would result in a reduction in the risk of severe crashes. A permanent 30km/hr speed limit at this location may result in an overall lower crash risk than a variable speed limit, however officers have been unable to sufficiently determine the extent of improved safety outcomes of a permanent speed limit at this location to justify a recommendation which does not align with the views of the community, or the priorities of Councillors as described during the Speed Management Plan Council Workshop held on 17 May 2023. The potential safety benefits that a permanent 30km/h speed limit change in this area would present over a variable speed limit would not be specifically targeted towards reducing the risk of a crash involving a school student, but would rather be a benefit to road users in general. Officers have interpreted the community's and Council's feedback to mean that general traffic safety benefits of permanent speed limit reductions in urban areas to 30kmh are not widely supported, however the opportunity to revisit this approach in more detail will be available in future Speed Management Plans.

Feedback on Speed Limit Changes around Koputaroa School

5.17 The majority (59%) of people who submitted feedback supported a change to the speed limit outside Koputaroa School. For the people supported a change in speed limits, a small majority preferred a permanent 30km/h speed limit.

Question: Do you support the proposed changes around Koputaroa School?	Number of responses
Yes, permanent 30km/h speed limit on Koputaroa Road	29 (30%)
Yes, variable 30km/h on Koputaroa Road	28 (29%)
No	14 (14%)
Blank	26 (27%)

Relevant feedback comments on speed limit changes around Koputaroa School

5.18 Two people submitted additional comments related to Koputaroa School:

Feedback form #34:

"Koputaroa students are dropped off by cars & buses on one side of the road. There is nobody walking alongside a road, or crossing a road, like in town. Kids are dropped off & walk straight on to school grounds. I don't see why the speed limit would ever need to be 30km/hr like a town school, when the set up of Koputaroa school is completely different."

Feedback form #16:

"I support a VARIABLE 30kmph speed limit on Koputaroa Rd. I think people are more likely to adhere to the limit if it's variable."

How speed limit changes around Koputoroa School have been proposed in the recommended option

5.19 Option A, the recommend option, includes a variable speed limit for Koputaroa School. A variable speed limit is recommended despite a greater number of responses preferring a permanent speed limit.

5.20 Officers believe a variable speed limit will have a greater level of compliance for this specific location. Considering the current 80km/h speed limit on Koputaroa immediately outside the

school zone, it is expected that many drivers may regularly fail to comply with a permanent 30km/r speed limit. Particularly if drivers are regularly travelling through the school zone when there are no school activities taking place, drivers will likely form a habit an exceeding 30km/h. It is proposed to replace the existing active warning signs (flashing speed limit signs) to set the recommended variable speed limit. A variable speed limit supported by active warning signs is expected to achieve a greater level of compliance during the drop off and pick up times for Koputaroa School.

- 5.21 One of the key reasons permanent speed limits outside schools have been recommend elsewhere is to provide a safer environment outside the school pick up and drop off periods, as urban schools can see children walking to and from schools outside these times. As Koputaroa School is rural, without footpaths or significant pedestrian use, this reason does not apply for Koputaroa School.

Feedback on Speed Limit Changes in Manakau

- 5.22 57% of people who submitted feedback supported changing the speed limits in Manakau.
- 5.23 Feedback was received from nine people who identify their town as Manakau, of these people 4 people agreed with the proposed changes and 3 agreed with the proposed changes with some additions or suggestions. None of these additions or suggestions related to decreasing the scope of what has been proposed. 2 people did not support the proposed changes.

Do you agree with the proposed speed limit changes in Manakau?	Number of responses
Yes	46 (47%)
Yes with some changes	9 (9%)
No	20 (21%)
Blank	22 (23%)

Relevant feedback comments on speed limit changes around Manakau Speed Limits

- 5.24 Six people submitted additional comments related to Manakau Speed Limits.

Feedback form #16:

“30km should go over the cutting to Eastern Rise, or at least continue to the south end of Honi Taipua St.”

And;

“So very happy to finally see reasonable speed limits in Manakau! The number and size of vehicles has increased immensely since I was a child there, and it no longer feels very safe walking in the village. Especially in winter, when it's too muddy to walk on the berm. We might need speed bumps in Manakau to actually slow some drivers down, though.”

Feedback form #21

“I would be very happy to see the speed limit lowered in Manakau Village. With the extra housing developed there are a lot more people, young and old, and cars using the roads”

Feedback form #61: (Officers believe this comment is regarding State Highway 1)

“The change is: that between South Manakau road and the entrance signs into Manakau, there are NO STREET LIGHTS!!!! Why not?! Numerous people have been killed on this small stretch of road at night due to the NON-EXISTENT lighting. Put up a couple of lights for God's sake. Myself like numberless others hate driving through this small stretch (1 km max?) of road at NIGHT. It is a death trap at NIGHT. Please do something about this for God's sake, and don't take the easy opt out of throwing my suggestion in the bin, with the justification "this is a different matter to speed. I deal with speed issues, someone else deals with street lights, therefore I will throw this suggestion out, as I am confident that this matter will eventually be handled by the appropriate team members - in due course. What a cop out! I do not know who you are, but my confident in your team to put up 2-3 street lights in this so-dangerous area is very low. Q: Why? A: Because it has been abundantly clear to ALL but the most mentally challenged person that this tiny stretch of road is very DANGEROUS at night. Please fix it, and not just bin this suggestion. Thank you.”

Feedback form #81

“Waikawa Beach Road from SH1 to Takapu Road is a race track. Drivers race down the road because it's a straight piece of road and it's tempting. We no longer will walk our dogs down the road as we don't feel safe to do so. Obviously there are no footpaths. Sometimes even pulling out of our driveway is risky. Since we moved here 18 years ago, the road has become a nightmare because it's so much busier. People will always go beyond the speed limit. Currently some still go 100kph. So, if the limit was reduced from 80kph to, say, 60kph, then we would achieve averages of 80kph.”

Feedback form #88

“I would like the speed restriction extended to the whole of Honi Taipua Street, as many people walk their children to school from Manakau Heights and drivers often do not even observe the 50km restriction at the south end”

How speed limit changes around Manakau have been proposed in the recommended option

- 5.25 Option A, the recommended option, includes a permanent speed limit for change to 30km/h for Manakau, with no change made from the engagement proposal.
- 5.26 All 7 people who listed their town as Manakau or Manakau 5573 supported the proposed speed limit changes, with 1 of these supporting with some changes.
- 5.27 Feedback form suggests extending the 30km/h speed limit to the Southern end of Honi Taipua Street, this suggestion has been incorporated into Option C, the “Do-Maximum” Option.

Feedback on Speed Limit Changes in Waikawa Beach

- 5.28 The majority (49%) of people who submitted feedback supported the proposed changes to the speed limits in Waikawa Beach. With a further 6% supporting the proposal with some changes.
- 5.29 13 responses were received from people who identified their town as Waikawa Beach. Of these 4 supported the proposed changes, 2 supported changing the speed limits with some additional changes, and 7 did not support the proposed speed limit changes.

Question: Do you support the proposed changes around Waikawa Beach?	Number of responses
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Yes	48 (49%)
Yes, with some changes	6 (6%)
No	23 (24%)
Blank	20 (21%)

Relevant feedback comments on proposed speed limit changes around Waikawa Beach

5.30 Nine people provided comments relevant to the proposed speed limit changes in Waikawa Beach

Feedback form #22:

“30km at Waikawa beach is overkill. I barely see another vehicle on the road and there have been no accidents of consequence. I would rather a focus on sh1 turning out of Waikawa beach southbound where there are regular accidents and turning is becoming more difficult with traffic increases.”

Feedback form #26

“Just thrilled about the lower speed limit in Waikawa Beach. 50km is too fast in the area with so many people and others using the road, as there are no footpaths. We don’t want footpaths with Btw. we like the very laid back beach feel If the Neighbourhood. Thanks”

Feedback form #39

“waikawa beach road should stay same the request for reduded speed limit as forwarded by a few ratepayers not the majority was for ONLY DURING school holidays long weekend s . this was put forward by non resident holiday bach owners. as we have few school kids living here it seems ridiculous to have a 30km speed. I have lived here for 20years + and as far as i know there has never been a pedidisitain accident . we walk the roads for excise and it is not often there is more than one car passes us . the information that was put out by council about NARROW roads where are they ?? most roads you can have acar parked on each side and is have room for cars to pass 90 % of the roads at beach (villiage Are striaght and can see at 300 meters ahead . The only NORROW road is the entrance of about 400 meters we have approx 2000mtres these have formed gutters + 500mtres of no formed gutters this area has only 5 houses that have permament residents . the total number of premament resident dwellings is about 38 my estimate of house here is aprox 234 that is roughly 15% of houses are permament residents”

Feedback form #40

“The first option should be to provide footpath in Waikawa beach Silly to reduce speed to 30? When people are walking on the road”

Feedback form #65 (Under “When would you like to see these changes made?”)

“As soon as possible because it is highly likely that many people driving around Waikawa Beach will ignore the new speed limits”

Feedback form #70

“I have been going to Waikawa Beach for over 25 years and have lived there permanently for 7. I have been a member of Police for over 30 years also and policed road safety and attended, investigated traffic related offending.

My opinion is that compared to other more highly densely populated areas where goads a much narrower with greater on street parking, Waikawa has quite wide streets in comparison.

There are wide berms that people can walk on. If the council does not maintain trees and vegetation on the berms that cause people to have to go onto the road to avoid the obstructions.

Logan horses ride on the berms here too where they can and I see this regularly too.

The only reduction in speed in the area I know of that I was involved in as a member of the Waikawa Beach Ratepayers Assn as a committee member since moving here permanently was for taking Strathnaver Drive from 80 to 60km/h. That speed was too fast for the width of that road which for a main feeder road in the winding section is narrower than most streets in the Beach area. Strathnaver and Reay Makay Grove also have extensive berms of width for pedestrians to use and I do when walking my dog daily.

The full time residents and those who own holiday homes here do adapt their driving for holiday periods. We also 'have a word' with those who may transgress with motorbikes or quads heading to the beach.

Personally and professionally I do not feel that for the number of residents permanently here and the amount of traffic through here, permanent reduction of speeds within the village is not warranted"

Feedback form #77

"Having lived here for the last 5 years the speed limit around the village in Waikawa has never been a topic of conversation or apparent concern. We are a quiet community with few people and not much traffic. The wide roads and generally sensible driving gives plenty of room for all users. What is of concern over the years has been the beach access and the intersection from the main road on to state highway 1. Maybe an option would be to put up temporary speed limits in the village during peak periods such as when the recycling station is here over Christmas."

And;

"Maybe Strathnaver drive could be slowed down to about 50km."

Feedback form #80:

"We object to the speed limit changes at Waikawa Beach

- We live at the south end of Reay MacKay Grove, Waikawa Beach.*
- Council are proposing to lower the speed on our road to 30km/hr.*
- We object to this and believe the road should retain the speed limit of 60km/hour.*
- This is a quiet rural road with a cul de sac at each end, the road is at least 6 metres wide and visibility along the road is excellent.*
- The road is in a good condition and is about 20 years old.*
- There are less than 10 houses of permanent residents on Reay MacKay Grove.*
- Walking on the road or biking along the road and even riding horses along the road can all be done very safely, with hardly ever seeing a car on the road.*
- Recent years have brought a lot of building and construction in our area and even this level of traffic has not caused any issues with regards to safety*
- We do not believe there has been any accidents causing injury or death on Reay MacKay Grove and the same applies to the Waikawa Beach Village area.*
- We do not agree with the reduction of speed in the village either, mainly the folks in the village are only residing there as a holiday house occupancy.*
- The people in the village and in Strathnaver and Reay MacKay are always respectful towards pedestrians, cyclists, horse riders and other vehicles.*
- We would be agreeable to Council changing the speed limit on Strathnaver and Reay MacKay to 50 km/hour to match the speed limit in Waikawa Village*
- We are willing to speak to our submission as we feel strongly that Council are heading along the wrong track in relation to Waikawa Beach.*

Feedback form #89

“For many years we have asked for a speed reduction during Christmas Holidays. What about Strathnaver Drive? Why has it not had speed reduced”

Feedback form #96

“Housing and population density has increased greatly along Waikawa beach rd. Residents and users along Waikawa Beach Pd between SH1 and Takapu Rd would like the speed limit reduced to 60km/hr in keeping with road use, road condition and housing density.”

How speed limit changes around Waikawa Beach have been proposed in the recommended option

- 5.31 Option A, the recommended option, includes no speed limit for change for Waikawa Beach, despite the majority of feedback supporting a permanent speed limit change.
- 5.32 A majority of people (6 out of 11 responses) who listed their town as Waikawa Beach opposed the proposed speed limit changes, with 4 supporting the proposed changes, and 1 supported the proposed changes, but only for the summer holiday period.
- 5.33 Reviewing past engagement with the Waikawa Community has indicated advocacy on speed limits for Waikawa Beach has been focused on a Seasonal Speed Limit.
- 5.34 Officers believe a Seasonal Speed Limit would be more widely supported in Waikawa Beach, however it is not feasible to implement as part of this Speed Management Plan due to resourcing and timeframes.
- 5.35 Investigating Seasonal Speed Limits across all of Horowhenua’s beach settlements may be prioritised for the next Speed Management Plan.
- 5.36 Two people have suggesting reducing the speed limit of Waikawa Beach Road from SH1 to Takapu Road from 80km/h to 60km/h. This suggestion has not been included in any of the three options. Officers believe a more thorough planning process is required for planning rural connector roads through the district in a future Speed Management Planning Process.

70km/h speed limit and 90km/h Speed Limit Review

- 5.37 There are no local roads with a speed limit of 90km/h within the Horowhenua District.
- 5.38 Roslyn Road has a current sign posted speed limit of 70km/h and it was proposed that the speed limit remain as it is. 49% of those who provided feedback agreed with this proposal. 25% of those who provided feedback did not agree with this proposal, but did not provide any feedback on this.
- 5.39 Council Officers recommend that the speed limit on this road remains at 70km/h.
- 5.40 It is a requirement of ‘The Rule’ that all roads with a 70km/h or 90km/h speed limit are reviewed as part of each Speed Management Plan. Therefore, if the speed limit on this road remains 70km/h this will be included in the next speed management plan.

Confirmation of Sign Posted Speed Limits

- 5.41 Council Officers are proposing that the current speed limits are confirmed on identified roads within the Horowhenua District. This process is required due to a legal anomaly to confirm that the legal speed limits are the same as the speed limit signs.
- 5.42 Appendix E outlines the roads where speed limits are required to be confirmed.

6. Options

- 6.1 Three options for changes to speed limits have been developed for Council consider. Council Officers have assessed that each option will meet the requirements outlined in the Land Transport Rule: Setting of Speed Limits 2022. Council Officers recommend that Council approve Option A: Recommended be included in the Speed Management Plan 2024-2034.
- 6.2 In addition it is the Officer's recommended approach for Council to adopt the points listed below.
- 6.3 That Council approve the proposed approach to 70km/h or 90km/h roads.
- 6.4 That Council approve the proposed changes to confirm the legal speed limits to ensure consistency with current sign posted speed limits on identified roads in Horowhenua, as outlined in Appendix E. Noting that if Option C: Do Maximum is adopted, the speed limit changes in Option C will be implemented instead of confirming the current sign posted speed limits for the roads also included in Appendix E.
- 6.5 That Council authorise Council Officers to finalise the Draft Speed Management Plan 2024-2034 and submit to Horizons Regional Council for inclusion in the Regional Speed Management Plan.

Option A: Recommended. (Maps shown in Appendix A)

- 6.6 Option A is the most similar to the draft Speed Management Plan used for engagement

- 6.7 A summary of Option A is provided below:

Variable 30km/h speed limit for Koputaroa School Zone

Variable 30km/hr speed limit for Manawatu College and Foxton School zone, with the exception of Hulke Street.

Permanent 30km/hr speed limits for all other local road school zones.

Permanent 30km/hr speed limit for Manakau Village

No speed limit change for Waikawa Beach

- 6.8 Changes and additions included in Option A are described below:

Shannon School zone 30km/h zone is extended 275m south east to the intersection on Vogel Street on Grey Street, as requested from Shannon School.

Foxton Beach School zone extended 20m east along Thomas Place, incorporating Low Avenue, changed as the original plan's threshold is too close to the drop off/pick up zone.

Coley Street School zone permanent 30km/h extended to include Futter Street from Coley Street to Avenue Road, and Avenue Road from west of Futter Street intersection to east of Spring Street intersection

Foxton Beach School, Hart Street speed limit change has been removed based on a feedback form from Foxton Beach School. Foxton Beach School has suggested other

changes which have not been included at this stage, but will be noted for future Speed Management Plans.

Tokomaru School, 30km/h Speed Limit has been extended to 300m south east of SH57 intersection, to be in line with the Speed Management Guidelines

Levin School, Levin Intermediate, Horowhenua College and St Joseph's School zones, 2 private roads have been removed, off Bath Street, and two private roads have been removed off Durham Street

Levin North School zone has extended 48m north east along Weraroa Road, to start the 30km/h speed limit at the top of a hill, rather than at the bottom

Ohau School zone has been reduced, moving closer to the Bishops Road intersection on Bishops Road and Muhunoa East Road. The existing 50km/hr zone on Muhunoa East Road has been extended to just east of Fayden Close, including Fayden Close to comply with the minimum speed limit lengths as described in the Rule

Arete Lane, Ruapai Drive and Oriwa Lane have been changed from to 60km/hr. These roads were included in the confirmation of signposted speed limits section of the engagement SMP. Feedback received from resident suggests a lower speed limit, which Officers agree with. These roads have a similar form and function of other roads with 60km/h speed limits within the district.

Te Whanga Road has been included with a 60km/h speed limit, reduced from 80km/hr. Residents have provided feedback suggesting a 50km/hr speed limit, however the safe and appropriate speed for Te Whanga Road according to the Speed Management Guidelines is 60km/h

Buller Road has been included with two speed limit reductions. Buller Road currently has a speed limit of 80km/h throughout. The proposed changes see a 60km/h speed limit from SH1 to CD Farm Road, and a 30km/h speed limit from CD Farm Road to the road end by Papaitonga Reserve. These changes have been suggested in Feedback forms, however the 60km/r suggested extents were from SH1 to Bruce Road. Officers have determined that it is more appropriate for the 60km/r speed limit to extend to CD Farm Road.

Option B: Do Minimum (Maps shown in Appendix B)

6.9 Option B has been developed to provide a plan which makes the minimum changes necessary to be compliant with the Land Transport Rule: Setting of Speed Limits 2022.

6.10 A summary of Option B is provided below:

All local road school zones have variable 30km/hr speed limits

No speed limit change for Waikawa Beach

No speed limit change for Manakau, with the exception of a variable 30km/hr speed limit for the Manakau School zone.

Some of the school zone extents change between Option A and B, this is due to requirements around minimum speed limit lengths in the Rule, which do not apply for variable zones.

Option B includes a speed limit change to 60km/h for Arete Lane, Ruapai Drive and Oriwa Lane. This is not strictly required under the Rule at this time, however confirmation of the speed limit is required at this location, either to 80km/h (current sign posted speed limit) or 60km/h (safe and appropriate speed limit). With feedback supporting 60km/h, and 60km/h being supported by the Speed Management Guidelines, 60km/h has been proposed in all options.

Option C: Do Maximum (Maps shown in Appendix C)

6.11 Option C has been developed to provide a plan which makes as many suggested feasible changes as practicable.

6.12 A summary of Option C is provided below:

Permanent 30km/h speed limits for all local road school zones.

Permanent 30km/h speed limit for Manakau.

Permanent 30km/h speed limit for Waikawa.

6.13 Option C includes all the additional changes described for Option A. In addition to these, the following changes are included in Option C:

An addition 30km/h speed limit on Stafford Street, Shannon from SH57, extending 230m east to cover a back entrance to Grey Street School. This suggestion was not made by the school so has not been included in Options A or B.

A 30km/h speed zone on Muhunoa West Road, from SH1, extending 280m west.

Palmer Road 60km/h speed limit from Foxton Beach Road, extending 600m west.

Potts Road, 60km/hr speed limit change for the full length.

Moutere Road, 60km/hr speed limit change for the full length.

Gladstone Road, 60km/h speed limit change for the full length.

6.14 Estimated Costs

Option	Estimated Costs
A (Recommended)	\$80,000 (includes new active warning signs for Koputaroa Road and Ladys Mile, and permanent speed signs at all other locations).
B (Do Minimum)	\$85,000 (includes new active warning signs for Koputaroa Road and Ladys Mile, plus static variable signs at all other locations).
C (Do Maximum)	\$65,000 (includes new active warning signs for Koputaroa Road, which are still recommended with a permanent speed limit, not required for Ladys Mile. Permanent signs at all other locations).

7. Rate Impact

- 7.1 There will be no rate impacts arising. The costs associated with implementing the Speed Management Plan can be achieved within safety improvements existing budgets.

8. Community Wellbeing

- 8.1 The Draft Speed Management Plan is aligned with the Community Outcomes of Strong Communities, Fit for Purpose Infrastructure, Outstanding Environment, and Partnership with Tangata Whenua.
- 8.2 By ensuring that vehicles travelling on our roads are doing so at safe and appropriate speeds we can improve safety for all road users, including those who are walking, cycling, or using mobility devices. In addition, the speed management plan will support the provision of equitable access to a variety of safe and healthy transport options. This will include supporting the increased use of active transport modes such as walking and cycling particularly for getting to and from school or work, and for recreation.
- 8.3 The proposed changes outlined in the Draft Speed Management Plan have not been assessed as having any significant negative impacts on community wellbeing.

9. Consenting Issues

- 9.1 There are no consents required or consenting issues arising.

10. LTP Integration

- 10.1 There is no LTP programme related to the options or proposals in this report. There are no special consultative processes required.

11. Consultation

- 11.1 Initial engagement activities were undertaken by Council Officers with school principals, iwi partners, and NZ Police. When received, their feedback was incorporated into the initial Draft Speed Management Plan that was presented for community feedback.
- 11.2 As part of the initial engagement process, Council Officers contacted the school principals of each of the potentially affected schools. Responses were received from the principals of the following schools:

Levin School,
St Josephs School,
Manawatū College,
Fairfield School,
Koputaroa School,
Ohau School,
Foxton School,
Tokomaru School,
Manakau School,
Taitoko School, and
Levin East School.

- 7.3 All responses supported the proposed changes and where suggestions were made this included adding in areas where there were entrances to schools that Council Officers were unaware of. This feedback was incorporated into the Draft Speed Management Plan.

12. Legal Considerations

- 12.1 Horowhenua District Council, as a Road Controlling Authority, is required to complete a Speed Management Plan for implementation in 2024. The timeframes for completion are set by Waka Kotahi.
- 12.2 The process for how speed limits are set changed in 2022 with the Minister for Transport establishing the Land Transport Rule: Setting of Speed Limits 2022 ('The Rule'). Specifically this includes setting out the requirements for how Road Controlling Authorities must comply when setting speed limits. 'The Rule' significantly changed how speed limits are set and removed the requirement for Councils to set speed limits through bylaws and instead the Director of Land Transport at Waka Kotahi will certify Speed Management Plans. A new Speed Management Plan will be required to be completed every three years.
- 12.3 Waka Kotahi has provided guidance on how to apply 'The Rule' to support national consistency. As this is a new process, it is anticipated that Waka Kotahi will be able to provide feedback to Road Controlling Authorities following the certification process.
- 12.4 Waka Kotahi has advised that any changes to speed limits, including speed limit signs or additional safety infrastructure will need to be funded out of existing land transport budgets.

13. Iwi Considerations

- 13.1 Māori must be engaged from the development stage of the Speed Management Plan to provide a meaningful opportunity to contribute. This is a requirement in 'The Rule' and also outlined in the guidance provided by Waka Kotahi. Waka Kotahi also outline that the Safe Speed System and safe and appropriate speed limits are expected to contribute to improved speed management for Māori communities and improved Māori road safety outcomes overall.
- 13.2 Council Officers engaged with iwi partners. Information was shared on what was being proposed and input into developing the plan was sought. The feedback received outlined support for reducing speed limits around schools and in areas where there are high numbers of vulnerable road users, e.g. people walking and cycling, to improve safety.
- 13.3 In addition, Council Officers sought specific feedback and input into setting speed limits around marae. Speed limit setting around marae is similar to that used around schools, however the feedback received from iwi partners is that they do not believe it would be beneficial to permanently reduce speed limits on the roads next to marae entrances at this time. 'The Rule' does not require speed limits around marae to be reduced at this time, the way that it requires speed limits around schools to be addressed.
- 13.4 Council Officers will continue to work with iwi partners to improve safety around marae. For example, a variable speed limit may be required where the safe and appropriate speed limit would be too high under certain circumstances. This may include: kaupapa at the marae generate significant changes to the volume of traffic entering and exiting the marae; and kaupapa at the marae such as tangi require processions of people to walk on the road. A variable speed limit does not require certification from the Director of Land Transport as part of a Speed Management Plan, therefore the requirements for variable speed limits around

marae will continue to be discussed and will be implemented if appropriate, following engagement with relevant parties.

14. Climate Change Considerations

- 14.1 Waka Kotahi have provided the following information about climate change impacts of lower speeds in the Speed Management Guide: Road to Zero edition 2022.
- 14.2 Speed management is a proven way to improve safety, saving lives and preventing debilitating injuries. It also represents a major, yet under-appreciated opportunity to improve the climate change impacts of travel, support better health and wellbeing, and create greater inclusion.
- 14.3 While speed management contributes to improving the climate impacts of travel, the proposed changes in the three year implementation plan are unlikely to have a significant impact, either positive or negative.

15. Environmental Considerations

- 15.1 Waka Kotahi have provided the following information about environmental benefits arising from lowering speeds in the Speed Management Guide: Road to Zero edition 2022.
- 15.2 Safe speeds make travel more comfortable and accessible for people outside vehicles because of improved safety, reduced noise and emissions, and the reduced division of communities by high-speed roads. As safe speeds are achieved on more of the network and more people walk and cycle, a positive feedback loop can be created where private vehicle use is reduced and health grows.
- 15.3 Environmental benefits from lowering speeds overall and reducing acceleration and deceleration include reduced particulate matter, emissions, and noise pollution. Research has found that reducing speed to safe speed limits reduces particulate matter from diesel vehicles. The reduction is more significant on higher speed roads such as motorways than on local roads, but the research noted a reduction in all contexts.
- 15.4 When a vehicle travels at a lower average speed, the wind and rolling resistance decreases, so the car requires less energy and fuel to maintain speed. Therefore fewer emissions are produced on safe speed roads. A vehicle moving at a constant speed produces fewer emissions than a vehicle moving between speeds needing to use more fuel accelerating and decelerating. This is particularly relevant for urban areas where lowered speed limits can contribute to more consistent travel speeds and reduce acceleration and deceleration.

16. Health & Safety Considerations

- 16.1 There are no health and safety impacts for completing the Draft Speed Management Plan.
- 16.2 Any health and safety considerations involved with implementing any subsequent changes, including changing or installing road signs, will be managed using current health and safety processes.
- 16.3 The predominant aim of implementing safe and appropriate speeds is to improve the safety and accessibility of local roads in the Horowhenua District for all road users. Implementing the proposed changes will increase both the perceived and actual safety for all road users.

17. Other Considerations

- 17.1 A number of recommendations for improved road safety infrastructure were raised by community members during the engagement process. These suggestions have been recorded and will be considered and prioritised as part of forward work planning.

- 17.2 Council Officers will continue to engage with New Zealand Police and where comments have been made regarding enforcement these will be shared. This will help to contribute to a whole of system approach to make our roads safer for all road users.

18. Next Steps

Draft Speed Management Plan Certification Process

- 18.1 Once Council have recommended an option for inclusion in the three year implementation programme and endorsed submitting the Draft Speed Management Plan 2024-2034 for inclusion in the Regional Speed Management Plan, Council Officers will finalise the draft plan. This plan will then be submitted to Horizons Regional Council for review and inclusion in the Regional Speed Management Plan.
- 18.2 The Regional Speed Management Plan will then be reviewed by the Regional Transport Committee, who after endorsement will authorise Horizons Council Officers to submit this for certification by the Director of Land Transport at Waka Kotahi. Horizons Council Officers have advised that they are considering seeking an extension on the deadline for submitting the draft plan to Waka Kotahi until 30 June 2024.
- 18.3 Once submitted to Waka Kotahi, the draft plan is then reviewed by the Speed Management Committee who provide a recommendation to the Director of Land Transport about whether the plan should be certified and any other feedback.
- 18.4 Once the plan is certified, speed limits are able to be updated in line with the three year implementation programme.
- 18.5 Council Officers will continue to advocate for road safety education programmes including those that will support the community to be aware of how their behaviour will need to change once any changes to speed limits are implemented and to support children to act safely around roads.
- 18.6 If Council does not complete a speed management plan it is possible that Waka Kotahi New Zealand Transport Agency may direct Horowhenua District Council as a Road Controlling Authority to:
- Set the speed limit in accordance with the Agency's directions
 - Review or change the procedures used by the road controlling authority to set speed limits or to propose to change speed limits to comply with the Rule
 - Carry out the instructions above within a stated period.

Speed Management Plan 2027-2037

- 18.7 Horowhenua District Council will be required to complete the next speed management plan in 2026 for the 2027 – 2037 time period. It is possible the Minister for Transport will update the requirements Road Controlling Authorities will be required to follow in 'The Rule' and Council Officers will seek direction from Council on future approaches to changes.
- 18.8 Future Speed Management Plans will include a greater focus on a whole of network approach including integrating planned improvements to road safety infrastructure with speed limit changes. Suggestions for changes that were not implemented as part of the Speed Management Plan 2024-2034 will be able to be reconsidered in line with priorities during development of subsequent plans.

State Highway Speed Management Plan

- 18.9 Waka Kotahi has started considering inclusions for the State Highway Speed Management Plan 2024-27. This plan will continue focusing on the remaining schools, marae, townships, areas with community support for speed limit reductions, and the remaining high-risk state highway sections in the top one percent. They have said they will start working with Road

Controlling Authorities towards the end of August and are asking for specific feedback on where there is clear community demand for speed limit reductions on state highways so they can consider these areas for inclusion in the plan. New requests can be considered until the end of September 2023.

- 18.10A number of the responses received during the feedback process for the Horowhenua Speed Management Plan included recommendations or feedback on the State Highways. Council Officers will forward this information to Waka Kotahi for their consideration and possible inclusion in either the State Highway Speed Management Plan or planning for road safety improvements.

Confirmation of statutory compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their advantages and disadvantages, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

19. Attachments

No.	Title	Page
A⇒	Appendix A Option A Recommended <i>(Under Separate Cover)</i>	
B⇒	Appendix B Option B Minimum <i>(Under Separate Cover)</i>	
C⇒	Appendix C Option C Maximum <i>(Under Separate Cover)</i>	
D⇒	Appendix D Speed Management Plan 2024 - 2034 Feedback - REDACTED <i>(Under Separate Cover)</i>	
E⇒	Appendix E: Confirming Sign Posted Speed Limits <i>(Under Separate Cover)</i>	

Author(s)	Justine Moore Infrastructure Planning Lead	
	James Wallace Land Transport Manager	

Approved by	Daniel Haigh Group Manager Community Infrastructure	
	Monique Davidson Chief Executive Officer	

File No.: 23/472

7.2 Selecting the Electoral System for Local Body Election 2025

1. Purpose

- 1.1 The purpose of this report is to provide the Council with the opportunity to choose the electoral system used in the District local body elections 2025. Options available are Single Transferable Voting (STV) system and the First Past the Post (FPP) system.

This report directly aligns with two of Council's top 10 priorities "Get the basics right and support the customer focussed delivery of core services" and "Reset our engagement and partnership approach, and work more with and for the community".

2. Executive Summary

- 2.1 Council is asked to consider the electoral (voting) system it wishes to use for the 2025 Local Government Election.
- 2.2 Any resolution to change the current electoral system from First Past the Post (FPP) to Single Transferrable Vote (STV) must be passed before 12 September 2023. If there is no Council resolution, the status quo (FPP) will remain. If Council resolves to change its voting system from the current system, then the new voting system must apply for the next two elections or until another resolution takes effect.

3. Recommendation

- 3.1 That Report 23/472 Selecting the Electoral System for Local Body Election 2025 be received.
- 3.2 That this matter or decision is recognised not significant in terms of S76 of the Local Government Act.
- 3.3 That the Council note this report and takes no further action (Option 1).

OR

That Council re-affirms its commitment to the First Past the Post (FPP) electoral system for the 2025 local body elections (Option 2).

OR

That Council adopts the Single Transferable Vote (STV) electoral system for the 2025 local body elections (Option 3).

OR

That Council direct officers to hold a poll on the Electoral System for the 2025 local body elections with a choice between First Past the Post and Single Transferable Vote (Option 4).

4. Background / Previous Council Decisions

- 4.1 The Local Electoral Act 2001 provides the opportunity for local authorities to choose between the first past the post (FPP) and the single transferable vote (STV) electoral system for local elections.

- 4.2 In 2002, Council resolved to use the FPP system for the 2004 election, continuing with the electoral system that had been in use since the formation of the district in 1989. A poll was subsequently demanded by electors proposing that the STV electoral system be used instead. The resulting poll saw voters retain the FPP system (5,498 votes for FPP and 3,974 votes for STV).
- 4.3 In 2014, Council again resolved to use the FPP system for the 2016 election, and this system has continued to be used for every election thereafter.
- 4.4 This system must continue to be used until either:
- a Council resolution in accordance with Section 27 of the Local Electoral Act 2001 takes effect, or
 - a poll of electors of the Horowhenua District Council held under section 33 of the Local Electoral Act 2001 takes effect.
- 4.5 The Local Electoral Act 2001 provides local authorities and/or their communities with three options for choosing which system is used:
- a local authority may resolve to change its electoral system; or
 - a local authority may resolve to hold a poll to determine which system should be used; or
 - electors may demand that a poll be held on the matter.
- 4.6 Council has the following choices (these are discussed in more detail later in the report):
1. Note this report and take no further action.
 2. Reaffirm its commitment to FPP by passing a resolution to that effect (s27 Local Electoral Act 2001).
 3. Resolve to change the electoral system from FPP to STV (s27 Local Electoral Act 2001).
 4. Resolve to hold a poll on the matter (s33 Local Electoral Act 2001).
- 4.7 Council must make a decision by 12 September 2023 and notify via public advertisement by 19 September 2023, to advise the community to its right to demand a poll to countermand any resolution.

5. Discussions

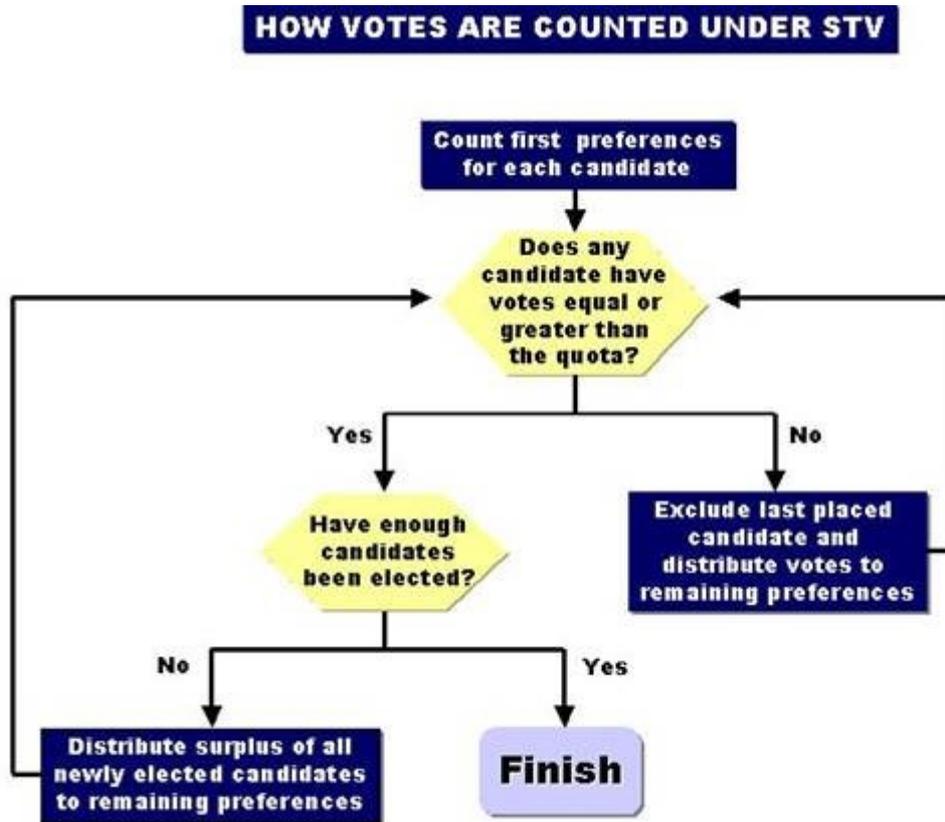
- 5.1 There are two voting options for Council to consider – Single Transferable Vote (STV) or First Past the Post (FPP). Council currently uses FPP. The characteristics of each system is set out as follows.

Single Transferable Voting

- 5.2 Single Transferable Voting (STV) is a form of preferential voting. Electors have a single vote and rank candidates in the order they prefer. STV was used by 19% of local authorities in 2022 (15 of 78), including Kāpiti Coast District Council, Palmerston North and Ruapehu District Council.¹
- 5.3 Under a STV (Single-Transferable Vote) electoral system, voters rank candidates in their order of preference. A good example to consider is an election to select three councillors for a ward in a council election. Under STV, you would write “1” next to the name of your favourite candidate, “2” next to your second favourite candidate and so on.
- 5.4 STV means that you have one vote, but can indicate your preferences for all the candidates and it can be transferred if your most preferred candidate is so popular they don’t need all their votes or is not popular at all with other voters. Under FPP, you would place ticks next to the names of up to three candidates, which means you would have three votes.

¹ https://www.dia.govt.nz/diawebsite.nsf/wpg_URL/Resource-material-STV-Information-Index

- 5.5 The number of vacancies and votes determines the quota a candidate must reach to be elected. The formula for deciding the quota is total number of valid votes, divided by one more than the number of vacancies).
- 5.6 This counting process is illustrated in the diagram below.



(source: Department of Internal Affairs website www.dia.govt.nz)

First Past the Post

- 5.7 With First Past the Post (FPP) electors tick their preferred candidate(s) up to the number of vacancies. Candidates with the highest number of votes are elected. FPP was used by 81% of local authorities in 2022 (63 of 78) including Horowhenua District Council, Manawatu District Council, and Rangitekei District Council.
- 5.8 Under the FPP (First Past the Post) electoral system, the candidate with the most votes wins. This is a very simple method of electing candidates and is widely used throughout the world. It was used in New Zealand for Parliamentary elections up until the introduction of MMP (Mixed Member Proportional) in the 1996 general election.
- 5.9 The following examples show how results of FPP elections may vary when counted. Where one candidate has a clear majority of votes, it can be seen that the majority of people did support the winning candidate.

	Number of Votes	Percentage of Votes
Candidate One	140	70%
Candidate Two	20	10%
Candidate Three	20	10%
Candidate Four	20	10%
	Total Votes = 200	Total = 100%

- 5.10 In this example, the winning candidate received 70% of the total votes
However, the winning candidate might receive more votes than any other one candidate, but receive fewer votes than the other candidates put together.

	Number of Votes	Percentage of Votes
Candidate One	80	40%
Candidate Two	60	30%
Candidate Three	40	20%
Candidate Four	20	10%
	Total Votes = 200	Total = 100%

- 5.11 In this example, the winning candidate got 40 percent of the total votes, the other candidates received 60 percent of votes. It could be said that the election result did not reflect the wishes of the majority. Some people have also argued that even where the winning candidate gets the majority of the votes, many people's votes are "wasted".
- 5.12 FPP has continued to be used by a majority of councils. Only a relatively small number of councils have ever opted to use STV since it was first introduced in 2004 and over the triennia a number of 'STV councils' have moved between using FPP and STV.
- 5.13 The Horowhenua District has used the FPP system for every local body election, and has not opted to use STV since the option became available in 2004.

6. Analysis of Voting Systems

- 6.1 Both FPP and STV have advantages and disadvantages.
- 6.2 The advantages of FPP relate to the simplicity of the process including the ways votes are cast, counted and announced.
- 6.3 The disadvantages of FPP relate to:
- disproportional election results, including the generally 'less representative' nature of FPP councils
 - the obstacles to minority candidate election
 - the number of wasted votes.
- 6.4 The advantages of STV, relate to the people who get elected using STV. The system potentially achieves:
- broad proportionality (in multi-member wards/constituencies)
 - majority outcomes in single-member elections
 - more equitable minority representation
 - a reduction in the number of wasted votes.
- 6.5 The disadvantages of STV relate to:
- the public are less familiar with the system and possibly find it harder to understand
 - matters of process such as the way votes are cast and counted (for example perceived complexity may discourage some voters)
 - the information conveyed in election results.
- 6.6 The following table identifies further advantages and disadvantages of both electoral systems:

First Past the Post (FPP)

Single Transferrable Vote (STV)

Casting Votes

FPP is a straightforward system of voting. FPP is familiar to most people.

“Tactical” voting is possible; votes can be used with a view to preventing a candidate from winning in certain circumstances.

Counting Votes

FPP is a straightforward system for counting votes.

Votes can be counted in different locations (by the two election providers) and then aggregated by the Electoral Officer in one location..

Election results are usually announced soon after voting ends.

Election results

Official results show exactly how many people voted for which candidates.

Results are easy to understand.

A “block” of like-minded voters can determine the election of multiple candidates in multi-member wards/constituencies, without having a majority of the votes, thereby ‘over-representing’ themselves.

The overall election results may not be proportional to voters’ wishes, and may not reflect the electoral wishes of the *majority* of voters, only the *largest group* of voters who may not be the majority.

In single-member elections, the winner often does not have the majority of votes, just the largest group of votes.

There will be more “wasted” votes (votes that do not contribute to the election of a candidate).

Costs

FPP processing costs are lower than for STV.

Casting Votes

STV is a less straightforward system of voting.

There is a need for more information for people to understand the STV ranking system of candidates.

It is virtually impossible to cast a “tactical” vote under STV. As a result, voters are encouraged to express their true preferences by voting for as many or as few candidates as they wish.

Counting Votes

STV vote counting requires a computer program (the STV calculator).

Votes can be recorded in different locations (by the two election providers) then aggregated by the Electoral Officer in one location.

Election results will usually take a little longer to produce, but not significant.

Election results

Official results will identify which candidates have been elected and which have not and in which order in an iteration report which shows how many votes candidates have received.

Results easy are to understand.

STV moderates “block” voting as each voter casts only one single vote, even in multi-member wards/constituencies.

The overall election results reflect the wishes of the majority of voters in proportion to their support for a variety of candidates.

In single-member wards/constituencies, the winner will have the majority of votes (preferences).

Every vote is as effective as possible (depending on the number of preferences indicated) meaning there are fewer “wasted” votes and more votes will contribute to the election of a candidate than under FPP.

Costs

STV election processing costs are 10-15% higher than FPP procession costs

7. Options

Option 1: Note the report and take no further action.

- 7.1 If the Council makes no decision on this issue, the public will be notified that FPP will continue to be the electoral system for the 2025 election unless 5% of the electors (approximately 1,280 electors) demand that a poll be held. To take effect for the 2025 election, the valid demand must be received by 28 February 2024 with the last date for a poll to be held being 21 May 2024.

Option 2: Reaffirm Commitment to First Past the Post

- 7.2 Council could make a resolution reaffirming its commitment to FPP. Such a resolution would be consistent with Council's previous decisions. The decision will be binding for the 2025 and 2028 elections and associated by-elections. The decision will be publicly notified and subject to the same poll demand provisions as in Option 1.

Option 3: Change Electoral System from FPP to STV

- 7.3 Should the Council wish to change its electoral system for the next elections, a decision must be made by 12 September 2023 for it to take effect at the 2025 election. Again the decision will be binding for the 2025 and 2028 elections and associated by-elections. The decision will be publicly notified and subject to the same poll demand provisions as in Option 1.

Option 4: Hold a Poll on the Electoral System

- 7.4 The Council could resolve to conduct a poll on the electoral system to be used for the 2025 election, effectively leaving it to the public to decide. The outcome of the poll would dictate the electoral system for both the 2025 and 2028 elections with no change possible until the 2022 election.
- 7.5 The estimated cost for a poll, based on 26,000 electors is \$110,000 - \$110,000

8. Cost

Option	Cost
Option 1: Note the report and take no further action	There is no cost to change the system.
Option 2: Reaffirm Commitment to First Past the Post	There is no cost to change the system.
Option 3: Change Electoral System from FPP to STV	There is no cost to change the system.
Option 4: Hold a Poll on the Electoral System	The estimated cost for a poll, based on 26,000 electors is \$100,000 - \$110,000 – 0.23% rates.

9. Rate Impact

- 9.1 There are no additional rates impact for option 1, 2 or 3. There is a small rates impact of 0.23% for option 4.

10. Iwi Considerations

- 10.1 As noted in 6.4, the STV system leads to more diversity amongst elected members. However, a decision to change the electoral system will not affect current Governance arrangements with mana whenua.

10.2 Any change to the electoral system will not affect the number of Maori wards.

11. Legal Considerations

11.1 The relevant provisions of the Local Electoral Act 2001 for changing a local authority's electoral system are:

- a local authority may, no later than 12 September two years before the next triennial local election, resolve to change electoral system to take effect for the next two triennial local elections (section 27)
- every local authority must give public notice by 19 September two years before the next triennial local election, of the right for electors to demand a poll on the electoral system and that notice must include a statement that a poll is required to countermand any local authority resolution made on the electoral system (section 28)
- 5% of electors may at any time demand a poll on a proposal that a specified electoral system be used at the election of a local authority (section 29)
- a local authority may, no later than 28 February in the year immediately before the next triennial local election, resolve to hold a poll on the electoral system (section 31)
- if, prior to 28 February in the year immediately before the next triennial local election, either a valid demand for a poll is received (under section 29) or a local authority resolves to hold a poll (under section 31) this is notified to the electoral officer and the poll must be held not later than 82 days after the notification i.e. not later than 21 May in that year, and the result of the poll takes effect for the next two triennial local elections (section 33)
- if a valid demand for a poll is received after 28 February in the year before the next triennial local election, the poll must be held after 21 May in that year and takes effect for the next but one triennial local election and the subsequent election (section 30)

12. Financial Considerations

12.1 If a successful demand for a poll is received the estimated cost to undertake a poll is approximately \$100,000 - \$110,000 which is unbudgeted in the 2023/24 financial year.

13. Other Considerations

The Future for Local Government Review Panel's Recommendation

- 13.1 In its final report of 2023 (attached) - He mata whāriki, he matawānui - the Review Panel for the Future for Local Government encourages the use of STV across all councils and that this be a legislative requirement, rather than the current practice of local authorities being able to choose between systems. The rationale behind this recommendation includes:
- 13.2 The 'winner takes all' system (FPP) is poorly equipped to represent a population's diversity; whereas (STV) can improve representativeness by transferring votes and avoiding 'wasted ballots';
- 13.3 Considered that STV promotes greater diversity;
- 13.4 Potential conflict of interest where elected members perceive they have an increased chance to win under a particular system.

14. Community Engagement

14.1 Timeframes are as follows:

12 September 2023: A local authority MAY resolve to retain or change the electoral system (from the system it used at the 2025 general election) for the next triennial election.

19 September 2023: A local authority **MUST** give public notice of the right of 5% of the electors to demand a poll on the future electoral system for the next two triennial elections and, if a resolution has been made by a local authority by 12 September, then this must be included in the notice.

18 December 2023: A 90-day period **MUST** be given following the public notice allowing electors to gather sufficient signatures to demand that a poll be held to change the electoral system for the next two triennial elections.

22 February 2024: A local authority **MAY** resolve to undertake a poll of electors on a proposal that a specified electoral system be used for the next two triennial elections.

21 May 2024: If **EITHER** a successful demand has been received by 21 February 2024 to hold a poll, **OR** a resolution has been made by a local authority by 21 February 2024, then a poll **MUST** be held by 21 May 2024 to take effect for 2025 and 2028.

15. Next Steps

- 15.1 Any resolution passed by Council at this meeting with regards to the voting system for the 2025 triennial election will be publicly notified as soon as possible after the meeting, well in advance of the legal deadline of 19 September 2023.

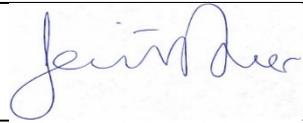
Confirmation of statutory compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their advantages and disadvantages, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

Appendices

There are no attachments for this report.

Author(s)	Ashley Huria Business Performance Manager	
Approved by	Jacinta Straker Group Manager Organisation Performance	
	Monique Davidson Chief Executive Officer	

7.3 Support for Petition Calling for Citizens Initiated Referenda on State Highway Maintenance

File No.: 23/572

1. Purpose

- 1.1 The purpose of this report is for Council to consider whether to allow copies of the New Plymouth District Council's petition calling for a Citizens Initiated Referenda relating to the maintenance of state highways to be made available at appropriate Council facilities.

This report does not directly align with one of Council's top 10 priorities.

2. Recommendation

- 2.1 That Report 23/572 Support for Petition Calling for Citizens Initiated Referenda on State Highway Maintenance be received.
- 2.2 That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.
- 2.3 That Council authorise the Chief Executive to make copies of New Plymouth District Council's petition calling for a Citizens Initiated Referenda available for members of the public to sign at appropriate Council facilities (Option 1).

OR

That Council note the initiative but decline to take part in the gathering of signatures (Option 1).

3. Background

- 3.1 LGNZ members recently agreed to support the following remit with around 98% of the membership in agreement:
- That LGNZ publicly lobby all political parties to increase Crown funding for state highway and local road maintenance budgets.
- Consider and pursue other avenues including the Office of the Auditor General to seek resolution of the issues facing the country in relation to the systemic rundown of our national roading infrastructure.
- 3.2 New Plymouth District Council have developed a petition template which presents information focused on the average remaining surface life of the State Highway Network and calls for an increase in funding of maintenance and renewals of State Highways
- 3.3 The petition claims that Waka Kotahi's maintenance and renewal programme has clearly been insufficient to maintain asset health measured via the average remaining seal life. There are numerous media reports about the issues being faced across New Zealand.
- 3.4 Average remaining seal life is not a metric that can reasonably be used to draw the above conclusion. Average remaining seal life is a metric based on the assumed useful life of the surfacing component of a road, it is not a direct road condition metric and can change drastically by simply altering assumed seal lives in an asset data base. It is possible to have a road in excellent condition with a negative value for the remaining seal life. Remaining seal life is not a strong indicator of asset condition.

- 3.5 Unfortunately Waka Kotahi do not publish any meaningful road condition indices on their Funding and Transport Open Data portal, such as Smooth Travel Exposure, Pavement Integrity Index, or Condition Index.
- 3.6 Waka Kotahi do publish data on their expenditure and work completed.
- 3.7 As of June 2022, the State Highway network comprised of a total of 24,510 lane kilometres, and provided 19.88 billion vehicle kilometres travelled in the 2021/22 financial year.
- 3.8 In 2021/22 Waka Kotahi spent \$771.76M on state highway maintenance, operations and renewals. Resulting in expenditure of \$31,487.56 per lane kilometre of state highway and \$0.039 per vehicle kilometres travelled on state highways in the 2021/22 financial year.
- 3.9 For comparison, in 2021/22 Horowhenua District Council spent \$4.3M on the same activities on 1040 lane kilometres, and provided 93.7M vehicle kilometres travelled on local roads, resulting in \$4126.65 per lane kilometre, and \$0.046 per vehicle kilometre travelled.
- 3.10 As Waka Kotahi spend over 7 times as much money per lane kilometre on road maintenance, operations and renewals, and only 18% less per vehicle kilometre travelled compared to Horowhenua District Council, it is not reasonable to assert that any potential state highway condition deterioration is due to budgetary constraints. Waka Kotahi should be able to spend significantly less per vehicle kilometres travelled on state highways, as asset deterioration from weathering is a less significant factor on busier roads.
- 3.11 If Council are concerned with the state highway network's condition, a better approach would be to call for a review of Waka Kotahi's asset management, contract management and operational management processes.
- 3.12 To accelerate and facilitate this discussion, New Plymouth District Council (NPDC) has initiated the process to trigger a Citizens Initiated Referenda, focused on New Zealand's state highway network maintenance.
- 3.13 The wording, as approved by the Clerk of the House of Parliament, is as follows:

"Should the New Zealand government fund road maintenance at levels sufficient to reverse the current decline in the average age and condition of our national state highway network?"
- 3.14 The goal of the petition is to ask the question and let New Zealanders and the political parties who wish to lead the country through the next term of parliament answer it.
- 3.15 NPDC is seeking to collaborate with councils across the country. Asking Councils to discuss and debate whether they wish to make the petition accessible in council service centres and other facilities throughout Aotearoa.
- 3.16 The objective is to provide as many Kiwis as possible with the opportunity to express their views and send a clear message to all members of parliament about their stance on this crucial aspect of our daily lives.
- 3.17 A copy of the NPDC report is attached.

4. Options

Option 1

- 4.1 Authorise the Chief Executive to make copies of New Plymouth District Council's petition calling for a Citizens Initiated Referenda available for members of the public to sign at appropriate Council facilities.

Option 2

- 4.2 Note this report and take no further action.

5. Next Steps

- 5.1 If Council adopts Option 1 the Chief Executive is authorised to make the petition available at Council service centres and appropriate facilities.
- 5.2 If Council adopts Option 2 no further action is required.

Attachments

No.	Title	Page
A	NPDC report - citizens initiated referendum - 8 August 2023	46

Confirmation of statutory compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,
- is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

Signatories

Author(s)	Grayson Rowse Principal Advisor - Democracy	
	James Wallace Land Transport Manager	
Approved by	Monique Davidson Chief Executive Officer	

NOTICE OF MOTION – MAYOR NEIL HOLDOM – PETITION
CALLING FOR CITIZENS-INITIATED REFERENDA ON STATE
HIGHWAY MAINTENANCE

MATTER / TE WHĀINGA

- The matter for consideration by the Council is whether to allow copies of the New Plymouth District Council petition calling for a Citizens-Initiated Referenda relating to the maintenance of state highways to be made available at appropriate Council facilities.

RECOMMENDATION FOR CONSIDERATION / NGĀ WHAIKUPU

That having considered all matters raised in the report Council authorises the Chief Executive to make copies of the New Plymouth District Council petition calling for a Citizens-Initiated Referenda available for members of the public to sign at appropriate Council facilities.

COMPLIANCE / TŪTOHU	
Significance	This matter is assessed as being of some importance
Options	<p>This report identifies and assesses the following reasonably practicable options for addressing the matter:</p> <ol style="list-style-type: none"> Authorise the Chief Executive to make copies of Council's petition calling for a Citizens-Initiated Referenda available for members of the public to sign at appropriate Council facilities. Do not authorise the Chief Executive to make copies of Council's petition calling for a Citizens-Initiated Referenda available for members of the public to sign at appropriate Council facilities
Affected persons	The persons who are affected by or interested in this matter are the current and future ratepayers and residents of New Plymouth District.
Recommendation	This report recommends option one for addressing the matter.
Long-Term Plan / Annual Plan Implications	No
Significant Policy and Plan Inconsistencies	No

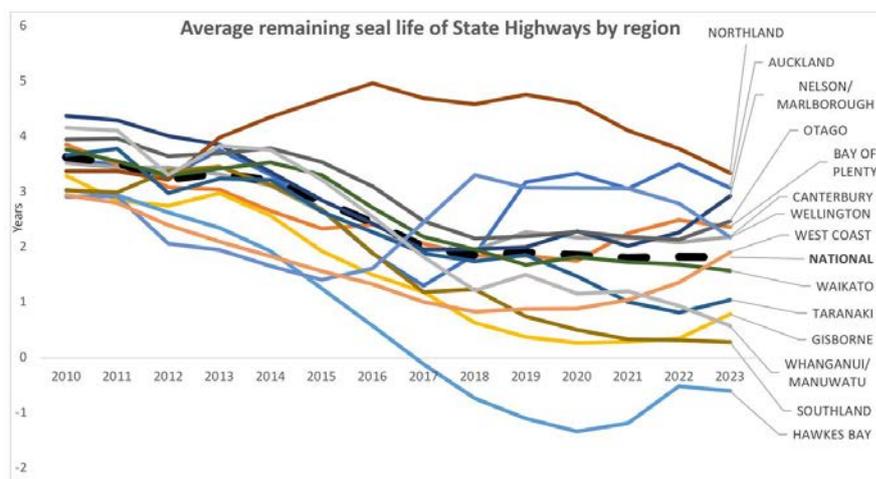
EXECUTIVE SUMMARY / **WHAKARĀPOPOTOTANGA MATUA**

2. I recommend that Council allow copies of the New Plymouth District Council petition calling for a Citizens-Initiated Referenda relating to the maintenance of state highways to be made available at appropriate Council facilities.
3. This is important to action prior to the general election in October 2023 to encourage political parties to outline their policies relating to the maintenance of the national state highway network.

BACKGROUND / WHAKAPAPA

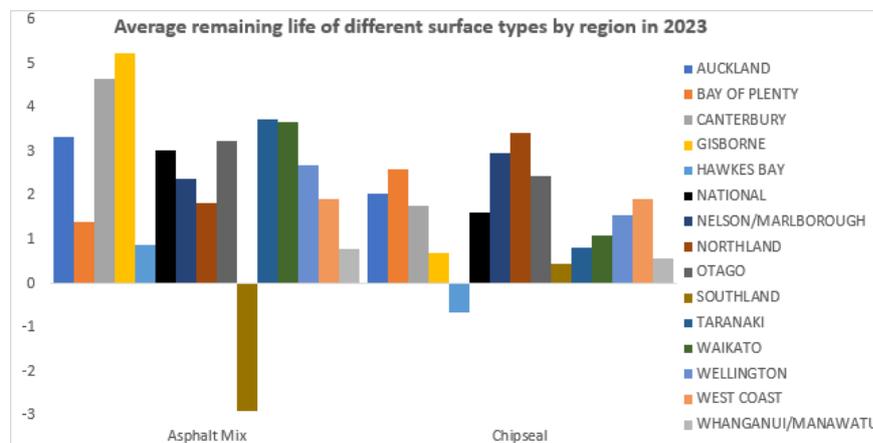
4. Local Government New Zealand (LGNZ) members recently agreed to support the following remit with around 98% of the membership in agreement:
 - a) That LGNZ publicly lobby all political parties to increase Crown funding for state highway and local road maintenance budgets.
 - b) Consider and pursue other avenues including the Office of the Auditor General to seek resolution of the issues facing the country in relation to the systemic rundown of our national roading infrastructure.
5. The Waka Kotahi maintenance and renewal programme has clearly been insufficient to maintain asset health measured via the average remaining seal life. There are numerous media reports about the issues being faced across Aotearoa.

State highway seal quality



Data source: Waka Kotahi 2023 pre Cyclone Gabrielle

6. Graph 1 (above) shows the average remaining seal life of state highways by region. This information was obtained under the Official Information Act 1982 from Waka Kotahi
7. It shows the significant decline in the average seal life of state highways in New Zealand
8. Nationally, the average remaining life in 2010 was 3.6 years. In 2018 this declined to around 1.8 years and remains steady. However, at a regional level there are large discrepancies.
9. In 2010, every region had an average remaining seal life of between 2.9 and 4.4 years (a range of 1.5 years difference). By 2023, the range was from -0.6 to 3.3 years (a range of 3.9 years) with four regions having a seal age of less than one year, including Hawke's Bay which recorded its seventh year with an average of less than zero.
10. The issue nationally is predominantly with chipseal roads rather than asphalt mix, with some exceptions. In 2023, across chipseal roads, five regions have an average remaining life of less than one year, with Hawke's Bay roads again below zero.
11. Within asphalt roads, Southland set an unfortunate record with an average remaining life of -2.5 years. Graph 2 (below) shows the average remaining life of different surface types by region today.



Road transport funding

12. Last year LGNZ commissioned Infometrics to undertake a report into trends in road transport funding. That report noted that funding for roads per kilometre travelled only increased by 0.8% per annum in the five years to 2021, whilst construction costs increased 1.1% per annum in the same five years. That report ended its analysis in 2021.
13. With considerable cost inflation over the past two years and decreased land transport revenue due to Covid, it is almost certain that the funding gap has grown even further. Inflation for Heavy and Civil Engineering Construction peaked at 15.1% pa in the September 2022 quarter.
14. That increased funding gap for roads is likely to result in even further pressure on state highway maintenance and lifespans.
15. The national stabilisation of the average remaining life of state highways may falter in the coming years, seeing further downward movement. Such a decrease will see more parts of the state highway network fail.
16. This year the government is developing its next Government Policy Statement on Land Transport (the GPS). The GPS sets the funding buckets for Waka Kotahi.
17. Influencing the development of the next GPS is one key way in which to ensure regional state highways do not continue to deteriorate. The Land Transport Management Act 2013 specifically states the Minister must regard the views of LGNZ.

Public engagement

18. An important step in resolving the current state highway pavement crisis is engagement with the public to clarify expectations.
19. Members of our community deserve an opportunity to communicate their views on the maintenance of our roading infrastructure.
20. To accelerate and facilitate this discussion, New Plymouth District Council (NPDC) has initiated the process to trigger a Citizens Initiated Referenda, focused on New Zealand's state highway network maintenance.
21. The wording, as approved by the Clerk of the House of Parliament, is as follows:
"Should the New Zealand government fund road maintenance at levels sufficient to reverse the current decline in the average age and condition of our national state highway network?"

-
22. The goal of the petition is to ask the question and let New Zealanders and the political parties who wish to lead the country through the next term of parliament, answer it.
 23. NPDC is seeking to collaborate with councils across the country. Asking councils to discuss and debate whether they wish to make the petition accessible in council service centres and other facilities throughout Aotearoa.
 24. The objective is to provide as many New Zealanders as possible, with the opportunity to express their views and send a clear message to all members of parliament about their stance on this crucial aspect of our daily lives.

CLIMATE CHANGE IMPACT AND CONSIDERATIONS / HURINGA ĀHUARANGI

25. There are no climate change impacts or considerations relating to a petition calling for a citizen-initiated referendum.

REFORM IMPLICATIONS

26. There are no implications in relation to Local Government Reform resulting from this report and a petition calling for a citizen-initiated referendum.

NEXT STEPS / HĪKOI I MURI MAI

27. If the Council approves the recommendation the Chief Executive will be authorised to make the petition available at council service centres and appropriate facilities
28. **If Council doesn't approve the recommendation, there are no next steps.**

SIGNIFICANCE AND ENGAGEMENT / KAUPAPA WHAKAHI RAHIRA

29. In accordance with the Council's Significance and Engagement Policy, this matter has been assessed as being of some importance because there are very minor financial or other impacts resulting from providing our community with this opportunity.

OPTIONS

Option 1

Authorise **the Chief Executive to make copies of Council's petition calling** for a Citizens-Initiated Referenda available for members of the public to sign at appropriate council facilities.

Option 2

Do not authorise **the Chief Executive to make copies of Council's petition** calling for a Citizens-Initiated Referenda available for members of the public to sign at appropriate council facilities.

Financial and Resourcing Implications / Ngā Hiraunga ā-pūtea, ā-rauemi

30. There are very minor financial or resourcing implications of making printed copies of the petition available.

Risk Analysis / Tātaritanga o Ngā Mōrearea

31. There are no risks associated with either option.

Promotion or Achievement of Community Outcomes / Hāpaitia / Te Tutuki o Ngā Whāinga ā-hāpori

32. Option one contributes to community and delivery community outcomes by providing an opportunity for members of our community to express their views on maintenance of the state highway network.

Statutory Responsibilities / Ngā Haepapa ā-ture

33. Option one meets the purpose of local government in the Local Government Act 2002 to "promote the social, economic, environmental, and cultural well-being of communities in the present and for the future" through providing an opportunity for all New Zealanders to express their views on a more sustainable funding model for roading infrastructure maintenance.

Consistency with Policies and Plans / Te Paria i ngā Kaupapa Here me ngā Mahere

34. Both options are consistent with Council policies and plans.

Participation by Māori / Te Urunga o Ngāi Māori

35. There **has been no participation by Māori in the development of this report**, however a more sustainable funding and financing model for transport infrastructure would enable Council to meet other obligations and aspirations relating to Māori.

Community Views and Preferences / Ngā tirohanga me Ngā Mariu ā-hāpori

36. Option one provides an opportunity for members of our community to determine whether they wish to sign the petition.

Advantages and Disadvantages / Ngā Huanga me Ngā Taumahatanga.

37. The advantage of option one is that Council demonstrates its commitment to raising awareness of the importance of state highway maintenance.
38. The disadvantage of option two is that it does not help provide our community with an opportunity to have a say on the issue.

Recommended Option

This report recommends option one *Authorise the Chief Executive to make copies of Council's petition calling for a Citizens-Initiated Referenda available for members of the public to sign at appropriate council facilities* for addressing the matter.

APPENDICES / **NGĀ ĀPITI HANGA**

Appendix One Notice of Motion – petition calling for Citizens Initiated referenda on State Highway Maintenance (ECM 903577)

ECM 9039576

-----End of Report -----

File No.: 23/565

7.4 Council's response to concerns raised over the increase in vaping for young people and children

1. Purpose

- 1.1 This report is in essence a discussion document that aims to get a decision from Council on the direction Council Officers should take surrounding the reported growing use and availability of vape products, in particular among young people and children.

This report does not directly align with one of Council's top 10 priorities.

2. Recommendation

- 2.1 That Report 23/565 Council's response to concerns raised over the increase in vaping for young people and children be received.
- 2.2 That this matter or decision is recognised as not significant in terms of S76 of the Local Government Act.
- 2.3 That Council notes the report but takes no further action at this point in time, noting the existing work being undertaken within the Community Development work programme (Option 1).

OR

That Council request the Chief Executive prepare a further report detailing possible roles for Council and resourcing implications (Option 2).

3. Background / Previous Council Decisions

- 3.1 Councillors received an email from a representative of the Vape-free Kids Group on 11 July 2023. The email was asking Councillors to consider support two Vape-Free Kids NZ petitions and also provide advocacy to central Government on a number of areas, mainly in the regulatory management in the sale of vape products. A copy of the email can be found as an attachment to this report.
- 3.2 The email received also encouraged Councillors to sign two petitions. Broadly speaking, the intention of the petitions was to ban the sale of vape products from non-specialist stores such as local dairies. One of the petitions is before Parliament and closed for signatures on 10 August 2023. That petition will now be considered before Select Committee before being referred to the Minister. The other petition is a Change.org petition and has also closed for signatures.
- 3.3 In receiving that email, Deputy Mayor Allan in his capacity as Acting Mayor at the time, requested that the CE prepare a paper for Councillors to consider. Deputy Mayor Allan noted that Council has shown good leadership with reducing the effects of smoking in the past and this could be an opportunity for newer Councillors around the table to address concerns raised over vaping.
- 3.4 It should be noted that Council has, in the past done some work to promote positive health outcomes for the community regarding vaping by way of a policy it adopted in June 2022. *The Smokefree and Vapefree Environment Policy* was updated to include vaping, aligning

the policy with the Smokefree Environments and Regulated Products (Vaping) Amendment Act 2020. A copy of this policy is attached to this report.

4. Discussion

- 4.1 At this point in time, Council Officers do not have any specific work programme items relating to reducing the impacts of vaping within the community.
- 4.2 That said, Council Officers do provide support to the Horowhenua Youth Services Network through the work of the Community Development Team. Within that forum, of which Councillor Tukapua is Chair has a dedicated work stream that focuses on understanding the impact that vape products are having on our younger communities. The work group, made up of key people from within our social sector are keeping up to speed with legislative changes and what support is needed here in Horowhenua.
- 4.3 In preparing this report, Council Officers have not proactively sought a detailed understanding of the law surrounding vaping including any incoming legislation.
- 4.4 Depending on the direction that Council wishes to take, it is the opinion of Council Officers, that if Council chose to play a role in reducing the impacts of vaping, there are a number of high-level approaches that could potentially be considered as listed below:

Community Education Approach

- 4.5 Council Officers continue to work alongside our community networks and partners such as the Horowhenua Youth Services Network who have already identified this as a priority and support them with their work. Details are yet to be determined and will be led by the community with support from Council.

Retailer Education Approach

- 4.6 Council Officers prepare and launch a small campaign alongside community groups and networks to assist vape product retailers to understand their obligations under the legislation and in particular about the sale of products to children and young people.

Council Advocacy Approach

- 4.7 Council Officers will continue to monitor any legislative changes within Parliament and perform an advocacy role upon the instruction and direction of Council when required. This could include preparing letters to the Minister of Health on behalf of Council.

Regulatory Approach

- 4.8 At this point in time, Council's Customer and Compliance Team are unaware of any regulatory changes that warrant them to educate, restrict or change the way that vape products are sold within businesses. The Team will continue to monitor any legislative changes and report back to Council, if necessary.
- 4.9 Additionally, Council could consider incorporating the intention of The Smokefree and Vapefree Environment Policy into The Public Places Bylaw which is due for review within the next 12 months. By doing so, Council would have the ability to enforce those who do not adhere to the Policy and therefore the Bylaw. Noting that Council Officers in the first instance, typically follow an education-first approach.

5. Options

- 5.1 As the purpose of this report is essentially a discussion document, the options moving forward, largely sit with Council and the direction they instruct the CE to take. However, to provide some guidance, Council Officers suggest that the Council consider one of the two options listed below.

Option 1: Council takes no further action at this point in time.

- 5.2 This option would result in Council Officers not spending any additional time directly on the topic or issue of vaping. Council Officers would continue to support our community networks and groups who are working in this space as per our normal Community Development work programme. Noting that with this option, if any additional new information was made available to Council Officers and if it was deemed necessary, this would be conveyed back to Council.

Option 2: Council prepares further detailed options for Council to consider.

- 5.3 This option would require Council Officers to spend some time to fully understand what support it can offer to the community to help reduce the impact of vaping in our younger population. Once done, Council Officers would feedback to Council alongside the time commitment from Council and associated costs, if any. Ideally, if this was the option that the Council agreed with, Council Officers could communicate back to Councillors by the end of November 2023.

6. Cost

- 6.1 The cost associated with either option is unknown, however, it would be the intention that any costs would be absorbed within existing operational budgets (Community Development).

Rate Impact

- 6.2 There will be no Rate impacts arising.

7. Community Wellbeing

- 7.1 The overall intention of this report is to consider how we can best support our community regarding this issue and no matter what direction is chosen, the community will be at the heart of any work undertaken.
- 7.2 Council's Strong Communities (Community Wellbeing Strategy 2021-24) identifies in its action plan that Council will "continue to be an advocate for our community" and the essence of this report, reflects this priority.

8. Consenting Issues

- 8.1 There are no Consents required or consenting issues arising.

9. LTP Integration

- 9.1 There is no LTP programme related to the options or proposals in this report. There are no Special Consultative Processes required.

10. Consultation

- 10.1 There was no consultation required to be undertaken.

11. Legal Considerations

- 11.1 There are no Legal Requirements or Statutory Obligations affecting options or proposals at this stage in the discussion.

12. Financial Considerations

- 12.1 There is no financial impact at this stage in the discussion. In most of the discussion points, identified in this report, any costs or financial considerations would be absorbed in existing

operational budgets (Community Development) unless a more significant project is identified and supported by the Council.

13. Iwi Considerations

- 13.1 At the time of writing this report, there are no known Iwi Considerations. For the purposes of this report, views have not been sought.
- 13.2 If Council wish to pursue some form of action in relation to this matter, Council Officers will engage with our Iwi/hapu partners on the work they're already doing in this space and how we could potentially collaborate moving forward.

14. Climate Change Considerations

- 14.1 There is no Climate Change impact.

15. Environmental Considerations

- 15.1 There are no Environmental considerations.

16. Health & Safety Considerations

- 16.1 There is no Health & Safety impact.

17. Other Considerations

- 17.1 There are no other considerations.

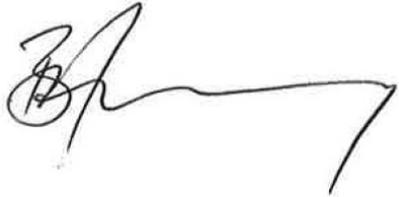
18. Next Steps

- 18.1 Council need to consider the options and ideas discussed in this report. Following that discussion and decision, if need be, Council Officers will share a timeframe and plan on their suggested way forward.
- 18.2 If Council choose to take no further action at this point, Council Officers will not start any new work in this space but will continue to support community networks and groups within their existing Community Development work programme.

1. Attachments

No.	Title	Page
A	Vapefree Email to Councillors	58
B	HDC Smokefree and Vapefree Policy	61

Author(s)	Mark Hammond Community Facilities and Services Manager	
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Approved by	Brent Harvey Group Manager - Community Experience & Services	
	Monique Davidson Chief Executive Officer	



Begin forwarded message:

From: [REDACTED]
Date: 11 July 2023 at 11:22:33 AM NZST
To: Mayor Bernie Wanden <mayor@horowhenua.govt.nz>, David Allan <cr.david.allan@horowhenua.govt.nz>, Mike Barker <cr.mike.barker@horowhenua.govt.nz>, Rogan Boyle <cr.rogan.boyle@horowhenua.govt.nz>, Ross Brannigan <cr.ross.brannigan@horowhenua.govt.nz>, Clint Grimstone <cr.clint.grimstone@horowhenua.govt.nz>, Nina Hori Te Pa <cr.nina.horitepa@horowhenua.govt.nz>, Sam Jennings <cr.sam.jennings@horowhenua.govt.nz>, Paul Olsen <cr.paul.olsen@horowhenua.govt.nz>, Jonathan Procter <cr.jonathan.procter@horowhenua.govt.nz>, Justin Tamihana <cr.justin.tamihana@horowhenua.govt.nz>, Piri-Hira Tukapua <cr.piri-hira.tukapua@horowhenua.govt.nz>, Alan Young <cr.alan.young@horowhenua.govt.nz>, Monique Davidson <moniqued@horowhenua.govt.nz>, David McCorkindale <davidbm@horowhenua.govt.nz>, Daniel Haigh <danielh@horowhenua.govt.nz>, Brent Harvey <BrentH@horowhenua.govt.nz>, Jacinta Straker <jacintas@horowhenua.govt.nz>, Blair Spencer <Blairsp@horowhenua.govt.nz>
Cc: [REDACTED]
Subject: Council advocacy is urgently needed on the youth vaping epidemic in Aotearoa

Kia ora koutou,

Council advocacy is urgently needed on the youth vaping epidemic in Aotearoa

I write to you, as a concerned member of the Vapefree Kids group, to ask you to please take action on the epidemic of youth vaping taking hold in our community.

You are leaders in the national Smokefree arena with your commitment to a Smokefree and vapefree community, your strong and comprehensive Smokefree and vapefree policy, and your support for Smokefree 2025 both locally and at a LGNZ level.

Thanks to the Council previously committing to Smokefree policies, we are now able to enjoy outdoor Smokefree environments as the norm, smoking rates have decreased, and our knowledge and community commitment to Smokefree environments has also increased.

However, we are now in the unenviable situation of having an oversupply of vape shops near our schools, playgrounds, sports fields, marae, community spaces and shopping centres. These community spaces are intended as safe, family-friendly places that our children frequent often on a daily basis; attending education, walking to and from school, and taking part in sporting and community activities with friends and whanau.

Thanks to the marketing tactics employed by tobacco companies (bright-coloured packaging, attractive names, and kid-friendly flavours) thousands of our tamariki and rangatahi are being enticed into vaping and now struggle with nicotine addiction.

Vaping among Year 10 students has tripled since 2019, according to The ASH Year 10 Snapshot survey. Our schools and families have been left burdened with the harmful impact of vaping, with very little support or resources to break this terrible addiction.

At last year's LGNZ AGM, concerns about the growing vaping epidemic in the community and alarms about the proliferation of vape shops resulted in 79% Councils supporting Kaipara District Council remit to Government to:

- Restrict the sale of vaping products to R18 specialist vape stores; and
- Develop proximity limits to prevent the clustering of vaping product retailers and protect young people.

Since the LGNZ 2022 submission where 650 specialist retailers were registered, we now have 1320 specialist vape shops registered, many concentrated within 1 km of a school and in areas of high deprivation.

I ask that the Council urgently advocate for stronger regulations to protect youth in our community and Aotearoa from vaping harm.

Call to Action:

1. I ask that you support the two Vape-Free Kids NZ petitions calling for the removal of vape products from dairies and other non-specialist vape shops:

petitions.parliament.nz/2a168fb2-ec46-478c-52f5-08db2efc521d

www.change.org/vapefreekidsnz

2. I ask that you advocate to Central Government to:
 - Say no to more vape retailers in Aotearoa
 - Set a maximum number of vape retailers within Aotearoa, as proposed for tobacco retailers.
 - Implement a sinking lid on all specialist vape retailers (SVRs) located within 1km proximity of schools, marae, playgrounds, and sports fields.
 - Advocate for tighter regulations than those presently proposed.

-
- Support Smokefree Environments and Regulated Products Act Enforcement Officers.
 - Implement plain (black and white) packaging with warnings on all vape products.
 - Restrict flavour varieties as well as flavour names.
 - Prohibit all vaping products from being displayed as per tobacco-related products.
 - Restrict the sale of all vapes to specialised vape retailers.
 - Have stronger penalties that include losing approval on breach of compliance, such as selling to minors.
 - Require training in vapes being used as smoking cessation tools.
 - Invest in support for schools, communities, and parents and allow existing Stop Smoking Services to support those who vape to quit, including our rangatahi.

Council has a crucial leadership role in the well-being of our community, creating the environments to support the vision of a safe and healthy place where we live, work and play. The community needs your aspirational leadership to continue.

Please put the health and well-being of our most vulnerable, our children, and our future generations, at the heart of your decision-making.

Thank you for always taking the time to consider these issues relating to community wellbeing. I look forward to your response.

Ngā mihi nui

[Redacted]

[Redacted]

[Redacted]

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[Redacted]



Smokefree and Vapefree Environment Policy

May 2022



Introduction

The purpose of the Smokefree and Vapefree Environment Policy is to support Horowhenua District Council's commitment to promote positive health outcomes for our community.

Council recognises that exposure to second-hand tobacco and vaping smoke is a significant health risk and has adopted a "Smokefree and Vapefree" Policy in accordance with the provisions of the Smoke Free Environments and Regulated Products Act 1990 (the Act) and the Smokefree Environments and Regulated Products (Vaping) Amendment Act 2020. The Government has committed to a goal of less than 5% smoking nationwide by 2025. By focusing on public outdoor areas and supported events, Horowhenua District Council will be proactive and demonstrate leadership by promoting a Smokefree and Vapefree environment as being both desirable and the norm in Horowhenua.

Policy Objectives

The Council, in collaboration with partner organisations, will work towards achieving the following objectives:

- Improve the health and wellbeing of Horowhenua's communities by reducing the prevalence of smoking and vaping and de-normalising smoking behaviour.
- Fewer people smoke and vape in public places.
- Businesses and other organisations designate their premises "Smokefree and Vapefree".
- The prevalence of smoking and vaping in Horowhenua continues to decrease over time.

Application

The Policy intends to educate the public and send a positive message to the Horowhenua community that our people's health and the environment should be protected from the effects of smoking and vaping.

The public will be encouraged through appropriate signage and publicity to maintain a clean, healthy environment in areas deemed smokefree and vapefree.

Policy Guidelines

Smokefree Environments

In order to prevent the detrimental effects of smoking and vaping on the health of any person who does not smoke or vape, or who does not wish to be exposed to second-hand smoke; this Policy outlines that:

The following Council-administered areas in Horowhenua District are designated smokefree and vapefree:

- **All outdoor facilities** including all stadiums, sports grounds, outdoor swimming pools and any other outdoor facilities.
- **All health centres** including all associated public outdoor areas.
- **All playgrounds and skate-parks**, including those not located within a park or reserve.
- **All sports fields** including associated spectator areas.
- **All parks, reserves and cemeteries** including all local and regional parks.
- The public outdoor areas associated with Horowhenua District Council **service centres, libraries, community facilities, museums, leisure centres and recreation centres**.
- **All transport areas** including bus stations, taxi ranks and train stations.

Under the Smokefree Environments and Regulated Products (Vaping) Amendment Act 2020, the following places will also be smokefree and vapefree:

- **All early childhood centres, primary, and secondary schools** including all associated public outdoor areas and the footpath directly in front of the property boundary.

Council may, from time to time, by resolution specify any part or parts of the District as a smokefree or vapefree public place. This will be publically consulted before it takes effect.

All events run by Horowhenua District Council will be smokefree and vapefree, and any event supported or sponsored by Council will be encouraged to be smokefree and vapefree.

Education and Enforcement

The successful implementation and continued success of this Policy will require a collaborative approach to communication and education between Council and the wider community.

This Policy is educational and will be self-policing and supported by persuasion rather than punitive enforcement.

Council may take additional action in the case of a persistent issue.

Signage

Wherever practicable, the areas where smoking and vaping is prohibited will be signposted, to communicate smokefree and vapefree zones.

Council will engage with key smokefree and vapefree advocacy groups to promote a positive smokefree and vapefree message, and communicate the intent of the Policy through all media platforms to inform and educate the public.

Council will also engage with local food premises with outdoor dining about the benefits of having smokefree and vapefree outdoor areas. Practical support can be offered such as signage and posters to any willing businesses.

References

- Smoke-Free Environments and Regulated Products Act 1990 and Smokefree Environments and Regulated Products (Vaping) Amendment Act 2020
- Health and Safety at Work Act 2015

7.5 Housing Action Plan Review

File No.: 23/568

1. Purpose

- 1.1 The purpose of this report is to inform Council of the establishment of a Housing Action Plan Working Party to both review and oversee the ongoing direction and delivery of the Housing Action Plan first established in 2019.
- 1.2 The report seeks appointment from Council of two of its members to join the working party to provide oversight and connection to the direction. Given the long gestation timing and commercial sensitivity often attached to developments, there would be benefit in enabling representative Councillors to have a level of oversight and confidence around the ongoing direction and delivery of the plan.
- 1.3 Consideration was given to the current demands on elected member time and this gave rise to the proposed focussed Working Party proposal.

This report directly aligns with one of Council's top 10 priorities "Enabling affordable housing that meets the needs of a growing population through the implementation of the Housing Action Plan".

2. Recommendation

- 2.1 That Report 23/568 Housing Action Plan Review be received.
- 2.2 That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.
- 2.3 That Council appoint Cr [name] and Cr [name] to the Housing Action Plan Working Party.
- 2.4 That the working party Housing Action Plan refresh/review to be completed prior to the end of 2023, targeting a return to Council for approval in November 2023.

3. Background/Previous Council Decisions

- 3.1 Council adopted its Housing Action Plan on 2 October 2019.
- 3.2 Since then, a number of national and global events have occurred. Most notably COVID 19 have changed the macro drivers of the affordable housing concept.
- 3.3 Many of the key principles of the 2019 Housing Action Plan document are aspirational and difficult to measure in absolute terms. It is hoped a review may enable greater clarity around the outcomes sought and thus what levers are key in shifting the dials in the housing space to deliver for those most in need in our community.

4. Issues for Consideration

- 4.1 The Housing Action Plan review is one of the actions identified to meet the priority of 'Enabling Affordable Housing' of Councils Top Ten priorities for 2023/24, and is linked to 'Enabling Affordable Housing/Housing Action Plan' deliverable in the CEs performance agreement.
- 4.2 There is a need to progress this action in the short term to enable Council to take advantage of emerging opportunities and to realign the plan with changed economic and societal landscape. However, with the already very ambitious plan of work for Council, in particular the 2024 Long Term Plan, officer's recommend a working party be formed, and include representatives of the governance group and management be formed to review and redevelop the plan. The suggestion of a working group reflects the existing workload of

elected members, which means it would be very difficult to bring the full Council together to work on this review. This is a review only so the general direction of Council has already been set. The working group will present the final revised plan to Council for adoption.

- 4.3 The Housing Action Plan working party group will be made up of two Group Managers (GM Housing & GM Community) and two nominated Elected Members. The working party will refresh the intent of the 2019 plan with the view to redefining the direction and reconsider the tools available to deliver in this space ongoing.
- 4.4 It is important that when refreshing the plan, the key principles are clearly scoped and defined and measurable outcomes developed. Our delivery to our community will be measured by our progress towards those outcomes,
- 4.5 In many cases the answer to more affordable and social housing opportunities will sit with the creation of additional housing stock, be those new builds, renovations to code on existing dwellings or creating access to vacant ('ghost') dwellings. Council's primary role therefore will largely be as an influencer and not as builder.
- 4.6 The intent is to bring the revised and refreshed 2019 Housing Action Plan back to Council in the near future. The revised plan will align to current market conditions and clearly outline what the key deliverables are, along with how each of these will be tangibly measured.

Attachments

There are no attachments for this report.

Confirmation of statutory compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

Signatories

Author(s)	Blair Spencer Group Manager Housing & Business Development	
Approved by	Monique Davidson Chief Executive Officer	

7.6 Final Capex Carry Forward to 2023-24

File No.: 23/573

1. Purpose

- 1.1 The purpose of this report is to finalise the capex carry forward to the 2023/24 capital budget.

This report directly aligns with one of Council's top 10 priorities "Get the basics right and support the customer focused delivery of core services".

2. Recommendation

- 2.1 That Report 23/573 Final Capex Carry Forward to 2023-24 be received.
- 2.2 That the Council approves the proposed changes to the capital projects that are outlined in Appendix 1.
- 2.3 That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

3. Background/Previous Council Decisions

- 3.1 When the 2023/24 Annual Plan was approved in June 2023, the total capital programme of \$61.7m included estimated carry forwards of \$12.1m.
- 3.2 Now that the actual capital spend of \$35.3m has been finalised as of 30 June 2023, a final wash up is required.
- 3.3 As part of finalising the 2022/23 results, a total net change of \$1.2m is requested to the 2023/24 budget. Some projects included in the original carry forward spent more than they forecast as of 30 June 2023 and it is recommended to reduce their 2023/24 revised budget by the amount of the overspend and some projects were completed as planned.
- 3.4 Please note that this does not change the currently funded capital delivery of \$35m.

4. Issues for Consideration

- 4.1 The net requested carry forward is \$1.2m. The effect of agreeing to the requested carry forwards is \$1.2m but is not expected to increase borrowings.
- 4.2 Conversations will continue with Elected Members on the prioritisation of capital programme for the 2023/2024 year.

Attachments

No.	Title	Page
A↓	Capital Expenditure Carry Forward Requests - August 2023	69

Confirmation of statutory compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,
- is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

Signatories

Author(s)	Abraham Chamberlain Manager Financial Planning and Reporting	
Approved by	Jacinta Straker Group Manager Organisation Performance	
	Monique Davidson Chief Executive Officer	

Activity Group	Activity	CC	WO Name	Original Budget 22/23	22/23 YTD 30 Jun Spend	Remaining budget	Carry Forward Already Requested	Balance Available to Carry Over	Requested Carry Over	2023/24 budget loaded	2023/24 Revised Budget
Community Experience and Services	Community Facilities	Aquatic Centres	Foxton Building Renewals	\$5,434,207	\$2,582,824	\$2,851,383	\$2,000,000	\$851,383	\$851,383	\$2,500,000	\$3,351,383
Community Experience and Services	Community Infrastructure	Reserves	Waitare Domain improvements	\$56,485	\$47,511	\$8,974	\$40,302	-\$31,328	-\$40,302	\$111,787	\$71,485
Community Experience and Services	Community Infrastructure	Reserves	Develop new vehicle access to Waikawa Beach	\$300,000	\$93,540	\$206,460	\$310,000	-\$103,540	-\$103,540	\$310,000	\$206,460
Community Experience and Services	Compliance	Animal Control	Animal Control - Dog Pound facility refurb investigation	\$26,000	\$3,253	\$22,748	\$0	\$22,748	\$22,000	\$0	\$22,000
Community Experience and Services	Property	General Property	Waitare Beach Surf life club saving design and build	\$4,086,488	\$2,871,348	\$1,215,140	\$1,417,512	-\$202,372	-\$202,372	\$1,717,512	\$1,515,140
Community Infrastructure	Stormwater	Stormwater	Queen St discharge & resource consent	\$218,000	\$231,526	-\$13,526	\$100,000	-\$113,526	-\$113,526	\$350,000	\$236,474
Community Infrastructure	Wastewater	Levin Wastewater	Levin reticulation upgrade - growth	\$1,327,000	\$80,637	\$1,246,363	\$1,269,212	-\$22,849	-\$22,849	\$2,269,212	\$2,246,363
Community Infrastructure	Water Supply	Foxton Water Supply	Foxton Water Treatment Plant - Renewals	\$155,250	\$75,151	\$80,099	\$85,000	-\$4,901	-\$4,901	\$155,000	\$150,099
Community Infrastructure	Water Supply	Levin Water Supply	Tara-Ika - Water Reticulation	\$2,381,000	\$682,394	\$1,698,606	\$0	\$1,698,606	\$418,000	\$0	\$418,000
Community Infrastructure	Water Supply	Shannon Water Supply	Shannon Water Reticulation - Shannon - Mangaore Renewals	\$1,506,000	\$886,057	\$619,943	\$0	\$619,943	\$450,000	\$1,500,000	\$1,950,000
Community Infrastructure	Water Supply	Shannon Water Supply	Shannon Water Treatment Plant - Renewals	\$293,209	\$56,664	\$236,545	\$250,000	-\$13,455	-\$13,455	\$300,000	\$286,545
									\$1,240,438		

File No.: 23/576

7.7 Wellington Regional Leadership Committee - update to Terms of Reference to incorporate the Future Development Strategy

1. Purpose

1.1 The purpose of this report is to:

- a) seek approval for the amended Terms of Reference for the WRLC (WRLC) to incorporate the Future Development Strategy (FDS), and,
- b) appoint one elected member, to be a member of the Joint Committee Subcommittee for the FDS for the purposes of hearing submissions.

This report does not directly align with one of Council's top 10 priorities, however has strong alignment with the priority " Provide advocacy and leadership to Ōtaki to North Levin Expressway Project".

2. Executive Summary

- 2.1 The WRLC is in the process of developing a FDS, which updates the Wellington Regional Growth Framework (WRGF). The development of the WRGF was supported by an Agreement and Terms of Reference (TOR) signed by all councils involved in the process.
- 2.2 At the time that the Agreement and TOR was signed the FDS was not anticipated. To address this, and to ensure that the WRLC has the appropriate powers to sign off the FDS, an update is required to the Agreement and TOR.
- 2.3 This report identifies the process that was undertaken and options that were considered to enable a sign off process. This involved a two-step process:
 - a) Step 1: the WRLC agree which option for signoff of the draft FDS, signoff of the final FDS and the establishment of a Hearings Panel it endorses.
 - b) Step 2: as required by the Local Government Act, any changes to the WRLC Agreement and TOR, needs to be agreed by all ten councils.
- 2.4 Step 1 is complete, and this report seeks agreement from Council to approve the updated Agreement and TOR.
- 2.5 To ensure that there is equitable participation for all Councils taking part in the process, the report also seeks that a representative of each Council is appointed to the sub-committee of the WRLC to specifically hear submissions on the FDS.

3. Recommendation

- 3.1 That Council notes that on 8 September 2021, the Council resolved to establish the WRLC and for Council to become a member of it. The matters that Joint Committee

- addresses now need updating and these resolutions reflect those updates. These resolutions should be read as being in addition to the original resolutions,
- 3.2 That Council agrees the WRLC continues as a joint committee under clause 30(1)(b) of Schedule 7 of the Local Government Act 2002, but on the amended terms set out in the Joint Committee Agreement (dated 2023), with the amendments in effect from the date the WRLC Joint Committee Agreement is signed by all local authority parties,
 - 3.3 That Council notes the main amendments provide for the WRLC to:
 - a) undertake the work necessary to inform, prepare and finalise the FDS in accordance with the National Policy Statement for Urban Development 2020 (NPS-UD),
 - b) establish a Joint Committee Subcommittee to hear submissions on the draft FDS (and any updates) and make recommendations to the WRLC on those submissions (which will make the final decision on the FDS),
 - c) undertake regular reviews of the FDS,
 - d) prepare the implementation plan in support of the FDS, and,
 - e) implement the FDS.
 - 3.4 That Council authorises the WRLC to appoint a Joint Committee Subcommittee for the FDS to hear and make recommendations on submissions received on the draft FDS to be developed under the NPD-UD (and any updates to that Strategy),
 - 3.5 That Council approves the amended WRLC Joint Committee Agreement, including the amended Terms of Reference for the Joint Committee and the new Terms of Reference for the Joint Committee Subcommittee for the FDS. (Noting that as required by the existing Agreement, the WRLC Joint Committee has endorsed the amendments to functions and powers of the Joint Committee),
 - 3.6 That Council delegates all powers and functions to the WRLC set out in the amended WRLC Joint Committee Agreement, including the amended Terms of Reference for the Joint Committee and the new Terms of Reference for the Joint Committee Subcommittee for the FDS,
 - 3.7 That Council notes that the WRLC is a joint committee of all local authorities that are parties to the WRLC Joint Committee Agreement, and it includes members representing iwi and the Crown,
 - 3.8 That Council authorises the Mayor to sign the amended WRLC Joint Committee Agreement on behalf of the Council,
 - 3.9 That Council appoints one elected member being [Elected member name], to be a member of the Joint Committee Subcommittee for the FDS for the purposes of hearing submissions on the draft FDS (or any updates to it) and making recommendations on those submissions to the WRLC, and
 - 3.10 That Council authorises officers to make any consequential amendments to Attachment 1 of the report, based on direction provided at this meeting and to correct any minor editorial, typographical, arithmetical, or formatting errors that are identified.

4. Background / Previous Council Decisions

The Future Development Strategy

- 4.1 The FDS is an updated version of the Wellington Regional Growth Framework. It is a statutory document, for “Tier 1 and 2” councils who are required to prepare a FDS under the NPS-UD in time to inform the 2024 Council Long Term Plans (LTPs). This means we ideally need to complete and have signed off at least a draft FDS by third quarter 2023 to enable councils to include any financial and other implications in the early drafts of their LTP.
- 4.2 Wellington, Porirua, Kāpiti, Hutt City, Upper Hutt and Greater Wellington are Tier 1 Councils and Horowhenua, South Wairarapa, Carterton and Masterton are Tier 3 Councils. These categories based on growth projections, with Tier 1 councils considered “high growth”.
- 4.3 As a Tier 3 Council, there is no requirement to produce a FDS, and HDC sits within the Horizons rohe. However with recent improvements to the northern corridor and market changes, our future is becoming more closely aligned with the Greater Wellington Region. The benefits to the Horowhenua District of being included in the FDS for the Greater Wellington Region include strengthening ties with the Wellington region, and being able to capitalise on growth from there. The FDS will send a clear signal that Horowhenua District is located in a strategic position in terms of both regions, that we are open for business and planning for growth, and will indicate where the regionally significant growth is to occur. Inclusion in the Greater Wellington Region FDS will not prevent Horowhenua District from being included in the Horizons FDS or any similar document.
- 4.4 Officers from local government and central government have been working on the content of the FDS since August 2022 and the list below outlines workshops and meetings that the WRLC, Councils, iwi and others have had on the FDS including:
 - a) various presentations to incoming councils on the WRLC and the FDS – though October to December 2023, in February 2023 and to the last council in June 2023.
 - b) FDS workshop with the WRLC – 1 February 2023
 - c) FDS update paper to the WRLC at its meeting - 7 March 2023
 - d) combined Wellington City Council/Porirua City Council workshop – 29 March 2023
 - e) combined Wairarapa councils workshop – 4 April 2023
 - f) combined Upper Hutt City Council/Hutt City Council workshop – 5 April 2023
 - g) iwi workshop – 11 April 2023 and various one on meetings with iwi
 - h) combined Horowhenua District Council/Kāpiti Coast District Council workshop – 13 April 2023
 - i) three separate workshops in the Wairarapa, one with each Council – 3 May 2023
 - j) workshop with iwi members on the statement of iwi/hapu aspirations for urban development – 15 May 2023
 - k) workshop with the WRLC on elements of the Future Development - 15 May 2023
 - l) FDS update paper to the WRLC at its meeting - 13 June 2023
 - m) booth on the FDS and a workshop session on the FDS at the WRLC Annual Partners Forum - 26 June 2023
 - n) separate workshop in Martinborough for SWDC – 5 July 2023
- 4.4 The FDS team has also been working with developers and infrastructure providers on the Strategy, as required under the NPS-UD.
- 4.5. The FDS is nearing completion and is expected to be taken in draft to the WRLC meeting on 19 September 2023 for approval for consultation. This, however, cannot be done without

signoff from all ten councils on changes to the WRLC Agreement and TOR as discussed below.

The WRLC Agreement and Terms of Reference

- 4.6. The current WRLC Agreement and TOR includes the development and implementation of the Wellington Regional Growth Framework, as a spatial plan for the region. At the time of developing the Agreement the FDS was not contemplated as a tool and therefore, the WRLC Agreement and TOR do not give the WRLC the powers/functions relating to a FDS.
- 4.7. The WRLC includes both the Mayor from each council as the substantive member and the Deputy Mayor from each council as the alternate member.
- 4.8. The WRLC Secretariat has received legal advice (see Attachment 1) that states: "It is beyond the scope of the WRLC powers to approve the FDS, draft or final, on behalf of the member Councils at present. Those decisions on the FDS currently must be made by each individual Council." 16. This is because the current WRLC Agreement and TOR identifies that the WRLC is responsible for the WRGF specifically, rather than a more general responsibility for regional spatial planning, which is and has always been the intent for the WRLC.
- 4.9 As a comparison for instance the Agreement has the WRLC responsible for "regional economic development" in a more general term, rather than stating a specific document. 18. Therefore, for the WRLC to be involved in the FDS process (in any manner), an update needs to be made to the WRLC Agreement and TOR.
- 4.10 This is being undertaken in two steps:
 - a) Step 1: the WRLC agree which option for signoff of the draft FDS, signoff of the final FDS and the establishment of a Hearings Panel it endorses. This decision was made at the WRLC meeting on 13 June 2023 and discussion on the process for this is covered in this paper.
 - b) Step 2: as required by the Local Government Act, any changes to the WRLC Agreement and TOR, needs to be agreed by all ten councils that are party to the WRLC. This paper covers this step, and a similar paper is being considered during August and September 2023 by the other nine councils who are party to the WRLC.
- 4.11 This report seeks Council's approval for Step 2. Similar papers are also being presented to the other WRLC Councils, and a discussion on Step 1 is included below.

5. Discussion

Step 1: WRLC consideration of the options for signoff of the Future Development Strategy

- 5.1. The WRLC was provided with a recommendation at its meeting in September 2022 as follows: "Agrees to support the option a. as outlined in paragraph 20 of this report and update the Agreement and Terms of Reference for the WRLC to enable the Committee to sign off the draft and final of the FDS and form a subcommittee to undertake hearings on the FDS.
- 5.2 No decision was made at the September 2022 meeting due to the lack of local government representatives at the meeting. This recommendation was proposed to be raised at both the December 2022 and March 2023 WRLC meetings.
- 5.3. However, making a decision on the FDS signoff and updated WRLC Agreement and TOR was put on hold and not taken forward at the December 2022 and March 2023 meetings as:
 - a) the WRLC requested in September 2022 that it be provided further information, regarding decision making on the FDS and any proposed amendments to the WRLC Agreement and TOR.

- b) there were five new Mayors and many new councillors across the region following the local body elections in October 2022 and it was felt that these people needed to be bought up to speed on what regional spatial planning is, what a FDS is and options and implications for the FDS signoff by the WRLC.
- c) mana whenua had not had enough time (capacity related) to engage in the FDS and signoff process as would be preferred.
- 5.4. To assist in b) and c) above a number of workshops were undertaken as outlined elsewhere in this paper. The workshops covered - what is regional spatial planning, what is the FDS and the FDS signoff options.
- 5.5. At its meeting on 13 June 2023 the WRLC was provided with a paper which outlined options for approval of the FDS both draft and final and establishment of a hearing subcommittee.
- 5.6. Four options were considered by the WRLC. These options had previously been explained and discussed at the workshops held with WRLC councils in March, April, May and July 2023 as noted elsewhere in this paper.
- 5.7. The four options are covered in the table below and Option 1 which was agreed to by the WRLC at its meeting on 13 June 2023 is covered in more detail below.

Options	Ability to meet statutory timeframes?	Iwi partners involved?	Additional costs (staff time or budget)?	FDS reflects a joined-up vision for our region?	Alignment with future Spatial Planning Act (SPA)	Rating (out of 10)
1. WRLC signoff draft FDS and final FDS and undertake hearings	Yes - project plan in place that reflects this option	Iwi part of WRLC Central government part of WRLC	Budget allocated and on track	Yes, through WRLC	Yes, SPA is likely to require a joint committee with mana whenua	10/10
2. Set up a subcommittee or new committee of just Tier 1 councils and iwi	Maybe/ unlikely depending on time taken to set up new committee	Maybe - dependent on being part of new committee	Slightly more legal costs to craft new agreement, but not significant	Mostly through new subcommittee representation	Somewhat i.e. does not include whole region	7/10
3. WRLC signoff the draft FDS and undertake hearings and each council signoff the final FDS	Delay likely if agreement can't be reached on final FDS (i.e. if 1 or more councils don't agree on content)	Not at final FDS stage unless allowed for in council standing orders	Iwi will need to attend multiple for final sign off meetings Individual council officers to prepare and present reports for final FDS	Risk that agreement may not be reached on FDS May in effect have 10 FDS documents	No	5/10
4. Each council sign off the draft FDS, WRLC hold hearings and sign off the final FDS	Delays likely if agreement can't be reached on draft FDS (i.e. if 1 or more councils don't agree on content)	Worse than option 3 for iwi partners as key decisions will be made at the draft FDS stage	Slight increase in work for each council and dedicated staff will need to be available	Risk that agreement may not be reached on FDS. May in effect have 10 FDS documents.	Maybe	5/10

- 5.8 Option 1 (the option approved by the WRLC and included in the changes to the WRLC Agreement and TOR) includes:
- one on one workshops with each council and iwi entity on the content of the FDS for their overview and comment – before the draft goes to the WRLC – underway.
 - engagement with certain parties and consideration of the matters as required by clauses 3.14 and 3.15 of the NPS-UD – before the draft goes to the WRLC – underway.
 - the WRLC signing off the draft FDS.
 - the WRLC Secretariat and FDS Project lead managing the submissions hearings and report back process.
 - a hearings panel consisting of one representative from each local government and iwi entities on the WRLC (if they choose to).
 - workshops/briefings to provide councils and iwi entities with an understanding of proposed changes from the submissions and hearings to the FDS.
 - the WRLC signing off the final FDS.
- 5.9 Assuming all WRLC councils approve changes to the WRLC Agreement and TOR by mid-September 2023 (the last likely council meeting timing) then the FDS is likely to be finalised in early 2024 (i.e.Feb/March) with engagement and hearings being undertaken in 2023.
- 5.10 Option 1 was selected because:
- regional spatial planning is a key function of the WRLC as it was initially set up. If other options had been selected, it raises a question about why have the WRLC in the first place. It should be noted that Ministers are on the WRLC for the regional spatial planning aspects only;
 - this option aligns strongly with the future direction given for the proposed Spatial Planning Act (SPA). The SPA will be replacing the RMA and will require regional level spatial strategies (called “RSS”) to be developed through regional committees made up of central and local government and mana whenua. Undertaking the FDS process jointly through the WRLC will put this region in a good place to prepare future Regional Spatial Strategies which will be an update of the FDS;
 - the WRLC generally works on a consensus model, and it is expected that key decisions are made on this basis. Therefore, in effect if alignment cannot be achieved then decisions are brought back to the table for further discussion – for instance if there is a lack of agreement on the draft FDS;
 - from an efficiency perspective Option 1 would only require one resolution from each Council at the start of the process rather than needing to obtain multiple Council resolutions throughout the process (ie for the draft FDS and the final FDS);
 - this is the best option for iwi members on the WRLC;
 - it is the preferred option of and has been endorsed by the WRLC Secretariat, the FDS Core Team and Steering Group, the WRLC Senior Staff Group, the WRLC CEO Group and iwi members on the WRLC.
- 5.11 Reflecting the statutory context for the FDS (required under the NPS-UD), Central Government would not participate in the hearings or formally signoff the FDS. This is the same for all the options.
- 5.12 The recommendation provided below was approved at the 13 June 2023 WRLC meeting: “Agrees to support the progression of Option 1 as outlined in paragraphs 20-23 of this report which includes the Committee making decisions to commence the FDS consultation and preparation process, approve the draft FDS (statement of proposal) and commence special consultative procedure, to engage in consultation and set up a hearing panel to hear submissions on the FDS, and approve the final FDS (with reporting to the councils at relevant steps).”

5.13 Therefore Step 1 is now complete.

Step 2: Changes to the WRLC Agreement and TOR.

- 5.14 Each of the ten councils has previously approved an initial WRLC Agreement and TOR and then an updated one. This will be the second update to the WRLC Agreement and TOR.
- 5.15 The current WRLC Agreement and TOR has been updated to align with the recommendation at the 13 June 2023 WRLC meeting. A clean copy and a track changed copy of the updated WRLC Agreement and TOR can be seen in Attachment 2 and Attachment 3.
- 5.16. As required by the Local Government Act, any changes to the WRLC Agreement and TOR, need to be agreed by all ten councils that are party to the WRLC. This will be undertaken at council meetings which will be occurring between July and September 2023.
- 5.17 A summary of changes that related to the FDS are:
- a) adding the FDS as a “Specific Responsibility” of the WRLC including the detailed actions of what this includes.
 - b) the wording requirements, in a number of places, for the WRLC to set up a subcommittee to hear submissions and the delegations to do so – including what this means in terms of actions.
 - c) adding the FDS and related activity such as the work to develop the FDS, hold hearings and approve the FDS into the delegations of the WRLC.
 - d) the ability for the subcommittee to have an independent chair if needed (the subcommittee may decide not to do this, but the changes allow for this in case).
 - e) a new Appendix 2 which is the Terms of Reference for the Joint Committee Subcommittee for the FDS (to undertake the hearings). This includes information on its purpose, responsibilities, membership, and delegations.
- 5.18 As any change to the WRLC Agreement and TOR requires all ten councils to agree the changes and it a long and administratively heavy process, we are also taking the opportunity to make some other changes to the WRLC Agreement and TOR. These are:
- a) some tidy ups in the document. For example, the old version referred to both persons and Ministers when talking about the Crown members, the Administering Authority was noted but not explained.
 - b) removing reference to an independent chair for the WRLC itself – there has been some comments about perhaps not having an independent chair in the future. We don’t know if this will happen yet but to avoid having to go back to ten councils again if it was decided to not have an independent chair in the future, the language in the WRLC Agreement and TOR has been softened e.g. now an option rather than a must.
- 5.19 If one or more councils do not pass the resolutions in this paper i.e. does not agree to the changes to the WRLC Agreement and TOR to enable the WRLC to carry out the stated activities for the FDS, or wants to make large changes to the Agreement, then next steps would likely be:
- a) hold an extraordinary meeting of the WRLC to understand its next preference for the signoff of the FDS.
 - b) make any further relevant changes to the WRLC Agreement and TOR.
 - c) set up dates for another ten council meetings.
 - d) prepare a new pack of background information/analysis for council papers.
 - e) have ten councils consider another paper with the new process.

- f) we estimate that this would take us to the end of 2023 which means engagement on the draft FDS cannot be undertaken until at least February 2024 with the final signed off mid-2024.

Hearings subcommittee

- 5.20 The updated WRLC Agreement and TOR provides for a Joint Committee Subcommittee for the purpose of hearing submissions on the FDS. Some points about the subcommittee are:
- a) Appendix 2 of the updated WRLC Agreement and TOR provides all the information on the hearings subcommittee.
 - b) the new WRLC Agreement and TOR allows for each council and each iwi entity to have a member on the hearings subcommittee. This is reflected in the recommendations of this paper. It is not a must to appoint someone, but the option is provided to enable all parties to continue to be part of the process if so chosen.
 - c) at this stage we are not clear on how long the hearings will last. Our only reference point so far is the Nelson/Tasman FDS where there was a week of hearings.
 - d) we are planning to hold hearings across the region e.g. Wellington city, the western corridor, the Wairarapa to make it easier for those who are wanting to make an oral submission. Those on the hearings subcommittee will need to attend all hearings across the region.
 - e) the hearings subcommittee will be provided with resource to manage submissions and submitters who want to be heard, an expert to write up the findings from the hearings and submissions and may have access to an independent chair for the hearings if required.
 - f) the hearings subcommittee will make recommendations for changes to the draft FDS for the WRLC for consideration.

6. Options

- 6.1 The high-level options with regards to the recommendations in this paper are:
- (i) approve the recommendations as written including nominating someone for the hearings subcommittee;
 - (ii) approve the recommendations as written but do not nominate anyone for the hearings subcommittee;
 - (iii) do not approve the recommendations.

Cost

- 6.2 No additional costs involved in the updated Terms of Reference, it will be covered by the current budget for by the WRLC

Rate Impact

- 6.3 No additional rates impact over and above funds already committed

Community Wellbeing

- 6.4 There are no negative impacts on Community Wellbeing arising.

Consenting Issues

- 6.5 There are no consenting issues arising.

LTP Integration

- 6.6 There is no LTP programme related to the options or proposals in this report. There are no Special Consultative Processes required.

7. Consultation

- 7.1 There is no consultation required to be undertaken.

8. Legal Considerations

- 8.1 Legal advice on this matter can be found in Attachment 1. 51. Key points from this advice are:
- a) it is beyond the scope of the WRLC powers to approve the FDS, draft or final, on behalf of the member Councils at present. All decisions on the FDS currently must be made by each individual Council.
 - a)
 - b) in order to streamline the process for the FDS across all 10 Councils, the Agreement could be amended in order to include the FDS within WRLC's specific responsibilities. Such an amendment should state that the WRLC has authority to make decisions to commence the FDS consultation and preparation process, approve the draft FDS (statement of proposal) and commence SCP, to engage in consultation and hear submissions on the FDS as part of the SCP, and approve the final FDS (with reporting to the Councils at relevant steps)
 - b)
 - c) together with amendment to the Agreement, each Council would need to resolve to delegate its decisions on the FDS and its role in consultation and the SCP to the WRLC.
 - c)
 - d) pursuant to clause 32 of Schedule 7 of the LGA, the delegation of a decision on the FDS is not prevented.

9. Financial Considerations

- 9.1 There is no financial impact. The costs of the FDS have been budgeted already, with these costs split between all council partners, based upon population size. The costs for the WRLC signing off the draft and final and undertaking hearings will be paid for from this budget.
- 9.2. By undertaking the process regionally, we will be able to stick to this budget and ensure that knowledge that is gained through this process stays in house.

10. Iwi Considerations

- 10.1 The decision making and hearing subcommittee option endorsed by the WRLC for the FDS will enable iwi partners to the WRLC to participate in the FDS decision making. This is the best option for iwi partners as:
- a) iwi members of the WRLC will have an option just like councils do to put someone on the hearings subcommittee.
 - b) iwi members will be at the WRLC meetings when the draft and final FDS is signed off.
 - c) other options considered by the WRLC where councils only signed off either the draft or final FDS would rely on:

I. Council standing orders enabling iwi members to sit at the council table and vote on either the draft and/or final FDS.

11. II. iwi partners having to go to multiple council meetings in their rohe to participate in the signoff/s. Climate Change Considerations

11.1 The FDS being developed is consistent with many of the objectives in the Sustainability Strategy in that the proposed strategy aims to:

- a) reduce greenhouse gas emissions;
- b) build resilience;
- c) address climate change;
- d) protect and enhance the natural environment.

12. Environmental Considerations

12.1 There are no environmental considerations.

13. Health & Safety Considerations

13.1 There is no health and safety impact.

14. Other Considerations

14.1 There are no other considerations.

15. Next Steps

15.1 If the recommendations are accepted, the FDS will be able to continue on its current trajectory – which will be for a completed report ready for consultation in October 2023.

15.2 If the recommendations are not accepted, this may mean delays in producing the document, possible

16. Supporting Information

Strategic Fit/Strategic Outcome

Accepting the recommendations of this report will allow the FDS to continue and to be completed, which will ensure that the Horowhenua District remains part of the strategic planning for the Wellington Region.

Decision Making

This report has a medium degree of significance.

The report does relate to a transfer of decision making to the Wellington Region Leadership Committee but does not represent a significant variation to the previous TOR.

Engagement and consultation has been undertaken with developers and infrastructure providers as required to by the NPS-UD. We need to engage with them as part of developing the FDS.

Internal engagement has included:

- a) multiple discussions at WRLC Senior Staff Group meetings from September 2022 through to now. In all these discussions the preferred options as reflecting in the updated WRLC Agreement and TOR has been endorsed.
- b) multiple discussions at WRLC CEO meetings from September 2022 through to now. In all these discussions the preferred options as reflecting in the updated WRLC Agreement and TOR has been endorsed.
- c) discussion at workshops with WRLC iwi members on the FDS with them endorsing the recommended changes and approach.
- d) explanation and discussion at numerous council workshops as highlighted elsewhere in this report.
- e) discussion at WRLC workshops since September 2022.

Consistency with Existing Policy

Funding

Already funded through existing budget.

Risk Area	Risk Identified	Consequence	Likelihood	Risk Assessment (Low to Extreme)	Managed how
Strategic	nil				
Financial	nil				
Service Delivery	nil				
Legal	Please see legal advice in Attachment 1	If recommendation to accept amended TOR not adopted, then the FDS will not be able to proceed	medium	medium	By accepting the change to the TOR
Reputational	nil				

Confirmation of statutory compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their advantages and disadvantages, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

17. Attachments

No.	Title	Page
A	Attachment 1 - Legal Advice on decision-making on FDS	83
B	Attachment 2 - WRLC Agreement and TOR - updated post June 2023 meeting - track version - with amendments from Councils	91
C	Attachment 3 - WRLC agreement - Clean version	119

Author(s)	Lisa Poynton Senior Policy Planner	
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Approved by	David McCorkindale Group Manager - Vision & Delivery	
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Our ref: 1034241

19 August 2022

Kim Kelly
WRLC Programme Director
Wellington Regional Leadership Committee
By email

Dear Kim,

Subject to legal professional privilege

FUTURE DEVELOPMENT STRATEGY DECISION MAKING

- 1 The Wellington Regional Leadership Committee (**WRLC**) are intending to prepare a Future Development Strategy (**FDS**) under the National Policy Statement for Urban Development 2020 (**NPS-UD**) for the wider Wairarapa-Wellington-Horowhenua region.
- 2 You have asked who has the power to approve both the draft FDS (for consultation) and final FDS. The answer to this question will have implications for the timing of the FDS process (in terms of the need for decisions to be made at various Council meetings).
- 3 In summary, our views are:
 - 3.1 It is beyond the scope of the WRLC powers to approve the FDS, draft or final, on behalf of the member Councils at present. Those decisions on the FDS currently must be made by each individual Council.
 - 3.2 To streamline the process for the joint FDS across the Wairarapa-Wellington-Horowhenua region, the Joint Committee Agreement (and terms of reference) could be amended in order to include the

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FDS within WRLC's specific responsibilities.¹ The amendment to the Agreement should state that the WRLC has authority to make decisions to commence the FDS consultation and preparation process, approve the draft FDS (statement of proposal), to engage in consultation and hear submissions on the FDS as part of the special consultative procedure (SCP), and approve the final FDS. The Amendments could also put in place arrangements required to create a subcommittee to hear submissions on the FDS (so that this task does not fall to the WRLC), including adding members to the joint committee and providing for that subcommittee. Together with amendment to the Agreement, each Council would need to resolve to delegate its decisions on the FDS and its role in consultation and the SCP to the WRLC.²

3.3 This process would require only one resolution (and delegations) by each Council at the start of the FDS process and would facilitate a coordinated approach throughout the consultation and engagement process and would involve mana whenua, rather than requiring multiple Council resolutions from each Council to approve the draft and the final FDS (and potentially fractured hearings by each Council). It would also ensure that any actions taken by the WRLC in relation to the FDS are within its mandate.

3.4 Alternatively, the Councils could create a new joint committee to deal with the FDS or put in place other arrangements (such as coordinating hearings but reserving decisions on the FDS to each Council). The new joint committee would need to comply with the requirements of clauses 30, 30A and 31 of Schedule 7 to the Local Government Act 2002 (LGA) in terms of membership, quorums and arrangements. The new joint committee could provide for mana whenua membership and make provision for an appropriate subcommittee to hear submissions (just as would be the case for a variation to the WRLC).

4 We set out the analysis supporting these conclusions below.

Background

5 The WRLC operates pursuant to the Joint Committee Agreement July 2021 (**Agreement**) made under Clause 30A, Schedule 7 of the Local Government Act 2002 (**LGA**) and which contains the committee's terms of reference. There are 10 Council members³ of the WRLC, an independent Chair and it may also include members from various mana whenua entities⁴ and Crown representatives.

¹ Pursuant to clause 30 and 30A of Schedule 7 of the LGA as a joint committee.

² Pursuant to clause 32 of Schedule 7 of the LGA, the delegation of a decision on the FDS is not prevented.

³ The mayors of Carterton District Council, Hutt City Council, Kāpiti Coast District Council, Masterton District Council, Porirua City Council, South Wairarapa District Council, Upper Hutt City Council, Wellington City Council, Horowhenua District Council and the chair of Wellington Regional Council.

⁴ A person nominated by Te Rūnanga o Toa Rangatira Inc, Port Nicholson Block Settlement Trust, Rangitāne Tū Mai Rā Trust, Ngāti Kahungunu ki Wairarapa Trust, Raukawa ki te Tonga, Āti Awa ki Whakarongotai Charitable Trust, Muaūpoko Tribal Authority Inc.



- 6 The Agreement sets out the Council powers delegated to the Committee as follows (which are also reflected in the terms of reference):

Delegations

Each local authority delegates to the Joint Committee, in accordance with the terms of reference, the following responsibilities:

1. Approval of all plans and implementation programmes necessary to fulfil the specific responsibilities of the Joint Committee, including:
 - Wellington Regional Growth Framework and the Wellington Regional Growth Framework Implementation Plan
 - Regional Economic Development Plan
 - Regional Economic Recovery Implementation Plan
2. Approval of all submissions and advocacy statements necessary to fulfil the specific responsibilities of the Joint Committee.
3. The setting of the Joint Committee's meeting schedule.

- 7 Consistent with this statement in the Agreement we understand that all Councils resolved to:⁵

(v) Appoint and establish the Wellington Regional Leadership Committee as a joint committee under clause 30(1)(b) of Schedule 7 of the Local Government Act 2002 on the terms set out in the Joint Committee Agreement and with effect from the date that the Joint Committee Agreement is signed by all local authority parties.

(ix) Make the following delegations to the Joint Committee:

- a) Approval of all plans and implementation programmes necessary to fulfil the specific responsibilities of the Joint Committee, including:
 1. Wellington Regional Growth Framework and the Wellington Regional Growth Framework Implementation Plan
 2. Regional Economic Development Plan
 3. Regional Economic Recovery Implementation Plan

⁵ Minutes of Upper Hutt City Council Policy Meeting 17 February 2021 for example.



Analysis

Process for FDS approval

- 8 The NPS-UD anticipates that the Councils go through a series of steps when preparing a FDS:
- 8.1 Clause 3.14 of the NPS-UD relating to what the FDS is to be informed by,
 - 8.2 Clause 3.15 of the NPS-UD, which sets out who must be engaged with by the Councils when preparing the draft FDS,
 - 8.3 Clause 3.15 of the NPS-UD, which requires the SCP to be used to make the FDS.
- 9 The draft FDS that is necessary for use in the SCP will need to be adopted by the Councils as part of the statement of proposal, which commences the SCP.⁶
- 10 The SCP (section 83(1)(b)-(e) of the LGA) also requires that Councils undertake the following steps, while complying with the principles of consultation in section 82⁷:
- 10.1 ensure that the following is publicly available:
 - 10.1.1 the statement of proposal; and
 - 10.1.2 a description of how the local authority will provide persons interested in the proposal with an opportunity to present their views to the local authority in accordance with section 82(1)(d); and
 - 10.1.3 a statement of the period within which views on the proposal may be provided to the local authority (the period being not less than 1 month from the date the statement is issued); and
 - 10.2 make the summary of the information contained in the statement of proposal prepared in accordance with paragraph (a)(ii) (or the statement of proposal, if a summary is not prepared) as widely available as is reasonably practicable as a basis for consultation; and
 - 10.3 provide an opportunity for persons to present their views to the local authority in a manner that enables spoken (or New Zealand sign language) interaction between the person and the local authority, or any representatives to whom an appropriate delegation has been made in accordance with Schedule 7; and
 - 10.4 ensure that any person who wishes to present his or her views to the local authority or its representatives—

⁶ Sections 83 and 87(2)-(3) of the LGA.

⁷ *Karaka Point Environs Residents Inc v Marlborough DC* [2013] NZHC 2577.



- 10.4.1 is given a reasonable opportunity to do so; and
 - 10.4.2 is informed about how and when he or she may take up that opportunity.
- 11 This means that each Council will need to give notice of the proposal and hear and consider submissions on the FDS (unless that function is delegated). We have not considered here the delegations for each Council which may already exist on a general basis concerning the SCP requirements and/or FDS specifically, given the number of Councils involved and the scope of your question. However, this may be an analysis that you wish to undertake as part of deciding the best way for a FDS to be prepared, consulted on, made publicly available, submitted on, and finalised when there are 10 Councils involved.
- 12 Accordingly, in light of the required steps above, the key Council decisions required to be made in relation to the FDS are:
- 12.1 To prepare and consult on the contents of the FDS (in accordance with the requirements of the NPS-UD).
 - 12.2 The adoption of the statement of proposal (and summary if required), being the draft FDS under section 83(1) and section 87(2)(a) of the LGA.
 - 12.3 The decision to approve the final FDS, after hearing submissions.

Who can make these decisions on the FDS now?

- 13 The 'specific responsibilities' of WRLC are set out in the Agreement as being the:
- 13.1 Wellington Regional Growth Framework (focused solely on the Framework document),
 - 13.2 Regional Economic Development (focused on providing leadership in this area, monitoring and reporting on it, advocated on regional economic development matters and developing a regional economic development plan) and
 - 13.3 Regional Economic Recovery (focused on providing leadership in this area, monitoring and reporting on it, advocating on regional economic recovery matters and developing a programme of regional economic recovery initiatives and coordinating their implementation).
- 14 In our view, these delegations do not provide the power to WRLC to make decisions relating to the FDS, including approving a draft or final FDS or any other step in the consultation and engagement process for the FDS. There are no Council resolutions that we have been made aware of which delegate these decisions on the FDS to the WRLC either.
- 15 Accordingly, our view is that it is beyond the scope of the WRLC powers to approve the FDS, draft or final, on behalf of the member Councils at present. All decisions on the FDS currently must be made by each individual Council.

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What can be done to streamline the process?

- 16 In order to streamline the process for the FDS across all 10 Councils, the Agreement could be amended in order to include the FDS within WRLC's specific responsibilities.⁸ Such an amendment should state that the WRLC has authority to make decisions to commence the FDS consultation and preparation process, approve the draft FDS (statement of proposal) and commence SCP, to engage in consultation and hear submissions on the FDS as part of the SCP, and approve the final FDS (with reporting to the Councils at relevant steps).
- 17 The Agreement expressly allows for amendment to its terms, stating:
- This agreement may be varied by the parties from time to time but only with the endorsement of the Wellington Regional Leadership Committee.
- 18 The terms of reference also provide for variation, stating:
- These terms of reference may be varied from time to time. It is envisaged that changes may be made to add or remove specific responsibilities as the circumstances require. Changes will be approved by the parties to the agreement establishing the Wellington Regional Leadership Committee on the recommendation of the Joint Committee.
- 19 Together with the amendment to the Agreement, each Council would need to make a resolution specifically delegating its functions and decisions on the FDS, including its role in the SCP to the WRLC.⁹ In making these delegations it should be clear who will hear the submissions on the FDS and make the relevant decisions and/or recommendations – ie, will it be the full membership or a subcommittee of the WRLC.
- 20 If this process was adopted only one resolution (and delegation) would be required by each Council (and the WRLC) at the start of the FDS process agreeing to amend the Agreement/terms of reference and delegating the FDS process and decision making to the WRLC, rather than needing to obtain multiple Council resolutions, including to approve the draft and final FDS from each Council. It would also ensure that as this is a wider Wairarapa-Wellington-Horowhenua region strategy, that it remains consistent and cohesive, as one entity will be making the decisions. Mana whenua are able to nominate members to the WRLC and therefore, be involved in this process.
- 21 The key issue in this approach is who would hear and determine/make recommendations on any submissions on the FDS as this can be a time-consuming process. The Council members of the WRLC are all the Mayors of the Councils (and the Chair of the regional council), and Mayors are members of every committee of a Council under the LGA.¹⁰ The Mayors of each Council may not have the necessary time available to commit to that process, so there may be a need for another entity to undertake that step and make recommendations back to the WRLC.

⁸ Pursuant to clause 30 and 30A of Schedule 7 of the LGA as a joint committee.

⁹ Pursuant to clause 32 of Schedule 7 of the LGA, the delegation of a decision on the FDS is not prevented.

¹⁰ Section 41A(5) of the LGA.



- 22 From a practical perspective the best approach may be for each local authority to appoint additional members to the WRLC, who could then form a subcommittee to hear the submissions on the FDS and make recommendations concerning submissions to inform the final decision to approve the FDS. The Agreement and terms of reference for the WRLC would need to be updated to reflect that approach.
- 23 The issue arising is whether there could be a subcommittee of the WRLC (being a joint committee. Under clause 30(1) of Schedule 7 of the LGA:
- (1) A local authority may appoint—
 - (a) the committees, subcommittees, and other subordinate decision-making bodies that it considers appropriate; and
 - (b) a joint committee with another local authority or other public body in accordance with clause 30A.
 - (2) A committee may appoint the subcommittees that it considers appropriate unless it is prohibited from doing so by the local authority.
- 24 'Committee' is defined in section 5 of the LGA in such a way that makes it clear that a joint committee can have a subcommittee.¹¹ Accordingly, the WRLC could validly appoint a subcommittee to hear submissions on the FDS. The subcommittee appointments would need to comply with clause 31 of Schedule 7 of the LGA, which requires that:
- (3) The members of a committee or subcommittee may, but need not be, elected members of the local authority, and a local authority or committee may appoint to a committee or subcommittee a person who is not a member of the local authority or committee if, in the opinion of the local authority, that person has the skills, attributes, or knowledge that will assist the work of the committee or subcommittee.
 - (4) Despite subclause (3),—
 - (a) at least 1 member of a committee must be an elected member of the local authority; and
 - (b) an employee of a local authority acting in the course of his or her employment may not act as a member of any committee unless that committee is a subcommittee
- 25 This issue would need to be considered and addressed at the time of Council resolutions concerning the mandate of the WRLC on the FDS, but it would allow for involvement of mana whenua in the subcommittee.

¹¹ committee includes, in relation to a local authority,—

- (a) a committee comprising all the members of that local authority; and
- (b) a standing committee or special committee appointed by that local authority; and
- (c) a joint committee appointed under clause 30 of Schedule 7; and
- (d) any subcommittee of a committee described in paragraph (a) or paragraph (b) or paragraph (c)



- 26 The alternative, if no changes are made to the WRLC Agreement/terms of reference and the Councils' delegations, is that all the decisions on the FDS and the SCP process will need to be made by each Council individually, unless some other arrangement is put in place.
- 27 The Councils could choose to create a new joint committee for the purposes of the FDS (pursuant to clause 30A and 30(1)(b) of Schedule 7 to the LGA) or put in place other arrangements (such as coordinating hearings but reserving decisions on the FDS to each Council). The joint committee could be tasked with hearing submissions on the FDS jointly and making decisions on it. The new joint committee could include members additional to the Mayors (for example, in the Nelson/Tasman example, the Joint Committee was all the elected members from both Councils, a total of 27 members) who could then form a joint committee subcommittee to hear submissions on the FDS, as discussed above. Mana Whenua could be included in the new joint committee on a similar basis as in the WRLC (in reliance on clause 31(3) of the LGA which applies to joint committees pursuant to the definition of 'committee') and could also be included in the joint subcommittee. In the Nelson/Tasman case, they appointed 3 Tasman elected members, the Nelson Mayor and 2 other Nelson elected members and up to 3 iwi representatives.
- 28 While an available option, this might be less efficient than using the WRLC, which is already established.
- 29 Please do not hesitate to call and discuss.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Kerry Anderson'.

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Wellington Regional Leadership
Committee

Joint Committee Agreement

Dated 2023

Wellington Regional Leadership Committee - Joint Committee Agreement

Purpose

This agreement is made pursuant to Clause 30A, Schedule 7 of the Local Government Act 2002 (LGA 2002). The purpose is for a Joint Committee of Carterton District Council, Greater Wellington Regional Council, Hutt City Council, Kāpiti Coast District Council, Masterton District Council, Porirua City Council, South Wairarapa District Council, Upper Hutt City Council, Wellington City Council, Horowhenua District Council and iwi to take responsibility for key matters of regional importance where a collective voice and collective regional planning and action is required.

The parties listed above are wanting to work together with central government on matters that are of regional importance and are cross boundary and inter-regional in nature. The role of the Joint Committee is to set direction and monitor activities from those plans related to the direction on all matters, with particular focus on:

- Regional economic development
- Regional economic recovery
- Wellington regional growth framework (joint spatial plan under the [Urban Growth Partnerships](#) and [Urban Growth Agenda](#))Urban development [and specifically, the preparation and approval and regular review and implementation of a Future Development Strategy under the National Policy Statement on Urban Development 2020 \(including preparing, finalising and making publicly available a Housing and Business Development Capacity Assessment and undertaking any other work necessary to inform the draft Future Development Strategy\) and the preparation of the implementation plan for this Strategy.](#)

This agreement focuses on the Joint Committee, including its membership and delegations.

The Joint Committee is a formal Joint Committee pursuant to the LGA 2002 (Clauses 30 and 30A, Schedule 7). The Joint Committee will be deemed to not be discharged at or following each triennial local government election (in line with Clause 30 (7) of Schedule 7, LGA 2002).

There are some parties to this agreement (ie Crown and iwi) who do not appoint members to the Joint Committee directly.

Administering Authority

The Administering Authority referred to in this Agreement is Greater Wellington Regional Council.

Membership

The membership of the Joint Committee is comprised of:

- the Mayor of Carterton District Council
- the Mayor of Horowhenua District Council

- the Mayor of Hutt City Council
- the Mayor of Kāpiti Coast District Council
- the Mayor of Masterton District Council
- the Mayor of Porirua City Council
- the Mayor of South Wairarapa District Council
- the Mayor of Upper Hutt City Council
- the Mayor of Wellington City Council
- the Chair of Wellington Regional Council
- a person nominated by the Joint Committee itself and appointed by the Administering Authority to be the Chairperson of the Joint Committee. Before nominating the person, the Joint Committee is required to consider whether the Chairperson should be independent. The nominee may be drawn from the local government and mana whenua membership of the Joint Committee or may be an additional member who is independent.

The members of the Joint Committee may also include:

- a person nominated by Te Rūnanga o Toa Rangatira Inc (Ngāti Toa Rangatira) and appointed by the Administering Authority
- a person nominated by the Port Nicholson Block Settlement Trust (Taranaki Whānui) and appointed by the Administering Authority
- a person nominated by Rangitāne Tū Mai Rā Trust and appointed by the Administering Authority
- a person nominated by Ngāti Kahungunu ki Wairarapa Tāmaki nui-a-Rua Settlement Trust and appointed by the Administering Authority
- a person nominated by Raukawa ki te Tonga and appointed by the Administering Authority
- a person nominated by Āti Awa ki Whakarongotai Charitable Trust (Ātiwawa ki Whakarongotai) and appointed by the Administering Authority
- a person nominated by Muaūpoko Tribal Authority Inc (Muaūpoko hapū) and appointed by the Administering Authority
- up to three Ministers nominated by the Crown (Cabinet) and appointed by the Administering Authority

In respect of those members who are persons nominated by a particular entity or body (and then appointed by the Administering Authority), for the avoidance of doubt, if no nomination occurs then the Administering Authority need not make an appointment to the Joint Committee in respect of that entity or body. The membership of the Joint Committee will be accordingly reduced to the extent that there is no nomination/appointment (including for the purposes of calculating the number of vacancies for establishing a quorum). Such appointment may be made if and when a relevant nomination occurs.

The territorial local authorities that are parties to this agreement must appoint the relevant Mayor to be a member of the Joint Committee. This is so that those Mayors are counted for the purposes of determining the number of members required to constitute a quorum – see clause 30A(6A) of Schedule 7 of the Local Government Act 2002. The local authorities that are parties to this agreement may, in addition to the appointment of the relevant Mayor or

Chair, appoint an alternate who, in exceptional circumstances where the Mayor or Chair is not able to attend a Joint Committee meeting, is entitled to attend that Joint Committee meeting as a member of the Joint Committee (and appointed by the relevant local authority). If an alternate is appointed, it must be the Deputy Mayor or Deputy Chair. The appointment of alternates does not affect the normal calculation of a quorum.

The local authorities that are parties to this agreement may also nominate one elected member for appointment by the Joint Committee as a member of the Joint Committee Subcommittee. The iwi who are parties to this agreement may also nominate one person for appointment by the Joint Committee as a member of the Joint Committee Subcommittee. The Joint Committee Subcommittee's purpose is to consider submissions on the draft Future Development Strategy and make recommendations on those submissions to the Joint Committee (which retains the decision to approve the final Future Development Strategy). If the Joint Committee reviews the Future Development Strategy in accordance with the National Policy on Urban Development 2020 and it determines updating of the Future Development Strategy is required, then the Joint Committee Subcommittee will consider submissions on any draft updates to the Future Development Strategy and make recommendations on those submissions to the Joint Committee (which retains the decision to approve the final updated Future Development Strategy). The iwi that are parties to this agreement may, in addition to the appointment of the person nominated for each iwi and appointed by the Administering Authority, each nominate an alternate for appointment by the Administering Authority who, in exceptional circumstances where the appointed person is not able to attend a Joint Committee meeting, is entitled to attend that Joint Committee meeting as a member of the Joint Committee. The appointment of alternates does not affect the normal calculation of a quorum.

The Ministers, nominated by the Crown (Cabinet) and appointed by the Administering Authority, may each nominate an alternate for appointment by the Administering Authority who, in exceptional circumstances where the appointed Minister is not able to attend a Joint Committee meeting, is entitled to attend that Joint Committee meeting as a member of the Joint Committee. The appointment of alternates does not affect the normal calculation of a quorum. If an alternate for the Minister of the Joint Committee is not appointed, then any person who attends on behalf of a Minister will be treated as an observer. A Deputy Chairperson is to be appointed by the Joint Committee from the existing membership. In accordance with standing orders, the Deputy Chairperson may preside at meetings in the absence of the Chairperson (including before the Joint Committee nominates a Chairperson and that person is appointed by the Administering Authority).

General

The membership of the Wellington Regional Leadership Committee shall be limited to a maximum of 21 members (including the Chairperson). In accordance with Clause 30A of Schedule 7 to the Local Government Act 2002, the quorum at a meeting of the Joint Committee shall be half of the members if the number of members (including vacancies) is an even number, or a majority of members if the number of members (including vacancies) is an odd number. In accordance with clause 30A(6)(c)(iii) of Schedule 7 of the Local Government Act 2002, for a quorum to be established there must be present at least 5 members appointed by local authorities.

The standing orders of the Administering Authority apply to the Joint Committee. The Joint Committee will adopt a memorandum of understanding setting out the principles that guide the Joint Committee's work and the approach that the Joint Committee will take.

Expectations around member voting based on Joint Committee programme and agenda

When the Joint Committee is addressing regional economic development matters or regional economic recovery matters, it is expected that the Ministers of the Crown will not exercise their voting rights (and may elect not to attend the relevant meetings or parts of meetings).

Observers

The Joint Committee allows for observers. Observers will be entitled to speak at meetings but will not be members of the Joint Committee.

At each meeting, the Chairperson shall recognise those observers attending in accordance with these provisions and the persons recognised by the Chairperson shall have speaking rights at the meeting.

The attendance at any public excluded session by observers shall only be permitted with the prior approval of the Chairperson.

Meeting Frequency

Meetings will be held once every two-three months, or as necessary and determined by the Chairperson.

Notification of meetings and the publication of agendas and reports shall be conducted in accordance with the requirements of Part 7 of the Local Government Official Information and Meetings Act 1987 and will be undertaken by the Administering Authority.

Specific Responsibilities

The Wellington Regional Leadership Committee has the following specific responsibilities in support of its overall purpose:

Wellington Regional Growth Framework

1. Oversee the development and implementation of the Wellington Regional Growth Framework, including regional climate change projects and a regional housing action plan.
2. Recommend to the Wellington Regional Growth Framework partners how funding and resources should be applied to support implementation of the Wellington Regional Growth Framework.
3. Monitor the implementation of the Wellington Regional Growth Framework and associated workstreams.
4. Review and keep up to date the Wellington Regional Growth Framework as circumstances change.
5. Recommend to the Wellington Regional Growth Framework partners actions to achieve alignment with council, central government and iwi plans, strategies and policies.
6. Facilitate engagement and consultation with stakeholders and the community on the Wellington Regional Growth Framework.
7. Develop submissions and advocate to external organisations on matters relating to the Wellington Regional Growth Framework.
8. Engage with neighbouring regions on cross-boundary matters relating to the Wellington Regional Growth Framework.

Regional Economic Development

1. Provide leadership in regional, sustainable economic development, including establishing partnerships with key agencies involved in economic development. Acknowledging that constituent local authorities also have leadership roles within their cities and districts.
2. Develop and keep up to date a regional economic development plan to guide the collective work of the region, in line with the desired future outlined in the Wellington Regional Growth Framework.
3. Monitor and report on the status of the regional economy, emerging risks and opportunities and progress towards the implementation of the regional economic development plan and transition to a low carbon economy.
4. Develop submissions and advocate to external organisations on matters relating to regional economic development.
5. Recommend to Greater Wellington Regional Council (as a joint shareholder of Wellington NZ) the allocation of the regional targeted rate for economic development to initiatives and activities based on the regional economic development plan.

Regional Economic Recovery

1. Provide leadership in regional economic recovery, including establishing partnerships with key agencies involved in recovery, acknowledging that constituent local authorities also have leadership roles within their cities and districts.
2. Develop and keep up to date a programme of regional economic recovery initiatives, which incorporate alignment with the region's climate change goals.
3. Coordinate the implementation of a programme of regional economic recovery initiatives through local authorities, council controlled organisations and other partners.
4. Monitor and report on the impacts of regional economic recovery on the region, emerging risks and opportunities and progress towards implementation of the programme of regional economic recovery initiatives.
5. Develop submissions and advocate to external organisations on matters relating to regional economic recovery including developing regional proposals for partnerships and funding assistance.

Future Development Strategy

1. [Prepare, finalise and make publicly available the Housing and Business Development Capacity Assessment and undertake any other work necessary](#) under the National Policy Statement for Urban Development 2020 [to inform the draft Future Development Strategy](#).
2. Consult and engage in order to prepare a draft Future Development Strategy under the National Policy Statement for Urban Development 2020.
3. Prepare a draft Future Development Strategy.
4. Approve a draft Future Development Strategy and any other documentation necessary as part of the special consultative procedure in accordance with the LGA 2002.
5. Commence and engage in the special consultative procedure in accordance with the LGA 2002 for the Future Development Strategy
6. Appoint a Joint Committee Subcommittee to consider the submissions on the draft Future Development Strategy (and any draft updates to that Strategy in accordance with National Policy Statement for Urban Development 2020), which will make recommendations to the Joint Committee on those submissions.

7. Approve the final Future Development Strategy after considering the recommendations of the Joint Committee Subcommittee on submissions on the draft Future Development Strategy.
8. Review the Future Development Strategy in accordance with the National Policy on Urban Development 2020 and decide whether updating of the Future Development Strategy is required. If so, complete the same process for consultation as applies to the preparation of the Future Development Strategy set out above.
9. Approve any updated Future Development Strategy under the National Policy Statement for Urban Development 2020, after considering the recommendations of the Joint Committee Subcommittee on submissions on the draft updated Future Development Strategy.
10. [Prepare the implementation plan required for the Future Development Strategy \(or updated one\) and oversee the implementation of the](#) Future Development Strategy.

Delegations

Each local authority delegates to the Joint Committee, in accordance with the terms of reference in Appendix 1, the following responsibilities:

1. Approval of all plans and implementation programmes necessary to fulfil the specific responsibilities of the Joint Committee, including:
 - Wellington Regional Growth Framework and the Wellington Regional Growth Framework Implementation Plan
 - Regional Economic Development Plan
 - Regional Economic Recovery Implementation Plan
2. Approval of all submissions and advocacy statements necessary to fulfil the specific responsibilities of the Joint Committee
3. Undertaking the work required to inform a draft Future Development Strategy under the National Policy Statement for Urban Development 2020 (including [preparing, finalising and making publicly available the Housing and Business Development Capacity Assessment](#)) and undertaking consultation and engagement in order to prepare a draft Future Development Strategy under the National Policy Statement for Urban Development 2020, preparing that draft, approving the draft and documentation necessary as part of the special consultative procedure, commencing and concluding the special consultative procedure in accordance with the LGA 2002 and approving the final Future Development Strategy, after considering the recommendations of the Joint Committee Subcommittee on submissions on the draft Strategy.
4. Appointing a Joint Committee Subcommittee to consider the submissions on the draft Future Development Strategy and giving it the power to make recommendations on those submissions to the Joint Committee (which retains the power to make the decision to approve the final Future Development Strategy). The Joint Committee Subcommittee will operate in accordance with the Terms of Reference in Appendix 2 to this agreement.
5. Review the Future Development Strategy in accordance with the National Policy on Urban Development 2020 and decide whether updating of the Future Development Strategy is required. If so, complete the same process for consultation as applies to the preparation of the Future Development Strategy set out above.
6. Approve any updated Future Development Strategy under the National Policy Statement for Urban Development 2020, after considering the recommendations of the Joint

- Committee Subcommittee on submissions on the draft updated Future Development Strategy.
7. [Prepare the implementation plan required for the Future Development Strategy \(or updated one\) and oversee the implementation of the](#) Future Development Strategy.
 8. The setting of the Joint Committee's meeting schedule.

Responsibilities

The table below identifies key parties related to this agreement and the Wellington Regional Leadership Committee and their responsibilities.

Party	Responsibilities
Wellington Regional Leadership Committee	Decision making related to the Specific Responsibilities in this agreement and TOR, including Regional economic development, Regional economic recovery, Wellington regional growth framework, Future Development Strategy (and implementation of the Future Development Strategy); Appointing a Joint Committee Subcommittee to consider the submissions on the draft Future Development Strategy and giving it the power to make recommendations on those submissions to the Joint Committee (and the same for any updated Future Development Strategy); Joint regional voice and advocacy; Select and nominate the Chairperson (for appointment to the Joint Committee by the Administering Authority); Agree 3 year rolling work programme consistent with WRGF, Economic Plan and other relevant directional documents. Appointing members and the Chair of the Joint Committee Subcommittee
Joint Committee Subcommittee for Future Development Strategy	To run an appropriate process to consider the submissions on the draft Future Development Strategy (and any updated one) and to make recommendations on those submissions to the Joint Committee, so the Joint Committee can approve the final Future Development Strategy (or any updated one).
Chairperson	Chair the Joint Committee meetings; Approve attendance as required in public excluded sessions; Approve speaking rights as required at Joint Committee meetings; Liaise with members of the Joint Committee as required Approve (in consultation with the Senior Staff Group) content of meeting agendas.
Chief Executives Group	Provide support and advice to the Joint Committee; Agree funding amounts and splits (rolling 3-year programme).

Party	Responsibilities
Senior Staff Group (2 nd Tier Managers)	Recommend work programme to the Joint Committee; Recommend funding arrangements and allocations; Manage reports to the Joint Committee; Review work being undertaken and recommend changes if required; Align work programmes within home organisations.
Joint Secretariat	Coordinate the work of the Joint Committee (in consultation with the Chairperson); Provide administrative support to the Joint Committee on all aspects of its business; Lead work streams as required; Manage joint communications and consultation; Support the work of the Joint Committee, including monitoring, research and independent advice as required.
Delivery agencies e.g. Councils, Council Controlled Organisations, WREMO	Provide information and research; Draft papers for the Joint Committee; Attend meetings as required; Deliver aspects of the work programme (e.g. economic development activities).
Administering Authority	Administer standing orders; Employing joint secretariat staff; Payment of the meeting fees and Chairpersons honorarium; Appointing members to the Joint Committee (who are to be appointed by the Administering Authority).

Administration Funding

Funding will be provided by the Wellington Region's local authorities for the administration of the Joint Committee and Joint Committee Subcommittee, a joint secretariat, and iwi participation in the Joint Committee and Joint Committee Subcommittee through a regional targeted rate set by Greater Wellington Regional Council.

Horowhenua District Council will make an annual funding contribution on a proportional population basis. This funding contribution is calculated by dividing the total annual amount levied through the Wellington Region targeted rate by the total population of the Wellington Region, to arrive at a per capita amount, and then multiplying that per capita amount by the population of Horowhenua District to determine the annual Horowhenua District Council contribution.

Funding will be provided by central government as a contribution to the administration of the Joint Committee and Joint Committee Subcommittee and the joint secretariat at an amount to be agreed.

The funding will support the administration of the Joint Committee, the Joint Committee Subcommittee and the joint secretariat that supports the Joint Committee and Joint Committee Subcommittee which will undertake the following:

1. Providing administrative support to the Joint Committee, Joint Committee Subcommittee and the Senior Staff Group

2. Managing the work programme of the Joint Committee and Joint Committee Subcommittee, including policy advice function and monitoring and research as required
3. Provision of independent advice to support the work programme and Joint Committee Subcommittee as required

Variation of this Agreement

This agreement may be varied by the parties from time to time but only with the endorsement of the Wellington Regional Leadership Committee.

EXECUTION

SIGNED for and on behalf of
CARTERTON DISTRICT COUNCIL:

Signature

Name of person signing

SIGNED for and on behalf of
HOROWHENUA DISTRICT COUNCIL:

Signature

Name of person signing

SIGNED for and on behalf of **HUTT CITY
COUNCIL:**

Signature

Name of person signing

SIGNED for and on behalf of **KĀPITI
COAST DISTRICT COUNCIL:**

Signature

Name of person signing

SIGNED for and on behalf of
MASTERTON DISTRICT COUNCIL:

Signature

Name of person signing

SIGNED for and on behalf of **PORIRUA
CITY COUNCIL:**

Signature

Name of person signing

SIGNED for and on behalf of **SOUTH
WAIRARAPA DISTRICT COUNCIL:**

Signature

Name of person signing

SIGNED for and on behalf of **UPPER
HUTT CITY COUNCIL:**

Signature

Name of person signing

SIGNED for and on behalf of
WELLINGTON CITY COUNCIL:

12

77094285v3

Signature

Name of person signing

SIGNED for and on behalf of
WELLINGTON REGIONAL COUNCIL:

Signature

Name of person signing

SIGNED for and on behalf of **NGĀTI TOA
RANGATIRA:**

Signature

Name of person signing

SIGNED for and on behalf of **TARANAKI
WHĀNUI:**

13

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Signature

Name of person signing

SIGNED for and on behalf of **RANGITĀNE
TŪ MAI RĀ TRUST**

Signature

Name of person signing

SIGNED for and on behalf of **NGĀTI
KAHUNGUNU KI WAIRARAPA TĀMAKI
NUI-A-RUA SETTLEMENT TRUST:**

Signature

Name of person signing

SIGNED for and on behalf of **RAUKAWA
KI TE TONGA:**

14

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Signature

Name of person signing

SIGNED for and on behalf of **ĀTIAWA KI
WHAKARONGOTAI:**

Signature

Name of person signing

SIGNED for and on behalf of **MUAŪPOKO
HAPŪ:**

Signature

Name of person signing

SIGNED for and on behalf of **CENTRAL
GOVERNMENT:**

15

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Signature

Name of person signing

Dated:

2023

Appendix 1: Wellington Regional Leadership Committee Terms of Reference

Purpose

The purpose of the Wellington Regional Leadership Committee is to take responsibility for key matters of regional importance – Wellington Regional Growth Framework, Regional Economic Development, Regional Economic Recovery, and the Future Development Strategy - where a collective voice and collective planning and action is required.

The Wellington Regional Leadership Committee (Joint Committee) is a Joint Committee, established in accordance with clauses 30 and 30A of Schedule 7 to the Local Government Act 2002.

The Joint Committee has members from all the nine councils wholly within the Wellington Region and the Horowhenua District Council, iwi and members from central Government.

Administering Authority

The Administering Authority for the Wellington Regional Leadership Committee is Greater Wellington Regional Council.

Specific Responsibilities

The Wellington Regional Leadership Committee specific responsibilities include:

Wellington Regional Growth Framework

1. Oversee the development and implementation of the Wellington Regional Growth Framework, including regional climate change projects and a regional housing action plan.
2. Recommend to the Wellington Regional Growth Framework partners how funding and resources should be applied to support implementation of the Wellington Regional Growth Framework.
3. Monitor the implementation of the Wellington Regional Growth Framework and associated workstreams.
4. Review and keep up to date the Wellington Regional Growth Framework as circumstances change.
5. Recommend to the Wellington Regional Growth Framework partners actions to achieve alignment with council, central government and iwi plans, strategies and policies.
6. Facilitate engagement and consultation with stakeholders and the community on the Wellington Regional Growth Framework.
7. Develop submissions and advocate to external organisations on matters relating to the Wellington Regional Growth Framework.
8. Engage with neighbouring regions on cross-boundary matters relating to the Wellington Regional Growth Framework.

Regional Economic Development

1. Provide leadership in regional economic development, including establishing partnerships with key agencies involved in economic development. Acknowledging that constituent local authorities also have leadership roles within their cities and districts.

2. Develop and keep up to date a regional economic development plan to guide the collective work of the region, in line with the desired future outlined in the Wellington Regional Growth Framework.
3. Monitor and report on the status of the regional economy, emerging risks and opportunities and progress towards the implementation of the regional economic development plan and transition to a low carbon economy.
4. Develop submissions and advocate to external organisations on matters relating to regional economic development.
5. Recommend to Greater Wellington Regional Council (as a joint shareholder of Wellington NZ) the allocation of the regional targeted rate for economic development to initiatives and activities based on the regional economic development plan.

Regional Economic Recovery

1. Provide leadership in regional economic recovery, including establishing partnerships with key agencies involved in recovery, acknowledging that constituent local authorities also have leadership roles within their cities and districts.
2. Develop and keep up to date a programme of regional economic recovery initiatives, which incorporate alignment with the region's climate change goals.
3. Coordinate the implementation of a programme of regional economic recovery initiatives through local authorities, council controlled organisations and other partners.
4. Monitor and report on the impacts of regional economic recovery on the region, emerging risks and opportunities and progress towards implementation of the programme of regional economic recovery initiatives.
5. Develop submissions and advocate to external organisations on matters relating to regional economic recovery including developing regional proposals for partnerships and funding assistance.

Future Development Strategy

1. [Prepare, finalise and make publicly available the Housing and Business Development Capacity Assessment and undertake any other work necessary](#) under the National Policy Statement for Urban Development 2020 [to inform the draft Future Development Strategy](#).
2. Consult and engage in order to prepare a draft Future Development Strategy under the National Policy Statement for Urban Development 2020.
3. Prepare a draft Future Development Strategy.
4. Approve a draft Future Development Strategy and any other documentation necessary as part of the special consultative procedure in accordance with the LGA 2002.
5. Commence and engage in the special consultative procedure in accordance with the LGA 2002 for the Future Development Strategy
6. Appoint a Joint Committee Subcommittee to consider the submissions on the draft Future Development Strategy (and any draft updates to that Strategy in accordance with National Policy Statement for Urban Development 2020), which will make recommendations to the Joint Committee on those submissions.
7. Approve the final Future Development Strategy after considering the recommendations of the Joint Committee Subcommittee on submissions on the draft Future Development Strategy.
8. Review the Future Development Strategy in accordance with the National Policy on Urban Development 2020 and decide whether updating of the Future Development Strategy is

- required. If so, complete the same process for consultation as applies to the preparation of the Future Development Strategy set out above.
9. Approve any updated Future Development Strategy under the National Policy Statement for Urban Development 2020, after considering the recommendations of the Joint Committee Subcommittee on submissions on the draft updated Future Development Strategy.
 10. [Prepare the implementation plan required for the Future Development Strategy \(or updated one\) and oversee the implementation of the](#) Future Development Strategy.

Membership

The membership of the Joint Committee is comprised of:

- the Mayor of Carterton District Council
- the Mayor of Horowhenua District Council
- the Mayor of Hutt City Council
- the Mayor of Kāpiti Coast District Council
- the Mayor of Masterton District Council
- the Mayor of Porirua City Council
- the Mayor of South Wairarapa District Council
- the Mayor of Upper Hutt City Council
- the Mayor of Wellington City Council
- the Chair of Wellington Regional Council
- a person nominated by the Joint Committee itself and appointed by the Administering Authority to be the Chairperson of the Joint Committee. Before nominating the person, the Joint Committee is required to consider whether the Chairperson should be independent. The nominee may be drawn from the local government and mana whenua membership of the Joint Committee or may be an additional member who is independent.

The members of the Joint Committee may also include:

- a person nominated by Te Rūnanga o Toa Rangatira Inc (Ngāti Toa Rangatira) and appointed by the Administering Authority
- a person nominated by the Port Nicholson Block Settlement Trust (Taranaki Whānui) and appointed by the Administering Authority
- a person nominated by Rangitāne O Wairarapa Inc (Rangitāne O Wairarapa) and appointed by the Administering Authority
- a person nominated by Ngāti Kahungunu ki Wairarapa Tāmaki nui-a-Rua Settlement Trust and appointed by the Administering Authority
- a person nominated by Raukawa ki te Tonga and appointed by the Administering Authority
- a person nominated by Āti Awa ki Whakarongotai Charitable Trust (Ātiwawa ki Whakarongotai) and appointed by the Administering Authority
- a person nominated by Muaūpoko Tribal Authority Inc (Muaūpoko hapū) and appointed by the Administering Authority
- up to three Ministers nominated by the Crown (Cabinet) and appointed by the Administering Authority

In respect of those members who are persons nominated by a particular entity or body (and then appointed by the Administering Authority), for the avoidance of doubt, if no nomination occurs then the Administering Authority need not make an appointment to the Joint Committee in respect of that entity or body. The membership of the Joint Committee will be accordingly reduced to the extent that there is no nomination/appointment (including for the purposes of calculating the number of vacancies for establishing a quorum). Such appointment may be made if and when a relevant nomination occurs.

The territorial authorities that are parties to this agreement must appoint the relevant Mayor to be a member of the Joint Committee. This is so that those Mayors are counted for the purposes of determining the number of members required to constitute a quorum – see clause 30A(6A) of Schedule 7 of the Local Government Act 2002.

The local authorities that are parties to this agreement may, in addition to the appointment of the relevant Mayor or Chair, appoint an alternate who, in exceptional circumstances where the Mayor or Chair is not able to attend a Joint Committee meetings, is entitled to attend that Joint Committee meetings as a member of the Joint Committee (and appointed by the relevant local authority). If an alternate is appointed, it must be the Deputy Mayor or Deputy Chair. The appointment of alternates does not affect the normal calculation of a quorum. The local authorities that are parties to this agreement may also nominate one elected member for appointment by the Joint Committee as a member of the Joint Committee Subcommittee. The iwi who are parties to this agreement may also nominate one person for appointment by the Joint Committee as a member of the Joint Committee Subcommittee. The Joint Committee Subcommittee's purpose is to consider submissions on the draft Future Development Strategy and make recommendations on those submissions to the Joint Committee (which retains the decision to approve the final Future Development Strategy). If the Joint Committee reviews the Future Development Strategy in accordance with the National Policy on Urban Development 2020 and it determines updating of the Future Development Strategy is required, then the Joint Committee Subcommittee will consider submissions on the draft updates to the Future Development Strategy and make recommendations on those submissions to the Joint Committee (which retains the decision to approve the final updated Future Development Strategy).

The iwi that are parties to this agreement may, in addition to the appointment of the person nominated for each iwi and appointed by the Administering Authority, each nominate an alternate for appointment by the Administering Authority who, in exceptional circumstances where the appointed person is not able to attend a Joint Committee meeting, is entitled to attend that Joint Committee meeting as a member of the Joint Committee. The appointment of alternates does not affect the normal calculation of a quorum.

The Ministers, nominated by the Crown (Cabinet) and appointed by the Administering Authority, may each nominate an alternate for appointment by the Administering Authority who, in exceptional circumstances where the appointed Minister is not able to attend a Joint Committee meeting, is entitled to attend that Joint Committee meeting as a member of the Joint Committee. The appointment of alternates does not affect the normal calculation of a

quorum. If an alternate nominated for any Minister on the Joint Committee is not appointed, then any person who attends on behalf of the Minister will be treated as an observer.

A Deputy Chairperson is to be appointed by the Joint Committee from the existing membership. In accordance with standing orders, the Deputy Chairperson may preside at meetings in the absence of the Chairperson (including before the Joint Committee nominates an Chairperson and that person is appointed by the Administering Authority).

General

The membership of the Wellington Regional Leadership Committee shall be limited to a maximum of 21 members (including the Chairperson).

Expectations around member voting based on Joint Committee programme and agenda

When the Joint Committee is addressing regional economic development matters or regional economic recovery matters, it is expected that the Ministers of the Crown will not exercise their voting rights (and may elect not to attend the relevant meetings or parts of meetings)

Observers

The Joint Committee allows for observers. Observers will be entitled to speak at meetings but will not be members of the Joint Committee.

At each meeting, the Chairperson shall recognise those observers attending in accordance with these provisions and the persons recognised by the Chairperson shall have speaking rights at the meeting.

The attendance at any public excluded session by observers shall only be permitted with the prior approval of the Chairperson.

Voting

Each member has one vote. In the case of an equality of votes the Chairperson has a casting vote.

Meetings

The Joint Committee will arrange its meetings in separate parts, relating to the specific focus areas of: Wellington Regional Growth Framework; Regional Economic Development; Regional Recovery and Future Development Strategy.

Meetings will be held once every two-three months, or as necessary and determined by the Chairperson.

The Joint Committee will set its own meeting schedule.

Quorum

In accordance with Clause 30A of Schedule 7 to the Local Government Act 2002, the quorum at a meeting of the Joint Committee shall be half of the members if the number of members (including vacancies) is an even number, or a majority of members if the number of members (including vacancies) is an odd number. In accordance with clause 30A(6)(c)(iii) of Schedule 7 of the Local Government Act 2002, for a quorum to be established there must be present at least 5 members appointed by local authorities.

Notification of meetings and the publication of agendas and reports shall be conducted in accordance with the requirements of Part 7 of the Local Government Official Information and Meetings Act 1987 and will be undertaken by the administering local authority.

Delegations

Each local authority delegates to the Joint Committee, and in accordance with the terms of reference, the following responsibilities:

1. Approval of all plans and implementation programmes necessary to fulfil the specific responsibilities of the Joint Committee, including:
 - a. Wellington Regional Growth Framework and Wellington Regional Leadership Committee Implementation Plan
 - b. Regional Economic Development Plan
2. Regional Economic Recovery Implementation Plan Approval of all submissions and advocacy statements necessary to fulfil the specific responsibilities of the Joint Committee.
3. Undertaking the work required to inform a draft Future Development Strategy under the National Policy Statement for Urban Development 2020 (including [preparing, finalising and making publicly available the Housing and Business Development Capacity Assessment](#)) and undertaking consultation and engagement in order to prepare a draft Future Development Strategy under the National Policy Statement for Urban Development 2020, preparing that draft, approving the draft and documentation necessary as part of the special consultative procedure, commencing and concluding the special consultative procedure in accordance with the LGA 2002 and approving the final Future Development Strategy, after considering the recommendations of the Joint Committee Subcommittee on submissions on the draft Strategy.
4. Appointing a Joint Committee Subcommittee to consider the submissions on the draft Future Development Strategy and giving it the power to make recommendations on those submissions to the Joint Committee (which retains the power to make the decision to approve the final Future Development Strategy). The Joint Committee Subcommittee will operate in accordance with the Terms of Reference in Appendix 2 to this agreement.
5. Reviewing the Future Development Strategy in accordance with the National Policy on Urban Development 2020 and deciding whether updating of the Future Development Strategy is required. If so, completing the same process for consultation as applies to the preparation of the Future Development Strategy set out above.
6. Approval of any updated Future Development Strategy under the National Policy Statement for Urban Development 2020, after considering the recommendations of the Joint Committee Subcommittee on submissions on the draft updated Future Development Strategy.
7. [Prepare the implementation plan required for the Future Development Strategy \(or updated one\) and oversee the implementation of the](#) Future Development Strategy. The setting of the Joint Committee's meeting schedule.

Remuneration and expenses

Each party shall be responsible for remunerating its representative(s) on the Joint Committee.

Members who represent organisations or entities other than local authorities (being iwi members) shall be eligible for compensation for Joint Committee activity including travel, meeting time, and preparation for meetings paid by the administering local authority. This amount is to be agreed in advance.

An alternate, attending the Joint Committee on behalf of an iwi member, shall be eligible to receive the meeting fee and travel allowances payable to the member in respect of the meeting the alternate formally attends.

Standing Orders

The Joint Committee shall apply the standing orders of the Administering Authority.

Duration of the Joint Committee

In accordance with clause 30(7) of Schedule 7 of the Local Government Act 2002, the Wellington Regional Leadership Committee is not deemed to be discharged following each triennial local government election.

Servicing

The Joint Committee is serviced by a joint secretariat. The Administering Authority shall be responsible for the administration of the Joint Committee.

Council decisions on the Joint Committee's recommendations

Where a Council makes specific decisions on the Joint Committee's recommendations, these will be reported to the Joint Committee. Where the decision is materially different from the Joint Committee's recommendation the report will set out the reasons for that decision.

Variation of this Terms of Reference

These terms of reference may be varied from time to time. It is envisaged that changes may be made to add or remove specific responsibilities as the circumstances require. Changes will be approved by the parties to the agreement establishing the Wellington Regional Leadership Committee on the recommendation of the Joint Committee.

Appendix 2: Joint Committee Subcommittee for Future Development Strategy - Terms of Reference

Purpose

The purpose of this Joint Committee Subcommittee is to consider submissions on:

- The Draft Future Development Strategy prepared under the National Policy Statement on Urban Development 2020 and make recommendations on those submissions to the Joint Wellington Regional Leadership Committee.
- Any draft updates to the Future Development Strategy, in accordance with the National Policy on Urban Development 2020 and make recommendations on those submissions to the Joint Wellington Regional Leadership Committee.

The Joint Committee Subcommittee is a Subcommittee of the Wellington Regional Leadership Committee (Joint Committee), established in accordance with clauses 30 of Schedule 7 to the Local Government Act 2002. The Joint Committee Subcommittee will be deemed to not be discharged at or following each triennial local government election (in line with clause 30(7) of Schedule 7 of the Local Government Act 2002).

Administering Authority

The Administering Authority for the Joint Committee Subcommittee is Greater Wellington Regional Council.

Specific Responsibilities

The specific responsibilities of this Joint Committee Subcommittee include:

- Considering submissions on the Draft Future Development Strategy and any draft updates to the Future Development Strategy
- Deliberating on the draft Future Development Strategy and any draft updates to the Future Development Strategy, taking into account all submissions
- Making recommendations to the Joint Wellington Regional Leadership Committee on those submissions and any suggested amendments to the Draft Future Development Strategy (or updated Strategy as the case may be).

Membership

The membership of the Joint Committee Subcommittee may include:

- one elected member nominated by the Carterton District Council and appointed by the Administering Authority.
- one elected member nominated by the Horowhenua District Council and appointed by the Administering Authority.
- one elected member nominated by the Hutt City Council and appointed by the Administering Authority.
- one elected member nominated by the Kāpiti Coast District Council and appointed by the Administering Authority.
- one elected member nominated by the Masterton District Council and appointed by the Administering Authority.
- one elected member nominated by the Porirua City Council and appointed by the Administering Authority.
- one elected member nominated by the South Wairarapa District Council and appointed by the Administering Authority.

- one elected member nominated by the Upper Hutt City Council and appointed by the Administering Authority.
- one elected member nominated by the Wellington City Council and appointed by the Administering Authority.
- one elected member nominated by the Wellington Regional Council and appointed by the Administering Authority.
- a person nominated by Te Rūnanga o Toa Rangatira Inc (Ngāti Toa Rangatira) and appointed by the Administering Authority
- a person nominated by the Port Nicholson Block Settlement Trust (Taranaki Whānui) and appointed by the Administering Authority
- a person nominated by Rangitāne O Wairarapa Inc (Rangitāne O Wairarapa) and appointed by the Administering Authority
- a person nominated by Ngāti Kahungunu ki Wairarapa Tāmaki nui-a-Rua Settlement Trust and appointed by the Administering Authority
- a person nominated by Raukawa ki te Tonga and appointed by the Administering Authority
- a person nominated by Āti Awa ki Whakarongotai Charitable Trust (Ātiawa ki Whakarongotai) and appointed by the Administering Authority
- a person nominated by Muaūpoko Tribal Authority Inc (Muaūpoko hapū) and appointed by the Administering Authority.
- a person nominated by the Joint Committee Subcommittee itself and appointed by the Joint Committee to be the independent Chairperson of the Joint Committee Subcommittee. The Chairperson is required to have prior experience in sitting on Hearing Panels.

In respect of the members above (persons nominated by a particular entity or body and then appointed by the Administering Authority), for the avoidance of doubt, if no nomination occurs then the Administering Authority need not make an appointment to the Joint Committee Subcommittee in respect of that entity or body. The membership of the Joint Committee Subcommittee will be accordingly reduced to the extent that there is no nomination/appointment (including for the purposes of calculating the number of vacancies for establishing a quorum). Such appointment may be made if and when a relevant nomination occurs.

If the territorial local authorities that are parties to this agreement nominate the Mayor to be a member of the Joint Committee Subcommittee and the Mayor is appointed by the Administering Authority, then the Mayor will be counted for the purposes of determining the number of members required to constitute a quorum – see clause 30A(6A) of Schedule 7 of the Local Government Act 2002.

The total membership of the Joint Committee Subcommittee shall be limited to a maximum of 18 members (including the independent Chairperson).

Voting

Each member has one vote. In the case of an equality of votes the independent Chairperson has a casting vote.

Meetings

The Joint Committee Subcommittee will set its own meeting schedule.

Quorum

In accordance with Clause 30A of Schedule 7 to the Local Government Act 2002, the quorum at a meeting of the Joint Committee Subcommittee shall be half of the members if the number of members (including vacancies) is an even number, or a majority of members if the number of members (including vacancies) is an odd number.

In accordance with clause 30A(6)(c)(iii) of Schedule 7 of the Local Government Act 2002, for a quorum to be established there must be present at least half of the members nominated by local authorities and appointed by the Administering Authority.

Delegations

The Joint Committee Subcommittee is delegated the following powers in accordance with these terms of reference:

- Considering submissions on the Draft Future Development Strategy and any draft updates to the Future Development Strategy.
- Deliberating on the draft Future Development Strategy and any draft updates to the Future Development Strategy, taking into account all submissions.
- Making recommendations to the Joint Wellington Regional Leadership Committee on those submissions and any suggested amendments to the Draft Future Development Strategy (or updated Strategy as the case may be).

Standing Orders

The Joint Committee Subcommittee shall apply the standing orders of the Administering Authority.

Remuneration and expenses

Each local authority shall be responsible for remunerating its representative(s) on the Joint Committee Subcommittee.

Members who represent organisations or entities other than local authorities (being iwi members), and any independent chair shall be eligible for remuneration for Joint Committee Subcommittee activity including travel, meeting time, and preparation for meetings paid by the Administering Authority. Such remuneration provisions will be determined by the Joint Committee.

Servicing

The Joint Committee Subcommittee is serviced by a joint secretariat. The Administering Authority shall be responsible for the administration of the Subcommittee.

Wellington Regional Leadership Committee decisions on the Joint Committee Subcommittee's recommendations

Where the Wellington Regional Leadership Committee makes decisions on the Joint Committee Subcommittee's recommendations, these will be reported to the local authorities and iwi members listed under 'Membership' above, whether they have a member appointed to the Joint Committee Subcommittee or not.

Variation of this Terms of Reference

These terms of reference may be varied from time to time. It is envisaged that changes may be made to add or remove specific responsibilities as the circumstances require. Changes will be approved by the parties to the agreement establishing the Wellington Regional Leadership Committee on the recommendation of that Joint Committee.

Wellington Regional Leadership
Committee

Joint Committee Agreement

Dated 2023

Wellington Regional Leadership Committee - Joint Committee Agreement

Purpose

This agreement is made pursuant to Clause 30A, Schedule 7 of the Local Government Act 2002 (LGA 2002). The purpose is for a Joint Committee of Carterton District Council, Greater Wellington Regional Council, Hutt City Council, Kāpiti Coast District Council, Masterton District Council, Porirua City Council, South Wairarapa District Council, Upper Hutt City Council, Wellington City Council, Horowhenua District Council and iwi to take responsibility for key matters of regional importance where a collective voice and collective regional planning and action is required.

The parties listed above are wanting to work together with central government on matters that are of regional importance and are cross boundary and inter-regional in nature. The role of the Joint Committee is to set direction and monitor activities from those plans related to the direction on all matters, with particular focus on:

- Regional economic development
- Regional economic recovery
- Wellington regional growth framework (joint spatial plan under the [Urban Growth Partnerships](#) and [Urban Growth Agenda](#)) Urban development and specifically, the preparation and approval and regular review and implementation of a Future Development Strategy under the National Policy Statement on Urban Development 2020 (including preparing, finalising and making publicly available a Housing and Business Development Capacity Assessment and undertaking any other work necessary to inform the draft Future Development Strategy) and the preparation of the implementation plan for this Strategy.

This agreement focuses on the Joint Committee, including its membership and delegations.

The Joint Committee is a formal Joint Committee pursuant to the LGA 2002 (Clauses 30 and 30A, Schedule 7). The Joint Committee will be deemed to not be discharged at or following each triennial local government election (in line with Clause 30 (7) of Schedule 7, LGA 2002).

There are some parties to this agreement (ie Crown and iwi) who do not appoint members to the Joint Committee directly.

Administering Authority

The Administering Authority referred to in this Agreement is Greater Wellington Regional Council.

Membership

The membership of the Joint Committee is comprised of:

- the Mayor of Carterton District Council
- the Mayor of Horowhenua District Council
- the Mayor of Hutt City Council

- the Mayor of Kāpiti Coast District Council
- the Mayor of Masterton District Council
- the Mayor of Porirua City Council
- the Mayor of South Wairarapa District Council
- the Mayor of Upper Hutt City Council
- the Mayor of Wellington City Council
- the Chair of Wellington Regional Council
- a person nominated by the Joint Committee itself and appointed by the Administering Authority to be the Chairperson of the Joint Committee. Before nominating the person, the Joint Committee is required to consider whether the Chairperson should be independent. The nominee may be drawn from the local government and mana whenua membership of the Joint Committee or may be an additional member who is independent.

The members of the Joint Committee may also include:

- a person nominated by Te Rūnanga o Toa Rangatira Inc (Ngāti Toa Rangatira) and appointed by the Administering Authority
- a person nominated by the Port Nicholson Block Settlement Trust (Taranaki Whānui) and appointed by the Administering Authority
- a person nominated by Rangitāne Tū Mai Rā Trust and appointed by the Administering Authority
- a person nominated by Ngāti Kahungunu ki Wairarapa Tāmaki nui-a-Rua Settlement Trust and appointed by the Administering Authority
- a person nominated by Raukawa ki te Tonga and appointed by the Administering Authority
- a person nominated by Āti Awa ki Whakarongotai Charitable Trust (Ātiwawa ki Whakarongotai) and appointed by the Administering Authority
- a person nominated by Muaūpoko Tribal Authority Inc (Muaūpoko hapū) and appointed by the Administering Authority
- up to three Ministers nominated by the Crown (Cabinet) and appointed by the Administering Authority

In respect of those members who are persons nominated by a particular entity or body (and then appointed by the Administering Authority), for the avoidance of doubt, if no nomination occurs then the Administering Authority need not make an appointment to the Joint Committee in respect of that entity or body. The membership of the Joint Committee will be accordingly reduced to the extent that there is no nomination/appointment (including for the purposes of calculating the number of vacancies for establishing a quorum). Such appointment may be made if and when a relevant nomination occurs.

The territorial local authorities that are parties to this agreement must appoint the relevant Mayor to be a member of the Joint Committee. This is so that those Mayors are counted for the purposes of determining the number of members required to constitute a quorum – see clause 30A(6A) of Schedule 7 of the Local Government Act 2002. The local authorities that are parties to this agreement may, in addition to the appointment of the relevant Mayor or Chair, appoint an alternate who, in exceptional circumstances where the Mayor or Chair is not

able to attend a Joint Committee meeting, is entitled to attend that Joint Committee meeting as a member of the Joint Committee (and appointed by the relevant local authority). If an alternate is appointed, it must be the Deputy Mayor or Deputy Chair. The appointment of alternates does not affect the normal calculation of a quorum.

The local authorities that are parties to this agreement may also nominate one elected member for appointment by the Joint Committee as a member of the Joint Committee Subcommittee. The iwi who are parties to this agreement may also nominate one person for appointment by the Joint Committee as a member of the Joint Committee Subcommittee. The Joint Committee Subcommittee's purpose is to consider submissions on the draft Future Development Strategy and make recommendations on those submissions to the Joint Committee (which retains the decision to approve the final Future Development Strategy). If the Joint Committee reviews the Future Development Strategy in accordance with the National Policy on Urban Development 2020 and it determines updating of the Future Development Strategy is required, then the Joint Committee Subcommittee will consider submissions on any draft updates to the Future Development Strategy and make recommendations on those submissions to the Joint Committee (which retains the decision to approve the final updated Future Development Strategy). The iwi that are parties to this agreement may, in addition to the appointment of the person nominated for each iwi and appointed by the Administering Authority, each nominate an alternate for appointment by the Administering Authority who, in exceptional circumstances where the appointed person is not able to attend a Joint Committee meeting, is entitled to attend that Joint Committee meeting as a member of the Joint Committee. The appointment of alternates does not affect the normal calculation of a quorum.

The Ministers, nominated by the Crown (Cabinet) and appointed by the Administering Authority, may each nominate an alternate for appointment by the Administering Authority who, in exceptional circumstances where the appointed Minister is not able to attend a Joint Committee meeting, is entitled to attend that Joint Committee meeting as a member of the Joint Committee. The appointment of alternates does not affect the normal calculation of a quorum. If an alternate for the Minister of the Joint Committee is not appointed, then any person who attends on behalf of a Minister will be treated as an observer. A Deputy Chairperson is to be appointed by the Joint Committee from the existing membership. In accordance with standing orders, the Deputy Chairperson may preside at meetings in the absence of the Chairperson (including before the Joint Committee nominates a Chairperson and that person is appointed by the Administering Authority).

General

The membership of the Wellington Regional Leadership Committee shall be limited to a maximum of 21 members (including the Chairperson). In accordance with Clause 30A of Schedule 7 to the Local Government Act 2002, the quorum at a meeting of the Joint Committee shall be half of the members if the number of members (including vacancies) is an even number, or a majority of members if the number of members (including vacancies) is an odd number. In accordance with clause 30A(6)(c)(iii) of Schedule 7 of the Local Government Act 2002, for a quorum to be established there must be present at least 5 members appointed by local authorities.

The standing orders of the Administering Authority apply to the Joint Committee. The Joint Committee will adopt a memorandum of understanding setting out the principles that guide the Joint Committee's work and the approach that the Joint Committee will take.

Expectations around member voting based on Joint Committee programme and agenda
When the Joint Committee is addressing regional economic development matters or regional economic recovery matters, it is expected that the Ministers of the Crown will not exercise their voting rights (and may elect not to attend the relevant meetings or parts of meetings).

Observers

The Joint Committee allows for observers. Observers will be entitled to speak at meetings but will not be members of the Joint Committee.

At each meeting, the Chairperson shall recognise those observers attending in accordance with these provisions and the persons recognised by the Chairperson shall have speaking rights at the meeting.

The attendance at any public excluded session by observers shall only be permitted with the prior approval of the Chairperson.

Meeting Frequency

Meetings will be held once every two-three months, or as necessary and determined by the Chairperson.

Notification of meetings and the publication of agendas and reports shall be conducted in accordance with the requirements of Part 7 of the Local Government Official Information and Meetings Act 1987 and will be undertaken by the Administering Authority.

Specific Responsibilities

The Wellington Regional Leadership Committee has the following specific responsibilities in support of its overall purpose:

Wellington Regional Growth Framework

1. Oversee the development and implementation of the Wellington Regional Growth Framework, including regional climate change projects and a regional housing action plan.
2. Recommend to the Wellington Regional Growth Framework partners how funding and resources should be applied to support implementation of the Wellington Regional Growth Framework.
3. Monitor the implementation of the Wellington Regional Growth Framework and associated workstreams.
4. Review and keep up to date the Wellington Regional Growth Framework as circumstances change.
5. Recommend to the Wellington Regional Growth Framework partners actions to achieve alignment with council, central government and iwi plans, strategies and policies.
6. Facilitate engagement and consultation with stakeholders and the community on the Wellington Regional Growth Framework.
7. Develop submissions and advocate to external organisations on matters relating to the Wellington Regional Growth Framework.
8. Engage with neighbouring regions on cross-boundary matters relating to the Wellington Regional Growth Framework.

Regional Economic Development

1. Provide leadership in regional, sustainable economic development, including establishing partnerships with key agencies involved in economic development. Acknowledging that constituent local authorities also have leadership roles within their cities and districts.
2. Develop and keep up to date a regional economic development plan to guide the collective work of the region, in line with the desired future outlined in the Wellington Regional Growth Framework.
3. Monitor and report on the status of the regional economy, emerging risks and opportunities and progress towards the implementation of the regional economic development plan and transition to a low carbon economy.
4. Develop submissions and advocate to external organisations on matters relating to regional economic development.
5. Recommend to Greater Wellington Regional Council (as a joint shareholder of Wellington NZ) the allocation of the regional targeted rate for economic development to initiatives and activities based on the regional economic development plan.

Regional Economic Recovery

1. Provide leadership in regional economic recovery, including establishing partnerships with key agencies involved in recovery, acknowledging that constituent local authorities also have leadership roles within their cities and districts.
2. Develop and keep up to date a programme of regional economic recovery initiatives, which incorporate alignment with the region's climate change goals.
3. Coordinate the implementation of a programme of regional economic recovery initiatives through local authorities, council controlled organisations and other partners.
4. Monitor and report on the impacts of regional economic recovery on the region, emerging risks and opportunities and progress towards implementation of the programme of regional economic recovery initiatives.
5. Develop submissions and advocate to external organisations on matters relating to regional economic recovery including developing regional proposals for partnerships and funding assistance.

Future Development Strategy

1. Prepare, finalise and make publicly available the Housing and Business Development Capacity Assessment and undertake any other work necessary under the National Policy Statement for Urban Development 2020 to inform the draft Future Development Strategy.
2. Consult and engage in order to prepare a draft Future Development Strategy under the National Policy Statement for Urban Development 2020.
3. Prepare a draft Future Development Strategy.
4. Approve a draft Future Development Strategy and any other documentation necessary as part of the special consultative procedure in accordance with the LGA 2002.
5. Commence and engage in the special consultative procedure in accordance with the LGA 2002 for the Future Development Strategy
6. Appoint a Joint Committee Subcommittee to consider the submissions on the draft Future Development Strategy (and any draft updates to that Strategy in accordance with National Policy Statement for Urban Development 2020), which will make recommendations to the Joint Committee on those submissions.

7. Approve the final Future Development Strategy after considering the recommendations of the Joint Committee Subcommittee on submissions on the draft Future Development Strategy.
8. Review the Future Development Strategy in accordance with the National Policy on Urban Development 2020 and decide whether updating of the Future Development Strategy is required. If so, complete the same process for consultation as applies to the preparation of the Future Development Strategy set out above.
9. Approve any updated Future Development Strategy under the National Policy Statement for Urban Development 2020, after considering the recommendations of the Joint Committee Subcommittee on submissions on the draft updated Future Development Strategy.
10. Prepare the implementation plan required for the Future Development Strategy (or updated one) and oversee the implementation of the Future Development Strategy.

Delegations

Each local authority delegates to the Joint Committee, in accordance with the terms of reference in Appendix 1, the following responsibilities:

1. Approval of all plans and implementation programmes necessary to fulfil the specific responsibilities of the Joint Committee, including:
 - Wellington Regional Growth Framework and the Wellington Regional Growth Framework Implementation Plan
 - Regional Economic Development Plan
 - Regional Economic Recovery Implementation Plan
2. Approval of all submissions and advocacy statements necessary to fulfil the specific responsibilities of the Joint Committee
3. Undertaking the work required to inform a draft Future Development Strategy under the National Policy Statement for Urban Development 2020 (including preparing, finalising and making publicly available the Housing and Business Development Capacity Assessment) and undertaking consultation and engagement in order to prepare a draft Future Development Strategy under the National Policy Statement for Urban Development 2020, preparing that draft, approving the draft and documentation necessary as part of the special consultative procedure, commencing and concluding the special consultative procedure in accordance with the LGA 2002 and approving the final Future Development Strategy, after considering the recommendations of the Joint Committee Subcommittee on submissions on the draft Strategy.
4. Appointing a Joint Committee Subcommittee to consider the submissions on the draft Future Development Strategy and giving it the power to make recommendations on those submissions to the Joint Committee (which retains the power to make the decision to approve the final Future Development Strategy). The Joint Committee Subcommittee will operate in accordance with the Terms of Reference in Appendix 2 to this agreement.
5. Review the Future Development Strategy in accordance with the National Policy on Urban Development 2020 and decide whether updating of the Future Development Strategy is required. If so, complete the same process for consultation as applies to the preparation of the Future Development Strategy set out above.
6. Approve any updated Future Development Strategy under the National Policy Statement for Urban Development 2020, after considering the recommendations of the Joint

- Committee Subcommittee on submissions on the draft updated Future Development Strategy.
7. Prepare the implementation plan required for the Future Development Strategy (or updated one) and oversee the implementation of the Future Development Strategy.
 8. The setting of the Joint Committee's meeting schedule.

Responsibilities

The table below identifies key parties related to this agreement and the Wellington Regional Leadership Committee and their responsibilities.

Party	Responsibilities
Wellington Regional Leadership Committee	Decision making related to the Specific Responsibilities in this agreement and TOR, including Regional economic development, Regional economic recovery, Wellington regional growth framework, Future Development Strategy (and implementation of the Future Development Strategy); Appointing a Joint Committee Subcommittee to consider the submissions on the draft Future Development Strategy and giving it the power to make recommendations on those submissions to the Joint Committee (and the same for any updated Future Development Strategy); Joint regional voice and advocacy; Select and nominate the Chairperson (for appointment to the Joint Committee by the Administering Authority); Agree 3 year rolling work programme consistent with WRGF, Economic Plan and other relevant directional documents. Appointing members and the Chair of the Joint Committee Subcommittee
Joint Committee Subcommittee for Future Development Strategy	To run an appropriate process to consider the submissions on the draft Future Development Strategy (and any updated one) and to make recommendations on those submissions to the Joint Committee, so the Joint Committee can approve the final Future Development Strategy (or any updated one).
Chairperson	Chair the Joint Committee meetings; Approve attendance as required in public excluded sessions; Approve speaking rights as required at Joint Committee meetings; Liaise with members of the Joint Committee as required Approve (in consultation with the Senior Staff Group) content of meeting agendas.
Chief Executives Group	Provide support and advice to the Joint Committee; Agree funding amounts and splits (rolling 3-year programme).

Party	Responsibilities
Senior Staff Group (2 nd Tier Managers)	Recommend work programme to the Joint Committee; Recommend funding arrangements and allocations; Manage reports to the Joint Committee; Review work being undertaken and recommend changes if required; Align work programmes within home organisations.
Joint Secretariat	Coordinate the work of the Joint Committee (in consultation with the Chairperson); Provide administrative support to the Joint Committee on all aspects of its business; Lead work streams as required; Manage joint communications and consultation; Support the work of the Joint Committee, including monitoring, research and independent advice as required.
Delivery agencies e.g. Councils, Council Controlled Organisations, WREMO	Provide information and research; Draft papers for the Joint Committee; Attend meetings as required; Deliver aspects of the work programme (e.g. economic development activities).
Administering Authority	Administer standing orders; Employing joint secretariat staff; Payment of the meeting fees and Chairpersons honorarium; Appointing members to the Joint Committee (who are to be appointed by the Administering Authority).

Administration Funding

Funding will be provided by the Wellington Region's local authorities for the administration of the Joint Committee and Joint Committee Subcommittee, a joint secretariat, and iwi participation in the Joint Committee and Joint Committee Subcommittee through a regional targeted rate set by Greater Wellington Regional Council.

Horowhenua District Council will make an annual funding contribution on a proportional population basis. This funding contribution is calculated by dividing the total annual amount levied through the Wellington Region targeted rate by the total population of the Wellington Region, to arrive at a per capita amount, and then multiplying that per capita amount by the population of Horowhenua District to determine the annual Horowhenua District Council contribution.

Funding will be provided by central government as a contribution to the administration of the Joint Committee and Joint Committee Subcommittee and the joint secretariat at an amount to be agreed.

The funding will support the administration of the Joint Committee, the Joint Committee Subcommittee and the joint secretariat that supports the Joint Committee and Joint Committee Subcommittee which will undertake the following:

1. Providing administrative support to the Joint Committee, Joint Committee Subcommittee and the Senior Staff Group

2. Managing the work programme of the Joint Committee and Joint Committee Subcommittee, including policy advice function and monitoring and research as required
3. Provision of independent advice to support the work programme and Joint Committee Subcommittee as required

Variation of this Agreement

This agreement may be varied by the parties from time to time but only with the endorsement of the Wellington Regional Leadership Committee.

EXECUTION

SIGNED for and on behalf of
CARTERTON DISTRICT COUNCIL:

Signature

Name of person signing

SIGNED for and on behalf of
HOROWHENUA DISTRICT COUNCIL:

Signature

Name of person signing

SIGNED for and on behalf of **HUTT CITY
COUNCIL:**

Signature

Name of person signing

SIGNED for and on behalf of **KĀPITI
COAST DISTRICT COUNCIL:**

Signature

Name of person signing

SIGNED for and on behalf of
MASTERTON DISTRICT COUNCIL:

Signature

Name of person signing

SIGNED for and on behalf of **PORIRUA
CITY COUNCIL:**

Signature

Name of person signing

SIGNED for and on behalf of **SOUTH
WAIRARAPA DISTRICT COUNCIL:**

Signature

Name of person signing

SIGNED for and on behalf of **UPPER
HUTT CITY COUNCIL:**

Signature

Name of person signing

SIGNED for and on behalf of
WELLINGTON CITY COUNCIL:

12

77094285v3

Signature

Name of person signing

SIGNED for and on behalf of
WELLINGTON REGIONAL COUNCIL:

Signature

Name of person signing

SIGNED for and on behalf of **NGĀTI TOA
RANGATIRA:**

Signature

Name of person signing

SIGNED for and on behalf of **TARANAKI
WHĀNUI:**

13

77094285v3

Signature

Name of person signing

SIGNED for and on behalf of **RANGITĀNE
TŪ MAI RĀ TRUST**

Signature

Name of person signing

SIGNED for and on behalf of **NGĀTI
KAHUNGUNU KI WAIRARAPA TĀMAKI
NUI-A-RUA SETTLEMENT TRUST:**

Signature

Name of person signing

SIGNED for and on behalf of **RAUKAWA
KI TE TONGA:**

14

77094285v3

Signature

Name of person signing

SIGNED for and on behalf of **ĀTIAWA KI
WHAKARONGOTAI:**

Signature

Name of person signing

SIGNED for and on behalf of **MUAŪPOKO
HAPŪ:**

Signature

Name of person signing

SIGNED for and on behalf of **CENTRAL
GOVERNMENT:**

15

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Signature

Name of person signing

Dated:

2023

Appendix 1: Wellington Regional Leadership Committee Terms of Reference

Purpose

The purpose of the Wellington Regional Leadership Committee is to take responsibility for key matters of regional importance – Wellington Regional Growth Framework, Regional Economic Development, Regional Economic Recovery, and the Future Development Strategy - where a collective voice and collective planning and action is required.

The Wellington Regional Leadership Committee (Joint Committee) is a Joint Committee, established in accordance with clauses 30 and 30A of Schedule 7 to the Local Government Act 2002.

The Joint Committee has members from all the nine councils wholly within the Wellington Region and the Horowhenua District Council, iwi and members from central Government.

Administering Authority

The Administering Authority for the Wellington Regional Leadership Committee is Greater Wellington Regional Council.

Specific Responsibilities

The Wellington Regional Leadership Committee specific responsibilities include:

Wellington Regional Growth Framework

1. Oversee the development and implementation of the Wellington Regional Growth Framework, including regional climate change projects and a regional housing action plan.
2. Recommend to the Wellington Regional Growth Framework partners how funding and resources should be applied to support implementation of the Wellington Regional Growth Framework.
3. Monitor the implementation of the Wellington Regional Growth Framework and associated workstreams.
4. Review and keep up to date the Wellington Regional Growth Framework as circumstances change.
5. Recommend to the Wellington Regional Growth Framework partners actions to achieve alignment with council, central government and iwi plans, strategies and policies.
6. Facilitate engagement and consultation with stakeholders and the community on the Wellington Regional Growth Framework.
7. Develop submissions and advocate to external organisations on matters relating to the Wellington Regional Growth Framework.
8. Engage with neighbouring regions on cross-boundary matters relating to the Wellington Regional Growth Framework.

Regional Economic Development

1. Provide leadership in regional economic development, including establishing partnerships with key agencies involved in economic development. Acknowledging that constituent local authorities also have leadership roles within their cities and districts.

2. Develop and keep up to date a regional economic development plan to guide the collective work of the region, in line with the desired future outlined in the Wellington Regional Growth Framework.
3. Monitor and report on the status of the regional economy, emerging risks and opportunities and progress towards the implementation of the regional economic development plan and transition to a low carbon economy.
4. Develop submissions and advocate to external organisations on matters relating to regional economic development.
5. Recommend to Greater Wellington Regional Council (as a joint shareholder of Wellington NZ) the allocation of the regional targeted rate for economic development to initiatives and activities based on the regional economic development plan.

Regional Economic Recovery

1. Provide leadership in regional economic recovery, including establishing partnerships with key agencies involved in recovery, acknowledging that constituent local authorities also have leadership roles within their cities and districts.
2. Develop and keep up to date a programme of regional economic recovery initiatives, which incorporate alignment with the region's climate change goals.
3. Coordinate the implementation of a programme of regional economic recovery initiatives through local authorities, council controlled organisations and other partners.
4. Monitor and report on the impacts of regional economic recovery on the region, emerging risks and opportunities and progress towards implementation of the programme of regional economic recovery initiatives.
5. Develop submissions and advocate to external organisations on matters relating to regional economic recovery including developing regional proposals for partnerships and funding assistance.

Future Development Strategy

1. Prepare, finalise and make publicly available the Housing and Business Development Capacity Assessment and undertake any other work necessary under the National Policy Statement for Urban Development 2020 to inform the draft Future Development Strategy.
2. Consult and engage in order to prepare a draft Future Development Strategy under the National Policy Statement for Urban Development 2020.
3. Prepare a draft Future Development Strategy.
4. Approve a draft Future Development Strategy and any other documentation necessary as part of the special consultative procedure in accordance with the LGA 2002.
5. Commence and engage in the special consultative procedure in accordance with the LGA 2002 for the Future Development Strategy
6. Appoint a Joint Committee Subcommittee to consider the submissions on the draft Future Development Strategy (and any draft updates to that Strategy in accordance with National Policy Statement for Urban Development 2020), which will make recommendations to the Joint Committee on those submissions.
7. Approve the final Future Development Strategy after considering the recommendations of the Joint Committee Subcommittee on submissions on the draft Future Development Strategy.
8. Review the Future Development Strategy in accordance with the National Policy on Urban Development 2020 and decide whether updating of the Future Development Strategy is

- required. If so, complete the same process for consultation as applies to the preparation of the Future Development Strategy set out above.
9. Approve any updated Future Development Strategy under the National Policy Statement for Urban Development 2020, after considering the recommendations of the Joint Committee Subcommittee on submissions on the draft updated Future Development Strategy.
 10. Prepare the implementation plan required for the Future Development Strategy (or updated one) and oversee the implementation of the Future Development Strategy.

Membership

The membership of the Joint Committee is comprised of:

- the Mayor of Carterton District Council
- the Mayor of Horowhenua District Council
- the Mayor of Hutt City Council
- the Mayor of Kāpiti Coast District Council
- the Mayor of Masterton District Council
- the Mayor of Porirua City Council
- the Mayor of South Wairarapa District Council
- the Mayor of Upper Hutt City Council
- the Mayor of Wellington City Council
- the Chair of Wellington Regional Council
- a person nominated by the Joint Committee itself and appointed by the Administering Authority to be the Chairperson of the Joint Committee. Before nominating the person, the Joint Committee is required to consider whether the Chairperson should be independent. The nominee may be drawn from the local government and mana whenua membership of the Joint Committee or may be an additional member who is independent.

The members of the Joint Committee may also include:

- a person nominated by Te Rūnanga o Toa Rangatira Inc (Ngāti Toa Rangatira) and appointed by the Administering Authority
- a person nominated by the Port Nicholson Block Settlement Trust (Taranaki Whānui) and appointed by the Administering Authority
- a person nominated by Rangitāne O Wairarapa Inc (Rangitāne O Wairarapa) and appointed by the Administering Authority
- a person nominated by Ngāti Kahungunu ki Wairarapa Tāmaki nui-a-Rua Settlement Trust and appointed by the Administering Authority
- a person nominated by Raukawa ki te Tonga and appointed by the Administering Authority
- a person nominated by Āti Awa ki Whakarongotai Charitable Trust (Ātiwawa ki Whakarongotai) and appointed by the Administering Authority
- a person nominated by Muaūpoko Tribal Authority Inc (Muaūpoko hapū) and appointed by the Administering Authority
- up to three Ministers nominated by the Crown (Cabinet) and appointed by the Administering Authority

In respect of those members who are persons nominated by a particular entity or body (and then appointed by the Administering Authority), for the avoidance of doubt, if no nomination occurs then the Administering Authority need not make an appointment to the Joint Committee in respect of that entity or body. The membership of the Joint Committee will be accordingly reduced to the extent that there is no nomination/appointment (including for the purposes of calculating the number of vacancies for establishing a quorum). Such appointment may be made if and when a relevant nomination occurs.

The territorial authorities that are parties to this agreement must appoint the relevant Mayor to be a member of the Joint Committee. This is so that those Mayors are counted for the purposes of determining the number of members required to constitute a quorum – see clause 30A(6A) of Schedule 7 of the Local Government Act 2002.

The local authorities that are parties to this agreement may, in addition to the appointment of the relevant Mayor or Chair, appoint an alternate who, in exceptional circumstances where the Mayor or Chair is not able to attend a Joint Committee meetings, is entitled to attend that Joint Committee meetings as a member of the Joint Committee (and appointed by the relevant local authority). If an alternate is appointed, it must be the Deputy Mayor or Deputy Chair. The appointment of alternates does not affect the normal calculation of a quorum. The local authorities that are parties to this agreement may also nominate one elected member for appointment by the Joint Committee as a member of the Joint Committee Subcommittee. The iwi who are parties to this agreement may also nominate one person for appointment by the Joint Committee as a member of the Joint Committee Subcommittee. The Joint Committee Subcommittee's purpose is to consider submissions on the draft Future Development Strategy and make recommendations on those submissions to the Joint Committee (which retains the decision to approve the final Future Development Strategy). If the Joint Committee reviews the Future Development Strategy in accordance with the National Policy on Urban Development 2020 and it determines updating of the Future Development Strategy is required, then the Joint Committee Subcommittee will consider submissions on the draft updates to the Future Development Strategy and make recommendations on those submissions to the Joint Committee (which retains the decision to approve the final updated Future Development Strategy).

The iwi that are parties to this agreement may, in addition to the appointment of the person nominated for each iwi and appointed by the Administering Authority, each nominate an alternate for appointment by the Administering Authority who, in exceptional circumstances where the appointed person is not able to attend a Joint Committee meeting, is entitled to attend that Joint Committee meeting as a member of the Joint Committee. The appointment of alternates does not affect the normal calculation of a quorum.

The Ministers, nominated by the Crown (Cabinet) and appointed by the Administering Authority, may each nominate an alternate for appointment by the Administering Authority who, in exceptional circumstances where the appointed Minister is not able to attend a Joint Committee meeting, is entitled to attend that Joint Committee meeting as a member of the Joint Committee. The appointment of alternates does not affect the normal calculation of a

quorum. If an alternate nominated for any Minister on the Joint Committee is not appointed, then any person who attends on behalf of the Minister will be treated as an observer.

A Deputy Chairperson is to be appointed by the Joint Committee from the existing membership. In accordance with standing orders, the Deputy Chairperson may preside at meetings in the absence of the Chairperson (including before the Joint Committee nominates an Chairperson and that person is appointed by the Administering Authority).

General

The membership of the Wellington Regional Leadership Committee shall be limited to a maximum of 21 members (including the Chairperson).

Expectations around member voting based on Joint Committee programme and agenda

When the Joint Committee is addressing regional economic development matters or regional economic recovery matters, it is expected that the Ministers of the Crown will not exercise their voting rights (and may elect not to attend the relevant meetings or parts of meetings)

Observers

The Joint Committee allows for observers. Observers will be entitled to speak at meetings but will not be members of the Joint Committee.

At each meeting, the Chairperson shall recognise those observers attending in accordance with these provisions and the persons recognised by the Chairperson shall have speaking rights at the meeting.

The attendance at any public excluded session by observers shall only be permitted with the prior approval of the Chairperson.

Voting

Each member has one vote. In the case of an equality of votes the Chairperson has a casting vote.

Meetings

The Joint Committee will arrange its meetings in separate parts, relating to the specific focus areas of: Wellington Regional Growth Framework; Regional Economic Development; Regional Recovery and Future Development Strategy.

Meetings will be held once every two-three months, or as necessary and determined by the Chairperson.

The Joint Committee will set its own meeting schedule.

Quorum

In accordance with Clause 30A of Schedule 7 to the Local Government Act 2002, the quorum at a meeting of the Joint Committee shall be half of the members if the number of members (including vacancies) is an even number, or a majority of members if the number of members (including vacancies) is an odd number. In accordance with clause 30A(6)(c)(iii) of Schedule 7 of the Local Government Act 2002, for a quorum to be established there must be present at least 5 members appointed by local authorities.

Notification of meetings and the publication of agendas and reports shall be conducted in accordance with the requirements of Part 7 of the Local Government Official Information and Meetings Act 1987 and will be undertaken by the administering local authority.

Delegations

Each local authority delegates to the Joint Committee, and in accordance with the terms of reference, the following responsibilities:

1. Approval of all plans and implementation programmes necessary to fulfil the specific responsibilities of the Joint Committee, including:
 - a. Wellington Regional Growth Framework and Wellington Regional Leadership Committee Implementation Plan
 - b. Regional Economic Development Plan
 - c. Regional Economic Recovery Implementation Plan
2. Approval of all submissions and advocacy statements necessary to fulfil the specific responsibilities of the Joint Committee.
3. Undertaking the work required to inform a draft Future Development Strategy under the National Policy Statement for Urban Development 2020 (including preparing, finalising and making publicly available the Housing and Business Development Capacity Assessment) and undertaking consultation and engagement in order to prepare a draft Future Development Strategy under the National Policy Statement for Urban Development 2020, preparing that draft, approving the draft and documentation necessary as part of the special consultative procedure, commencing and concluding the special consultative procedure in accordance with the LGA 2002 and approving the final Future Development Strategy, after considering the recommendations of the Joint Committee Subcommittee on submissions on the draft Strategy.
4. Appointing a Joint Committee Subcommittee to consider the submissions on the draft Future Development Strategy and giving it the power to make recommendations on those submissions to the Joint Committee (which retains the power to make the decision to approve the final Future Development Strategy). The Joint Committee Subcommittee will operate in accordance with the Terms of Reference in Appendix 2 to this agreement.
5. Reviewing the Future Development Strategy in accordance with the National Policy on Urban Development 2020 and deciding whether updating of the Future Development Strategy is required. If so, completing the same process for consultation as applies to the preparation of the Future Development Strategy set out above.
6. Approval of any updated Future Development Strategy under the National Policy Statement for Urban Development 2020, after considering the recommendations of the Joint Committee Subcommittee on submissions on the draft updated Future Development Strategy.
7. Prepare the implementation plan required for the Future Development Strategy (or updated one) and oversee the implementation of the Future Development Strategy.
8. The setting of the Joint Committee's meeting schedule.

Remuneration and expenses

Each party shall be responsible for remunerating its representative(s) on the Joint Committee.

Members who represent organisations or entities other than local authorities (being iwi members) shall be eligible for compensation for Joint Committee activity including travel,

meeting time, and preparation for meetings paid by the administering local authority. This amount is to be agreed in advance.

An alternate, attending the Joint Committee on behalf of an iwi member, shall be eligible to receive the meeting fee and travel allowances payable to the member in respect of the meeting the alternate formally attends.

Standing Orders

The Joint Committee shall apply the standing orders of the Administering Authority.

Duration of the Joint Committee

In accordance with clause 30(7) of Schedule 7 of the Local Government Act 2002, the Wellington Regional Leadership Committee is not deemed to be discharged following each triennial local government election.

Servicing

The Joint Committee is serviced by a joint secretariat. The Administering Authority shall be responsible for the administration of the Joint Committee.

Council decisions on the Joint Committee's recommendations

Where a Council makes specific decisions on the Joint Committee's recommendations, these will be reported to the Joint Committee. Where the decision is materially different from the Joint Committee's recommendation the report will set out the reasons for that decision.

Variation of this Terms of Reference

These terms of reference may be varied from time to time. It is envisaged that changes may be made to add or remove specific responsibilities as the circumstances require. Changes will be approved by the parties to the agreement establishing the Wellington Regional Leadership Committee on the recommendation of the Joint Committee.

**Appendix 2: Joint Committee Subcommittee for Future
Development Strategy - Terms of Reference**

Purpose

The purpose of this Joint Committee Subcommittee is to consider submissions on:

- The Draft Future Development Strategy prepared under the National Policy Statement on Urban Development 2020 and make recommendations on those submissions to the Joint Wellington Regional Leadership Committee.
- Any draft updates to the Future Development Strategy, in accordance with the National Policy on Urban Development 2020 and make recommendations on those submissions to the Joint Wellington Regional Leadership Committee.

The Joint Committee Subcommittee is a Subcommittee of the Wellington Regional Leadership Committee (Joint Committee), established in accordance with clauses 30 of Schedule 7 to the Local Government Act 2002. The Joint Committee Subcommittee will be deemed to not be discharged at or following each triennial local government election (in line with clause 30(7) of Schedule 7 of the Local Government Act 2002).

Administering Authority

The Administering Authority for the Joint Committee Subcommittee is Greater Wellington Regional Council.

Specific Responsibilities

The specific responsibilities of this Joint Committee Subcommittee include:

- Considering submissions on the Draft Future Development Strategy and any draft updates to the Future Development Strategy
- Deliberating on the draft Future Development Strategy and any draft updates to the Future Development Strategy, taking into account all submissions
- Making recommendations to the Joint Wellington Regional Leadership Committee on those submissions and any suggested amendments to the Draft Future Development Strategy (or updated Strategy as the case may be).

Membership

The membership of the Joint Committee Subcommittee may include:

- one elected member nominated by the Carterton District Council and appointed by the Administering Authority.
- one elected member nominated by the Horowhenua District Council and appointed by the Administering Authority.
- one elected member nominated by the Hutt City Council and appointed by the Administering Authority.
- one elected member nominated by the Kāpiti Coast District Council and appointed by the Administering Authority.
- one elected member nominated by the Masterton District Council and appointed by the Administering Authority.
- one elected member nominated by the Porirua City Council and appointed by the Administering Authority.
- one elected member nominated by the South Wairarapa District Council and appointed by the Administering Authority.

- one elected member nominated by the Upper Hutt City Council and appointed by the Administering Authority.
- one elected member nominated by the Wellington City Council and appointed by the Administering Authority.
- one elected member nominated by the Wellington Regional Council and appointed by the Administering Authority.
- a person nominated by Te Rūnanga o Toa Rangatira Inc (Ngāti Toa Rangatira) and appointed by the Administering Authority
- a person nominated by the Port Nicholson Block Settlement Trust (Taranaki Whānui) and appointed by the Administering Authority
- a person nominated by Rangitāne O Wairarapa Inc (Rangitāne O Wairarapa) and appointed by the Administering Authority
- a person nominated by Ngāti Kahungunu ki Wairarapa Tāmaki nui-a-Rua Settlement Trust and appointed by the Administering Authority
- a person nominated by Raukawa ki te Tonga and appointed by the Administering Authority
- a person nominated by Āti Awa ki Whakarongotai Charitable Trust (Ātiawa ki Whakarongotai) and appointed by the Administering Authority
- a person nominated by Muaūpoko Tribal Authority Inc (Muaūpoko hapū) and appointed by the Administering Authority.
- a person nominated by the Joint Committee Subcommittee itself and appointed by the Joint Committee to be the independent Chairperson of the Joint Committee Subcommittee. The Chairperson is required to have prior experience in sitting on Hearing Panels.

In respect of the members above (persons nominated by a particular entity or body and then appointed by the Administering Authority), for the avoidance of doubt, if no nomination occurs then the Administering Authority need not make an appointment to the Joint Committee Subcommittee in respect of that entity or body. The membership of the Joint Committee Subcommittee will be accordingly reduced to the extent that there is no nomination/appointment (including for the purposes of calculating the number of vacancies for establishing a quorum). Such appointment may be made if and when a relevant nomination occurs.

If the territorial local authorities that are parties to this agreement nominate the Mayor to be a member of the Joint Committee Subcommittee and the Mayor is appointed by the Administering Authority, then the Mayor will be counted for the purposes of determining the number of members required to constitute a quorum – see clause 30A(6A) of Schedule 7 of the Local Government Act 2002.

The total membership of the Joint Committee Subcommittee shall be limited to a maximum of 18 members (including the independent Chairperson).

Voting

Each member has one vote. In the case of an equality of votes the independent Chairperson has a casting vote.

Meetings

The Joint Committee Subcommittee will set its own meeting schedule.

Quorum

In accordance with Clause 30A of Schedule 7 to the Local Government Act 2002, the quorum at a meeting of the Joint Committee Subcommittee shall be half of the members if the number of members (including vacancies) is an even number, or a majority of members if the number of members (including vacancies) is an odd number.

In accordance with clause 30A(6)(c)(iii) of Schedule 7 of the Local Government Act 2002, for a quorum to be established there must be present at least half of the members nominated by local authorities and appointed by the Administering Authority.

Delegations

The Joint Committee Subcommittee is delegated the following powers in accordance with these terms of reference:

- Considering submissions on the Draft Future Development Strategy and any draft updates to the Future Development Strategy.
- Deliberating on the draft Future Development Strategy and any draft updates to the Future Development Strategy, taking into account all submissions.
- Making recommendations to the Joint Wellington Regional Leadership Committee on those submissions and any suggested amendments to the Draft Future Development Strategy (or updated Strategy as the case may be).

Standing Orders

The Joint Committee Subcommittee shall apply the standing orders of the Administering Authority.

Remuneration and expenses

Each local authority shall be responsible for remunerating its representative(s) on the Joint Committee Subcommittee.

Members who represent organisations or entities other than local authorities (being iwi members), and any independent chair shall be eligible for remuneration for Joint Committee Subcommittee activity including travel, meeting time, and preparation for meetings paid by the Administering Authority. Such remuneration provisions will be determined by the Joint Committee.

Servicing

The Joint Committee Subcommittee is serviced by a joint secretariat. The Administering Authority shall be responsible for the administration of the Subcommittee.

Wellington Regional Leadership Committee decisions on the Joint Committee Subcommittee's recommendations

Where the Wellington Regional Leadership Committee makes decisions on the Joint Committee Subcommittee's recommendations, these will be reported to the local authorities and iwi members listed under 'Membership' above, whether they have a member appointed to the Joint Committee Subcommittee or not.

Variation of this Terms of Reference

These terms of reference may be varied from time to time. It is envisaged that changes may be made to add or remove specific responsibilities as the circumstances require. Changes will be approved by the parties to the agreement establishing the Wellington Regional Leadership Committee on the recommendation of that Joint Committee.

File No.: 23/579

8.1 Interim Organisation Performance Report

1. Purpose

1.1 To present the Interim Organisation Performance Report for July 2023 – August 2023.

This report aligns will all of Council's top 10 priorities, and provides a snapshot progress report on each priority.

2. Recommendation

2.1 That Report 23/579 Interim Organisation Performance Report be received.

2.2 That this matter or decision is recognised as not significant in terms of S76 of the Local Government Act.

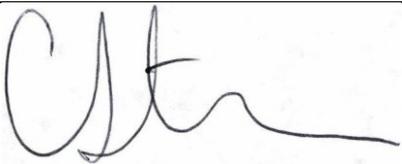
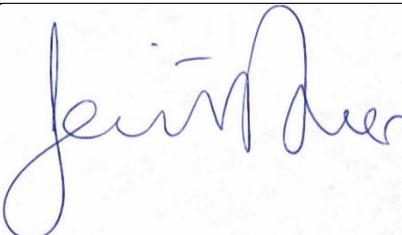
2.3 That having considered all matters raised in the Organisation Performance Report April 2023 the report be noted.

3. Background

3.1 This report is provided for information purposes only and seeks to update Council on a number of key projects and priorities for Horowhenua District Council. This report seeks to provide a snapshot of progress since the previous meeting. Officers are happy to receive feedback on future improvements to this report.

4. Appendices

No.	Title	Page
A	Interim Organisation Performance Report August 2023	148

Author(s)	Charlie Strivens Senior Advisor - Organisation Performance	
Approved by	Jacinta Straker Group Manager Organisation Performance	
	Monique Davidson Chief Executive Officer	



Horowhenua District Council Interim Organisation Performance Report

August 2023



About this report

We're on a journey on being transparent on how our organisation is performing with Elected Members and our Community, this report is the first step. The report is a great opportunity to share our stories, our successes, our concerns and where we need to improve. This report is just a snapshot of the great work we do across our community.

This report will be prepared for every full Council meeting, each time you will see refinements, improvements, additions and deletions. We will always be working towards keeping Elected Members and our community fully informed and up to date.

You will notice the Organisation Report has been completely revamped, mostly to align with the Council Plan on a Page. We have also changed our Activity Updates to Group Updates which include Activity Updates. This is to allow work completed within a Group but not in an activity to be reported on.

The reporting period for Health and Safety Report, Group Updates, Top 10 Priorities Updates, Other Areas of Focus Updates, Organisation values and Primary Pillars Updates and Risk Report is **28 June – 9 August 2023**

Financial and performance measure reporting is **30 June Year to Date**

Being the Interim Report this OPR includes the following:

Dashboard

This dashboard contains key summarized financial and performance measure information. This will be provided in the Interim and Full OPR.

Top Ten Priorities Updates

A brief update is provided for the Interim OPR and a more comprehensive update will be provided in the next Full OPR.

Capital Projects Overview and Lifecycle

This report is the same that is provided in the Full OPR.

Contents

About this report	2
Organisational Performance Dashboard	4
Organisational Performance Dashboard	5
Capital Projects Overview	6
Capital Project Lifecycle and Confidence Report	7
Top 10 Priorities (Plan on a Page)	9
Our top 10 priorities	10





Organisational Performance Dashboard

Organisational Performance Dashboard

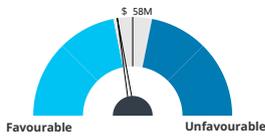


Organisational Performance

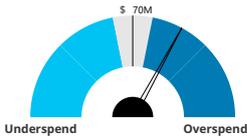
YTD Ending 30 June 2023

This dashboard shows a snapshot of how we are tracking against our performance measure targets, our financial performance overall and activity financial information.

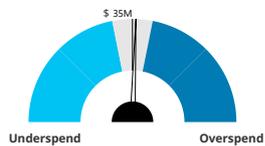
Financial Performance



INCOME	
Actual:	\$40.46M
Budget:	\$58.15M
Variance:	\$2.31M, 4.0%
On Target	

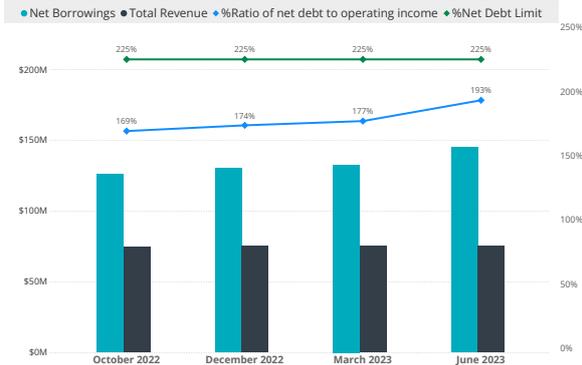


OPERATING EXPENDITURE	
Actual:	\$78.85M
Budget:	\$69.95M
Variance:	-\$8.90M, (12.7%)
Overspend	



CAPITAL EXPENDITURE	
Actual:	\$35.30M
Original Budget:	\$52.39M
Target Budget:	\$35.00M
Variance:	-\$0.30M, (0.8%) Against Target Budget
On Target	

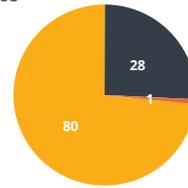
Net Debt to Operating Revenue



We budgeted to borrow an additional \$12m as part of the 2022/23 Annual Plan. For the year our net borrowings increased by a further \$27m. This contributed to a higher than planned Net debt to Operating Revenue ratio of 193% in June 2023. The table below shows the main reasons for the higher net borrowing requirements in 2022/23:

	Budget for 2022/23	Actual for 2022/23	Increase/ (decrease) in net borrowings
Proceeds from sale of assets	\$4.2M	\$4.2M	
Lower than expected capital grants (largely due to timing)	\$16.6M	\$8.5M	\$8.1M
Lower ending cash balance than budgeted	\$11.6M	\$4.2M	\$7.4M
Decrease in borrower notes and term deposits	\$6.6M	\$3.5M	\$3.1M
Additional operational deficit	\$8.6M	\$5.8M	\$2.8M
Additional net interest	\$3.3M	\$5.0M	\$1.7M
Increase in Net Debt for 2022/23			\$27.3M

Overall Performance Measures



These are provisional performance measure results for 30 June Year to Date, which is also the end of the financial year. We are currently reviewing the performance measure results and supporting evidence in preparation for the Annual Report and subsequent audit. Final results will be included in the Annual Report.

Council reported a full year operating deficit of \$18.4m versus a revised full year budget deficit of \$11.8m. The variance of \$6.6m is \$2.9m higher than forecasted at the end of May and consists of:

- Additional unfunded depreciation \$2.1m due to the higher 2021/22 valuation of the three waters and roading assets. This is \$900k higher than forecasted in May 2023 and was due to the higher valuation of assets in 2021/22 and was finalised as part of the annual report adoption for 2021/22.
 - Higher net finance costs of \$1.7m due to higher interest rates.
 - Underlying additional rates deficit - \$2.3m, which is \$2.2m higher than forecasted in May 2023. This is made up of:
 - Additional professional services, three waters transition labour costs and audit fees approved by Council of \$0.7m.
 - Additional maintenance of \$1.8m in 3 Waters operation and maintenance contract, land transport's emergency works, road improvements and general work, solid waste on general contract work. This is \$800k higher than forecasted in May 2023.
 - Lower staff recovery to capital projects of \$1m. This is \$400k higher than forecasted in May 2023.
 - Additional consultant fees \$0.6m, this is \$800k higher than forecast at the end of May 2023. Mainly for OZNL consultancy fees which we expect to receive funding from Waka Kotahi, Council's contribution to the Wellington Regional Growth Framework, Elections costs and LTPA audit costs not budgeted for.
- Offset by:
- Additional operating subsidies being up by \$1.2m due to unbudgeted funding for the transitional support package and 3Waters reform stimulus fund from DIA.

Council completed \$35.3m towards the budgeted capital programme of \$52.4m as at the end of June 2023 for 2022/23. The 2022-23 Annual Plan had a total capital programme of \$52m but \$35m budgeted to be spent. The level of capital grants is also lower than budgeted due to the timing of the capital programme changing from what was originally planned. This is largely due to the Tara-Ika programme moving out to future years. The planned carry forward is approximately \$12m, of which all is already included in the 2023/24 Annual Plan. A carry forward report will be presented to the Council on 30th August 2023.

Operating Expenditure and Capital Expenditure By Activity





Tiro Whānui Hinonga Matua

Capital Projects Overview



Capital Project Lifecycle and Confidence Report

Successful delivery of the project against its project parameters appears on track as planned, and there are no major outstanding issues or risks that appear to threaten delivery.

Successful delivery of the project against its project parameters appears feasible but significant issues already exist, requiring management attention. These appear resolvable at this stage and, if addressed promptly, should not present a cost/schedule overrun or loss/delay of benefits.

Successful delivery of the project against its project parameters appears to be unachievable. There are major issues with schedule, budget, resource, quality and/or benefits delivery, which at this stage does not appear to be solvable. The project may need rescoping and/or its overall viability reassessed.

Project Lifecycle	Development	Consent	Plan and Procure	Deliver - 22/23 FY	Deliver - ongoing	Close and Evaluate	Key	⊖ amove to the right	⊖ amove to the left	* If changed colour	# project added since last report
							Scope and approvals	Implementation planning	Implementation	Monitor benefits	
	Foxton East Drainage Scheme	Foxton Beach SW planning and consent	Foxton Water Renewal 23/24	Minor Road Improvements	Foxton WWTP	Gladstone Road Realignment					
	Lake Horowhenua water quality improvements and Queen St SW consent	Tokomaru WW disposal	Levin WWTP renewals	Footpath Renewals	Foxton Aquatic Centre	Levin Landfill - Old dump capping					
	Levin Pot - Strategic upgrade	Poads Rd Reservoir	Tara-Ika - Queen St Stg. 1 SW	North East Levin SW - SW Trunk and Coley Pond works	Waitarere Beach Surf Club	Jubilee Park Splash Pad					
	Shannon WWTP		SH57/Tararua Road Roundabout	Levin NE WW Renewals	Foxton Beach WWTP	Public toilet - Major renewals					
	Tokomaru WWTP		Foxton WW Renewals	Levin Water renewal - Liverpool Street	Old Dump remedial works Leachate investigation	Sealed Road Resurfacing annual programme					
	Foxton Beach WTP		Foxton Water renewal	Cycle Facilities	Pot WW discharge development and renewals	→ x3 Tararua Road/SH57 roundabout enabling works					
	Levin WTP renewal		Levin New Landfill - Additional capping	Shannon - Mangahao Water Renewal Stg1	Tara-Ika Tararua Road WW	Donnelly Park Netball Court resurfacing, lighting and fencing					

Shannon WTP renewal	Levin Water Supply Fluoridation	Tara-Ika Trunk Watermain (Tararua)	Levin WW Renewals Kings Drive
Foxton Beach WTP renewal	Foxton Beach Water renewal	Stormwater new including Ramona Ave, Waitarere Beach	
Tokomaru WTP renewal	Weararua/York St WW upgrade	Sealed Pavement rehabs	
Waikawa Beach Access		Waitarere WWTP	
Levin Adventure Park Playground renewals		Road Improvements	
Levin WWTP Master Plan			
Levin WTP Master Plan			
Horowhenua Transport Investment PBC			
Okarito SW connection			
← x2 Macarthur Wastewater and Water			
# Shannon Water Renewal - Stafford			
# Levin Wastewater Treatment Plant - Inlet pip Upgrade			



Ngā Whāinga Matua 10

Top 10 Priorities (Plan on a Page)



Our top 10 priorities



Enabling affordable housing that meets the needs of a growing population through the implementation of the Housing Action Plan

We continue to work through and develop opportunities for the additional supply of both affordable, social, and general housing supply.

Kainga Ora continues to be a key short-term partner in developing and initiating some of the early projects across the district. New builds are under-way and council has been collaborating with Kainga Ora and private developers around additional opportunities.

Consenting timeframes are improving in the Building space whilst the Planning timings continue to struggle. Recent additions to the Planning team will aim to improve on this position.

The Housing Action Plan will also be the subject of a refresh in the coming months to ensure the intent remains in touch with the current needs of our community, and that outcomes are measurable and deliverable.

The market continues to slow and consenting volumes remain down for the year to date. Both resource and building consent applications have declined by around 25%.

The new social housing development on Hinemoa Street is however progressing strongly whilst Kainga Ora also have a few smaller scale developments underway.



Achieve the best outcome for Horowhenua in the face of Three Waters Reform Transition

Horowhenua District Council and Horowhenua Alliance staff attended a series of professional development workshops being led by the National Transition to support navigating and leading through change.

Any requests for information from the National Transition Unit due during this reporting period have been completed.

On Friday 4 August, CE Monique Davidson and the Three Waters Transition Manager attended the Entity E Local Transition Team kick off meeting.

The Three Waters Transition Manager has been regularly attending meetings with the National Transition Unit and other transition managers pertaining to different workstreams.

Better Off Funding 6-monthly mandatory reporting has been completed.



Deliver on the Levin Town Centre Transformation Strategy

Limited progress during this period. The 'We are Horowhenua' placemaking initiative has been progressing with applications open during August. Initial response to this has been positive. Officers will be expecting to short list the applicants during August and undertake the photo shoot late August early September.

Officers have been preparing for a dedicated Town Centre workshop with elected members. This is scheduled to take place on 24 August.

Officers are currently undertaking a review of the Levin Town Centre Strategy following direction provided by elected members at the Task force meeting 2 August.

A Performing Arts Centre needs assessment is also underway with officers engaging with relevant stakeholder groups to inform this assessment.



Provide advocacy and leadership to Ōtaki to North Levin expressway project

In July HDC wrote to the new Minister of Transport Hon David Parker seeking assurances that funding for the Ō2NL project is committed. Minister Parker responded with confirmation that the full project funding has been committed, with the project due to commence in 2025. This is excellent news for the community.

The O2NL Notice of Requirement process is continuing to progress well and is on track for an October Environment Court.

Initially the Court had expressed its intent to have the hearing in Paraparaumu. HDC, Waka Kotahi, and Iwi all had a strong preference for the hearing to be held in Horowhenua, so HDC assisted the Court in arranging for the hearing to be held in the HDC Council Chamber. This will make it significantly easier for submitters and community members to attend the hearing.

On 30 June Council officers and elected members took part in a Waka Kotahi workshop to input to the Legacy Outcomes Framework that Waka Kotahi had started developing. This was a valuable workshop which has identified important outcomes to be delivered through the project. Officers are continuing to work with Waka Kotahi to incorporate these into the framework being developed.



Get the basics right and support the customer focused delivery of core services

Significant work is happening in this area. Key work includes:

The detailed planning for the Data Project and Microsoft 365 (M365) projects is well underway. This involves portals being set up within M365/SharePoint to drive improvements in procurement, risk, business planning and gathering information on Conflict-of-Interest reporting.

The Procurement team have established a new process under the All of Government Contract for Legal Services. The process sets out for staff how to identify the area of law required, assess offerings from a panel of providers and use a defined method to set scope and receive estimates prior to confirming a preferred supplier. Post engagement reviews will also be undertaken.

Improved end of year performance and pay review process successfully implemented. Pay increase timeframes moved to September to remove back pay and the cost & work required. Allows for leaders time to have robust performance conversations.



Deliver the capital infrastructure programme, and achieve an increase in the percentage of completed works

The focus of this top ten is around achieving an increase in the percentage of completed works. This will become an important measure once the overall programme for 2023/24 has been confirmed. On Wednesday 9 August Officers briefed Elected Members on the development of a prioritised Capital Delivery Programme that will help to build confidence in the scope and ability to deliver what matters for our community. We have started the 2023/24 financial year with a \$35M hold point for delivery of an initial \$62M scope of work set out in LTPA.

Alongside the programme development a parallel financial summary will also be used to track risks and key assumptions that effect borrowings providing a more conclusive overview of the programme to inform decisions around funding of individual projects. This includes asset sales, revenue from development contribution or projects with external funding.

One month in we are already seeing new projects emerging in the three waters space as ongoing investigations throw up fresh problems and solutions. To manage this and create an overall picture of programme size and ability to deliver the team have developed a number of prioritisation categories to be reviewed alongside scope and identified need for project.

Projects have been categorised into:

- P1 – Committed: A signed contract in place that has committed amount of the budget.
- P2 – External Funding: The budget has funding granted from an external party.
- P3 – High (Shovel Ready): The Project is ready to start.
- P4 – High (In Development): The Project is in development for delivery 2023/24.
- P5 – Community Expectations: Potential community Expectations

- P6 – Identified need, at risk external factors: Project in development but at risk for 23/24
- Defer 1-2 years: The project can be deferred into another financial year.

The Lifecycle and Confidence Report for this OPR is focussed on the 2022/23 financial year. We will have more certainty on the programme for 23/24 following development and discussion at the next Capital Projects Steering Group hui on 13 September.



Reset our engagement and partnership approach, and work more with and for the community

Officers have been working hard behind the scenes to implement 'Antenno', a mobile app designed for two-way engagement between councils and their communities. The introduction of this software is part of our broader customer services journey of getting the basics right, and moving to a modern world where interacting with the Council is a quick and easy process. Antenno is scheduled to 'go live' on the 9th August 2023, there will be a more detailed explanation including user statistics in the next OPR.



Enable the rebuilding of the Horowhenua District Council organisation, with a focus to empower a culture of excellence, service and continuous improvement

Focus continues the implementation of the Organisation Roadmap, which aims to bring to life the pillars You Matter, Work Matters, Performance Matters and Partnership Matters.

At the time of writing this report we are in the concluding stages of the Pay and Performance Review, having completed a comprehensive review of the policy and putting significant more focus on incentivising high performance.

In July we conducted our Annual Engagement Survey across the organisation. Overall we have witnessed an 8% increase in engagement in the last 12 months, which is supported by a 12% increase in leadership and recognition, and between 6-10% increase across internal communication, organisation learning, performance development, project planning, community focus, review, strategy and culture. Elected Members will be briefed on the results, learnings and insights from those important yardsticks over the coming weeks.

Also in July, we completed our Voice of the Customer Annual Satisfaction survey across our community. In December last year when we launched our Organisation Roadmap we set a goal to move our Net Promoter Score from -16 to -10 by 30 June 2023. The June 2023 results show that our NPS has increased by 8 points improving to a -8%, exceeding our target, and giving us a public sector NPS of 31.0, up from 16.0 in 2022. Our overall satisfaction has increased from 63% to 69% - and that is with a 48% increase in individual responses from last year, and a 329% increase in collective responses (those who completed more than one survey).

There is still much work to do, and projects and actions that contribute to this priority are expected to be delivered as set out in the Organisation Roadmap.



Make a decision on the Future of the Levin Landfill and follow through on the review of our WMMP

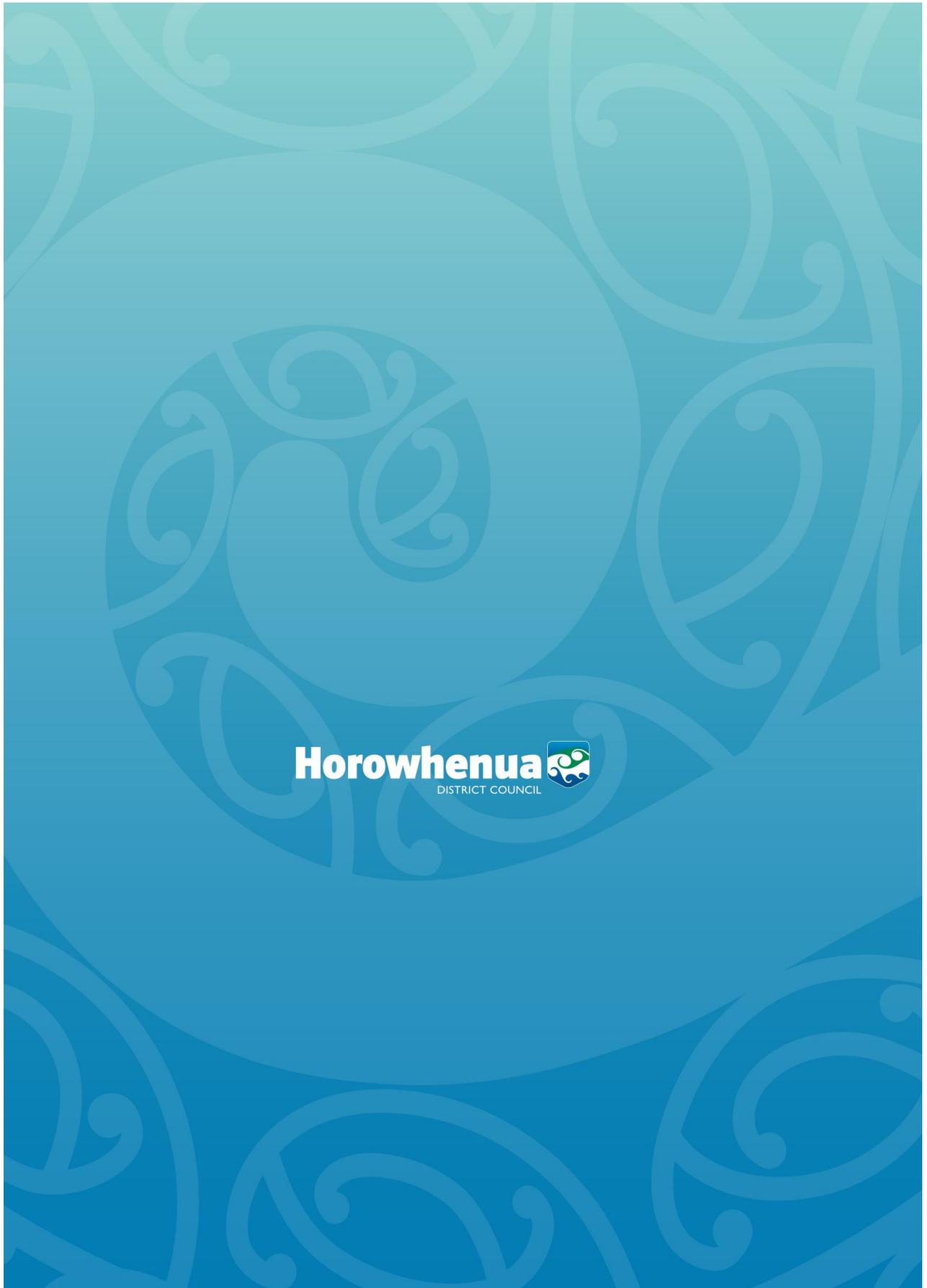
Elected members voted for That Council adopt Option 2 Keep Levin Landfill closed with revenue generated from alternative site use determined through the Waste Management Minimisation Plan (WMMP) development.

The WMMP review has commenced with the first piece of work being the Waste Assessment underway assessing current state.



Complete a Rates review as part of the Long-Term Plan Amendment, to ensure a rating system that is fair and equitable

This was completed as part of the LTPA. The Rates Remission Policy is currently being reviewed and is planned to go out for consultation in October.



8.2 Long Term Plan 2021-2041 Monitoring Report

File No.: 23/577

1. Purpose

The purpose of this report is to present to Council the ongoing monitoring report, which reflects the progress of those actions and recommendations from the Long Term Plan 2021-2041 and Long Term Plan 2021-2041 Amendment deliberations.

2. Recommendation

- 2.1 That Report 23/577 Long Term Plan 2021-2041 Monitoring Report be received.
- 2.2 That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

3. Background/Previous Council Decisions

During deliberations for the Long Term Plan 2021-2041 and its amendment, Council gave direction on a number of actions and recommendations, which are recorded in the attached monitoring report.

4. Issues for Consideration

It is intended that this monitoring report be presented to Council on a quarterly basis.

Attachments

No.	Title	Page
A	LTP 2021-2041 monitoring report - August 2023	162

Confirmation of statutory compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

Signatories

Author(s)	Grayson Rowse Principal Advisor - Democracy	
Approved by	Monique Davidson Chief Executive Officer	

MONITORING REPORT – Long Term Plan 2021/2041 – August 2023						
						Completed
						In Progress
						Transfer
						Off Track
Item Description	Topic/Reference	Resolved/Actions	Officer	Action by Date	Status	Officer Comment
Three Waters	1	Council Officers will provide an update on the progress of the Levin stormwater discharge resource consent application on its website by Sept 2022.	C Hiddleston	Sept 2023	Off Track	The team will formulate an update for the webpage in consultation with our communication team. We are currently liaising with the consultant for an update
	2	Council will provide an update on the Foxton Beach stormwater discharge water quality monitoring, and the resource consent application progress, on Council's website by Sept 2022.	C Hiddleston	Sept 2023	Off Track	Work is still progressing with the consenting of this project. HRC approved an extension of time for collation of the S92 response on 22 June 2023. The team will formulate an update for the webpage in consultation with our communication team.
	9	That Council continue working collaboratively with Horizons to deliver the improvements to the Foxton East Drainage Scheme to ensure that best outcome is achieved for the community.	C Hiddleston	On-going	In Progress	Officers were notified by HRC on 9 August 2023 that the Union Street option is proceeding this year into detailed design. As this will affect 3 waters assets, the team will liaise with HRC during this design phase.
	11	That Council continue promoting EnviroSchools and general water conservation education.	C Hiddleston	On-going	In Progress	This is an ongoing education programme. Further work required to implement future projects for water conservation and promotion of the 3P's in wastewater

As at 23 August 2023

D23/115305

Solid Waste	8	That Council continue with the feasibility study for the diversion of green waste and food waste from landfills.	T Taukiri	On-going		Officers have engaged with Ministry of Environment for funding application and potential suppliers for trial purposes of organic waste collection in 2022. Further work required before application for funding can be made. This workstream will be picked up as part of the WMMP strategic direction and work program.
	5	That Officers continue to develop walking and cycling forward works programmes.	J Wallace	Jun 2021		Although June 2021 target has not been met, the development of the Walking & Cycling Strategy is underway and on track for completion by December 2023.
Land Transport		That Officers develop a 'Walking and Cycling Strategy', with input from key stakeholder groups.	J Wallace	Jun 2021		Although June 2021 target has not been met, the development of the Walking & Cycling Strategy is underway and on track for completion by December 2023.
		That Officers will investigate whether a similar education programme to 'bikes in schools' could be made available for our local schools.	J Wallace	Jun 2021		Work is being progressed with funding approved from Waka Kotahi, work is being led by the community development team, with support from Land Transport.
	8	That officers continue to advocate on behalf of the district for the construction of Ō2NL.	D McCorkindale	On-going		The Mayor and Chief Executive wrote to the new Minister of Transport David Parker in July seeking assurances about the construction of Ō2NL. The Minister responded confirming that the Government has its commitment to deliver the full scope of the project as set out in the Detailed Business

As at 23 August 2023

D23/115305

						<p>Case and that the Government has agreed to and committed the \$1.5 billion of funding. Construction is programmed for 2025 and completion of the new highway and walking and cycling path for 2029.</p> <p>HDC are represented by officers at the monthly Ō2NL Project Steering Committee meetings that provide governance of the project. This group comprises of Council, Iwi and Waka Kotahi. This is a further vehicle for advocacy for the district.</p>
	9	That officers continue to advocate Waka Kotahi for the investigation and delivery of appropriate safety interventions for the Manakau section of the existing State Highway 1.	D McCorkindale	On-going		<p>Ōtaki to Ohau safety improvement work is underway, with the first phase of work between Ōtaki and Manakau. Three turnaround bays and stretches of median and side barriers are currently being installed between Ōtaki and Manakau. This is expected to be complete by end of March 2024. These safety improvements are designed to transition drivers safely from the dual-lane, median separated highways from Wellington to north of Ōtaki, to the single-lane State Highway 1.</p>
	9	Ō2NL Revocation With the desire expressed for Elected Members to be more involved with this, it was stressed that this was part of the	D McCorkindale	On-going		<p>Officers and Elected Members attended a workshop with Waka Kotahi 30 June 2023 to understand the background and underlying</p>

As at 23 August 2023

D23/115305

		Horowhenua Integrated Transport Strategy and Council was doing everything it could in relation to Ō2NL.				principles to the Legacy Outcomes Framework and provide input into this framework on the legacy outcomes that we as a Council believe are important for our community from this project. At the 2 August 2023 HDC O2NL & Town Centre Taskforce Elected members worked through a prioritising exercise of the legacy outcomes identified. Through this prioritisation outcomes relating to revocation were identified as two of the highest priority outcomes. These priorities are currently being shared with Waka Kotahi with a view to incorporate these in the framework that has been developed.
	10	That Officers involved in Ō2NL discussions raise KEAG's desire for the inclusion of a Bridleway in the proposed shared pathway, which integrates where possible with the existing Bridleway network of the Kāpiti Expressways.	D McCorkindale	On-going		The Notice of Requirement application for O2NL has been lodged. The hearing is expected to commence late October 2023 and run through into November. The application identifies a shared pathway that integrates with the existing network of the Kapiti Expressways. The application references the shared path being for pedestrians and cyclists. The submission process on the O2NL Notice of Requirement has provided a further opportunity for the community to influence the final form

As at 23 August 2023

D23/115305

						and function of the proposed shared pathway. The detailed design phase for the O2NL. Submissions have been received by KEAG which are being considered in the process.
Community Infrastructure	20	Council to continue to lobby Central Government in relation to the River Loop as it was not a Council decision initially that gave rise to this issue.	M Davidson	On-going		Engagement on this continues
		Naming of Reserves THAT the Horowhenua District Council supports officers to discuss with local iwi, a potential Te Reo name for the River Loop Reserve, with a view to undertaking wider consultation with the community concerning the proposed name.	S Hester	Jan 2023		. An initial meeting has been held with Council's Te Tumatakahuki Navigator with a meeting programmed with Hapu within the month.
	22	Officers from the Parks and Property and Roding Teams will continue to investigate the opportunity to install a shared pathway connecting Queen Street shared pathway and Mako Mako Road in the 2021/2022 Financial Year.	J Wallace	Jun 2022		This project will be investigated as part of the Walking & Cycling Strategy, and Implementation plan.
	1	Foxton Courthouse THAT the Horowhenua District Council does not support providing funding to strengthen the Foxton Courthouse Museum for the purpose of establishing a Foxton Heritage Centre.	S. Hester	Jun 2021		Council has been successful in gaining funding to the value of \$80,000 from the Three Waters Better Off Funding. An RFP has been issued which is currently being evaluated.
	2	That Council officers continue to progress work to identify and protect Cultural Sites as	C Dick			Officers have have been working with Muaupuko to commission cultural impact assessments for the

As at 23 August 2023

D23/115305

		part of the District Plan activity and that this be done in partnership with Iwi.				urban growth areas identified by Council. We are awaiting the signed shortform agreement, This delay means dates cannot reliably be indicated for when reports will be received. The purpose of these reports is to identify sites of cultural significance. Protection through a plan change could then be considered.
Property	17	That the group reviewing the Foxton Beach Freeholding Account Strategy and Policy considers the points relevant to the freehold account from the submission of the Foxton Beach Progressive Association to the LTP 2021-2041.	G Rowse	On-going		A workshop with Council and Te Awahou Foxton Community is scheduled for 23 August 2023. At this workshop officers will seek direction from Council, taking into account Te Awahou Foxton Community Board views, on the scope and of the review, including how the review will be undertaken, From this a formal report will be presented to Council seeking a decision from Council that sets out the parameters of the to review going forward.
	31	Officers to make contact with Muaūpoko iwi representatives in regards to the Muaūpoko Report	M Davidson	On-going		This is still to be actioned.
	CO/2023/110/ LTP	That Council requests that Officers include the Ohau Shared Path proposal in Council's Cycling Facilities funding application to the 2024/2027 National Land Transport Programme.	D Haigh	31/06/2024		Work yet to commence on this item.

As at 23 August 2023

D23/115305

		<p>That Council requests that Officers investigate options to improve pedestrian and cyclist connectivity under the Ohau rail over bridge.</p> <p>That Council requests that officers continue to work with Ms Kilsby-Halliday to undertake engagement with the Ohau community. This engagement should focus on understanding their perspective, gauging the level of support for the proposed shared pathway, and exploring opportunities for community input in the pathway's development</p> <p>That Council requests, pending a better understanding of the project's feasibility, and level of community support, that the development of the shared pathway is included within the programme of Cycling Facilities Budget for consideration as part of the 2024 Long Term Plan (LTP).</p>				
	CO/2023/111/ LTP	<p>That Council requests that Officers investigate options for providing a safe cycling connection between Ohau and Levin and present a report to Council for consideration.</p> <p>That Council writes to submitter #204 Jason White thanking him for his submission, acknowledging that we support the idea in principle but suggest he take it to the controlling authority "Waka Kotahi" with the understanding it would be better suited for the Revocation process.</p>	D Haigh	30/06/2024		Work is yet to commence on this item.

As at 23 August 2023

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	CO/2023/112/ LTP	That Council requests that Officers in consultation with community develop a comprehensive and inclusive development plan for Target Reserve within the next financial year given the diverse range of recreational demands on this site. This plan should consider various recreational activities, including walking, mountain biking, horse riding, and other existing recreational groups such as Horowhenua Paintballing and the Levin Pistol Club, notwithstanding discussions will continue with the Manawatu Mountain Biking Club to progress a Memorandum of Understanding.	B Harvey	31/06/2024		<p>Officers have begun planning for the Target Reserve Development Plan. Work will generally be completed in-house (by staff), with a support to from a consultant acting in an advisory capacity where specific design criterion may be required (drawing plans, developing specifications).</p> <p>Officers are liaising with representatives from the Manawatu Mountain Biking Club regarding an initial meeting. The purpose of this meeting is to gain a clear understanding of the expectations in order to progress in establishing a Memorandum of Understanding (MOU).</p>
	CO/2023/113/ LTP	<p>That Council approves funding up to \$15,000 for the cost-effective fibreglass Single pan Long Drop Wilderness Toilet Unit in the event funding cannot be secured within the next 6 months.</p> <p>That Council requests that officers collaborate with representatives from the Te Araroa Manawatu Trust regarding the installation of the fibre glass Single pan Long Drop Wilderness Toilet Unit. This approach ensures that the facilities meet the necessary Trail standards and contribute to the overall quality of the Te Araroa trail and contribute to the overall visitor experience.</p>	B Harvey	31/12/2023		<p>Officers have met with the Te Araroa Manawatu Trust to discuss options and the release of funding for the project.</p>

As at 23 August 2023

D23/115305

		That Council requests that Officers work with the Te Araroa Manawatu Trust to pursue further funding opportunities via the Tourism Infrastructure Fund to advance projects across Horowhenua.				
	CO/2023/114/ LTP	That Council request that Officers continue the ongoing consultation process between the involved parties, including Manakau United Football Club, the Manakau District Community Association, Ngāti Wehi Wehi and Council, regarding the capital funding obtained from the 'Better Off' fund. This funding should be utilised as the initial phase of works to improve the site. That Council explores the possibility of bringing Manakau Domain back under Council control. This would entail the transfer of operational maintenance and renewal responsibilities to the Council. It is important to consider the associated costs and budget implications, including an estimated annual expenditure of approximately 20-30k for maintenance, which would need to be funded through rates. Any decision to bring the site under Council control should also ensure that it remains available for public use.	B Harvey	31/06/2024		Officers have had an initial meeting with representatives of the Manawatu United Football Club, Ngati Wehi Wehi, and Manakau Residents Association in which priorities for the application of funding have been discussed. The possibility of bringing Manakau Domain back under Council control will be considered as part of the 2024-44 LTP.
	CO/2023/115/ LTP	That Council provides support to the submitter and other interested community groups to help them identify requirements and possible suitable sites for a privately funded skid pad or other motorsport facility.	B Harvey	31/06/2024		No progress on this matter to this point.

As at 23 August 2023

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	CO/2023/116/ LTP	That implementing a living wage for Council employees be considered during the Long Term Plan 2024.	J Straker	31/06/2024		This will be considered as part of developing the 2024-44 LTP
	CO/2023/173	That Council direct Officers to make other plans to dispose of the Foxton War Memorial Hall and proceed with preparing the hall to be released to the general market for disposal.	B Harvey			The Hall will be listed for sale on the open market by the end of August. The Method of sale is EOI sale so that all bid's/expressions of interest can then be presented back to Council at the same time.
	CO/2023/174	That Council delegates authority to the Chief Executive to expend up to \$10,000 from within existing budgets on retrieving and appropriately displaying memorabilia from the Foxton War Memorial Hall in Foxton.	B Harvey			Memorabilia relating to the Foxton War Memorial Hall will be removed for display once the above matter is resolved and will be undertaken with consultation from the community.

As at 23 August 2023

D23/115305

8.3 Council Resolution and Actions Monitoring Report August 2023

File No.: 23/555

1. Purpose

The purpose of this report is to present to Council the updated monitoring report covering resolutions and requested actions from previous meetings of Council.

2. Recommendation

- 2.1 That Report, Council Resolution and Actions Monitoring Report August 2023 be received.
- 2.2 That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

Attachments

No.	Title	Page
A	Council Actions Monitoring Report 2023 - August 2023	174

Confirmation of statutory compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

Signatories

Author(s)	Grayson Rowse Principal Advisor - Democracy	
Approved by	Monique Davidson Chief Executive Officer	

Council Actions Monitoring Report 2023 As at 16 August 2023

Completed	Completed
In progress	In progress
Transfer	Transfer
Off track	Off track

Reference	Resolution/Action	Officer	Due date	Status	Officer Comment
21/502	That the Chief Executive provide a full report on all options in respect of vehicular beach access at Waikawa Beach.	A Nelson	02/03/2023		Community consultation and consultation with iwi has commenced and is being led by Boffa Miskell. A report on options (including no access) will be coming to Council prior to Christmas.
22/166	That Council enters into a variation of the existing lease for Café Molen in support of option 1, as presented to the Foxton Community Board's meeting of 11 April 2022 – to extend the lease for the Dutch Oven into the current tram storage space.	S Hester	02/03/2023		The Parks & Property team have had several meetings with the Windmill Trust, and a further meeting has been programmed for 23rd August 2023 to discuss the matter.
CO/2022/168	That Council agrees to: Procure a maintenance contractor to monitor the landfill cap and repair as needed (including repairing seeps as needed) at an estimated cost of \$130,000 per annum as part of opex expenditure. Fund the importation of clay soil, shaping the top of the Old Dump to stop water ponding, cease ingress and control surface stormwater	D Haigh	30/03/2024		<ol style="list-style-type: none"> 1. Council is presently using contractors to monitor the cap and make repairs on an as required basis. 2. The extent and level of contamination in gully area C2 has been confirmed. A report of findings has been tabled with Council. Further works will need to be undertaken to determine the best method of removal and monitoring of pumping of ground water level leachate. The works will include 4 new monitoring bores with piezometers.

D23/115315

Last update: 23-Aug-23

	<p>flows. Re-establish vegetation, at an estimated cost of \$320,000 to be completed by June 2023.</p> <p>Procure specialist assistance to confirm contamination in the gully area at borehole C2, scope the required remediation of contaminated land, and undertake remediation at an estimated cost of \$300,000. Initial actions to be completed by June 2023.</p> <p>Approve a programme of work to firstly assess targeted restoration areas of the Tatana Drain and Hokio Stream by working alongside lwi and willing landowners, develop a restoration programme, secure additional funding and then proceed with appropriate restoration projects. The initial cost of this action is \$300,000.</p> <p>Authorise Council Officers to undertake scoping activities to determine the cost of adding additional capping to the top and sides of the Old Dump as suitable soil becomes available and ensure that suitable drainage is constructed as capping is applied.</p> <p>Council notes that taking these actions does not preclude any further remediation actions or enhancements</p>				<p>3. Access targeted restoration works for Northern Farm Drain. (Tatana Drain) This will need to follow works in 2 above. Once we have developed a receptor collection system, we can then look at what might be needed if anything for the downstream restoration areas.</p> <p>4. The necessity of further work on the sides of the Old Dump will need to be reassessed. Recapping of the crown of the Old Dump is all that is needed as most if not all the leachate from directly below the Old Dump as long since migrated north wards towards the Northern Farm Drain.</p>
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	<p>on the sites. Any further remediation actions or enhancements above the scope of those outlined above will be returned to Council for approval before commencing.</p> <p>Council authorise the Chief Executive to begin the procurement process to undertake the work identified and authorise the Chief Executive to enter into contracts to begin the work required over the summer earthworks season.</p>				
CO/2023/146	<p>That Council direct the Chief Executive to meet with executive leaders of Horizons and other parties including the Manawatu Marine Boating Club, Department of Conservation and Iwi/Hapū within the next three months to progress commitment to undertaking a structural assessment of the Foxton Wharf.</p>	M Davidson	21/09/2023		<p>A meeting has been confirmed for Friday 8 September for representatives of iwi, HDC, HRC and DoC. The conversation will be focused on the long-term.</p> <p>Funding to the Manawatu Marine Boating Club has progressed to allow for immediate remediation. Physical works are due to commence.</p>
CO/2023/219	<p>That the Council ask the Chief Executive to review the Property Disposal Strategy to include a Right of First Refusal for Mana Whenua clause for any further property disposals. As part of that review a process be developed for this clause, in collaboration with Māori ward councillors and Iwi partners, to be appended to the strategy after subsequent approval from council. The Right of First Refusal Clause should give Mana Whenua the first opportunity to purchase any surplus</p>	M Davidson	19/10/2023		To be actioned.

	property council resolves to dispose of at market value prior to the property being offered for sale on the open market.				
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9.1 Proceedings of the Risk and Assurance Committee 16 August 2023

File No.: 23/597

1. Purpose

To present to the Council the minutes of the Risk and Assurance Committee meeting held on 16 August 2023.

2. Recommendation

- 2.1 That Report 23/597 Proceedings of the Risk and Assurance Committee 16 August 2023 be received.
- 2.2 That the Council receives the minutes of the Risk and Assurance Committee meeting held on 16 August 2023.

3. Issues for Consideration

There are no items that require further consideration.

Attachments

There are no attachments for this report.

Confirmation of statutory compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

Signatories

Author(s)	Grayson Rowse Principal Advisor - Democracy	
Approved by	Monique Davidson Chief Executive Officer	

Risk and Assurance Committee

OPEN MINUTES

UNCONFIRMED

Minutes of a meeting of Risk and Assurance Committee held in the Council Chambers, 126-148 Oxford St, Levin on Wednesday 16 August 2023 at 1:00pm.

PRESENT

Chairperson	Cr Sam Jennings	
Deputy Chairperson	Cr Paul Olsen	
Members	Cr Alan Young	
	Cr Clint Grimstone	
	Cr Jonathan Procter	
	Cr Piri-Hira Tukapua	
	Mayor Bernie Wanden	
	Jenny Livschitz	Independent Member
	Sarah Everton	Independent Member

IN ATTENDANCE

Reporting Officer	Monique Davidson	Chief Executive
	Daniel Haigh	Group Manager - Community Infrastructure
	Jacinta Straker	Group Manager - Organisation Performance
	Brent Harvey	Group Manager - Community Experience and Services
	David McCorkindale	Group Manager – Community Vision and Delivery
	Blair Spencer	Group Manager – Housing & Business Development
	Nicki Brady	Procurement & Organisation Transformation Manager
	Rob Benefield	Risk Manager
	Ashley Huria	Business Performance Manager
	James Wallace	Roading Manager
	Tanya Glavas	Health and Safety Lead
Meeting Secretary	Grayson Rowse	Principal Advisor – Democracy

1 Apologies

Apology

Resolution number **RAACC/2023/35**

MOVED by Cr Jennings, seconded Mayor Wanden:

That the apology from Councillor Procter for lateness be accepted.

CARRIED

2 Public Participation

There was no public participation.

3 Late Items

There were no late items.

4 Declaration of Interest

There were no declarations of interest.

5 Confirmation of Minutes

Resolution Number RAACC/2023/36

MOVED by Cr Grimstone, seconded Cr Olsen:

That the minutes of the meeting of the Risk and Assurance Committee held on Wednesday, 7 June 2023, be confirmed as a true and correct record.

CARRIED

Resolution Number RAACC/2023/37

MOVED by Cr Grimstone, seconded Cr Olsen:

That the minutes of the meeting of the In Committee Meeting of Risk and Assurance Committee held on Wednesday, 7 June 2023, be confirmed as a true and correct record.

CARRIED

6 Reports for Noting

6.1 PWC Tax Governance Presentation

The PricewaterhouseCoopers (PwC) annual tax update was presented to the Horowhenua District Council, as part of the tax governance framework programme.

Resolution Number RAACC/2023/38

MOVED by Cr Tukapua, seconded Mrs Everton:

- 2.1 That Report 23/504 PWC Tax Governance Presentation be received.
- 2.2 That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

CARRIED

Michelle McDonald, Tax Partner from PricewaterhouseCoopers presented to the Committee, and responded to member's questions.

In terms of this committee, an annual report back is usually sufficient unless there is a particular issue that needs further investigation.

6.4 Health, Safety and Wellbeing Quarterly Report - August 2023

The health, safety and wellbeing information and insight from 1 May to 28 July 2023 was reported to update the Committee on key health and safety critical risks and initiatives.

Resolution Number RAACC/2023/39

MOVED by Cr Jennings, seconded Mayor Wanden:

- 2.1 That Report 23/505 Health, Safety and Wellbeing Quarterly Report - August 2023 be received.
- 2.2 That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

CARRIED

Councillor Procter joined the meeting at 1:25 pm during consideration of item 6.4.

Officers to provide further information on trends in reports on footpath maintenance requests.

Service Level agreement for immediate health and safety issues to make safe within 24 hours of notification; there has been no failure of this service level.

Very poor or poor standard footpaths are made good though the foot path renewal budget, but this budget only allows for approximately 2 kilometres of footpath renewal per year: there are 9.93km of poor or very poor footpaths in the total 229 km of footpath.

Yellow tactile indicators are a treatment to indicate safe pedestrian crossings for the visually impaired where safe crossings are. There are specific technical details that

must be implemented when installing to ensure the indicators do not present a trip or fall hazard.

Maintenance budget used to minimise the risk posed by poor or very poor footpaths, but even though the risk has been minimised this does not change the quality rating of the footpath. The quality rating of the a poor or very poor footpath is changed through the renewal budget.

6.5 Legislative Compliance Programme

This report familiarised the Risk and Assurance Committee with Council officers' suggestions around advancing and implementing a Legislative Compliance Programme. This program is designed with the Council's Risk Management Policy and Framework. The programme includes policy update, the identification of relevant legislation, and the reporting of key legislation to promote effective risk management and compliance practices.

Resolution Number RAACC/2023/40

MOVED by Cr Jennings, seconded Cr Young:

- 2.1 That Report 23/542 Legislative Compliance Programme be received.
- 2.2 That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

CARRIED

Updated conflict of interest policy for staff implemented, and will be reported back on in future meetings.

A more targeted legislative compliance report will be presented within the next six months.

6.2 Risk Management Status Quarterly Report - August 2023

The report updated the Risk and Assurance Committee of the risk landscape, risk management work in progress and invited discussion with the committee about risk.

Resolution Number RAACC/2023/41

MOVED by Cr Jennings, seconded Mrs Livschitz:

- 2.1 That Report 23/536 Risk Management Status Quarterly Report - August 2023 be received.
- 2.2 That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

CARRIED

Insurance a significant part of this month's Risk Report.

Significant progress in risk management framework and workplan. Strong engagement with officers and elected members. Initial focus has been at Executive Leadership Team and Activity Manager level.

ELT meeting identify key risks.

Improved risk assessments are being included in reports.

Resolution Number RAACC/2023/42

MOVED by Cr Jennings, seconded Cr Procter:

- 2.3 That the Risk and Assurance Committee endorse the Draft Insurance Strategy & Workplan.
- 2.4 That the Risk and Assurance Committee endorse the Draft Council Insurance Renewal - Valuation Methodology & Asset Selection Policy 2023v3.
- 2.5 That the D23/103663 Council Natural Disaster Risk Assessment – 2023 be received.

CARRIED

6.8 Annual Insurance Renewal Process Update

1. Purpose

- 1.1 This memo has been submitted to the RAC agenda for the Committee's information.

Resolution Number RAACC/2023/43

MOVED by Cr Jennings, seconded Cr Olsen:

- 2.1 That Annual Insurance Renewal Process Update be received.
- 2.2 That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

CARRIED

Once a proposal for insurance renewal has been negotiated this will come back through Council for endorsement.

6.3 Treasury Report for the June 2023 Quarter

The Bancorp Treasury Reporting Dashboard for the June 2023 quarter was presented to the Risk and Assurance Committee.

Resolution Number RAACC/2023/44

MOVED by Cr Jennings, seconded Cr Olsen:

- 2.1 That Report 23/511 Treasury Report for the June 2023 Quarter be received.
- 2.2 That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

CARRIED

6.6 Standard and Poor's Report

The report informed the Risk and Assurance Committee of the Horowhenua District Council's credit rating being affirmed by Standard and Poor's (S&P) Global Ratings in June 2023.

Resolution Number RAACC/2023/45

MOVED by Cr Jennings, seconded Cr Young:

- 2.1 That Report 23/506 Standard and Poor's Report be received.
- 2.2 That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

CARRIED

Independent Member Sarah Everton left the meeting at 3:01 pm during consideration of item 6.6.

6.7 LGFA Statement of Intent 2023-2026

1. Purpose

- 1.1 To update the Risk and Assurance Committee on the Statement of Intent (SOI) 2023-2026 prepared by the New Zealand Local Government Funding Agency (LGFA).

Resolution Number RAACC/2023/46

MOVED by Cr Jennings, seconded Cr Olsen:

- 2.1 That Report 23/509 LGFA Statement of Intent 2023-2026 be received.
- 2.2 That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

CARRIED

6.9 Continuous Improvement and Audit Actions Monitoring Report

1. Purpose

- 1.1 To report to the Risk and Assurance Committee on progress of the action items from previous resolutions.

Resolution Number RAACC/2023/47

MOVED by Cr Jennings, seconded Mayor Wanden:

- 2.1 That Report 23/507 Continuous Improvement and Audit Actions Monitoring Report be received.
- 2.2 That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

CARRIED

Resolution Number RAACC/2023/48

MOVED by Cr Jennings, seconded Cr Olsen:

- 2.3 That the Risk & Assurance Committee notes the Risk & Assurance Committee resolution and actions monitoring report.

CARRIED

6.10 Risk and Assurance Committee Work Programme

This report provided the Risk and Assurance Committee with an outline of the Draft Work Programme.

Resolution Number RAACC/2023/49

MOVED by Cr Jennings, seconded Cr Young:

- 2.1 That Report 23/541 Risk and Assurance Committee Work Programme be received.
- 2.2 That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

CARRIED

Resolution Number RAACC/2023/50

MOVED by Cr Jennings, seconded Cr Tukapua:

- 2.3 That the Risk and Assurance Committee notes the Finance, Audit and Risk Committee Work Programme.

CARRIED

7 Procedural motion to exclude the public

Resolution Number RAACC/2023/51

MOVED by Cr Jennings, seconded Mayor Wanden:

That the public be excluded from the following part(s) of the proceedings of this meeting.

The general subject of each matter to be considered while the public is excluded, the reason 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 follows.

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

C1 Health and Safety Investigation

Reason for passing this resolution in relation to each matter	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
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The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.	s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.
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The text of these resolutions is made available to the public who are present at the meeting and form part of the minutes of the meeting.

CARRIED

3.23 pm The public were excluded.

Resolutions in relation to the confidential items are recorded in the confidential section of these minutes and are not publicly available.

4.12 pm

There being no further business, the Chairperson declared the meeting closed.

CONFIRMED AS A TRUE AND CORRECT RECORD
AT A MEETING OF RISK AND ASSURANCE
COMMITTEE HELD ON

DATE:

CHAIRPERSON:

9.2 Proceedings of Te Awahou Foxton Community Board 7 August 2023

File No.: 23/600

1. Purpose

To present to the Council the minutes of Te Awahou Foxton Community Board meeting held on 07 August 2023.

2. Recommendation

- 2.1 That Report 23/600 Proceedings of Te Awahou Foxton Community Board 7 August 2023 be received.
- 2.2 That the Council receives the minutes of Te Awahou Foxton Community Board meeting held on 07 August 2023.
- 2.3 That Council approve the change in name from 'Shest Lane' to 'Hest Lane' for the new road to service a 14 Lot residential subdivision off Norbiton Road, Foxton, which has been approved by Horowhenua District Council and held under Council reference SUB/502/2020/324/2
- 2.4 That Council approve the road name Koa Rise as the name of the road to access the lots in the subdivision SUB/502/2020/374.
- 2.5 That Council approve the name Kilmister Way for the private right of way accessing Lots 1 and 2 of SUB/502/2020/374.
- 2.6 That Council approve the name Rangeview Rise for the private right of way accessing Lots 11, 12, 13 and 14 of SUB/502/2020/374.

3. Issues for Consideration

- 3.1 The following items considered by Te Awahou Foxton Community Board meeting held on the 15 May 2023 require further consideration by the Horowhenua District Council:
- 3.2 A report titled "Road Name Proposal - Hest Lane" was considered by the Board. The report is included as Attachment A. The Board passed the following resolution:

Resolution Number TAFCB/2023/73

MOVED by Mr Girling, seconded Mr Roache:

- 2.3 That Te Awahou Foxton Community Board recommend Council approve the change in name from 'Shest Lane' to 'Hest Lane' for the new road to service a 14 Lot residential subdivision off Norbiton Road, Foxton, which has been approved by Horowhenua District Council and held under Council reference SUB/502/2020/324/2

CARRIED

- 3.3 A report titled "Road Name Proposal - Koa Rise, Kilmister Way and Rangeview Rise" was considered by the Board. The report is included as Attachment B. The Board passed the following resolution:

Resolution Number TAFCB/2023/75

MOVED by Mr Girling, seconded Mrs Fox:

- 2.3 That Te Awahou Foxton Community Board recommend Council approve the road name Koa Rise as the name of the road to access the lots in the subdivision SUB/502/2020/374.
- 2.4 That Te Awahou Foxton Community Board recommend Council approve the name Kilmister Way for the private right of way accessing Lots 1 and 2 of SUB/502/2020/374.
- 2.5 That Te Awahou Foxton Community Board recommend Council approve the name Rangeview Rise for the private right of way accessing Lots 11, 12, 13 and 14 of SUB/502/2020/374.

CARRIED

3.4

Attachments

No.	Title	Page
A	Te Awahou Foxton Community Board Report Road Name Proposal - Hest Lane 7 August 2023	191
B	Te Awahou Foxton Community Board Report Road Name Proposal - Koa Rise, Kilmister Way and Rangeview Rise 7 August 2023	196

Confirmation of statutory compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their benefits and costs, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

Signatories

Author(s)	Grayson Rowse Principal Advisor - Democracy	
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Approved by	Monique Davidson Chief Executive Officer	
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File No.: 23/519

8.1 Road Name Proposal - Hest Lane

1. Purpose

- 1.1 To present a proposed road name for Te Awahou Foxton Community Board to consider.

Recommendation

- 2.1 That Report 23/519 Road Name Proposal - Hest Lane be received.
- 2.2 That this matter or decision is recognised as not significant in terms of S76 of the Local Government Act.
- 2.3 That Te Awahou Foxton Community Board recommend Council approve the change in name from 'Shest Lane' to 'Hest Lane' for the new road to service a 14 Lot residential subdivision off Norbiton Road, Foxton, which has been approved by Horowhenua District Council and held under Council reference SUB/502/2020/324/2

3. Background / Previous Council Decisions

- 3.1 Horowhenua District Council's Road Naming Policy sets out the following:
 - Where a new road name is required as a result of a Council subdivision, it shall be referred to an ordinary Council meeting for a decision, provided that prior consultation with Te Awahou Foxton Community Board is undertaken where appropriate.

4. Discussion

Background

- 4.1 Pirie Consultants Ltd approached the Horowhenua District Council on behalf of their client Property Enablers to amend a previously approved road name 'Shest Lane' to 'Hest Lane'. This new road is to service a 14 Lot residential subdivision off Norbiton Road, Foxton, which has been approved by Horowhenua District Council and held under Council reference SUB/502/2020/324/2. The s223 survey plan was approved on the 27th April 2023 and the s224c certificate was approved on the 4th May 2023.
- 4.2 The original road name was approved by Horowhenua District Council on the 29th of April 2021. The choice of 'Shest Lane' was a combination of the developer's names consisting of Susan, Helen and Stephen.
 - Shest = Susan
 - Shest = Helen
 - Shest = Stephen
- 4.3 Since then, one of the developers has sold their shareholding and the remaining shareholders do not want to include the previous shareholder in the road name.
- 4.4 The new name is an acronym of Helen and Steven - HEST.
- 4.5 The originally approved 'Shest Lane' has not yet been added to any maps.

Local Government Act 1974

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- 4.6 The Local Government Act 1974 delegates road naming responsibility to Councils (Section 319(1)(j)):
- (1) *The council shall have power in respect of roads to do the following things:*
- (j) *to name and to alter the name of any road and to place on any building or erection on or abutting on any road a plate bearing the name of the road:*

- 4.7 Section 319A of the Local Government Act 1974 states the following:
- If the council names any road for the first time, or alters the name of a road, the Council must as soon as practicable send a copy of the relevant resolution to the Registrar General of Land and the Surveyor-General.*

- 4.8 Following Council's approval of the road name, the Registrar General of Land and the Surveyor-General will be notified.

Names Suggested by the Developer

- 4.9 The applicant has suggested the name 'Shest Lane' be amended to the following:

- Hest Lane

- 4.10 The applicant also provided two alternative road names:

- Fico Place
- Fink Way

- 4.11 The developers reasoning for the choice of Hest Lane is set out below.

Further to the approval of the name for the access to the development my Clients wish amend the name from the approved SHEST LANE to a modified name of HEST LANE. This is because one of the parties to the development has sold their shareholding and the remaining shareholders do not want to include the previous shareholder.

The new name is an acronym of Helen and Steven - HEST.

- 4.12 The suggested name will be assessed below against the Horowhenua District Council's Road Naming Policy guidelines.

Horowhenua District Council Road Naming Policy

- 4.13 Horowhenua District Council's Road Naming Policy sets out the matters of consideration for naming roads. The points of relevance are listed below:
- *Where new roads need to be named as a result of a new subdivision or development the subdivider/developer shall be given the opportunity of suggesting up to three options, in order of preference. When submitting, the preferred options comment should be given on why the names have been chosen, including any meaning and historical background and consultation undertaken, in support of the application.*
 - *Before submitting a name, a developer should review names in use with staff and/or Land Information New Zealand and provide evidence of having done so. Failure to provide such background information may lead to delays whilst staff confirm the suitability of the proposed name/s.*
 - *Ideally the road names are to be submitted at the time of the application for consent for the subdivision or development, or no later than application for approval of the Land Transfer Plan.*
 - *The full costs of the signs and their erection are to be paid for by the subdivider/developer.*

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- *Where a new road name is required as a result of a Council subdivision it shall be referred to an ordinary Council meeting for a decision provided that prior consultation with Te Awahou Foxton Community Board shall be undertaken where appropriate.*
- 4.14 The applicant consulted with Land Information New Zealand, who have stated that the name has been checked against their current database and found no issues with the suggested name.

Approval Criteria

- 4.15 The following factors have been considered for this request:
- a. *Names of local historical or geographical significance.*
 - The name 'Hest Lane' has no local historical or geographical significance
 - b. *Well known, or previously well known, names of farms or properties.*
 - There are no names of farms or properties proposed.
 - c. *Maori names of local significance. Appropriate consultation and advice may be required.*
 - The proposed name is not a Maori name.
 - d. *Names of local residents who have achieved prominence in their chosen fields such as arts, sport, commerce, politics, local government, military, etc. Naming after persons living is generally avoided. Permission of surviving relatives should be obtained where appropriate.*
 - While 'Hest Lane' is named after two individuals, it is not either of their given names and rather an acronym of Helen and Stephen.
 - e. *Continuing an established theme in a neighbourhood.*
 - The other road names in the vicinity are Hetta Street, Russell Street, Avenue Road, Huntly Street and Churchill Crescent. There is no clearly distinguishable road theme in this neighbourhood.
 - f. *Where more than one road is being created in a subdivision, a common theme is recommended for the names.*
 - There is only one road being created as part of this subdivision.
 - g. *Where an existing street is being extended, the street extension will be the same as that of the existing street.*
 - There is no existing street being extended as part of the subdivision
 - h. *Names cannot be offensive, insensitive or commercially based.*
 - The proposed preferred name is not offensive, insensitive or commercially based.
 - i. *All road signs for private ways shall be annotated "Private" at the applicants expense.*
 - The applicant will label the road accordingly.
 - j. *The Council may not necessarily accept the marketing name for a development as a road name for any road within a development.*
 - The proposed name is not a marketing name.
 - k. *A new road shall not be named the same, or similar to a road already in existence within the District.*
 - There is no road with the same or similar name in existence within the District.
 - l. *It is desirable for short roads to have short names (for reasons of printing the names on maps).*

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- The proposed road name is a short name. The proposed name has 8 letters and is of a length that suits the road. LINZ has confirmed that the name fits within the Rural and Urban Addressing Standard (AS/NZS4819:2011).
 - m. *Individual's full names will only be used where the name is of reasonable length and the first name needs to be used to correctly identify the individual being commemorated. Full names longer than 15 letters will not usually be considered. In these instances, consideration will be given to using only the surname.*
 - There are no full names proposed as part of the road name.
 - n. *Diacritical marks such as macrons should not be used, to ensure the clarity of signs is maximised.*
 - There are no diacritical marks.
 - o. *The use of hyphenated names should be avoided if possible.*
 - There are no hyphens in the preferred name.
 - p. *A number of thematic areas currently exist within the District. Where possible it is desirable that the thematic nature of road names be retained in any new developments in that area.*
 - There is no distinguishable theme in this area.
- 4.16 There is no other road with the same name in Horowhenua.
- 4.17 The following style guide applies to road names.

Style Guide for Names

Type of Road	Road Name
Relatively short, dead-end Roads, Cul-de-sacs	Place, Court, Close, Grove, Way, Courtyard, Rise, Mews, View
Loop Road to same Street	Crescent, Loop, Circle, Terrace
Rural Road	Road, Track, Terrace
Long cul-de-sacs, Through Roads	Road, Street, Drive, Ridge, Terrace
Narrow Road, Service Lane	Lane
Wide spacious roads	Avenue, Boulevard, Parade, Street
Street in Commercial areas	Arcade, Mall, Plaza, Square, Street, Road
Private Rights of Way/roads	Court, Lane, Grove, Place.

- 4.18 The newly created road is proposed to be referred to as 'Lane' and this is consistent with the above style guide as it can be seen as a narrow road. The developer has been given an opportunity to suggest up to three road names. The proposed road name was reviewed by Land Information New Zealand and considered to be acceptable.

Conclusion

- 4.19 LINZ has confirmed 'Hest Lane' fits within the standard road naming criteria and would be a valid and appropriate new road name. Further, the preferred option is not contrary to the Council Road Naming Policy Approval Criteria.

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5. Consultation

- 5.1 This report brings this road naming matter to Te Awahou Foxton Community Board for consultation, and recommendation to Council

6. Legal Considerations

- 6.1 The legal consideration are set out in paragraph 4.6 and 4.7.

7. Next Steps

- 7.1 The recommendation of Te Awahou Foxton Community Board will presented to Council for final decision.

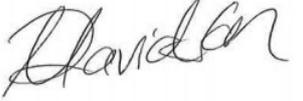
Confirmation of statutory compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their advantages and disadvantages, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

8. Attachments

There are no attachments for this report.

Author(s)	Bella Blenkin Resource Management Planner	
Approved by	Blair Spencer Group Manager Housing & Business Development	
	Monique Davidson Chief Executive Officer	

File No.: 23/527

8.2 Road Name Proposal - Koa Rise, Kilmister Way and Rangeview Rise

1. Purpose

- 1.1 To present three proposed road names for the Te Awahou Foxton Community Board to consider.

2. Recommendation

- 2.1 That Report 23/527 Road Name Proposal - Koa Rise, Kilmister Way and Rangeview Rise be received.
- 2.2 That this matter or decision is recognised as not significant in terms of S76 of the Local Government Act.
- 2.3 That Te Awahou Foxton Community Board recommend Council approve the road name Koa Rise as the name of the road to access the lots in the subdivision SUB/502/2020/374.
- 2.4 That Te Awahou Foxton Community Board recommend Council approve the name Kilmister Way for the private right of way accessing Lots 1 and 2 of SUB/502/2020/374.
- 2.5 That Te Awahou Foxton Community Board recommend Council approve the name Rangeview Rise for the private right of way accessing Lots 11, 12, 13 and 14 of SUB/502/2020/374.

3. Background / Previous Council Decisions

- 3.1 Horowhenua District Council's Road Naming Policy sets out the following:
 - Where a new road name is required as a result of a Council subdivision, it shall be referred to an ordinary Council meeting for a decision, provided that prior consultation with Te Awahou Foxton Community Board is undertaken where appropriate.

4. Discussion

Background

- 4.1 The Council approved a subdivision in April 2022 which saw the creation of 19 lots in the Residential Zone on a non-notified basis, held under Council reference SUB/502/2020/374. These newly created lots are to get access from one new road (cul de sac) which is to be vested to Council as a public road (see figure 1). Two private rights of way were also approved with access off the new cul de sac road. The new road will stem from Seabury Avenue, Foxton Beach. The subdivision was approved be undertaken in one stage, of which a Section 223 and 224 application has been approved.
- 4.2 The Developer, Capestone Developments Ltd, is now requesting road naming approval and suggest three names for the new cul de sac (to be vested in Council) and the two private rights of way. The te reo Māori road name request for the cul de sac to be called 'Koa' was

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circulated to Kahuikaumatua o Te Awahou for comment by the Developer. Specifically, the Developer has requested the following:

- a) Koa Rise; Koa is a Maori name that means to be glad, joyful, happy and elated and signifies a new beginning which this subdivision is allowing for many of the people involved. The rise signifies the elevation of the land and the ascending journey that we are on together.
- b) ROW 1 (Lot 1 & 2); Kilmister Way; represents the family of landowners who I purchased off. The head of the family has since passed so it will be nice to leave his family's name as a landmark for all of his future family.
- c) ROW 2; Rangeview Rise; "The range is probably our favourite view living here, especially in winter and it doesn't get enough credit" From Regan in reference to the amazing views that the Tararua ranges provide when they are snow-capped on a clear winters day.

4.3 Local Iwi have responded favourably as follows:

This to confirm that this Whenua was blessed by Kahuikaumatua o Te Awahou. Namely being Pikiongamaunga McFadyen, Anne Watson, Trevor Solomon with many whanau who were also present on the day.

4.4 Where 56 Seabury Avenue Foxton Beach

As the blessing was taking place we climbed up on the Rise with glowing of the water. Tears started to fall and the Wairua was felt by each and every one hence KOA RISE. Over the years whanau have lived there before it was developed. We have no hesitation of this name being used KOA meaning happiness Rise Living Again.

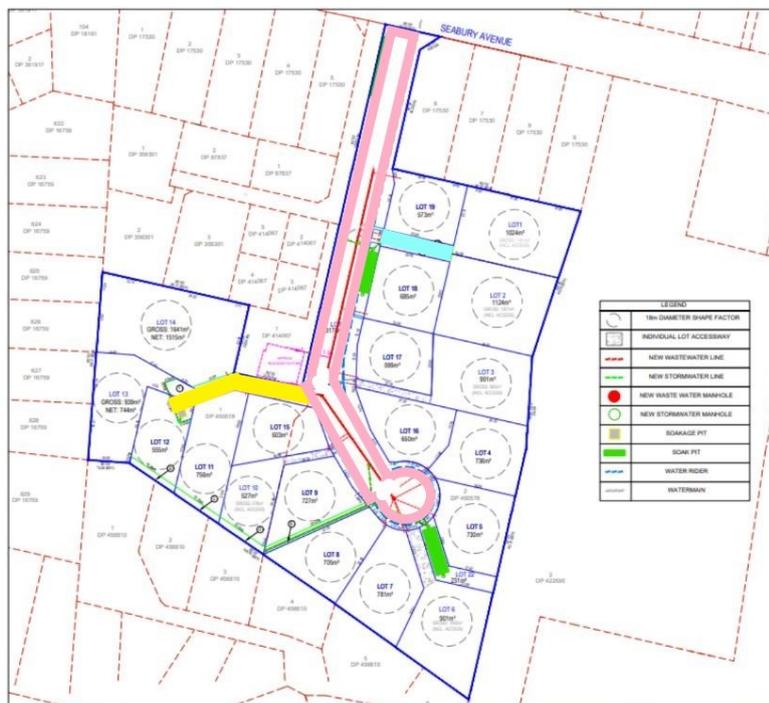


Figure 1: Subdivision SUB/502/2020/374 with new roads marked out. Koa Rise is bounded in pink; ROW1 – Kilmister Way – is shown in blue; ROW2 – Rangeview Rise is shown in yellow.

Local Government Act 1974

- 4.5 The Local Government Act 1974 delegates road naming responsibility to Councils (Section 319(1)(j)):
- (1) The council shall have power in respect of roads to do the following things:*
- (j) to name and to alter the name of any road and to place on any building or erection on or abutting on any road a plate bearing the name of the road:*
- 4.6 Section 319A of the Local Government Act 1974 states the following:
- If the council names any road for the first time, or alters the name of a road, the Council must as soon as practicable send a copy of the relevant resolution to the Registrar General of Land and the Surveyor-General.*
- 4.7 Following Council's approval of the road name, the Registrar General of Land and the Surveyor-General will be notified.
- 4.8 The suggested name will be assessed below against the Horowhenua District Council's Road Naming Policy guidelines.

Horowhenua District Council Road Naming Policy

- 4.9 Horowhenua District Council's Road Naming Policy sets out the matters of consideration for naming roads. The points of relevance are listed below:
- *Where new roads need to be named as a result of a new subdivision or development the subdivider/developer shall be given the opportunity of suggesting up to three options, in order of preference. When submitting, the preferred options comment should be given on why the names have been chosen, including any meaning and historical background and consultation undertaken, in support of the application.*
 - *Before submitting a name, a developer should review names in use with staff and/or Land Information New Zealand and provide evidence of having done so. Failure to provide such background information may lead to delays whilst staff confirm the suitability of the proposed name/s.*
 - *Ideally the road names are to be submitted at the time of the application for consent for the subdivision or development, or no later than application for approval of the Land Transfer Plan.*
 - *The full costs of the signs and their erection are to be paid for by the subdivider/developer.*
 - *Where a new road name is required as a result of a Council subdivision it shall be referred to an ordinary Council meeting for a decision provided that prior consultation with Te Awahou Foxton Community Board shall be undertaken where appropriate.*
- 4.10 The applicant consulted with Land Information New Zealand, who have stated that the name has been checked against their current database and found no issues with the suggested names.

Approval Criteria

- 4.11 The following factors have been considered for this request:
- a. *Names of local historical or geographical significance.*
 - Not relevant to current application.
 - b. *Well known, or previously well known, names of farms or properties.*

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- Not relevant to current application.
- c. *Maori names of local significance. Appropriate consultation and advice may be required.*
 - The requested te reo Maori name suggested by the Developer has the blessing of Kahuikaumatua o Te Awahou. Therefore, appropriate consultation has been undertaken.
- d. *Names of local residents who have achieved prominence in their chosen fields such as arts, sport, commerce, politics, local government, military, etc. Naming after persons living is generally avoided. Permission of surviving relatives should be obtained where appropriate.*
 - The Developer has requested the name 'Kilmister' which is the surname of the previous landowners of the site who's head of the family recently passed away. This suggested name is not in conflict with this criterion.
- e. *Continuing an established theme in a neighbourhood.*
 - The other road names in the vicinity are Kowhai Court, Seabury Avenue and Flagstaff Street. There is no clearly distinguishable road theme in this neighbourhood.
- f. *Where more than one road is being created in a subdivision, a common theme is recommended for the names.*
 - Two of the road names follow a theme of using 'Rise' to describe the land topography. Kilmister Way does not follow this theme but holds local significance for the previous landowners. The road naming is in general accordance with this criterion.
- g. *Where an existing street is being extended, the street extension will be the same as that of the existing street.*
 - There is no existing street being extended as part of the subdivision
- h. *Names cannot be offensive, insensitive or commercially based.*
 - The proposed preferred name is not offensive, insensitive or commercially based.
- i. *All road signs for private ways shall be annotated "Private" at the applicants expense.*
 - Two roads are private rights of way and one road is to be vested in Council.
- j. *The Council may not necessarily accept the marketing name for a development as a road name for any road within a development.*
 - The proposed preferred name is not related to a marketing name for any development.
- k. *A new road shall not be named the same, or similar to a road already in existence within the District.*
 - There is no road with the same or similar name in existence within the District for the three names being proposed.
- l. *It is desirable for short roads to have short names (for reasons of printing the names on maps).*
 - The longest name, Rangeview Rise, is less than 15 letters which is considered reasonable for printing the names on maps.

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- m. *Individual's full names will only be used where the name is of reasonable length and the first name needs to be used to correctly identify the individual being commemorated. Full names longer than 15 letters will not usually be considered. In these instances, consideration will be given to using only the surname.*
- The proposed road names do not consist of an individual's full name.
- n. *Diacritical marks such as macrons should not be used, to ensure the clarity of signs is maximised.*
- Not relevant to current application.
- o. *The use of hyphenated names should be avoided if possible.*
- Not relevant to current application.
- p. *A number of thematic areas currently exist within the District. Where possible it is desirable that the thematic nature of road names be retained in any new developments in that area.*
- There is no clearly distinguishable road theme in this neighbourhood beyond the theme that will be established as part of the points mentioned under (f).
- 4.12 There are no other roads with the same names in Horowhenua.
- 4.13 The following style guide applies to road names.

Style Guide for Names

Type of Road	Road Name
Relatively short, dead-end Roads, Cul-de-sacs	Place, Court, Close, Grove, Way, Courtyard, Rise, Mews, View
Loop Road to same Street	Crescent, Loop, Circle, Terrace
Rural Road	Road, Track, Terrace
Long cul-de-sacs, Through Roads	Road, Street, Drive, Ridge, Terrace
Narrow Road, Service Lane	Lane
Wide spacious roads	Avenue, Boulevard, Parade, Street
Street in Commercial areas	Arcade, Mall, Plaza, Square, Street, Road
Private Rights of Way/roads	Court, Lane, Grove, Place.

- 4.14 **Road 1** - Consists of a cul de sac with no additional future connections. Therefore, 'Rise' is considered appropriate.
- 4.15 **Road 2** – Consists of a private right of way. Therefore, 'Way' is considered appropriate as it represents a short dead end type road.
- 4.16 **Road 3** – Consists of a private right of way. Therefore, 'Rise' is considered appropriate as it represents a short dead end type of road.

Conclusion

- 4.17 The proposed names of the roads meet the requirements of the Council's Road Naming Policy

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5. Consultation

- 5.1 This report brings this road naming matter to Te Awahou Foxton Community Board for consultation, and recommendation to Council

6. Legal Considerations

- 6.1 The legal consideration are set out in paragraph 4.8 and 4.9.

7. Next Steps

- 7.1 The recommendation of Te Awahou Foxton Community Board will presented to Council for final decision.

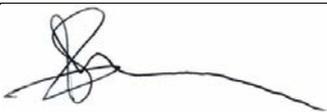
Confirmation of statutory compliance

In accordance with section 76 of the Local Government Act 2002, this report is approved as:

- a. containing sufficient information about the options and their advantages and disadvantages, bearing in mind the significance of the decisions; and,
- b. is based on adequate knowledge about, and adequate consideration of, the views and preferences of affected and interested parties bearing in mind the significance of the decision.

8. Attachments

There are no attachments for this report.

Author(s)	Bella Blenkin Resource Management Planner	
Approved by	Blair Spencer Group Manager Housing & Business Development	
	Monique Davidson Chief Executive Officer	

Te Awahou Foxton Community Board

OPEN MINUTES

UNCONFIRMED

Minutes of a meeting of the Te Awahou Foxton Community Board held in the Te Awahou Nieuwe Stroom, 92 Main Street, Foxton on Monday 7 August 2023 at 6:00pm.

PRESENT

Chairperson	Mr John Girling
Deputy Chairperson	Mr Trevor Chambers
Members	Mrs Nola Fox
	Mr David Roache
	Deputy Mayor David Allan

IN ATTENDANCE

	Monique Davidson	Chief Executive
	Bella Blenkin	Resource Management Planner
Meeting Secretary	Grayson Rowse	Principal Advisor - Democracy

1 Apologies

Resolution Number TAFCB/2023/64

MOVED by Mr Chambers, seconded Mr Roache:

That an apology from Community Board Member Brett Russell be received and accepted.

CARRIED

2 Public Participation

There was no public participation.

3 Late Items

There were no late items.

4 Declaration of Interest

Members were reminded of their obligation to declare any conflicts of interest they might have in respect of the items on this Agenda.

5 Confirmation of Minutes

Resolution Number TAFCB/2023/65

MOVED by Mrs Fox, seconded Mr Roache:

That the minutes of the meeting of the Te Awahou Foxton Community Board held on Monday, 26 June 2023, be confirmed as a true and correct record.

CARRIED

6 Presentations

6.1 Address by NZ Police, Sgt Bernie O'Brien

Sgt O'Brien confirmed he had been appointed as Officer in Charge, and along with his team was committed to making this area the best place to live, work and play.

The Police have been working along side Community Camera Trust, which has proved to be very beneficial.

Encourage community to report incidents to Police, as it helps police build a bigger picture of activity in the area.

Resolution Number TAFCB/2023/66

MOVED by Mr Girling, seconded Mr Chambers:

That the Board notes the presentation from Sgt Bernie O'Brien
That the Board thank Sgt O'Brien for his presentation,

CARRIED

6.2 Presentation by Horowhenua Community Camera Trust

The Horowhenua Community Camera Trust presented to the Board on the activities of the Trust in the Foxton area.

Resolution Number TAFCB/2023/67

MOVED by Mr Girling, seconded Mr Roache:

2.1 That the Presentation by Horowhenua Community Camera Trust be received and noted.

2.2 That the Board thank the Trust for their presentation

CARRIED

Ted Melton introduced the Trust's report,

Stage 1 coverage of Foxton town complimenting Foxton Beach cameras, looking to link in Himatangi through to Sanson.

Consultation with numerous parties including Police around placement of camera.

ANPR a computer analysis of number plates.

Purpose to update and seek endorsement to continue.

6 cameras, mains street, moving out of Foxton, Union Street intersection to cover SH1, and traffic from Shannon.

Ladys Mile intersection, wide angle camera to capture four incoming roads, and camera at north Foxton, near Mobil capturing vehicles from the north.

Small scale development – well planned.

Questions raised around privacy of individuals. Trust is strict on who sees data coming in, images only held for 60 days, data held by Police. Follows guidance from Privacy Commissioner.

Questions: Funding Sources – letter to Minister in funding criteria – the funding criteria does not apply to cameras. Trust currently looking at various opportunities. Looking for sponsorship, and other avenues of funding. Approximately \$50-\$60k.

Resolution Number TAFCB/2023/68

MOVED by Cr Allan, seconded Mr Roache:

The Board supports the direction outlined in the presentation and thanks the trust for its ongoing commitment to ensuring the wellbeing of our community.

CARRIED

6.3 Sam Ferguson - Horizon's Regional Councillor

Update on activities from Horizons in relation to transport, and Manawatu River and Estuary. HRC working with DoC and GDC on Manawatu River Estuary Management Plan.

In transport space Capital Connection refurbished. Running to same timetable, but have commitment more services.

Interregional transport review launched. About how to connect wider – for example Wanganui to Waikanae. Looking at what connections Foxton would like to see.

HRC and HDC review of public transport for our community. For e.g Foxton beach has one bus a week for residents – what is an appropriate level of service for our local beach communities.

What planning is there for flood protection. River, beach, rainfall – there is an affordability issue, and complexity. In the past strong engineering response but that affects ecosystems. High expectations but complex issues with affordability issues. Reviewing rating models, and what are reasonable expectations around protecting land and livelihoods.

Shannon train – station being addressed by KiwiRail.

What is the right level of service for Foxton/Foxton Beach

7 Elected Members Reports

7.1 Chairperson's Report

1. Purpose

- 1.1 To receive the Chairperson's report highlighting matters of interest to the Te Awahou Foxton Community Board

Resolution Number TAFCB/2023/69

MOVED by Mr Girling, seconded Mrs Fox:

- 2.1 That Report 23/523 Chairperson's Report be received and noted.

CARRIED

The Board were able to view the progress of the pool refurbishment.

7.2 Community Board Member Report - Brett Russell

1. Purpose

- 1.1. To report back on liaison activity with:
 - Horowhenua Community Camera Trust
 - Manawatu Estuary Trust
 - Wildlife Foxton Trust

Resolution Number TAFCB/2023/70

MOVED by Mr Girling, seconded Mrs Fox:

- 2.1. That Report 23/522 Community Board Member Report - Brett Russell be received and noted.

CARRIED

7.3 Community Board Member Report - Nola Fox

1. Purpose

- 1.1 To report back on liaison activity in relation to:
 - MAVtech
 - Foxton Beach Community Centre
 - Foxton Beach Progressive Association Inc.

Resolution Number TAFCB/2023/71

MOVED by Mr Roache, seconded Mr Chambers:

- 2.1 That Report 23/524 Community Board Member Report - Nola Fox be received and noted.

CARRIED

Invite association to workshop with Board in preparation for LTP,

8 Reports

8.1 Road Name Proposal - Hest Lane

1. Purpose

- 1.1 To present a proposed road name for Te Awahou Foxton Community Board to consider.

Resolution Number TAFCB/2023/72

MOVED by Mr Girling, seconded Mr Roache:

- 2.1 That Report 23/519 Road Name Proposal - Hest Lane be received.
- 2.2 That this matter or decision is recognised as not significant in terms of S76 of the Local Government Act.

CARRIED

Bella Blinken presented her report, name has been assessed against Council policy, and compliance with LINZ.

Resolution Number TAFCB/2023/73

MOVED by Mr Girling, seconded Mr Roache:

- 2.3 That Te Awahou Foxton Community Board recommend Council approve the change in name from 'Shest Lane' to 'Hest Lane' for the new road to service a 14 Lot residential subdivision off Norbiton Road, Foxton, which has been approved by Horowhenua District Council and held under Council reference SUB/502/2020/324/2

CARRIED

8.2 Road Name Proposal - Koa Rise, Kilmister Way and Rangeview Rise

1. Purpose

- 1.1 To present three proposed road names for the Te Awahou Foxton Community Board to consider.

Resolution Number TAFCB/2023/74

MOVED by Mr Girling, seconded Mrs Fox:

- 2.1 That Report 23/527 Road Name Proposal - Koa Rise, Kilmister Way and Rangeview Rise be received.
- 2.2 That this matter or decision is recognised as not significant in terms of S76 of the Local Government Act.

CARRIED

The report was taken as read.

Resolution Number TAFCB/2023/75

MOVED by Mr Girling, seconded Mrs Fox:

- 2.3 That Te Awahou Foxton Community Board recommend Council approve the road name Koa Rise as the name of the road to access the lots in the subdivision SUB/502/2020/374.
- 2.4 That Te Awahou Foxton Community Board recommend Council approve the name Kilmister Way for the private right of way accessing Lots 1 and 2 of SUB/502/2020/374.
- 2.5 That Te Awahou Foxton Community Board recommend Council approve the name Rangeview Rise for the private right of way accessing Lots 11, 12, 13 and 14 of SUB/502/2020/374.

CARRIED

8.3 Foxton Beach Freeholding Account Update

1. Purpose

- 1.1 This report updates Te Awahou Foxton Community Board on progress of the Policy and Strategy Review, and provide the most recent account statement

Resolution Number TAFCB/2023/76

MOVED by Mr Girling, seconded Mr Roache:

- 2.1 That Report 23/512 Foxton Beach Freeholding Account Update be received.
- 2.2 That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

CARRIED

8.4 Te Awahou Foxton Community Board - Actions Monitoring Report - July 2023

1. Purpose

- 1.1 To present to Te Awahou Foxton Community Board the updated monitoring report covering requested actions from previous meetings of the Board. This report incorporates updates related to the Foxton and Foxton Beach areas from the Long Term Plan Monitoring Report presented to Council on 19 July 2023

Resolution Number TAFCB/2023/77

MOVED by Cr Allan, seconded Mr Roache:

- 2.1 That Report 23/514 Te Awahou Foxton Community Board - Actions Monitoring Report - July 2023 be received.
- 2.2 That this matter or decision be recognised as not significant in terms of s76 of the Local Government Act 2002.

CARRIED

7.12 pm

There being no further business, the Chairperson declared the meeting closed.

CONFIRMED AS A TRUE AND CORRECT RECORD
AT A MEETING OF TE AWAHOU FOXTON
COMMUNITY BOARD HELD ON

DATE:

CHAIRPERSON:

Exclusion of the Public : Local Government Official Information and Meetings Act 1987

The following motion is submitted for consideration:

That the public be excluded from the following part(s) of the proceedings of this meeting.

The general subject of each matter to be considered while the public is excluded, the reason 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 follows.

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

C1 Housing Outcomes for Lincoln Place Reserve - Levinable

Reason for passing this resolution in relation to each matter	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.	s7(2)(h) - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities. s7(2)(i) - The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.

C2 Affordable Housing Consideration - Western Park

Reason for passing this resolution in relation to each matter	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.	s7(2)(h) - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities. s7(2)(i) - The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.

C3 Tara-Ika Queen Street Stage 1 Stormwater Private Developer Agreement

Reason for passing this resolution in relation to each matter	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
The public conduct of the part of the meeting would be likely to result in the disclosure of	s7(2)(h) - The withholding of the information is necessary to enable the local authority to	s48(1)(a)

information for which good reason for withholding exists under section 7.	carry out, without prejudice or disadvantage, commercial activities. s7(2)(i) - The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.
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C4 Property Purchase Brief – Tara Ika East / West Arterial

Reason for passing this resolution in relation to each matter	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person. s7(2)(h) - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities. s7(2)(i) - The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.

C5 Delegation for Variation of contracts - York Street / Stafford Street

Reason for passing this resolution in relation to each matter	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.	s7(2)(b)(ii) - The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information. s7(2)(h) - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.	s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.

C6 Muhunua West Road Reserve Lease

Reason for passing this resolution in relation to each matter	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.	s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good

reason for withholding exists under section 7.	s7(2)(i) - The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).	reason for withholding exists under section 7.
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C7 Poplar Partners Lease

Reason for passing this resolution in relation to each matter	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.	s7(2)(h) - The withholding of the information is necessary to enable the local authority to carry out, without prejudice or disadvantage, commercial activities.	s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.

C8 Update on potential rating sales

Reason for passing this resolution in relation to each matter	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.	s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.

C9 Proceedings of the In-Committee Chief Executive Employment and Performance Committee 16 August 2023

Reason for passing this resolution in relation to each matter	Particular interest(s) protected (where applicable)	Ground(s) under section 48(1) for the passing of this resolution
The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.	s7(2)(a) - The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person.	s48(1)(a) The public conduct of the part of the meeting would be likely to result in the disclosure of information for which good reason for withholding exists under section 7.