



If calling, please ask for Democratic Services

Council

Thursday 5 December 2024, 9.30am

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

Quorum: *Seven Councillors*

Members

Councillors

Daran Ponter (Chair)

Adrienne Staples (Deputy Chair)

David Bassett

Ros Connelly

Quentin Duthie

Penny Gaylor

Chris Kirk-Burnnand

Ken Laban

David Lee

Thomas Nash

Hikitia Ropata

Yadana Saw

Simon Woolf

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

Council

Thursday 5 December 2024, 9.30am

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

Public Business

No.	Item	Report	Page
1.	Apologies		
2.	Conflict of interest declarations		
3.	Public participation		
4.	Confirmation of the Public minutes of the Council meeting on Thursday 31 October 2024	24.593	4
5.	Confirmation of the Public Excluded minutes of the Council meeting on Thursday 31 October 2024	PE24.592	16
6.	Update on plan change work to implement the National Policy Statement for Freshwater Management	24.634	18
7.	Adoption of Standing Orders	24.596	28
8.	Patron of the Wellington Tramway Museum Incorporated	24.664	205
9.	Appointment to the Regional Transport Committee	24.668	210
10.	Statements of Expectations for council controlled organisations 2025/26	24.662	213
11.	WRC Holdings – Chair remuneration	24.665	224
12.	Greater Wellington’s Quarter One 2024/25 summary report	24.663	230
13.	Finance update – October 2024	24.617	268
Resolution to Exclude the Public			
14.	Resolution to exclude the public	24.669	274
Public Excluded Business			
15.	Appointments of trustees to the Wellington Regional Stadium Trust	PE24.578	278

- | | | | |
|-----|--|----------|-----|
| 16. | Appointment of director to the Wellington Regional Economic Development Agency | PE24.655 | 284 |
|-----|--|----------|-----|

Restricted Public Excluded Business

- | | | | |
|-----|--|-----------|----------------|
| 17. | Confirmation of the Restricted Public Excluded minutes of the Council meeting on 31 October 2024 | RPE24.595 | 289 |
| 18. | Bus services procurement- Confirming the draft commercial terms for operators and market engagement (Part Three) | RPE24.564 | 292 |
| 19. | East by West funding arrangements | RPE24.653 | <i>To come</i> |



Please note these minutes remain unconfirmed until the Council meeting on 5 December 2024.

Report 24.593

Public minutes of the Council meeting on Thursday 31 October 2024

Taumata Kōrero – Council Chamber, Greater Wellington Regional Council
100 Cuba Street, Te Aro, Wellington, at 9.31am.

Members Present

Councillor Ponter (Chair)
Councillor Staples (Deputy Chair)
Councillor Bassett
Councillor Connelly
Councillor Duthie
Councillor Gaylor
Councillor Kirk-Burnnand
Councillor Laban
Councillor Lee
Councillor Nash
Councillor Saw
Councillor Woolf

Councillors Laban and Lee participated at this meeting remotely via Microsoft Teams and counted for the purpose of quorum in accordance with clause 25A of Schedule 7 to the Local Government Act 2002.

Karakia timatanga

The Council Chair opened the meeting with a karakia timatanga.

Public Business

1 Apologies

Moved: Cr Saw / Cr Gaylor

That Council accepts the apology for absence from Councillor Ropata.

The motion was **carried**.

2 Declarations of conflicts of interest

There were no declarations of conflicts of interest.

3 Public participation

Graeme Clarke, Wellington Residents' Coalition, spoke, regarding water meters, in relation to agenda item 7 – Local Water Done Well – Update and Preferred Model.

4 Confirmation of the Public minutes of the Council meeting on 26 September 2024 – Report 24.540

Moved: Cr Kirk-Burnnand / Cr Duthie

That Council confirms the Public minutes of the Council meeting on 26 September 2024 – Report 24.540, as corrected.

The motion was **carried**.

Note: The minutes were corrected to record that for agenda item 13, Decisions on Proposed Change 1 and Variation 1 to the Regional Policy Statement for Wellington Region – Report 24.408, the motion was carried.

5 Confirmation of the Public minutes of the Representation Review Committee meeting on 10 October 2024 – Report 24.557

Moved: Cr Staples / Cr Nash

That Council confirms the Public minutes of the Representation Review Committee meeting on 10 October 2024 – Report 24.557.

The motion was **carried**.

6 Adoption of the 2023/24 Annual Report – Report 24.580

Sam Ripley, Advisor Planning and Reporting, Ashwin Pai, Financial Controller, Clint Ramoo, Audit Director, Audit NZ, and Nosiviewe Tsotso, Audit Manager, Audit NZ, spoke to the report. Example pages of the Annual Report design were tabled.

Mr Ramoo thanked Greater Wellington officers for their assistance to the audit. He advised that, as in 2023, Audit NZ would issue a qualified audit report, with a qualification relating to Greater Wellington's Carbon Emission measures regarding greenhouse gas emissions' calculations. He noted that Greater Wellington has undertaken very good work on this, which sets a strong foundation for reporting in the next year.

Moved: Cr Connelly / Cr Duthie

That Council:

- 1 Adopts Greater Wellington Regional Council's Annual Report (Attachment 1) and the Summary of the Annual Report (Attachment 2) for the year ended 30 June 2024.
- 2 Authorises the Chief Executive to make minor changes that may arise as part of finalising the audited Annual Report and Summary of the Annual Report for the year ended 30 June 2024.

The motion was **carried**.

7 Local Water Done Well – Update and Preferred Model – Report 24.582

Julie Knauf, Group Manager Corporate Services, spoke to the report.

The meeting adjourned at 11.05am and resumed at 11.20am.

Moved: Cr Connelly/ Cr Duthie

That Council:

Water Services Delivery Plan requirements

- 1 Notes the legislative changes enacted through the Local Government (Water Services Preliminary Arrangements) Act 2024, to address long standing water infrastructure challenges.
- 2 Notes that the Government intends to introduce further water services legislation in December 2024, to be enacted in mid-2025, that will establish the enduring settings for the new water services system.
- 3 Notes that Council is required to submit a Water Services Delivery Plan to the Secretary for Local Government by 3 September 2025 and that this plan will be binding.
- 4 Notes that the Local Government (Water Services Preliminary Arrangements) Act 2024 provides alternative decision making and consultation arrangements that councils must use when considering the future water services delivery model.
- 5 Notes that under these arrangements Council must consider and consult on the (enhanced) status quo and the proposed or anticipated model, and may consider and consult on additional options if it chooses to.
- 6 Notes that the option to establish a water services Council Controlled Organisation would involve transferring the ownership of water assets to an independent water entity.
- 7 Notes that the consultation on the options to establish a new water services entity, will take place in early 2025.
- 8 Notes that New Zealand's water management regime has consistently undermined Māori rights and interests in water.

- 9 Notes that Council will continue to work to strengthen the level of involvement and influence that mana whenua partners have at all levels of the design process and in any proposed new model.
- 10 Notes Council's commitment to upholding Te Mana o te Wai and its relevance to the delivery of water services.

Regional collaboration to date

- 11 Notes that on 11 April 2024 Council agreed to adopt the non-binding MoU to jointly investigate a water service delivery plan with the other councils in the region.
- 12 Notes that all councils within the Wellington Region plus Horowhenua District Council have worked collaboratively on exploring a joint approach to water management across the region.
- 13 Receives the report dated 4 October 2024 - Recommended regional approach to a joint Water Services Delivery Plan and delivery model report - which is the result of the work so far on this joint regional option (Attachment 1).
- 14 Notes the report sets out a proposed regional asset owning Water Services Council Controlled Organisation model for participating councils to consider and compare with their current service delivery model.
- 15 Notes that the proposed joint regional model will be considered by each of the participating councils in late October and November 2024, with some expected to consider other options, such that the new model may not include all ten participating councils.

Water Services Delivery Model – next steps

- 16 Notes that Council needs to progress this matter now so that there is sufficient time for the development of the Water Services Delivery Plan and an accompanying implementation plan which is required to be submitted to the Minister of Local Government by 3 September 2025.
- 17 Agrees to continue with the regional process to develop a joint regional option for a Water Services Council Controlled Organisation.
- 18 Notes that continuing with the joint regional option is not binding at this point in time.
- 19 Notes, in line with DIA guidance, that officers will work with other participating councils to prepare a draft joint regional Water Services Delivery Plan.
- 20 Agrees that Council consult on two options, being:
 - a new regional asset owning Water Services Council Controlled Organisation, as proposed; or
 - the status quo, with changes to meet new legislative requirements, of a non-asset owning Council Controlled Organisation, as currently exists with Wellington Water Limited.

- 21 Adopts in principle, as its preferred option for consultation, the proposed Water Services Council Controlled Organisation model requiring a joint Water Services Delivery Plan.
- 22 Agrees, in principle, that Greater Wellington works with other councils in the region on a joint consultation plan for undertaking the requisite public engagement on the future proposed model for the ownership and delivery of water services.
- 23 Notes that, as part of the 2025/26 Annual Plan process, officers will include provision for a contribution of up to \$500,000 towards Greater Wellington’s share of the ongoing work required to progress the proposed regional model and joint Water Services Delivery Plan.
- 24 Agrees that it is in the interest of any new Water Services Council Controlled Organisation for Greater Wellington to remain as a shareholder for an establishment period, with the option to exit at a later date.
- 25 Agrees, that as part of the continued work on a Water Services Delivery Plan, the Chair requests that in the next stages of the work the Advisory Oversight Group explore the need for the development of a consumer charter.
- 26 Agrees that the Chair’s request asks the Advisory Oversight Group to explore the need for a charter or similar mechanism to consider elements such as protecting and communicating the rights of local water users, safeguarding the environment, considering living wage and ethical procurement under any new entity, consistent with the regulatory and consumer protection framework which will be introduced via the Local Government Water Services Bill in December 2024.

The motion was **carried**.

8 Final Representation Proposal for the 2025 Triennial Local Elections – Report 24.473

Councillor Ponter spoke to the report.

Moved: Cr Staples / Cr Saw

That Council:

- 1 Adopts the reasons for rejection of the submissions on Council’s initial representation proposal, as follows:

Alternative proposal	Description of alternative proposal	Reason for rejection of alternative proposal
1	That a total of 11 members should be elected, being one member from the Māori Constituency, and 10 members from six general constituencies whose boundaries align with the current territorial authority boundaries (constituencies	Rejected. This alternative proposal would not enable effective representation for communities of interest in the regional context, taking into account the: <ul style="list-style-type: none"> • Geographic size and diversity of the Wellington Region with its urban and rural areas

Alternative proposal	Description of alternative proposal	Reason for rejection of alternative proposal
	covering the areas of Kapiti Coast District; Porirua City; Wellington City; Lower Hutt City; Upper Hutt City; and Wairarapa districts).	<ul style="list-style-type: none"> • Diversity of Council's statutory functions • Need for efficient and effective governance of the Wellington Region • Enabling of community access to members and vice versa.
2A	That Council's initial representation proposal should be amended to provide a second member for the Kāpiti Coast General Constituency, through a reduction in one member from the Pōneke/Wellington General Constituency.	Rejected. This alternative proposal would not provide effective representation for communities of interest in the regional context and fair representation for electors.
2B	That Council's initial representation proposal should be amended to provide a second member for the Kāpiti Coast General Constituency, through a reduction in one member from the Te Awa Kairangi ki Tai/Lower Hutt General Constituency.	Rejected. This alternative proposal would not provide effective representation for communities of interest in the regional context and fair representation for electors.

- 2 Confirms its initial representation proposal as its final representation proposal for the 2025 triennial local elections.
- 3 Adopts the final representation proposal for the 2025 triennial local elections that provides for a Council of 14 members elected from seven constituencies as follows:

Māori constituency name	Number of members	Community of interest represented by the Māori constituency	Māori Electoral Population represented by the member
Te Upoko o te Ika a Māui Māori Constituency	1	The area of the Wellington Region	45,000

General constituency name	Number of members	Community of interest represented by the general constituency	General Electoral Population represented by each member (Regional average population: 38,869) (+/-10% range from the average: 34,982 to 42,756)
Pōneke/Wellington General Constituency	5	The area of Wellington City, excluding the area of the Tawa Community	38,420

Te Awa Kairangi ki Tai/Lower Hutt General Constituency	3	The area of Lower Hutt City	33,767
Porirua-Tawa General Constituency	2	The area of Porirua City, and the area of the Tawa Community of Wellington City	34,050
Kāpiti Coast General Constituency	1	The area of the Kapiti Coast District	53,400
Te Awa Kairangi ki Uta/Upper Hutt General Constituency	1	The area of Upper Hutt City	44,400
Wairarapa General Constituency	1	The area of South Wairarapa District, Carterton District and Masterton District, and that part of Tararua District that falls within the Wellington Region	46,000

The motion was **carried**.

9 National Land Transport Plan Funding – Implications – Report 24.491

Tim Shackleton, Senior Manager Commercial Strategy and Investments, spoke to the report.

Moved: Cr Nash / Cr Gaylor

That Council:

- 1 Notes a \$134.5 million shortfall in future investment funding across the current triennium, created by declined funding applications from the National Land Transport Fund (NLTF) (in the Significant Investment Programme and Low Cost Low Risk funding classes).
- 2 Notes that the NZ Transport Agency Waka Kotahi decision to decline NLTF funding on Council's \$268m three year PT infrastructure plan will have a material negative impact on public transport in the Wellington Region.
- 3 Notes that ongoing funding envelopes for most existing operational costs, which fall under the 'Continuous Programme' funding class were close to Long Term Plan 2024-2034 budgets and that most unfunded projects relate to investments programmes and specific enhancement and renewal projects.
- 4 Notes that Council has indicated to officers that total investment budgets should remain within existing Long Term Plan 2024-2034 cost envelopes, which equates to 49% of the original Long Term Plan 2024-2034 budgets or the 'local share' for underfunded projects.

- 5 Notes that officers have undertaken a series of prioritisation sessions, which have looked at managing the investment shortfall while minimising the impact on activities critical to public services.
- 6 Notes that in developing the revised investment programme, officers have prioritised projects that deliver safety and accessibility improvements, and key enabling projects that unlock future network growth and value.
- 7 Approves the changes to the 'Significant Investment Programme' and 'Low Cost Low Risk Programme' as detailed below and financially summarised in Attachment 1 to this report.

The motion was **carried**.

10 Appointment of Carterton District Council Members to Committees – Report 24.566

Lucas Stevenson, Democratic Services Advisor, spoke to the report. Updated recommendations were tabled.

Moved: Cr Kirk-Burnnand / Cr Staples

That Council:

- 1 Revokes the appointment of Councillor Dale Williams as alternate member for Carterton District Council on the Regional Transport Committee and the Wairarapa Committee.
- 2 Appoints Deputy Mayor Steve Cretney as alternate member for Carterton District Council on the Regional Transport Committee and the Wairarapa Committee.
- 3 Revokes the appointment of Councillor Robyn Cherry-Campbell to the Waiōhine River Plan Advisory Committee.
- 4 Appoints Councillor Brian Deller to the Waiōhine River Plan Advisory Committee.

The motion was **carried**.

11 Shareholder Resolutions in Lieu of Annual General Meeting: WRC Holdings Limited – Report 24.587

Sarah Allen, Head of Company Portfolio and Economic Development, spoke to the report.

Moved: Cr Kirk-Burnnand / Cr Bassett

That Council:

- 1 Agrees, as sole shareholder of WRC Holdings Limited, that the company is not required to hold an Annual General Meeting relating to the financial year ending 30 June 2024.
- 2 Resolves the written resolutions contained in Attachment 1 (Shareholder resolutions for WRC Holdings Limited).

- 3 Authorises the Council Chair to sign the resolutions of the sole shareholder contained in Attachment 1.

The motion was **carried**.

12 CCO Annual Reports 2023/24 – Report 24.568 [For Information]

Sarah Allen, Head of Company Portfolio and Economic Development, spoke to the report.

13 Finance Update – September 2024 – Report 24.585 [For Information]

Ashwin Pai, Head of Finance, and Alison Trustrum-Rainey, Group Manager Finance and Risk, spoke to the report.

Resolution to exclude the public

14 Resolution to exclude the public – Report 24.590

Moved: Cr Gaylor / Cr Saw

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

Confirmation of the Public Excluded minutes of the Council meeting on Thursday 26 September 2024 – Report PE24.541

Appointment of member to the Wellington Regional Leadership Committee – Report PE24.559

Bus services procurement - Confirming the draft commercial terms for operator and market engagement – Report RPE24.563

Confirmation of the Restricted Public Excluded minutes of the Council meeting on Thursday 26 September 2024 - Report RPE24.542

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

Confirmation of the Public Excluded minutes of the Council meeting on Thursday 26 September 2024 – Report PE24.541	
<i>Reason for passing this resolution in relation to each matter</i>	<i>Ground(s) under section 48(1) for the passing of this resolution</i>
Information contained in these minutes relates to a proposed land purchase and a lease arrangement, with each upon terms and conditions that are yet to be negotiated and	The public conduct of this part of the meeting is excluded as per section 7(2)(i) of the Act in order enable any local authority holding the information to carry on, without

<p>agreed. Having this part of the meeting open to the public would disadvantage Greater Wellington Regional Council in its negotiations as it would reveal Greater Wellington Regional Council's negotiation strategy (Section 7(2)(i)).</p> <p>Greater Wellington has not been able to identify a public interest favouring disclosure of this particular information in and has determined that there is no public interest favouring disclosure of this particular information in public proceedings of the meeting that would override the need to withhold the information.</p>	<p>prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p>
<p>Appointment of member to the Wellington Regional Leadership Committee – Report PE24.559</p>	
<p><i>Reason for passing this resolution in relation to each matter</i></p>	<p><i>Ground(s) under section 48(1) for the passing of this resolution</i></p>
<p>Information contained in this report includes personal and identifying information about a candidate for appointment to the Wellington Regional Leadership Committee. Release of this information is likely to prejudice the privacy of natural persons (section 7(2)(a) of the Act) as releasing this information would disclose their consideration for appointment as a Committee member.</p> <p>Greater Wellington has considered whether the public interest outweighs the need to withhold the information and has determined that there is no public interest favouring disclosure of this particular information in public proceedings of the meeting that would override the need to withhold the information.</p>	<p>The public conduct of this part of the meeting is excluded as per section 7(2)(a) of the Act in order to protect the privacy of natural persons, including that of deceased natural persons.</p>

Bus services procurement - Confirming the draft commercial terms for operator and market engagement – Report RPE24.563	
<i>Reason for passing this resolution in relation to each matter</i>	<i>Ground(s) under section 48(1) for the passing of this resolution</i>
<p>Certain information contained in this report relates to future bus service procurement and contracting in the Wellington Region. Release of this information would be likely to prejudice or disadvantage the ability of Greater Wellington to carry on negotiations and may affect the probity of the bus services procurement process (section 7(2)(i) of the Act).</p> <p>Greater Wellington has not been able to identify a public interest favouring disclosure of this particular information in public proceedings of the meeting that would override the need to withhold the information.</p>	<p>The public conduct of this part of the meeting is excluded as per section 7(2)(i) of the Act in order enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p>
Confirmation of the Restricted Public Excluded minutes of the Council meeting on Thursday 26 September 2024 – Report RPE24.542	
<i>Reason for passing this resolution in relation to each matter</i>	<i>Ground(s) under section 48(1) for the passing of this resolution</i>
<p>Information contained in these minutes relates to future bus service procurement and contracting in the Wellington Region. Release of this information would be likely to prejudice or disadvantage the ability of Greater Wellington to carry on negotiations, and may affect the probity of the bus services procurement process (section 7(2)(i) of the Act).</p> <p>Greater Wellington has not been able to identify a public interest favouring disclosure of this particular information in public proceedings of the meeting that would override the need to withhold the information.</p>	<p>The public conduct of this part of the meeting is excluded as per section 7(2)(i) of the Act in order enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p>

This resolution is made in reliance on section 48(1)(a) of the Act and the particular interest or interests protected by section 6 or section 7 of that Act or section 6 or section 7 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public.

The motion was **carried**.

The public part of the meeting closed at 12.00pm.

Councillor D Ponter

Chair

Date:



Please note these minutes remain unconfirmed until the Council meeting on 5 December 2024.

The matters referred to in these minutes were considered by Council in Public Excluded business. These minutes do not require confidentiality and may be considered in the public part of the meeting.

Report PE24.592

Public Excluded minutes of the Council meeting on Thursday 31 October 2024

Taumata Kōrero – Council Chamber, Greater Wellington Regional Council
100 Cuba Street, Te Aro, Wellington, at 12.00pm

Members Present

Councillor Ponter (Chair)
Councillor Staples (Deputy Chair)
Councillor Bassett
Councillor Connelly
Councillor Duthie
Councillor Gaylor
Councillor Kirk-Burnnand
Councillor Laban
Councillor Lee
Councillor Nash
Councillor Saw
Councillor Woolf

Councillors Laban and Lee participated at this meeting remotely via Microsoft Teams and counted for the purpose of quorum in accordance with clause 25A of Schedule 7 to the Local Government Act 2002.

Public excluded Business

- 1 Confirmation of the Public Excluded minutes of the Council meeting on 26 September 2024 – Report PE24.541**

Moved: Cr Staples / Cr Bassett

That Council confirms the Public Excluded minutes of the Council meeting on 26 September 2024 – Report PE24.541.

The motion was **carried**.

2 Appointment of Member to the Wellington Regional Leadership Committee – Report PE24.559

Francis Ryan, Head of Governance and Democracy, spoke to the report.

Moved: Cr Gaylor / Cr Bassett

That Council:

- 1 Notes, that as the Administering Authority, Council is responsible for making appointments to the Wellington Regional Leadership Committee.
- 2 Appoints Ray Hall as the member for Ngāti Kahungunu ki Wairarapa Tāmaki nui-a-Rua Settlement Trust.
- 3 Revokes the appointment of Jenishavorne Waipuka as the alternate member for Ngāti Kahungunu ki Wairarapa Tamaki nui-a-Rua Settlement Trust.

The motion was **carried**.

The Public Excluded part of the meeting closed at 12.05pm.

Councillor D Ponter

Chair

Date:

Council
5 December 2024
Report 24.634



For Information

UPDATE ON PLAN CHANGE WORK TO IMPLEMENT THE NATIONAL POLICY STATEMENT FOR FRESHWATER MANAGEMENT

Te take mō te pūrongo

Purpose

1. To inform Council on the approach to current and future plan changes to implement the National Policy Statement for Freshwater Management 2020 (NPS-FM 2020) in light of the changing context of national direction and a recent amendment to the Resource Management Act 1991 (the Act).

Te tāhū kōrero

Background

2. Over the past year there have been numerous changes and announcements of forthcoming changes to the Act, NPS-FM 2020, national forestry regulations, application of Te Mana o Te Wai in consenting, farm plan regulations and a range of other national policy direction related to the health of freshwater. Most recent indications from the Government are that a full suite of changes to national direction in resource management, including a replacement for the NPS-FM 2020, will take effect in mid 2025.
3. At the end of October 2024, the Resource Management (Freshwater and Other Matters) Amendment Bill (the Bill) was passed by Parliament. The Bill included a late amendment (the amendment) that prevents local authorities from notifying changes to regional policy statements or regional plans that implement the NPS-FM 2020 through a 'freshwater planning instrument' (FPI).
4. The amendment is enacted as s80A(4A) of the Act. The restriction on notification is in place until 31 December 2025 or the date on which a new NPS-FM becomes operative, whichever is sooner.
5. The Minister for the Environment (the Minister) may grant an exemption from the restriction to allow local authorities to notify plan changes for specific purposes, including supporting housing development, flood remediation work, regionally significant infrastructure and giving effect to Te Tiriti o Waitangi settlement obligations. The Minister also has a broad, catch-all power to make an exemption for an FPI if it, 'is required for any other reason the Minister considers appropriate'.
6. Section 80A(4A) does not prevent, slow down or stop regional plans or regional policy statements that have already been notified as an FPI.

7. The amendment comes at a busy time for Greater Wellington in respect of freshwater plan change work. The NPS-FM 2020 is a key statutory document that informs both Proposed Change 1 to the Regional Policy Statement for Freshwater Management (RPS Change 1) and Proposed Plan Change 1 to the Natural Resources Plan (PC1). PC1 implements the NPS-FM 2020 for the first time in two of the five major catchments in the region, while RPS Change 1 includes visions for freshwater in Te Awarua-o-Porirua and Whaitua Te Whanganui-a-Tara, and Te Mana o Te Wai statements from mana whenua in the Ruamāhanga and from Taranaki Whānui.
8. There is no legal requirement for the Council to stop or pause PC1 or RPS Change 1.
9. In June of this year, the Council considered options for the continuation of NPS-FM related plan change work.¹ The decision of Council then was to progress with PC1 through the hearings phase, to undertake further work to determine the future work programme for NPS-FM related plan changes and to increase funding for this work under Long Term Plan 2024-2034.
10. In light of the amendment and the ongoing changing national direction on resource management matters, this report outlines how this changing context informs the approach to Greater Wellington's work to implement the NPS-FM through changes to the RPS and Natural Resources Plan (NRP).

Te tātaritanga Analysis

Work continues on plan changes already notified – Plan Change 1

11. PC1 was notified on 30 October 2023, before announcements by Government to replace the NPS-FM 2020. Under the FPP, Council must make a decision on the freshwater hearings panel recommendations on PC1 within two years of the date of notification, meaning decisions on PC1 must be made by 30 October 2025.
12. PC1 was developed to give effect to the NPS-FM 2020. It implements the National Objectives Framework (NOF) for the first time, including by setting numeric, measurable and timebound targets for the health of waterways in Te Awarua-o-Porirua Whaitua and Whaitua Te Whanganui-a-Tara. These targets are informed by the Whaitua Implementation Plans recommended to Council by mana whenua and the Whaitua Committees for these catchments.
13. The rules of PC1 have immediate legal effect under section 86B(3) of the Act, meaning resource consents are currently being processed under PC1. PC1 will continue to have legal effect in its current state until such time as a decision on the hearing panels' recommendations is reached by Council.
14. PC1 Hearing Stream 1, covering Overarching Matters on the NPS-FM related provisions and region-wide provisions non-NPS-FM matters, closed on 8 November 2024. Eleven submitters appeared at hearing, and nine submitters provided written

¹ [Report 24.244](#) – National Policy Statement for Freshwater Management Plan Change Work Programme

evidence supporting their submission points. Of those submitters providing evidence, two sought to delay or withdraw PC1 (Meridian Energy Limited and Winstone Aggregates) though their reasons were broader than only the shifting national direction. A number of submitters spoke in support of PC1, including Ngāti Toa Rangatira and two members of the former Te Whanganui-a-Tara Whaitua Committee.

15. The Government has signalled that updated national direction, especially to the NPS-FM, will be subject to consultation in February/March 2025. This coincides with PC1 Hearing Stream 2.² As this hearing approaches, officers will be better able to understand the potential impacts of the new NPS-FM and to respond as appropriate in the hearing process.
16. Gazettal of the new NPS-FM is expected alongside other national direction in mid-2025, around the same time as PC1 Hearing Stream 4 (end of June 2025).³ Hearing Stream 5 (Integration) is scheduled for the end of July 2025.
17. The NRP, and consequently PC1, is an integrated, ki uta ki tai plan, incorporating both provisions affecting land and freshwater as well as the coastal marine area. Provisions in PC1 are a combination of Freshwater Planning Instruments (FPI), which follow the Freshwater Planning Process (FPP), and non-FPI provisions, which follow the standard hearings and appeal process under Part 1 Schedule 1 (P1S1) of the Act.⁴
18. Depending on scope – which itself depends on the submission points made and whether the provisions are FPI or not – officer recommendations to the PC1 Independent Hearing Panels (the Panels) after gazettal of the new NPS-FM will need to give effect to this new national direction to the extent possible. Further, the Panels’ recommendations to Council to address submissions will need to respond, as legally appropriate and applicable, to a new NPS-FM if it is gazetted (as anticipated) before 30 October 2025.
19. It should also be noted that national direction may change in relation to other matters covered by PC1 (e.g. national forestry regulations) and these changes will similarly need to be responded to as appropriate and to the extent possible.
20. There are areas where PC1 may be seen as differing from potential national direction, including:
 - Proposed rules providing for stormwater from urban development only through redevelopment of existing urban areas or through greenfield development in areas identified as ‘planned’ for in existing district plans. PC1 proposes stormwater from greenfield development in ‘unplanned’ areas is prohibited (i.e. resource consent cannot be granted).⁵

² Objectives; Aquatic ecosystem health policies; and Wastewater topics

³ Stormwater; Te Awarua-o-Porirua water quantity; and Freshwater Action Plans topics

⁴ Note that it is FPI to implement the NPS-FM that are restricted from further notification under the recent amendments to the Act.

^{5,6} Note that prohibited activity status proposed in a plan change is treated as a discretionary activity until such time as the provisions are made operative (usually after appeals have been resolved).

21. Proposed prohibited rules of forestry-related activities that drive retirement on highest risk erosion-prone land and that are more stringent than national regulations.⁶
 - Proposed objective targets in fresh and coastal water and timeframes to meet these, and in particular those that drive significant infrastructure investment in wastewater network and wastewater treatment plant management.
 - A large number of target attributes from the NPS-FM 2020, set as objectives and which drive regulation of some activities. These are expected to be reduced under the next iteration of the NPS-FM.
 - Although not a significant part of PC1, farm plan requirements in some rural catchments.
22. Officers are currently analysing the submissions and further submissions on each topic in preparation of recommendations to the PC1 independent hearing panels. As national direction becomes apparent this will include assessing whether potential amendments are within the scope and responding to them as best possible.

Work continues on plan changes already notified – Change 1 to the RPS

23. RPS Change 1 addresses multiple matters including the implementation of the NPS-FM through inserting Te Mana o Te Wai statements from three mana whenua (Rangitāne o Wairarapa, Kahungunu ki Wairarapa and Taranaki Whānui) and identifying long-term visions for freshwater bodies for Te Awarua-o-Porirua, Te Whanganui-a-Tara.
24. RPS Change 1 was notified in August 2022, with a variation (Variation 1 to the RPS) notified on 13 October 2023, significantly in advance of the recent amendment. As such, s80A(4A) does not impact on the continuation of RPS Change 1 through appeals.
25. There were no appeals lodged on those matters that were part of the FPP – the deadline for lodging such appeals with the High Court was 25 October 2024. The long-term visions for freshwater and Te Mana o Te Wai statements inserted in RPS Change 1, as well as a range of other freshwater provisions, were part of the FPP.
26. The deadline for lodging appeals on the P1S1 provisions in RPS Change 1 closed on 18 November 2024. There have been fourteen appeals lodged on those matters that are part of the P1S1 process. Some of these appeals address provisions from the FPP – officers are currently working through the implications of this.
27. Similarly to the PC1 process, officers will continue to assess changes in national direction as information on this emerges for how it may impact RPS Change 1. Broadly speaking there are narrower legal avenues to respond to changed national direction during the appeals process on RPS Change 1 versus the hearings stage of PC1.

Implications for other NPS-FM plan change work

28. The Council has yet to notify NPS-FM 2020 changes to the NRP reflecting the Ruamāhanga and Kāpiti Whaitua Implementation Programmes (WIPs) or the water quantity aspects of Whaitua Te Whanganui-a-Tara WIP. Changes to the RPS to reflect Whaitua Kāpiti recommendations and Te Mana o Te Wai Statements from mana whenua in Te Awarua-o-Porirua and Te Whanganui-a-Tara are also outstanding. The Council has also not initiated the Wairarapa Coast whaitua process which would inform NPS-FM implementation.
29. The recent amendment means Council is now not able to notify any such changes until either 31 December 2025 or the arrival of a new NPS-FM, whichever is the sooner.
30. Following the receipt of the Whaitua Kāpiti WIP, Council officers were in the early stages of drafting a potential change to the RPS (RPS Change 2), including beginning to design a process for how this change would be prepared. RPS Change 2 would respond to recommendations from the Kāpiti WIP to give effect to the NPS-FM 2020 to incorporate long-term visions for freshwater and a Kāpiti Te Mana o Te Wai statement. RPS Change 2 now cannot be notified under s80A(4A). As such, this work is paused until the future national direction is clear.
31. Initial investigation of options for a 'ring-fenced' water allocation plan change in the Ruamāhanga catchment has also been undertaken. This addresses restrictions that will come into effect from July 2029 that would prevent the take of Category A groundwater when river flows are below minimum flows and may also address other minor issues raised by Regulation. The scoping of this work is still in the initial stages and a prospective notification date is yet to be identified.

Council has committed to continuing notified processes

32. The recent amendment and restriction on new plan change notifications does not materially change anything for Greater Wellington regarding PC1 or RPS Change 1. Both changes were legally notified a long time before October 2024. The amendment does not affect already notified plans containing FPI provisions such as PC1 and RPS Change 1.
33. This will not be the first time that national direction has changed part way through a regional plan change process. For example, during the Schedule 1 process for the NRP there were three changes in the NPS-FM. Greater Wellington was able to make the necessary adjustments through the hearings, appeal, and mediation processes.
34. In June, officers advised Council that there were risks and benefits to carrying on with PC1 as well as options to pause or withdraw the plan change. Council decided it was appropriate to continue with PC1. The considerations underpinning the advice are still relevant. These were:
 - Ensuring the Council meets its responsibilities to protect freshwater values.
 - Maintaining momentum across the freshwater programme.

- Valuing certainty for the region, including resource users and our communities.
 - Commitment to partnership with mana whenua.
 - Recognition that mana whenua and communities desire improvements in the health and wellbeing of the environment.
 - The need to act where the Council knows the health of waterways needs to be improved.
35. There is significant momentum behind addressing the aspirations and environmental objectives for Te Awarua-o-Porirua and Te Whanganui-a-Tara whitua, including the expectations of mana whenua and the communities who invested time and knowledge in those two whitua processes. There has been considerable investment from Council in the technical work and processes to inform and underpin the whitua processes and the development of PC1. Council has remained committed to delivering on the whitua programme and on the mana whenua and community visions for freshwater.
36. Given both the amendment bill and imminent changes to national direction, a significant focus for staff will be on supporting PC1 and RPS Change 1 to assess the impacts on the process, their continuation and how to address necessary change.

Council is committed to ongoing non-regulatory work

37. The implementation of the NPS-FM and the WIPs is not just limited to those changes the Council makes to statutory documents. Ongoing delivery of non-regulatory work is the other side to the commitment Council has made to implement the WIPs. Together the non-regulatory and regulatory aspects of the Council's work are both necessary to undertake to continue mahi towards healthier, resilient waterways across the region.
38. Further, the context set by changing national direction must also be considered alongside the regional context and regional partnerships. This includes progressing the freshwater plan change programme and realising mana whenua and community aspirations for healthy freshwater as expressed through the whitua processes, as well as Greater Wellington's resourcing capacity and readiness, and integrity in partnership commitments.
39. Greater Wellington's freshwater work programme to implement the NPS-FM is still in progress. Greater Wellington remains committed to this work.

Ngā hua ahumoni

Financial implications

40. The continuation of PC1 and RPS Change 1 through hearings and appeals respectively are accounted for under preexisting budgets. These plan change projects continue.
41. On 27 June 2024 Council decided that funding confirmed via the adoption of the 2024-2034 Long Term Plan would be allocated to expanding Greater Wellington's

NPS-FM plan change work programme.⁷ At a workshop scheduled for 5 December 2024, Council will consider the draft budget for 2025/26 Annual Plan which includes proposals in relation to this new funding. Depending on future decisions made on the 2025/2026 Annual Plan, there may be financial implications for this work programme.

Ngā Take e hāngai ana te iwi Māori Implications for Māori

42. The health and wellbeing of wai is a vital importance to mana whenua and te iwi Māori. Mana whenua have recognised roles and responsibilities as kaitiaki of natural resources in their rohe. Greater Wellington works with our mana whenua partners to achieve the dual roles of sustainably managing and protecting natural resources for the benefit of current and future generations, including in the way the statutory resource management plans are prepared, developed and implemented.
43. Mana whenua have dedicated, and continue to dedicate, resources and knowledge to the four Whaitua processes that have been completed so far, as well as to the statutory processes that embeds the work of the Whaitua Committees into the NRP and RPS. Mana whenua have framed, partnered, and guided the development of Whaitua plans across the region. The Whaitua process is where mana whenua activate their kaitiakitanga as an expression of tino rangatiratanga
44. The primary purpose of PC1 is to give effect to the NPS-FM 2020 as informed by each WIP and the mana whenua documents that stand alongside – in the case of PC1, this means Te Mahere Wai and the Ngāti Toa Rangatira Statement. During the development of PC1, mana whenua were closely involved in preparing provisions so that they reflect the values and aspirations of mana whenua as far as possible.
45. RPS Change 1 gives voice to Te Mana o te Wai statements for three of the region’s mana whenua and identifies long-term visions for the health of wai, ki uta ki tai, in Te Whanganui-a-Tara and Te Awarua-o-Porirua.
46. Slowing down progress on implementing the NPS-FM in Greater Wellington’s statutory documents is unlikely to be welcomed by mana whenua, or community representatives on the Whaitua Committees, anywhere in the region. Greater Wellington is, however, now bound by the amendment and cannot notify any further RPS or NRP changes until 31 December 2025 or whenever the new NPS-FM. On 12 November 2024, a letter informing mana whenua organisations of the amendment and its impact on Greater Wellington’s plan change work programme was sent to iwi Executives and Chairs.
47. Greater Wellington is bound by legislative duty to carry out the amendments to current and forthcoming changes to the Act. However, it is also important to acknowledge the impacts that this will have on Greater Wellington to carry out strategic priorities in good faith as a Treaty partner and to deliver outcomes with

⁷ Public minutes of the Council meeting on 27 June 2024
<https://www.gw.govt.nz/assets/Documents/2024/08/Public-Council-27-August-2024-order-paperdf-v2.pdf#page=8>

mana whenua for resilient communities, as outlined in Te Whāriki, Greater Wellington's Māori Outcomes Framework.⁸

48. This compromises Greater Wellington's ability:
- To act in a manner that upholds the principles of Te Tiriti o Waitangi and fulfil our statutory obligations to Māori.
 - To enable and resource Māori to influence effective decision making in natural and urban environments.
 - To foster opportunities for mana whenua and Māori to partner, input and influence decision making from beginning to end
 - To realise innovative opportunities to progress partnership aspirations in the dynamic Crown and Māori environment.
49. Though this hinders Greater Wellington's ability in the plan change space, Greater Wellington will continue to work alongside mana whenua on other planning and deliver on activities to improve the health and wellbeing of te taiao. It is important to note that the Council's commitment to mana whenua of Whaitua Te Whanganui-a-Tara and Te Awarua-o-Porirua continues through Greater Wellington's PC1 activities.
50. Moving forward, Greater Wellington will build on its foundation of partnership with mana whenua through investing in activities to support the health of freshwater through our non-regulatory work programmes.

Te huritao ki te huringa o te āhuarangi Consideration of climate change

51. Climate change will continue to drive a warmer and, in places, drier Wellington Region. This will put increasing pressure on the health of water bodies, mana whenua relationships with whenua and wai, communities' connections and enjoyment of water and the way natural resources are used.
52. Each Whaitua Committee has considered climate change drivers in depth in developing recommendations to Council through the WIPs. Regulatory settings informed by the WIPs for the take and use of water are particularly critical to responding well as water take and use is controlled by rules in the NRP. Climate change drivers provide significant impetus for undertaking plan changes as early as possible and implementing them well, providing time for water users to adapt to regulatory frameworks while better protecting waterways.

⁸ Te Whāriki Framework: <https://ltp.gw.govt.nz/assets/LTP-21-31/document/Maori-Outcomes-Framework.pdf>

Ngā tūāoma e whai ake nei

Next steps

53. Officers will keep assessing the changing national direction whilst preparing for the upcoming hearing streams for PC1 and respond as appropriate. Similarly, as the appeals process for RPS Change 1 progresses, officers will pay close attention to changing national direction.
54. As needed, officers will continue to advise Council of changes to national direction in resource management as they emerge.

Ngā kaiwaitohu

Signatories

Writer	Hayley Vujcich – Kaitohutohu Matua (Senior Policy Advisor), Environmental Policy
Approvers	Nicola Arnesen – Manager, Strategy, Policy and Regulation Nicola Patrick – Director, Catchment as Acting Director Strategy, Policy and Regulation, Rōpū Taiao Environment Group

He whakarāpopoto i ngā huritaonga Summary of considerations
<p><i>Fit with Council's roles or with Committee's terms of reference</i></p> <p>The considerations in this report align with Council's roles and responsibilities under the Act. The Act requires regional councils to prepare a regional plan(s) and policy statement, as necessary, to give effect to national direction, including the NPS-FM. This report addresses the recent Resource Management (Freshwater and Other Matters) Amendment Bill.</p>
<p><i>Contribution to Annual Plan / Long Term Plan / Other key strategies and policies</i></p> <p>The NPS-FM plan change work programme contributes to the Long Term Plan outcome to support and protect te taiao to help it thrive in relation to the health of land, freshwater and coastal water.</p>
<p><i>Internal consultation</i></p> <p>This report has been drafted with contributions from Te Hunga Whiriwhiri and reviewed by Te Hunga Whiriwhiri, SPR Policy and the Council's Legal team.</p>
<p><i>Risks and impacts - legal / health and safety etc.</i></p> <p>This a 'for information' report and does not seek Council decision. There is no legal impediment to continuing with already notified FPIs that implement the NPS-FM 2020.</p>

Council
5 December 2024
Report 24.596



For Decision

ADOPTION OF STANDING ORDERS

Te take mō te pūrongo

Purpose

1. To advise Council of proposed amendments to Standing Orders, and seek Council's adoption of a new set of Standing Orders.

He tūtohu

Recommendation

That Council **adopts** the Standing Orders, as set out in Attachment 1, with the Standing Orders to take effect on 1 February 2025.

Te tāhū kōrero/Te horopaki

Background/Context

2. The rules of conduct that govern meetings of the Council and its committees are contained in the Greater Wellington Regional Council Standing Orders 2019. The current Standing Orders were adopted by Council on 13 December 2018 and came into effect on 1 February 2019. On 27 May 2021 Council adopted a number of amendments relating to remote participation by members, and public participation in meetings.
3. Standing Orders are made up of a mix of legislative requirements relating to meetings that must be followed, and meeting procedures that the Council has elected to adopt. There is scope to amend, remove or add to the individual Standing Orders that the Council has elected to adopt.
4. In accordance with clause 27 of Schedule 7 to the Local Government Act 2002, the Council may amend Standing Orders or adopt a new set of Standing Orders by a vote of not less than 75 percent of the members present.
5. Changes to the current Standing Orders are required in order to reflect amendments to the Local Government Act 2002 (the Act) brought into effect by the Local Government Electoral Legislation Act 2023. These relate to the ability to call an urgent meeting following the triennial election of members, and remote attendance at meetings by members.
6. As well as developing specific Standing Orders to reflect these legislative changes, officers have used this opportunity to review all Standing Orders and recommend updates to ensure consistency and reflect current practice.

7. As the current Standing Orders incorporate amendments made in 2021 it is proposed that the Council adopts a new set of Standard Orders rather than making further amendments. The proposed new set of Standing Orders is attached as [Attachment 1](#) - Draft Standing Orders 2025. A tracked-change version, showing the proposed changes to the current Standing Orders, is attached as [Attachment 2](#).

Te tātaritanga

Analysis

8. Paragraphs 9 to 20 below set out the key proposed changes to the current Standing Orders.

First meeting following a triennial election

9. Under current Standing Orders, the first meeting of Council following a triennial election must be called as soon as practicable after the results of the election are known. The Act was amended in 2023 to provide that the first meeting must be held as soon as practicable either after the date for a recount application has passed and the election results are known, or a recount has been completed and the election results are known.
10. Should a meeting be required before those results are known, a new provision for an urgent meeting has been enacted.

Urgent meeting following a triennial election

11. Amendments to the Act allow for the Chief Executive to call an urgent meeting following a triennial election where there has been an application for a recount, the results of that recount are not yet known, and an event has occurred that requires the urgent attention of the Council.
12. The provisions for an urgent meeting are set out in new section 2.3 of Standing Orders. These include how the meeting is to be notified, and the business that can be transacted at an urgent meeting.
13. It should be noted that the Act provides that business conducted at an urgent meeting must not include the election of the Council Chair and Deputy Chair. The elections to those positions may only occur at the first meeting of the local authority following the triennial election. The first meeting can only be held once the result of the election, including the results of any recount application, are known.

Physical or remote presence at meetings

14. The Act has been updated to confirm that members participating remotely in a meeting count towards quorum. The relevant Standing Order has been amended to reflect this, and also to note that members should generally make themselves available to attend meetings in person, where practicable. A separate Standing Order also provides that officers speaking to items should also generally attend the meeting in person, where practicable. These Standing Orders are intended to reinforce good meeting practice. While remote participation is possible and counts towards quorum, both members and officers should endeavour to attend meetings in person unless it is impracticable to do so (for example, in instances of illness or transport limitations).

15. A new provision is included for a meeting to be fully remote in an emergency or significant event where it is impractical to meet at a physical venue.
16. Other amended provisions relating to remote attendance:
 - a Provide for Councillors to participate remotely in a meeting of a committee of which the Councillor is not a member (with the exceptions of when the committee is performing a quasi-judicial function, and the Regional Transport Committee). Currently a Councillor has to attend in person to take part in discussion in a meeting of a committee where they are not a member.
 - b Provide that the Deputy Chairperson or another member must preside when the Chair is participating remotely.

Te reo Māori and New Zealand Sign Language

17. Standing Orders have been updated to make it easier for both members and the public to address meetings in te reo Māori or New Zealand Sign Language. Advance notice to the Chair is no longer required, and a provision has been added allowing for the Chair to request a written translation to be provided to members following a meeting, where practicable.

Withdrawing item from agenda

18. Occasionally members may seek to have an item withdrawn from an agenda before consideration of that item has moved into debate on a motion. Under current Standing Orders, a member may move that an item lie on the table and not be discussed further, but only after the meeting has moved into debate on the item. The proposed new provision allows any member to move that an item be withdrawn from the agenda, up until the point that a motion is moved in relation to that item. If the withdrawal motion is seconded then the matter would be put to the vote to determine whether the item is withdrawn. If withdrawn, the item may then not be considered further at that meeting.
19. The Chief Executive may directly withdraw an item from the agenda, up until the point that a motion is moved in relation to it.

Other matters

20. Officers have taken this opportunity to review and update a number of other matters in Standing Orders. These include:
 - a Using gender neutral language throughout Standing Orders.
 - b A new provision for karakia to open and close meetings, reflecting current practice.
 - c Inclusion of te reo Māori headings for sections and on the cover page.
 - d Removal of the requirement to notify the Chair when someone intends to record a meeting. Members of the public now on occasion record portions of meetings using their phones, particularly under public participation, and do not often notify the Chair in advance. This amendment reflects this practice, as well as the fact that recordings of livestreamed meetings held in the Council chamber are now available online.

- e Removing service centres as locations where meeting agendas can be viewed. Copies of agendas are available to the public at Greater Wellington's Cuba Street and Masterton offices.
- f Clarification of the circumstances in which public input is not permitted at meetings. It is proposed that public input is not permitted on matters that are currently open for public consultation (or where public consultation has closed but a decision has not yet been made), or in relation to legal proceedings in which the Council is a party.
- g The inclusion of Matariki Observance Day in the definition of days that are not working days.
- h Other minor amendments designed to improve consistency and clarity.

Ngā hua ahumoni

Financial implications

- 21. There are no financial implications associated with the matters outlined in this report.

Ngā Take e hāngai ana te iwi Māori

Implications for Māori

- 22. The proposed amendments relating to the use of languages other than English are intended to facilitate participation in meetings by both members and the public in te reo Māori, as well as New Zealand Sign Language. This supports Greater Wellington's commitment to achieve our strategic priority to be an authentic Treaty partner and deliver outcomes for mana whenua and Māori.
- 23. The inclusion of te reo section headings and on the cover page also reflects this commitment.

Te huritao ki te huringa o te āhuarangi

Consideration of climate change

- 24. There are no implications for climate change associated with the matters outlined in this report.

Ngā tikanga whakatau

Decision-making process

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

Te hiranga

Significance

- 26. Officers have considered the significance of the matter, taking into account the Council's *Significance and Engagement Policy* and Greater Wellington's *Decision-*

making Guidelines. Due to the administrative nature of this decision officers consider the matter to be of low significance.

Te whakatūtakitaki

Engagement

27. No engagement is required.

Ngā tūāoma e whai ake nei

Next steps

28. A publication version of the Standing Orders will be prepared. The updated document will be published on Greater Wellington’s website, and each Councillor will be provided with a hard copy.

29. The new Standing Orders will take effect from 1 February 2025.

Ngā āpitihanga

Attachments

Number	Title
1	Draft Greater Wellington Regional Council Standing Orders 2025
2	Draft Greater Wellington Regional Council Standing Orders 2025 – tracked-change version

Ngā kaiwaitohu

Signatory/Signatories

Writer	Elizabeth Woolcott – Kaiwhakahaere Matua Ratonga Manapori Manager, Democratic Services
Approvers	Francis Ryan – Kaiwhakahaere Mana Urungi, Manapori Head of Governance and Democracy Luke Troy – Kaiwhakahaere Matua Rautaki Group Manager Strategy

He whakarāpopoto i ngā huritaonga Summary of considerations
<i>Fit with Council's roles or with Committee's terms of reference</i> Council is responsible for adopting its Standing Orders and any amendments to its Standing Orders.
<i>Contribution to Annual Plan / Long Term Plan / Other key strategies and policies</i> Updating Standing Orders will support Council's compliance with legislative requirements and enhance governance practices.
<i>Internal consultation</i> Councillors have had the opportunity to review and comment on the proposed amendments.
<i>Risks and impacts - legal / health and safety etc.</i> No risks have been identified.

Greater Wellington Regional Council

Draft Standing Orders 2025

Ngā tikanga whakahaere hui

Standing Orders effective from 1 February 2025

Attachment 1 to Report 24.596

Contents

1.	GENERAL	1
1.1	STATUS	1
1.2	INTERPRETATION	1
2.	CONSTITUTIONAL AND LEGISLATIVE MATTERS	4
2.1	INTRODUCTION	4
2.1.1	Application of Standing Orders	4
2.1.2	All members to abide by Standing Orders	4
2.1.3	Amendments to Standing Orders	4
2.1.4	Temporary suspension of Standing Orders	4
2.1.5	Additions to or substitution of Standing Orders for quasi-judicial hearings	4
2.2	FIRST MEETING OF THE COUNCIL FOLLOWING ELECTION	6
2.2.1	Meeting called by Chief Executive	6
2.2.2	Chief Executive to chair the meeting until Chairperson has made the required declaration	6
2.2.3	Business to be conducted	6
2.2.4	Election of Council Chairperson and Deputy Chairperson	7
2.2.5	Members to give notice of addresses	7
2.3	URGENT MEETING OF THE COUNCIL FOLLOWING ELECTION	8
2.3.1	Chief Executive may call an urgent meeting	8
2.3.2	Notification of urgent meeting to elected persons	8
2.3.3	Public notification of urgent meeting	8
2.3.4	Chief Executive to chair the meeting until an elected person can preside	8
2.3.5	Business to be conducted at an urgent meeting	9
2.3.6	Public notice of business transacted at urgent meeting	9
2.4	CHAIRPERSON OF MEETINGS	10
2.4.1	Chairperson of Council to preside at Council meetings	10
2.4.2	Chairperson of committee to preside at committee meetings	10
2.5	QUORUM AT MEETINGS	11
2.5.1	Requirement for a quorum	11
2.5.2	Quorum to be present throughout meeting	11
2.5.3	Definition of quorum for Council or joint committee meetings	11
2.5.4	Definition of quorum for committee meetings	11
2.5.5	Failure of a quorum	11
2.5.6	Lapsed business	11
2.5.7	Minutes to record failure of a quorum	12
2.6	VOTING AT MEETINGS	13

2.6.1	Decisions to be decided by majority vote	13
2.6.2	Chairperson has casting vote	13
2.6.3	Open voting	13
2.6.4	Members may abstain	13
2.6.5	Members may have their votes recorded	14
2.6.6	Method of voting	14
2.6.7	Division	14
2.6.8	Second division	14
2.7	APPOINTMENTS AND VOTING SYSTEM	15
2.7.1	Provisions for election or appointment of Chairpersons and Deputy Chairpersons of the Council and committees, and representatives of the Council	15
2.7.2	Voting system A	15
2.7.3	Voting system B	15
2.8	ESTABLISHMENT OF COMMITTEES AND OTHER SUBORDINATE DECISION-MAKING BODIES	17
2.8.1	Appointment of committees, subcommittees and other subordinate decision-making bodies	17
2.8.2	Discharge or reconstitution of committees, subcommittees and other subordinate decision-making bodies	17
2.8.3	Committees and subordinate decision-making bodies subject to the direction of the Council	17
2.8.4	Delegation by committee	17
2.8.5	Decisions made under delegated authority cannot be rescinded or amended	18
2.9	JOINT COMMITTEES	19
2.9.1	Appointment of joint committees	19
2.9.2	Status of joint committees	19
2.9.3	Power to appoint or discharge individual members of a joint committee	19
2.9.4	Joint committee may appoint its own Chairperson and Deputy Chairperson	19
2.10	MEMBERSHIP OF COMMITTEES AND SUBCOMMITTEES	20
2.10.1	Appointment or discharge of committee members and subcommittee members	20
2.10.2	Appointed members on committees and subcommittees	20
2.10.3	At least one member of a committee to be an elected member	20
2.10.4	Employees may only be appointed to subcommittees	20
2.10.5	Minimum numbers on committees and subcommittees	20
2.10.6	Replacement of members if committee not discharged	20
2.11	PROCEEDINGS NOT INVALIDATED BY VACANCIES OR IRREGULARITIES	21
2.12	GENERAL PROVISIONS AS TO MEETINGS	22
2.12.1	Meetings to be held	22
2.12.2	Members' right to attend meetings	22
2.12.3	Members' participation at committee meetings	22

2.12.4 Remote participation by members at meetings	22
2.12.5 Participation by members at hearings	22
2.12.6 Remote participation by submitters	23
2.12.7 Calling, public notification and conduct of meeting	23
2.12.8 Agenda to be sent to members	23
2.12.9 Meetings not invalid because notice not received	23
2.12.10 Minutes of proceedings	23
2.13 REMOTE PARTICIPATION BY MEMBERS	25
2.13.1 Remote participants count towards quorum	25
2.13.2 Remote participants recorded in the minutes	25
2.13.3 Chairperson not to participate remotely	25
2.13.4 Remote participants entitled to vote at meetings	25
2.13.5 Transmission of tabled documents to remote participants	25
2.13.6 Remote participation in Public Excluded sessions	25
2.13.7 Remote participants leave the meeting if connection lost	25
2.13.8 Fully remote meetings	25
2.14 QUALIFIED PRIVILEGE	26
2.14.1 Qualified privilege relating to agenda and minutes	26
2.14.2 Qualified privilege relating to oral statements	26
2.14.3 Qualified privilege additional to any other provisions	26
2.15 NOTIFICATION OF MEETINGS TO MEMBERS	27
2.15.1 Period for notice in writing	27
2.15.2 Schedule of meetings	27
2.15.3 Cancellation of scheduled meetings	27
2.16 EXTRAORDINARY MEETINGS	28
2.16.1 Extraordinary meetings may be called	28
2.16.2 Notification of extraordinary meetings to members	28
2.16.3 Public notification of extraordinary meetings	28
2.16.4 Public notice of resolutions of extraordinary meetings	28
2.17 EMERGENCY MEETINGS	30
2.17.1 Emergency meetings to be called	30
2.17.2 Notification of emergency meeting to members	30
2.17.3 Public notification of emergency meetings	30
2.17.4 Public notice of resolutions of emergency meeting	30
2.18 PUBLIC ATTENDANCE AT MEETINGS, ACCESS TO AGENDAS ETC	31
2.18.1 Meetings to be open to the public	31
2.18.2 Chairperson may require members of the public to leave meeting	31
2.18.3 Removal of members of public	31
2.18.4 News media entitled to attend meetings	31
2.18.5 Information to be available to public	31
2.18.6 Qualified privilege	31
2.18.7 Public notification about meetings	32
2.18.8 Public notification additional requirements	32

2.18.9	Meetings not invalid because not publicly notified	32
2.18.10	Public notice of meetings not notified	32
2.18.11	Availability of agendas and reports	32
2.18.12	Exclusion from reports to be discussed with public excluded	33
2.18.13	Agenda to be made available to public who are at meetings	33
2.18.14	List of committee members publicly available	33
2.18.15	Public entitled to inspect minutes	33
2.18.16	Requests for minutes of public excluded sessions	34
2.19	REASONS TO EXCLUDE PUBLIC	35
2.19.1	Lawful reasons to exclude public	35
2.19.2	Form of resolutions to exclude public	35
2.19.3	Motion to exclude public to be put with the public present	35
2.19.4	Provision for persons to remain after public excluded	35
2.19.5	Release of public excluded information	35
2.20	APPLICATION OF STANDING ORDERS TO PUBLIC EXCLUDED SESSIONS	36
2.20.1	Standing Orders to apply	36
2.21	USE OF PUBLIC EXCLUDED INFORMATION	37
2.21.1	Public excluded business not to be disclosed	37
3.	MEETING PROCEDURES	38
3.1	APPLICATION OF STANDING ORDERS	38
3.2	CONDUCT OF MEETINGS	39
3.2.1	Mode of address for Chairperson	39
3.2.2	Opening and closing of meetings	39
3.2.3	Chairperson to decide	39
3.2.4	Contempt	39
3.2.5	Chairperson rising	39
3.2.6	Members to speak in places and address the chair	39
3.2.7	Priority of speakers	39
3.2.8	Speeches in English, te reo Māori or New Zealand Sign Language	40
3.2.9	Time limits for meetings	40
3.2.10	Reporting of meetings	40
3.2.11	Disorder at meetings by members	40
3.2.12	Adjournment of meeting following disorder	40
3.2.13	Disturbance at meetings by members	40
3.2.14	Members not to be disrespectful in speech	41
3.2.15	Retraction of, or apology for, offensive or malicious language	41
3.2.16	Removal from meeting	41
3.2.17	Pecuniary interest	41
3.2.18	Declaration of pecuniary interest	41
3.2.19	Non-pecuniary conflicts of interest	42
3.2.20	Declaration of non-pecuniary conflicts of interest	42
3.3	QUORUM AT MEETINGS	43

3.4	LEAVE OF ABSENCE AND APOLOGIES	44
3.4.1	Granting leave of absence	44
3.4.2	Apologies at meetings	44
3.4.3	Recording of apologies	44
3.4.4	Absence without leave – elected members	44
3.4.5	Absence without leave – appointed members	44
3.5	ORDER OF BUSINESS	45
3.5.1	Adoption of order of business	45
3.5.2	Agenda	45
3.5.3	Public excluded items	45
3.5.4	Chairperson’s report	45
3.5.5	Items not on the agenda may be dealt with	45
3.5.6	Items not on the agenda may be discussed	46
3.5.7	Item may be withdrawn from the agenda	46
3.6	RULES OF DEBATE	47
3.6.1	Process for consideration of reports	47
3.6.2	Questions to officers	47
3.6.3	Speaking only to relevant matters	47
3.6.4	Irrelevant matter and needless repetition	47
3.6.5	Time limits on speakers	47
3.6.6	Reserving speech	48
3.6.7	Member speaking more than once	48
3.6.8	Personal explanation	48
3.6.9	Explanation of previous speech	48
3.6.10	Taking down words	48
3.6.11	Reading of speeches	48
3.6.12	Restating of motion	48
3.6.13	Right of reply	48
3.6.14	When right of reply may be exercised	49
3.6.15	Limitation on speakers	49
3.6.16	No speakers after reply or question has been put	49
3.6.17	Reflections on resolutions	49
3.7	MOTIONS AND AMENDMENTS	50
3.7.1	Requirement for a seconder	50
3.7.2	Limitations on moving and seconding an amendment	50
3.7.3	Withdrawal of motions and amendments	50
3.7.4	Substituted motion by amendment	50
3.7.5	Motions in writing	50
3.7.6	Motions expressed in parts	50
3.7.7	Amendment after motion proposed	50
3.7.8	Motions and amendments not seconded	51
3.7.9	Amendments relevant	51
3.7.10	Direct negatives not allowed	51
3.7.11	Further amendments	51
3.7.12	Where amendment lost another amendment may be proposed	51
3.7.13	Where amendment carried	51
3.7.14	Procedure until substantive motion put	51
3.7.15	Where motion lost	51

3.8	REVOCAION OR ALTERATION OF RESOLUTIONS	52
3.8.1	Revocation or alteration of resolutions	52
3.8.2	Restriction on action to be taken on previous resolution	52
3.8.3	Revocation or alteration of resolution at same meeting	52
3.8.4	The Council or its committees may revoke or alter any previous resolution	53
3.9	NOTICES OF INTENDED MOTION BY MEMBER	54
3.9.1	Notice of intended motion to be in writing	54
3.9.2	Refusal of intended motion	54
3.9.3	Mover of motion on notice	54
3.9.4	Alteration of motion on notice	54
3.9.5	When motions on notice lapse	54
3.9.6	Referral of motions on notice to committees	54
3.10	REPEAT MOTIONS ON NOTICE	56
3.10.1	First repeat where motion on notice rejected	56
3.10.2	Second repeat where motion on notice rejected	56
3.10.3	No repeats where motion on notice adopted	56
3.11	PROCEDURAL MOTIONS TO TERMINATE OR ADJOURN DEBATE	57
3.11.1	Members may move procedural motions to terminate or adjourn debate	57
3.11.2	Chairperson may accept closure motions	57
3.11.3	Closure motion on amendment	57
3.11.4	Procedural motions to terminate or adjourn debate to take precedence	57
3.11.5	Voting on procedural motions to terminate or adjourn debate	57
3.11.6	Closure motion to be put if no further speaker	58
3.11.7	Right of reply following closure	58
3.12	ITEMS PREVIOUSLY ADJOURNED OR REFERRED BACK TO COMMITTEE	59
3.12.1	Debate on items previously adjourned	59
3.12.2	Adjourned items taken first	59
3.12.3	Referral or referred back to committee	59
3.13	POINTS OF ORDER	60
3.13.1	Members raising points of order	60
3.13.2	Stating subject matter of point of order	60
3.13.3	Points of order during division	60
3.13.4	Types of points of order	60
3.13.5	Contradiction not point of order	60
3.13.6	Decision of Chairperson final	60
3.14	MINUTES OF PROCEEDINGS	61
3.14.1	Minutes to be evidence of proceedings	61
3.14.2	Keeping of minutes	61
3.14.3	No discussion on minutes	61

3.15	MINUTES	62
3.15.1	Minutes of final committee meeting	62
3.15.2	Minutes of last meeting before election	62
4.	PUBLIC INPUT AT MEETINGS	63
4.1	PUBLIC FORUM	63
4.1.1	Public input	63
4.1.2	No public input in certain circumstances	63
4.1.3	No public input in relation to certain items on the agenda	63
4.1.4	Request to provide public input	63
4.1.5	Decisions on requests	64
4.1.6	Termination of presentation	64
4.1.7	The use of datashow equipment to support public input	64
4.1.8	Public input in English, Māori or New Zealand Sign Language	64
4.1.9	Public input given remotely	64
4.1.10	Questions of speakers during public input	65
4.1.11	No questions of officers during public input	65
4.2	PUBLIC PARTICIPATION	66
4.2.1	Public participation at commencement of meeting	66
4.2.2	Public participation to directly relate to items on the agenda for Council meetings, and meetings of joint committees for which Greater Wellington is the administering authority	66
4.2.3	Public participation at Committee meetings	66
4.2.4	Public participation where presented by members	66
4.3	PETITIONS	67
4.3.1	Form of petitions	67
4.3.2	Petition where presented by members	67
4.3.3	Petition where presented by petitioner	67
	APPENDIX A: Grounds to exclude public from meetings	68
	APPENDIX B: Example resolution to exclude the public	70
	APPENDIX C: Flow chart of motions and amendments	71
	APPENDIX D: List of procedural motions	72

Attachment 1 to Report 24.596

1. GENERAL | NGĀ TAKE WHĀNUI

1.1 STATUS

These Standing Orders were adopted by the Council on 5 December 2024 and are effective from 1 February 2025. These Standing Orders replace the Greater Wellington Regional Council's Standing Orders 2019.

1.2 INTERPRETATION

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

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

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

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

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

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

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

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

Committee includes, in relation to the Council:

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

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

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

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

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

Internet site means an internet site that is maintained by, or on behalf of, Greater Wellington, to which the public has free access.

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

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

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

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

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

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

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

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

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

Public notice means one that is made publicly available on Greater Wellington's Internet site, and is published in at least one daily newspaper circulating in the Wellington Region.

Publicly notified means notified to members of the public by notice contained in at least one major daily newspaper circulating in the Wellington Region and published on Greater Wellington's Internet site.

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

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

RMA means the Resource Management Act 1991.

Urgent meeting has the same meaning as defined in clause 21A of Schedule 7 to the Local Government Act.

Working day means any day of the week other than:

- a) Saturday, Sunday, Waitangi Day, Good Friday, Easter Monday, Anzac Day, the Sovereign's Birthday, Te Rā Aro ki a Matariki/Matariki Observance Day and Labour Day; and
- b) If Waitangi Day or Anzac Day falls on a Saturday or Sunday, the following Monday; and
- c) Wellington Anniversary Day (as observed); and
- d) A day in the period commencing with 20 December in any year and ending with 10 January in the following year.

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

2. CONSTITUTIONAL AND LEGISLATIVE MATTERS | NGĀ TAKE TUREPAPA, TURE HOKI

2.1 INTRODUCTION

2.1.1 Application of Standing Orders

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

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

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

2.1.2 All members to abide by Standing Orders

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

cl. 16(1), Schedule 7, LGA

2.1.3 Amendments to Standing Orders

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

cl. 27(3), Schedule 7, LGA

2.1.4 Temporary suspension of Standing Orders

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

cl. 27(4), Schedule 7, LGA

[Standing Orders, as a whole, may not be suspended. The particular Standing Order(s) to be suspended should be specified – it is not appropriate to suspend any Standing Order that gives effect to a mandatory statutory requirement.]

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

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

Attachment 1 to Report 24.596

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

2.2 FIRST MEETING OF THE COUNCIL FOLLOWING ELECTION

2.2.1 Meeting called by Chief Executive

The first meeting of the Council following a triennial general election of members must be called by the Chief Executive as soon as practicable after the date by which a candidate may apply for a recount has passed and the results of the election are known, or if an application for a recount has been filed, the recount has been completed, and the candidates to be declared elected are known.

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

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

2.2.2 Chief Executive to chair the meeting until Chairperson has made the required declaration

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

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

2.2.3 Business to be conducted

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

- a) the making and attesting of the declarations required of members of the Council under clause 14 of Schedule 7 of the Local Government Act; and
- b) the election of the Chairperson and the making and attesting of the declaration required of the Chairperson under clause 14 of Schedule 7 of the Local Government Act; and
- c) a general explanation, given or arranged by the Chief Executive, of:
 - i) the Local Government Official Information and Meetings Act; and
 - ii) other laws affecting members, including the appropriate provisions of the Local Authorities (Members' Interests) Act 1968; and sections 99, 105 and 105A of the Crimes Act 1961; and the Secret Commissions Act 1910; and the Financial Market Conduct Act 2013; and

- d) the fixing of the date and time of the first meeting of the Council, or the adoption of a schedule of meetings; and
- e) the election of the Deputy Chairperson in accordance with clause 17 of Schedule 7 of the Local Government Act.

cl. 21 (5), Schedule 7, LGA

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

2.2.4 Election of Council Chairperson and Deputy Chairperson

The election of both a Council Chairperson and Deputy Chairperson must be made in accordance with the process set out at Standing Order 2.7.1 below.

2.2.5 Members to give notice of addresses

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

2.3 URGENT MEETING OF THE COUNCIL FOLLOWING ELECTION

2.3.1 Chief Executive may call an urgent meeting

Where an application for a recount has been made following a triennial general election, and an event occurs that, in the opinion of the Chief Executive, requires the local authority to deal with a matter urgently, and the first meeting of the Council has not yet been called, the Chief Executive may call an urgent meeting before the results of the recount are known.

For the purposes of [section 46](#) of the Local Government Official Information and Meetings Act 1987, an urgent meeting that is called by the Chief Executive under this clause is to be treated as if it were an emergency meeting called by the local authority.

cl. 21A, Schedule 7, LGA; s. 46, LGOIMA

2.3.2 Notification of urgent meeting to elected persons

The Chief Executive must give notice of the time and place of the urgent meeting, and the matter in respect of which the meeting is called, to every person who has been declared elected and who is not an affected candidate as defined in clause 21A(5) of Schedule 7 to the Local Government Act, by whatever means reasonable and at least 24 hours before the meeting.

cl. 21A, Schedule 7, LGA

2.3.3 Public notification of urgent meeting

Where any urgent meeting of the Council is called, and notice of that meeting cannot be given in the manner required or permitted by Standing Order 2.18.7, Greater Wellington shall publicly notify the emergency meeting on its Internet site and in any manner as is reasonable in the circumstances.

s. 46(3), LGOIMA

2.3.4 Chief Executive to chair the meeting until an elected person can preside

The Chief Executive (or, in the absence of the Chief Executive, a nominee of that officer) must chair the meeting until the members present have made and attested the declaration required under clause 14 of Schedule 7 of the Local Government Act, and have elected one of their number to preside.

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

[The Council Chairperson and Deputy Chairperson may not be elected at an urgent meeting.]

2.3.5 Business to be conducted at an urgent meeting

The business to be conducted at the first meeting of the Council that is an urgent meeting:

- a) must include:
 - i) the making and attesting of the declarations required of members of the Council under clause 14 of Schedule 7 of the Local Government Act; and
 - ii) a general explanation, given or arranged by the Chief Executive, of the Local Government Official Information and Meetings Act; and other laws affecting members, including the appropriate provisions of the Local Authorities (Members' Interests) Act 1968; and sections 99, 105 and 105A of the Crimes Act 1961; and the Secret Commissions Act 1910; and the Financial Market Conduct Act 2013; and
 - iii) the matter in respect of which the urgent meeting is called; and
- b) may include the election of a member to preside at the urgent meeting; but
- c) must not include any other matter.

cl. 21B, Schedule 7, LGA

2.3.6 Public notice of business transacted at urgent meeting

Where public notice of an urgent meeting was not given in accordance with Standing Order 2.18.7, Greater Wellington shall, as soon as practicable, give public notice of the general nature of the business transacted at the urgent meeting, and the reasons why the meeting was not notified in accordance with Standing Order 2.18.7.

s. 46(6), LGOIMA, and SO 2.18.10

2.4 CHAIRPERSON OF MEETINGS

2.4.1 Chairperson of Council to preside at Council meetings

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

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

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

2.4.2 Chairperson of committee to preside at committee meetings

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

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

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

2.5 QUORUM AT MEETINGS

2.5.1 Requirement for a quorum

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

cl. 23(1), Schedule 7, LGA

[See Standing Order 2.13.1: Remote participants count towards quorum]

2.5.2 Quorum to be present throughout meeting

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

cl. 23(2), Schedule 7, LGA

2.5.3 Definition of quorum for Council or joint committee meetings

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

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

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

2.5.4 Definition of quorum for committee meetings

The quorum at a meeting of a committee:

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

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

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

2.5.5 Failure of a quorum

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

2.5.6 Lapsed business

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

2.5.7 Minutes to record failure of a quorum

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

2.6 VOTING AT MEETINGS

2.6.1 Decisions to be decided by majority vote

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

cl. 24, Schedule 7, LGA

2.6.2 Chairperson has casting vote

For the purposes of Standing Order 2.6.1 the Chairperson or other person presiding at the meeting:

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

Except in the case of:

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

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

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

2.6.3 Open voting

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

cl. 24(3), Schedule 7, LGA

2.6.4 Members may abstain

Any member may abstain from voting.

2.6.5 Members may have their votes recorded

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

2.6.6 Method of voting

The method of voting shall be as follows:

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

2.6.7 Division

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

2.6.8 Second division

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

2.7 APPOINTMENTS AND VOTING SYSTEM

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

This Standing Order applies to:

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

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

- i) the voting system described in Standing Order 2.7.2 (system A)
- ii) the voting system described in Standing Order 2.7.3 (system B).

cl. 25, Schedule 7, LGA

2.7.2 Voting system A

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

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

cl. 25(3), Schedule 7, LGA

2.7.3 Voting system B

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

Attachment 1 to Report 24.596

- a) there is only one round of voting; and
- b) if two or more candidates tie for the most votes, the tie is resolved by lot.
- cl. 25(4), Schedule 7, LGA

2.8 ESTABLISHMENT OF COMMITTEES AND OTHER SUBORDINATE DECISION-MAKING BODIES

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

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

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

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

Unless expressly provided otherwise in an Act:

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

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

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

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

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

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

2.8.4 Delegation by committee

A committee may delegate any of its responsibilities, duties or powers to a subcommittee or to another committee or subordinate decision making body. If doing so is a sub-delegation, the power to so delegate is subject to any conditions, limitations, or prohibitions imposed in connection with the primary delegation.

cl. 32(3), Schedule 7, LGA

2.8.5 Decisions made under delegated authority cannot be rescinded or amended

Nothing in Standing Order 2.8.3 entitles the Council or committee to rescind or amend a decision made under a delegation authorising the making of a decision by a committee, a subcommittee, or another subordinate decision-making body.

cl. 30(6), Schedule 7, LGA

2.9 JOINT COMMITTEES

2.9.1 Appointment of joint committees

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

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

2.9.2 Status of joint committees

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

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

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

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

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

2.9.4 Joint committee may appoint its own Chairperson and Deputy Chairperson

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

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

2.10 MEMBERSHIP OF COMMITTEES AND SUBCOMMITTEES

2.10.1 Appointment or discharge of committee members and subcommittee members

Subject to Standing Order 2.9.3, the Council may appoint or discharge any member of a committee. Unless directed otherwise by the Council, a committee may appoint or discharge any member of a subcommittee appointed by the committee.

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

2.10.2 Appointed members on committees and subcommittees

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

cl. 31(3), Schedule 7, LGA

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

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

cl. 31(4), Schedule 7, LGA

2.10.4 Employees may only be appointed to subcommittees

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

cl. 31(4), Schedule 7, LGA

2.10.5 Minimum numbers on committees and subcommittees

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

cl. 31(6), Schedule 7, LGA

2.10.6 Replacement of members if committee not discharged

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

cl. 31(5), Schedule 7, LGA

2.11 PROCEEDINGS NOT INVALIDATED BY VACANCIES OR IRREGULARITIES

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

cl. 29, Schedule 7, LGA

2.12 GENERAL PROVISIONS AS TO MEETINGS

2.12.1 Meetings to be held

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

cl. 19(1), Schedule 7, LGA

2.12.2 Members' right to attend meetings

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

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

2.12.3 Members' participation at committee meetings

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

- a) when a committee is performing any quasi-judicial function; or
- b) when the Regional Transport Committee is meeting.

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

2.12.4 Remote participation by members at meetings

Members should generally make themselves available to attend meetings in person, where practicable.

Subject to Standing Order 2.12.5, members may (unless lawfully excluded) participate in meetings by means of audio link or audiovisual link, subject to the facilities at the meeting venue being available and suitable for that purpose, and the link's quality being suitable.

cl. 25A, Schedule 7, LGA

[Standing Order 2.13 sets out meeting procedures to be followed when members participate remotely.]

2.12.5 Participation by members at hearings

A member may not participate remotely when a meeting is convened to consider, hear and deliberate on submissions received as part of a consultation process, unless the meeting itself is held as a fully remote meeting.

2.12.6 Remote participation by submitters

Persons speaking to their submission at a meeting may speak to their submission via remote participation, subject to the facilities at the meeting venue being available and suitable for that purpose, and the link's quality being suitable.

A person wishing to speak remotely must advise the Chief Executive (or their delegate) at least one working day prior to the commencement of the relevant meeting.

2.12.7 Calling, public notification and conduct of meeting

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

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

2.12.8 Agenda to be sent to members

In the case of each meeting to which Standing Order 2.12.1 applies, an agenda detailing the business to be brought before that meeting, together with relevant attachments, must be made available to every member not less than two clear working days before the day appointed for the meeting.

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

2.12.9 Meetings not invalid because notice not received

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

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

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

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

2.12.10 Minutes of proceedings

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

cl. 28, Schedule 7, LGA

Attachment 1 to Report 24.596

[Standing Orders 3.14.1 – 3.15.2 set out what must be kept in minutes and the procedure for their authentication.]

2.13 REMOTE PARTICIPATION BY MEMBERS

2.13.1 Remote participants count towards quorum

Members who participate by means of audio link or audiovisual link count towards a meeting's quorum.

cl. 25A(4), Schedule 7, LGA

2.13.2 Remote participants recorded in the minutes

At the start of the meeting the Chairperson shall announce the name of any member who will be participating remotely; remote participants will be recorded in the minutes.

2.13.3 Chairperson not to participate remotely

The Chairperson of a meeting is not entitled to participate remotely as presiding member, unless the meeting itself is held as a fully remote meeting. Where the Chairperson participates remotely, the Deputy Chairperson will preside, or the members shall appoint a member to be the presiding member for that meeting.

2.13.4 Remote participants entitled to vote at meetings

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

2.13.5 Transmission of tabled documents to remote participants

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

2.13.6 Remote participation in Public Excluded sessions

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

2.13.7 Remote participants leave the meeting if connection lost

In the event that a connection is lost due to technical problems the member participating remotely will be recorded as having left the meeting.

2.13.8 Fully remote meetings

Generally, meetings will be held at a physical venue and, subject to Standing Order 2.12.4, members should attend in person, where practicable. In an emergency or significant event where it is considered impracticable to convene a meeting at a physical venue, the Chief Executive may notify a meeting as being a fully remote meeting.

2.14 QUALIFIED PRIVILEGE

2.14.1 Qualified privilege relating to agenda and minutes

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

s.52, LGOIMA

2.14.2 Qualified privilege relating to oral statements

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

s.53, LGOIMA

2.14.3 Qualified privilege additional to any other provisions

The privilege conferred by Standing Order 2.14.2 is in addition to, and not in substitution for, or derogation of any other privilege, whether absolute or qualified, that applies, by virtue of any other enactment or rule of law, to the proceedings of any meeting of Council or committee.

s.53, LGOIMA

2.15 NOTIFICATION OF MEETINGS TO MEMBERS

2.15.1 Period for notice in writing

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

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

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

[See Standing Order 2.16.2 for the notification of extraordinary meetings to members.

See Standing Order 2.17.2 for the notification of emergency meetings to members.

See Standing Order 2.3.2 for the notification of urgent meetings to elected persons.

See Standing Order 2.12.9 for the validity of meetings when notice has not been received.]

2.15.2 Schedule of meetings

If the Council adopts a schedule of meetings, -

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

cl. 19(6), Schedule 7, LGA

2.15.3 Cancellation of scheduled meetings

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

2.16 EXTRAORDINARY MEETINGS

2.16.1 Extraordinary meetings may be called

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

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

cl. 22(1), Schedule 7, LGA

2.16.2 Notification of extraordinary meetings to members

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

cl. 22(2), Schedule 7, LGA.

[See Standing Order 2.16.3 for notification of extraordinary meetings to the public.]

2.16.3 Public notification of extraordinary meetings

Where any extraordinary meeting of the Council or a committee is called, and notice of that meeting cannot be given in the manner required or permitted by Standing Order 2.18.7, Greater Wellington shall publicly notify the extraordinary meeting on its Internet site and in any manner as is reasonable in the circumstances.

s. 46(3), LGOIMA

[See also Standing Orders 2.18.9 – 2.18.10.]

2.16.4 Public notice of resolutions of extraordinary meetings

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

- a) the resolution was passed at a meeting or part of a meeting from which the public was excluded; or

Attachment 1 to Report 24.596

- b) the extraordinary meeting was publicly notified at least five working days before the day on which the meeting was held.

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

s. 51A, LGOIMA

2.17 EMERGENCY MEETINGS

2.17.1 Emergency meetings to be called

If the business the Council or committee needs to deal with requires a meeting to be held at a time earlier than is allowed by the notice requirements for holding an extraordinary meeting and it is not practicable to call the meeting by resolution, an emergency meeting may be called by:

- (a) the Chairperson; or
- (b) if the Chairperson is unavailable, the Chief Executive.

cl. 22A(1), Schedule 7, LGA

2.17.2 Notification of emergency meeting to members

Notice of the time and place of an emergency meeting and of the matters in respect of which the emergency meeting is being called must be given by the person calling the meeting or by another person on that person's behalf by whatever means is reasonable in the circumstances, to each member of the Council and to the Chief Executive at least 24 hours before the time appointed for the meeting.

cl. 22A(2), Schedule 7, LGA

2.17.3 Public notification of emergency meetings

Where any emergency meeting of the Council or a committee is called, and notice of that meeting cannot be given in the manner required or permitted by Standing Order 2.18.7, Greater Wellington shall publicly notify the emergency meeting on its Internet site and in any manner as is reasonable in the circumstances.

s. 46(3), LGOIMA

2.17.4 Public notice of resolutions of emergency meeting

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

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

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

2.18 PUBLIC ATTENDANCE AT MEETINGS, ACCESS TO AGENDAS ETC

2.18.1 Meetings to be open to the public

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

s. 47, LGOIMA

2.18.2 Chairperson may require members of the public to leave meeting

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

s. 50, LGOIMA

2.18.3 Removal of members of public

If any member of the public who is required, in accordance with Standing Order 2.18.2, to leave a meeting, refuses or fails to leave the meeting or, having left the meeting, attempts to re-enter the meeting without the permission of the Chairperson, any police officer or employee of Greater Wellington may, at the request of the Chairperson, remove or exclude that member of the public from the meeting.

s. 50, LGOIMA

2.18.4 News media entitled to attend meetings

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

s. 49(a), LGOIMA

2.18.5 Information to be available to public

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

s. 49(d), LGOIMA

2.18.6 Qualified privilege

[See Standing Orders 2.14.1- 2.14.3.]

2.18.7 Public notification about meetings

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

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

[Standing Orders 2.16.3 and 2.17.3 deal with public notification of extraordinary and emergency meetings.]

2.18.8 Public notification additional requirements

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

2.18.9 Meetings not invalid because not publicly notified

No meeting of the Council or committee is invalid merely because that meeting was not publicly notified in accordance with Standing Orders 2.3.3, 2.16.3, 2.17.3 or 2.18.7.

s. 46(5), LGOIMA

2.18.10 Public notice of meetings not notified

Where Greater Wellington becomes aware that any meeting of the Council or committee has not been publicly notified in accordance with Standing Orders 2.3.3, 2.16.3, 2.17.3 or 2.18.7, Greater Wellington shall, as soon as practicable, give public notice that that meeting was not so notified, and shall, in that notice, state the general nature of the business transacted at that meeting; and give the reasons why that meeting was not so notified.

s. 46(6), LGOIMA

2.18.11 Availability of agendas and reports

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

- a) shall be available for inspection at the public offices of Greater Wellington in Wellington and Masterton; and
- b) shall be accompanied by either -
 - i) the associated reports; or

- ii) a notice specifying the places at which the associated reports may be inspected.

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

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

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

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

2.18.12 Exclusion from reports to be discussed with public excluded

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

s. 46A(8), LGOIMA

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

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

s. 49, LGOIMA

2.18.14 List of committee members publicly available

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

2.18.15 Public entitled to inspect minutes

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

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

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

2.18.16 Requests for minutes of public excluded sessions

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

s. 51(3), LGOIMA

2.19 REASONS TO EXCLUDE PUBLIC

2.19.1 Lawful reasons to exclude public

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

s. 48, LGOIMA

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

2.19.2 Form of resolutions to exclude public

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

s. 48(3), LGOIMA

[For an example resolution refer to Appendix B.]

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

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

s. 48(4), LGOIMA

2.19.4 Provision for persons to remain after public excluded

A resolution in accordance with Standing Order 2.19.1 may provide for one or more specified persons to remain after the public has been excluded if those persons have, in the opinion of the Council or committee, knowledge that will assist the Council or committee. Any such resolution is required to state the knowledge possessed by those persons that will be of assistance in relation to the matter to be discussed and how it is relevant to the matter.

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

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

2.19.5 Release of public excluded information

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

2.20 APPLICATION OF STANDING ORDERS TO PUBLIC EXCLUDED SESSIONS

2.20.1 Standing Orders to apply

[See Standing Order 2.1.1.]

2.21 USE OF PUBLIC EXCLUDED INFORMATION

2.21.1 Public excluded business not to be disclosed

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

3. MEETING PROCEDURES | NGĀ TIKANGA HUI

3.1 APPLICATION OF STANDING ORDERS

[See Standing Orders 2.1.2 – 2.1.5.]

3.2 CONDUCT OF MEETINGS

3.2.1 Mode of address for Chairperson

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

3.2.2 Opening and closing of meetings

At the discretion of the Chairperson a meeting may open with a karakia timitanga and close with a karakia whakamutunga. This provides the opportunity for pause and reflection.

3.2.3 Chairperson to decide

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

3.2.4 Contempt

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

The minutes must record that a member is in contempt.

3.2.5 Chairperson rising

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

3.2.6 Members to speak in places and address the chair

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

3.2.7 Priority of speakers

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

- a) raise a point of order, or request a time extension for the previous speaker [*See Standing Order 3.13.4.*];
- b) move a motion to terminate or adjourn the debate [*See Standing Order 3.11.1.*]; or
- c) make a point of explanation or request an indulgence of the Chairperson [*See Standing Orders 3.6.8 and 3.6.9.*].

3.2.8 Speeches in English, te reo Māori or New Zealand Sign Language

A member may address the meeting in English, te reo Māori or New Zealand Sign Language. The Chairperson may request that, where practicable, a written translation is provided to members following the meeting.

3.2.9 Time limits for meetings

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

3.2.10 Reporting of meetings

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

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

s. 49(a), LGOIMA

- b) any recording of meetings (including still or moving photography) must be carried out in an unobtrusive manner, and must not be distracting to members.

3.2.11 Disorder at meetings by members

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

3.2.12 Adjournment of meeting following disorder

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

3.2.13 Disturbance at meetings by members

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

3.2.14 Members not to be disrespectful in speech

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

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

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

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

3.2.16 Removal from meeting

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

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

cl. 16(2), Schedule 7, LGA

3.2.17 Pecuniary interest

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

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

*[For guidance refer to Part 4 of **Local Authorities (Members' Interests) Act 1968: A guide for members of local authorities on managing financial conflicts of interest** published by the Office of the Auditor-General www.oag.parliament.nz/2020/lamia.]*

3.2.18 Declaration of pecuniary interest

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

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

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

3.2.19 Non-pecuniary conflicts of interest

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

*[Non-pecuniary conflicts of interest include, amongst other things, bias and predetermination. For guidance on these types of conflicts refer to Part 3 of **Managing conflicts of interest: A guide for the public sector** published by the Office of the Auditor-General.]*

3.2.20 Declaration of non-pecuniary conflicts of interest

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

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

3.3 QUORUM AT MEETINGS

[See Standing Orders 2.5.1- 2.5.7, and 2.13.1.]

3.4 LEAVE OF ABSENCE AND APOLOGIES

3.4.1 Granting leave of absence

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

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

3.4.2 Apologies at meetings

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

3.4.3 Recording of apologies

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

3.4.4 Absence without leave – elected members

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

cl. 5, Schedule 7, LGA

3.4.5 Absence without leave – appointed members

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

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

3.5 ORDER OF BUSINESS

3.5.1 Adoption of order of business

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

3.5.2 Agenda

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

3.5.3 Public excluded items

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

3.5.4 Chairperson's report

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

3.5.5 Items not on the agenda may be dealt with

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

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

s. 46A(7), LGOIMA

3.5.6 Items not on the agenda may be discussed

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

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

s. 46A(7A), LGOIMA

3.5.7 Item may be withdrawn from the agenda

The Chief Executive may withdraw an item on the agenda prior to a motion on the item.

Any member may move that an item on the agenda be withdrawn from the agenda, unless a motion has already been moved in relation to that item.

An item that has been withdrawn from the agenda, following the vote on the withdrawal motion, may not be considered further at that meeting.

[Where a motion has been moved in relation to an item of business, it must be considered unless a procedural motion to terminate or adjourn debate is moved under Standing Order 3.11.1]

3.6 RULES OF DEBATE

3.6.1 Process for consideration of reports

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

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

3.6.2 Questions to officers

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

Officers speaking to items should generally attend meetings in person. Officers may participate in the meeting by means of audio or audio-visual link when in-person attendance is impracticable.

3.6.3 Speaking only to relevant matters

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

3.6.4 Irrelevant matter and needless repetition

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

3.6.5 Time limits on speakers

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

- a) Movers of motions when speaking to the motion, ten minutes;
- b) Movers of motions, when exercising their right of reply, five minutes;
- c) Other members, five minutes.

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

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

3.6.6 Reserving speech

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

3.6.7 Member speaking more than once

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

3.6.8 Personal explanation

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

3.6.9 Explanation of previous speech

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

3.6.10 Taking down words

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

3.6.11 Reading of speeches

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

3.6.12 Restating of motion

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

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

3.6.13 Right of reply

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

3.6.14 When right of reply may be exercised

The right of reply is governed as follows:

- a) where no amendment has been moved, the mover may reply at the conclusion of the discussion on the motion;
- b) if there is an amendment, the mover of the original motion may make such reply at the conclusion of the debate on such amendment, and this reply exhausts their rights as mover of the original motion, provided that the mover may reserve such right of reply. The mover may, however, take part in the discussion upon subsequent amendments.

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

3.6.15 Limitation on speakers

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

3.6.16 No speakers after reply or question has been put

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

3.6.17 Reflections on resolutions

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

3.7 MOTIONS AND AMENDMENTS

[A flow chart illustrating the process regarding motions and amendments is included in these Standing Orders as Appendix C.]

3.7.1 Requirement for a seconder

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

3.7.2 Limitations on moving and seconding an amendment

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

3.7.3 Withdrawal of motions and amendments

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

3.7.4 Substituted motion by amendment

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

3.7.5 Motions in writing

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

3.7.6 Motions expressed in parts

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

3.7.7 Amendment after motion proposed

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

3.7.8 Motions and amendments not seconded

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

3.7.9 Amendments relevant

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

3.7.10 Direct negatives not allowed

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

3.7.11 Further amendments

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

3.7.12 Where amendment lost another amendment may be proposed

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

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

3.7.13 Where amendment carried

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

3.7.14 Procedure until substantive motion put

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

3.7.15 Where motion lost

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

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

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

3.8 REVOCATION OR ALTERATION OF RESOLUTIONS

3.8.1 Revocation or alteration of resolutions

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

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

3.8.2 Restriction on action to be taken on previous resolution

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

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

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

3.8.3 Revocation or alteration of resolution at same meeting

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

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

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

3.9 NOTICES OF INTENDED MOTION BY MEMBER

3.9.1 Notice of intended motion to be in writing

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

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

3.9.2 Refusal of intended motion

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

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

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

3.9.3 Mover of motion on notice

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

3.9.4 Alteration of motion on notice

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

3.9.5 When motions on notice lapse

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

3.9.6 Referral of motions on notice to committees

Any motion on notice received referring to any matter ordinarily dealt with by a committee of the Council may be referred to that committee by the Chief Executive. Where such notices are so referred, the proposer of the

Attachment 1 to Report 24.596

intended motion shall, if not a member of that committee, have the right to move that motion, and of reply, as if a committee member.

3.10 REPEAT MOTIONS ON NOTICE

3.10.1 First repeat where motion on notice rejected

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

3.10.2 Second repeat where motion on notice rejected

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

3.10.3 No repeats where motion on notice adopted

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

3.11 PROCEDURAL MOTIONS TO TERMINATE OR ADJOURN DEBATE

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

3.11.1 Members may move procedural motions to terminate or adjourn debate

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

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

3.11.2 Chairperson may accept closure motions

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

3.11.3 Closure motion on amendment

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

3.11.4 Procedural motions to terminate or adjourn debate to take precedence

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

3.11.5 Voting on procedural motions to terminate or adjourn debate

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

3.11.6 Closure motion to be put if no further speaker

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

3.11.7 Right of reply following closure

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

3.12 ITEMS PREVIOUSLY ADJOURNED OR REFERRED BACK TO COMMITTEE

3.12.1 Debate on items previously adjourned

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

3.12.2 Adjourned items taken first

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

3.12.3 Referral or referred back to committee

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

3.13 POINTS OF ORDER

3.13.1 Members raising points of order

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

3.13.2 Stating subject matter of point of order

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

3.13.3 Points of order during division

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

3.13.4 Types of points of order

The following are recognised as substance for points of order:

- a) where disorder is drawn to the attention of the Chairperson; or
- b) use of disrespectful, offensive or malicious language; or
- c) discussion of a matter not before the Council or committee; or
- d) misrepresentation of any statement made by a member or by an officer or employee of Greater Wellington; or
- e) the breach of any Standing Order; or
- f) a request that words objected to be recorded in the minutes.

3.13.5 Contradiction not point of order

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

3.13.6 Decision of Chairperson final

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

[See Standing Order 3.2.3 and 3.2.4 also.]

3.14 MINUTES OF PROCEEDINGS

3.14.1 Minutes to be evidence of proceedings

[See Standing Order 2.12.10.]

3.14.2 Keeping of minutes

The Chief Executive or their designated representative must keep the minutes of meetings. The minutes must record:

- The date, time and venue of the meeting;
- The names of those members present and those participating remotely;
- Identification of the Chairperson;
- Apologies tendered and accepted or declined *[See Standing Order 3.4.3];*
- Arrival and departure times of members including when a remote participant is deemed to have left the meeting;
- Any failure of a quorum *[See Standing Order 2.5.7];*
- A list of speakers in the public forum and the topics they cover;
- A list of items considered;
- Resolutions and amendments pertaining to those items;
- Any objections to words used *[See Standing Order 3.6.10];*
- All divisions taken *[See Standing Order 2.6.7];*
- Names of any members requesting the recording of their abstentions or votes *[See Standing Order 2.6.5];*
- Declarations of conflicts of interest *[See Standing Orders 3.2.17 and 3.2.19];*
- Contempt, censure and removal of any members *[See Standing Order 3.2.4];*
- Resolutions to exclude members of the public *[See Standing Order 2.19.3];* and
- The time that the meeting concludes or adjourns.

3.14.3 No discussion on minutes

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

3.15 MINUTES

3.15.1 Minutes of final committee meeting

Minutes of a committee meeting when the committee has ceased to exist or is not meeting again during a triennium are to be presented to the committee's parent body for authentication. If the parent body is not meeting prior to the next election then Standing Order 3.15.2 shall apply.

3.15.2 Minutes of last meeting before election

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

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

4. PUBLIC INPUT AT MEETINGS | TE WHAI WĀHI A TE TŪMATANUI KI NGĀ HUI

4.1 PUBLIC FORUM

4.1.1 Public input

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

- Public participation
- Petitions.

The term “public input” does not include any participation by members of the public in a hearing process.

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

4.1.2 No public input in certain circumstances

Public input is not permitted in any of the following circumstances:

- i) in relation to any matter of the Council that is currently open to public consultation, or for which public consultation has closed and a decision on the matter has yet to be made , or
- ii) in relation to a current formal tender process being undertaken by or for the Council, or
- iii) at the first meeting of the Council following its election, or
- iv) in relation to matters that relate to legal proceedings in which the Council, or a council organisation of the Council is a party.

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

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

- i) minutes being presented to a meeting for authentication, or
- ii) reports on business conducted at concluded committee meetings, which are for information only.

4.1.4 Request to provide public input

If a member of the public wishes to speak in the public input section of a meeting, they must make a request to do so to the Chief Executive (or their delegate) by 12.00pm (midday) on the working day prior to the meeting. The relevant Chairperson may waive this requirement as they see fit.

Each request should briefly set out who is making the request, the matters the speaker will address, the relevant meeting agenda item (if appropriate), and the name of the person(s) who will speak and their contact details.

If the requestor wishes to provide their public input remotely, they must advise that in their request – refer Standing Order 4.1.9.

4.1.5 Decisions on requests

The Chairperson may, at their discretion, decline a request under Standing Order 4.1.4, where the Chairperson considers that the speaker is likely:

- i) to provide public input that is not permitted under Standing Orders 4.1.2 or 4.1.3, or
- ii) to breach any of the requirements for public participation under Standing Order 4.2, or
- iii) to breach any of the requirements for petitions under Standing Order 4.3.
- iv) to be disrespectful of others (including officers), offensive in their language, or to make statements with malice.

4.1.6 Termination of presentation

The Chairperson may, at their discretion, terminate a presentation during public input at any time for any of the reasons that the Chairperson may decline a request under 4.1.5.

4.1.7 The use of datashow equipment to support public input

No datashow presentation shall be allowed unless an electronic copy of that presentation has been received by the Chief Executive (or their delegate) by 12.00pm (midday) on the working day prior to the Council or committee meeting. Any datashow presentation must be provided as a single electronic document.

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

An address to a meeting may be made in English, te reo Māori or New Zealand Sign Language. The Chairperson may request that, where practicable, a written translation of any speech or document presented is provided to members following the meeting.

4.1.9 Public input given remotely

Subject to notice being provided in accordance with Standing Order 4.1.4, a person (including a group) may provide their public input by audio or audio-visual connection, subject to the facilities at the meeting venue

being available and suitable for that purpose, and subject to the link's quality being suitable.

4.1.10 Questions of speakers during public input

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

4.1.11 No questions of officers during public input

Neither members nor persons speaking in public input may ask questions of officers during the period reserved for public input. However, an officer may, with the agreement of the Chairperson, provide information to the meeting on a matter raised in public input.

4.2 PUBLIC PARTICIPATION

4.2.1 Public participation at commencement of meeting

Public participation will take place immediately following the commencement of meetings.

Each speaker (including a group) during the public participation section of a meeting may speak for up to five minutes during the public participation section of a meeting. Following this, there will be up to five minutes of time per speaker for members to ask questions of the speaker. Where a group or organisation is represented by more than one speaker the speakers will collectively have up to five minutes to present, and a further five minutes for questions from members.

Where the Chairperson considers it necessary to limit the time available for public participation to enable the efficient conduct of the meeting, the Chairperson may, at their discretion, restrict the speaking and question time for all speakers.

The Chairperson may, at their discretion, extend the speaking time or question time for any speaker, provided that this will not prejudice the time available to other speakers.

4.2.2 Public participation to directly relate to items on the agenda for Council meetings, and meetings of joint committees for which Greater Wellington is the administering authority

Public participation at Council meetings and meetings of joint committees for which Greater Wellington is the administering authority is to be confined to those items listed on the agenda provided the matter is not sub-judice.

[The joint committees administered by Greater Wellington are the Civil Defence Emergency Management Group joint committee, and the Wellington Regional Leadership Committee.]

4.2.3 Public participation at Committee meetings

Public participation at a Committee meeting must be relevant to the Committee's terms of reference or should relate to an item on the agenda for that Committee meeting.

4.2.4 Public participation where presented by members

Any member who presents on behalf of a person (including a group) is to confine themselves to reading the statement of that person or group.

4.3 PETITIONS

4.3.1 Form of petitions

Every petition presented to the Council or to any of its committees, must comprise fewer than 150 words (not including signatories) and not be disrespectful, use offensive language or include statements made with malice.

[See Standing Order 2.14.2 regarding qualified privilege.]

4.3.2 Petition where presented by members

Any member who presents a petition on behalf of the petitioners, is to confine themselves to reading the petition, the statement of the petitioner, and stating the number of signatures attached to it.

4.3.3 Petition where presented by petitioner

Where a petitioner presents a petition, unless the Council or the committee determines otherwise, a limit of five minutes is placed on that person.

[See Standing Orders 2.14.2 and 2.14.3 regarding qualified privilege.]

APPENDIX A: Grounds to exclude public from meetings

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

- A1** That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where such disclosure would be likely:
- (a) to prejudice the security or defence of New Zealand or the international relations of the Government of New Zealand; or
 - (b) to prejudice the entrusting of information to the Government of New Zealand on a basis of confidence by—
 - i) the Government of another country or an agency of that Government; or
 - ii) any international organisation (as defined in [section 2\(1\)](#) of the Official Information Act 1982); or
 - (c) to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial; or
 - (d) to endanger the safety of any person.
- A2** That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to:
- (a) protect the privacy of natural persons, including that of deceased natural persons; or
 - (b) protect information where the making available of the information:
 - (i) would disclose a trade secret, or
 - (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information; or
 - (ba) in the case only of an application for a resource consent, or water conservation order, or a requirement for a designation or heritage order, under the Resource Management Act 1991, to avoid serious offence to tikanga Maori, or to avoid the disclosure of the location of waahi tapu; or
 - (c) protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information:
 - (i) would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied, or
 - (ii) would be likely otherwise to damage the public interest; or
 - (d) avoid prejudice to measures protecting the health or safety of members of the public; or

- (e) avoid prejudice to measures that prevent or mitigate material loss to members of the public; or
- (f) maintain the effective conduct of public affairs through the protection of such members, officers, employees, and persons from improper pressure or harassment; or
- (g) maintain legal professional privilege; or
- (h) enable the local authority holding the information to carry out, without prejudice or disadvantage, commercial activities; or
- (i) enable the local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations); or
- (j) prevent the disclosure or use of official information for improper gain or improper advantage.

Provided that where A2 of this Appendix applies the public may be excluded, unless, in the circumstances of the particular case, the exclusion of the public is outweighed by other considerations which render it desirable, in the public interest, that the public not be excluded.

- A3** That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information, the public disclosure of which would:
- (a) be contrary to the provisions of a specified enactment; or
 - (b) constitute contempt of Court or of the House of Representatives.
- A4** That the purpose of the whole or the relevant part of the proceedings of the meeting is to consider a recommendation made to the local authority by an Ombudsman under section 30(1) or section 38(3) of the Local Government Official Information and Meetings Act 1987 (in the case of a local authority named or specified in the Schedule 1 to that Act).
- A5** That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in:
- (a) Any proceedings before a local authority where:
 - (i) A right of appeal lies to any Court or Tribunal against the final decision of the local authority in those proceedings, or
 - (ii) The local authority is required, by any enactment, to make a recommendation in respect of the matter that is the subject of those proceedings.

APPENDIX B: Example resolution to exclude the public

Exclusion of the Public

Report xx.xxx

That the Council

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

1. *Proposed property purchases – Upper Hutt*

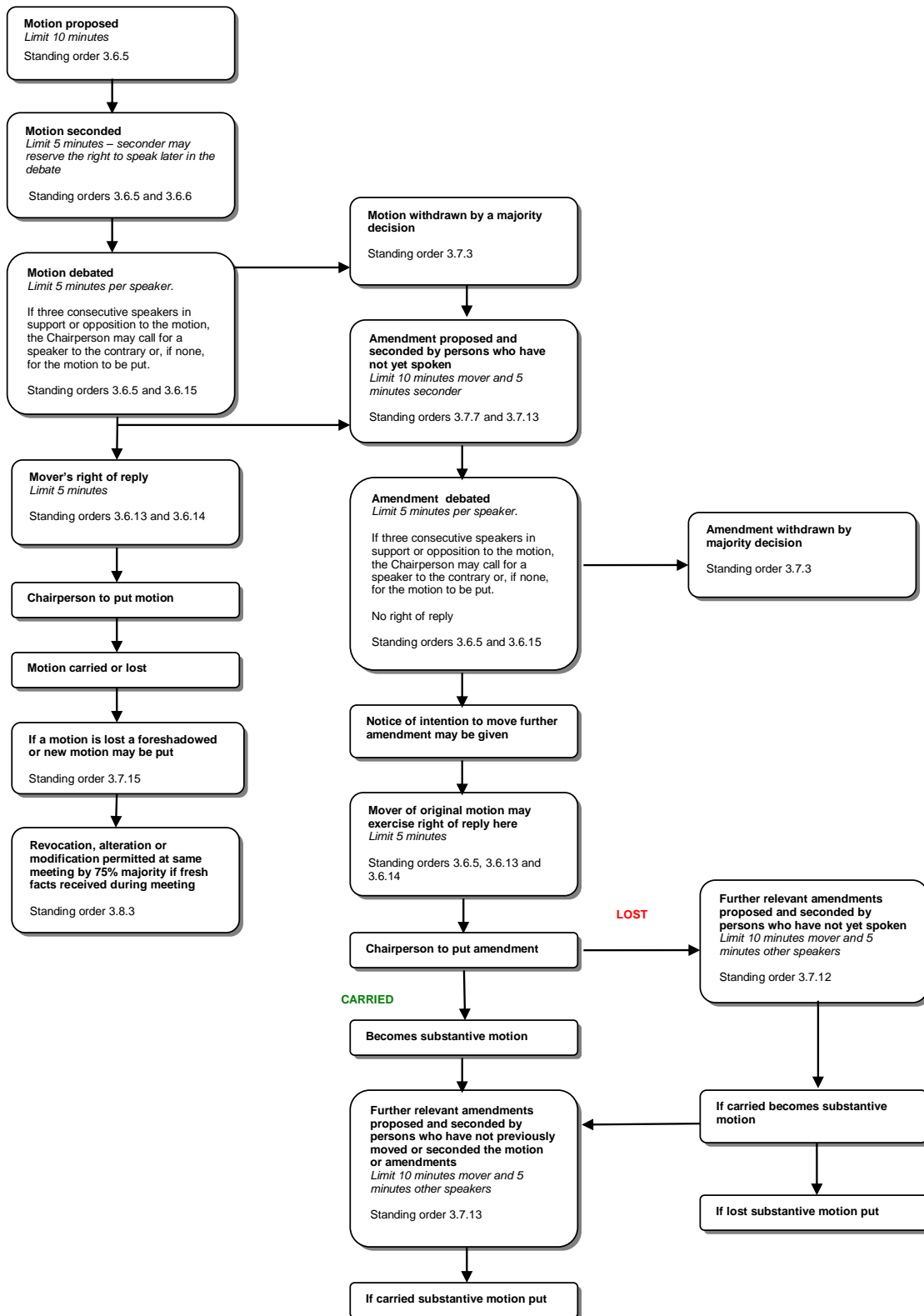
The general subject of each matter to be considered while the public is excluded, the reasons for passing this resolution in relation to each matter and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as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

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

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

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

APPENDIX C: Flow chart of motions and amendments



APPENDIX D: List of procedural motions

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

Attachment 1 to Report 24.596

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

Greater Wellington Regional Council

Draft Standing Orders
20192025

Ngā tikanga whakahaere hui

Standing Orders effective from 1 February 20192025

(Updated to align with legislative amendments effected by the Local Government Regulatory Systems Amendment Act 2019)

(Incorporating amendments adopted by Council on 27 May 2021, effective from 1 July 2021)

Attachment 2 to Report 24.596

Contents

1.	GENERAL	1
1.1	STATUS	1
1.2	INTERPRETATION	1
2.	CONSTITUTIONAL AND LEGISLATIVE MATTERS	4
2.1	INTRODUCTION	4
2.1.1	Application of Standing Orders	4
2.1.2	All members to abide by Standing Orders	4
2.1.3	Amendments to Standing Orders	4
2.1.4	Temporary suspension of Standing Orders	4
2.1.5	Additions to or substitution of Standing Orders for quasi-judicial hearings	4
2.2	FIRST MEETING OF THE COUNCIL FOLLOWING ELECTION	<u>65</u>
2.2.1	Meeting called by Chief Executive	<u>65</u>
2.2.2	Chief Executive to chair the meeting until Chairperson has made his/her declaration	<u>65</u>
2.2.3	Business to be conducted	<u>65</u>
2.2.4	Election of Council Chairperson and Deputy Chairperson	<u>76</u>
2.2.5	Members to give notice of addresses	<u>76</u>
2.3	CHAIRPERSON OF MEETINGS	<u>87</u>
2.3.1	Chairperson of Council to preside at Council meetings	<u>107</u>
2.3.2	Chairperson of committee to preside at committee meetings	<u>107</u>
2.4	QUORUM AT MEETINGS	<u>118</u>
2.4.1	Requirement for a quorum	<u>118</u>
2.4.2	Quorum to be present throughout meeting	<u>118</u>
2.4.3	Definition of quorum for Council or joint committee meetings	<u>118</u>
2.4.4	Definition of quorum for committee meetings	<u>118</u>
2.4.5	Failure of a quorum	<u>118</u>
2.4.6	Lapsed business	<u>129</u>
2.4.7	Minutes to record failure of a quorum	<u>129</u>
2.5	VOTING AT MEETINGS	<u>1340</u>
2.5.1	Decisions to be decided by majority vote	<u>1340</u>
2.5.2	Chairperson has casting vote	<u>1340</u>
2.5.3	Open voting	<u>1340</u>
2.5.4	Members may abstain	<u>1440</u>
2.5.5	Members may have their votes recorded	<u>1441</u>
2.5.6	Method of voting	<u>1441</u>
2.5.7	Division	<u>1441</u>
2.5.8	Second division	<u>1441</u>
2.6	APPOINTMENTS AND VOTING SYSTEM	<u>1542</u>

2.6.1	Provisions for election or appointment of Chairpersons and Deputy Chairpersons of the Council and committees, and representatives of the Council	<u>1542</u>
2.6.2	Voting system A	<u>1542</u>
2.6.3	Voting system B	<u>1542</u>
2.7	ESTABLISHMENT OF COMMITTEES AND OTHER SUBORDINATE DECISION-MAKING BODIES	<u>1743</u>
2.7.1	Appointment of committees, subcommittees and other subordinate decision-making bodies	<u>1743</u>
2.7.2	Discharge or reconstitution of committees, subcommittees and other subordinate decision-making bodies	<u>1743</u>
2.7.3	Committees and subordinate decision-making bodies subject to the direction of the Council	<u>1743</u>
2.7.4	Delegation by committee	<u>1743</u>
2.7.5	Decisions made under delegated authority cannot be rescinded or amended	<u>1844</u>
2.8	JOINT COMMITTEES	<u>1945</u>
2.8.1	Appointment of joint committees	<u>1945</u>
2.8.2	Status of joint committees	<u>1945</u>
2.8.3	Power to appoint or discharge individual members of a joint committee	<u>1945</u>
2.8.4	Joint committee may appoint its own Chairperson and Deputy Chairperson	<u>1945</u>
2.9	MEMBERSHIP OF COMMITTEES AND SUBCOMMITTEES	<u>2046</u>
2.9.1	Appointment or discharge of committee members and subcommittee members	<u>2046</u>
2.9.2	Appointed members on committees and subcommittees	<u>2046</u>
2.9.3	At least one member of a committee to be an elected member	<u>2046</u>
2.9.4	Employees may only be appointed to subcommittees	<u>2046</u>
2.9.5	Minimum numbers on committees and subcommittees	<u>2046</u>
2.9.6	Replacement of members if committee not discharged	<u>2046</u>
2.10	PROCEEDINGS NOT INVALIDATED BY VACANCIES OR IRREGULARITIES	<u>2147</u>
2.11	GENERAL PROVISIONS AS TO MEETINGS	<u>2248</u>
2.11.1	Meetings to be held	<u>2248</u>
2.11.2	Members' right to attend meetings	<u>2248</u>
2.11.3	Members' participation at committee meetings	<u>2248</u>
2.11.4	Remote participation by members at meetings	<u>2248</u>
2.11.5	Participation by members at hearings	<u>2248</u>
2.11.6	Remote participation by submitters	<u>2349</u>
2.11.7	Calling, public notification and conduct of meeting	<u>2349</u>
2.11.8	Agenda to be sent to members	<u>2349</u>
2.11.9	Meetings not invalid because notice not received	<u>2349</u>
2.11.10	Minutes of proceedings	<u>2349</u>
2.12	REMOTE PARTICIPATION BY MEMBERS	<u>2520</u>

2.12.1	Remote participants not to count towards quorum	2520
2.12.2	Remote participants recorded in the minutes	2520
2.12.3	Chairperson not to participate remotely	2520
2.12.4	Remote participants entitled to vote at meetings	2520
2.12.5	Transmission of tabled documents to remote participants	2520
2.12.6	Remote participation in Public Excluded sessions	2520
2.12.7	Remote participants leave the meeting if connection lost	2520
2.12.8	Remote participation of members who have previously departed the meeting	2520
2.13	QUALIFIED PRIVILEGE	2724
2.13.1	Qualified privilege relating to agenda and minutes	2724
2.13.2	Qualified privilege relating to oral statements	2724
2.13.3	Qualified privilege additional to any other provisions	2724
2.14	NOTIFICATION OF MEETINGS TO MEMBERS	2822
2.14.1	Period for notice in writing	2822
2.14.2	Schedule of meetings	2822
2.14.3	Cancellation of scheduled meetings	2822
2.15	EXTRAORDINARY MEETINGS	2923
2.15.1	Extraordinary meetings may be called	2923
2.15.2	Notification of extraordinary meetings to members	2923
2.15.3	Public notification of extraordinary meetings	2923
2.15.4	Public notice of resolutions of extraordinary meetings	2923
2.16	EMERGENCY MEETINGS	3125
2.16.1	Emergency meetings to be called	3125
2.16.2	Notification of emergency meeting to members	3125
2.16.3	Public notification of emergency meetings	3125
2.17	PUBLIC ATTENDANCE AT MEETINGS, ACCESS TO AGENDAS ETC	3226
2.17.1	Meetings to be open to the public	3226
2.17.2	Chairperson may require members of the public to leave meeting	3226
2.17.3	Removal of members of public	3226
2.17.4	News media entitled to attend meetings	3226
2.17.5	Information to be available to public	3226
2.17.6	Qualified privilege	3226
2.17.7	Public notification about meetings	3327
2.17.8	Public notification additional requirements	3327
2.17.9	Meetings not invalid because not publicly notified	3327
2.17.10	Public notice of meetings not notified	3327
2.17.11	Availability of agendas and reports	3327
2.17.12	Exclusion from reports to be discussed with public excluded	3528
2.17.13	Agenda to be made available to public who are at meetings	3528
2.17.14	List of committee members publicly available	3528
2.17.15	Public entitled to inspect minutes	3528
2.17.16	Requests for minutes of public excluded sessions	3629

2.18	REASONS TO EXCLUDE PUBLIC	<u>3730</u>
2.18.1	Lawful reasons to exclude public	<u>3730</u>
2.18.2	Form of resolutions to exclude public	<u>3730</u>
2.18.3	Motion to exclude public to be put with the public present	<u>3730</u>
2.18.4	Provision for persons to remain after public excluded	<u>3730</u>
2.18.5	Release of public excluded information	<u>3730</u>
2.19	APPLICATION OF STANDING ORDERS TO PUBLIC EXCLUDED SESSIONS	<u>3834</u>
2.19.1	Standing Orders to apply	<u>3834</u>
2.20	USE OF PUBLIC EXCLUDED INFORMATION	<u>3932</u>
2.20.1	Public excluded business not to be disclosed	<u>3932</u>
3.	MEETING PROCEDURES	<u>4033</u>
3.1	APPLICATION OF STANDING ORDERS	<u>4033</u>
3.2	CONDUCT OF MEETINGS	<u>4134</u>
3.2.1	Mode of address for Chairperson	<u>4134</u>
3.2.2	Chairperson to decide	<u>4134</u>
3.2.3	Contempt	<u>4134</u>
3.2.4	Chairperson rising	<u>4134</u>
3.2.5	Members to speak in places and address the chair	<u>4134</u>
3.2.6	Priority of speakers	<u>4134</u>
3.2.7	Speeches in English, Māori or New Zealand Sign Language	<u>4235</u>
3.2.8	Time limits for meetings	<u>4235</u>
3.2.9	Reporting of meetings	<u>4235</u>
3.2.10	Disorder at meetings by members	<u>4235</u>
3.2.11	Adjournment of meeting following disorder	<u>4235</u>
3.2.12	Disturbance at meetings by members	<u>4336</u>
3.2.13	Members not to be disrespectful in speech	<u>4336</u>
3.2.14	Retraction of, or apology for, offensive or malicious language	<u>4336</u>
3.2.15	Removal from meeting	<u>4336</u>
3.2.16	Pecuniary interest	<u>4336</u>
3.2.17	Declaration of pecuniary interest	<u>4437</u>
3.2.18	Non-pecuniary conflicts of interest	<u>4437</u>
3.2.19	Declaration of non-pecuniary conflicts of interest	<u>4437</u>
3.3	QUORUM AT MEETINGS	<u>4638</u>
3.4	LEAVE OF ABSENCE AND APOLOGIES	<u>4739</u>
3.4.1	Granting leave of absence	<u>4739</u>
3.4.2	Apologies at meetings	<u>4739</u>
3.4.3	Recording of apologies	<u>4739</u>
3.4.4	Absence without leave – elected members	<u>4739</u>
3.4.5	Absence without leave – appointed members	<u>4739</u>
3.5	ORDER OF BUSINESS	<u>4840</u>
3.5.1	Adoption of order of business	<u>4840</u>
3.5.2	Agenda	<u>4840</u>

3.5.3	Public excluded items	<u>4840</u>
3.5.4	Chairperson's report	<u>4840</u>
3.5.5	Items not on the agenda may be dealt with	<u>4840</u>
3.5.6	Items not on the agenda may be discussed	<u>4941</u>
3.6	RULES OF DEBATE	<u>5042</u>
3.6.1	Process for consideration of reports	<u>5042</u>
3.6.2	Questions to officers	<u>5042</u>
3.6.3	Speaking only to relevant matters	<u>5042</u>
3.6.4	Irrelevant matter and needless repetition	<u>5042</u>
3.6.5	Time limits on speakers	<u>5042</u>
3.6.6	Reserving speech	<u>5143</u>
3.6.7	Member speaking more than once	<u>5143</u>
3.6.8	Personal explanation	<u>5143</u>
3.6.9	Explanation of previous speech	<u>5143</u>
3.6.10	Taking down words	<u>5143</u>
3.6.11	Reading of speeches	<u>5143</u>
3.6.12	Restating of motion	<u>5143</u>
3.6.13	Right of reply	<u>5143</u>
3.6.14	When right of reply may be exercised	<u>5244</u>
3.6.15	Limitation on speakers	<u>5244</u>
3.6.16	No speakers after reply or question has been put	<u>5244</u>
3.6.17	Reflections on resolutions	<u>5244</u>
3.7	MOTIONS AND AMENDMENTS	<u>5345</u>
3.7.1	Requirement for a seconder	<u>5345</u>
3.7.2	Limitations on moving and seconding an amendment	<u>5345</u>
3.7.3	Withdrawal of motions and amendments	<u>5345</u>
3.7.4	Substituted motion by amendment	<u>5345</u>
3.7.5	Motions in writing	<u>5345</u>
3.7.6	Motions expressed in parts	<u>5345</u>
3.7.7	Amendment after motion proposed	<u>5345</u>
3.7.8	Motions and amendments not seconded	<u>5445</u>
3.7.9	Amendments relevant	<u>5446</u>
3.7.10	Direct negatives not allowed	<u>5446</u>
3.7.11	Further amendments	<u>5446</u>
3.7.12	Where amendment lost another amendment may be proposed	<u>5446</u>
3.7.13	Where amendment carried	<u>5446</u>
3.7.14	Procedure until substantive motion put	<u>5446</u>
3.7.15	Where motion lost	<u>5446</u>
3.8	REVOCATION OR ALTERATION OF RESOLUTIONS	<u>5647</u>
3.8.1	Revocation or alteration of resolutions	<u>5647</u>
3.8.2	Restriction on action to be taken on previous resolution	<u>5647</u>
3.8.3	Revocation or alteration of resolution at same meeting	<u>5647</u>
3.8.4	The Council or its committees may revoke or alter any previous resolution	<u>5748</u>
3.9	NOTICES OF INTENDED MOTION BY MEMBER	<u>5849</u>
3.9.1	Notice of intended motion to be in writing	<u>5849</u>

3.9.2	Refusal of intended motion	<u>5849</u>
3.9.3	Mover of motion on notice	<u>5849</u>
3.9.4	Alteration of motion on notice	<u>5849</u>
3.9.5	When motions on notice lapse	<u>5849</u>
3.9.6	Referral of motions on notice to committees	<u>5849</u>
3.10	REPEAT MOTIONS ON NOTICE	<u>6050</u>
3.10.1	First repeat where motion on notice rejected	<u>6050</u>
3.10.2	Second repeat where motion on notice rejected	<u>6050</u>
3.10.3	No repeats where motion on notice adopted	<u>6050</u>
3.11	PROCEDURAL MOTIONS TO TERMINATE OR ADJOURN DEBATE	<u>6151</u>
3.11.1	Members may move procedural motions to terminate or adjourn debate	<u>6151</u>
3.11.2	Chairperson may accept closure motions	<u>6151</u>
3.11.3	Closure motion on amendment	<u>6151</u>
3.11.4	Procedural motions to terminate or adjourn debate to take precedence	<u>6151</u>
3.11.5	Voting on procedural motions to terminate or adjourn debate	<u>6151</u>
3.11.6	Closure motion to be put if no further speaker	<u>6252</u>
3.11.7	Right of reply following closure	<u>6252</u>
3.12	ITEMS PREVIOUSLY ADJOURNED OR REFERRED BACK TO COMMITTEE	<u>6353</u>
3.12.1	Debate on items previously adjourned	<u>6353</u>
3.12.2	Adjourned items taken first	<u>6353</u>
3.12.3	Referral or referred back to committee	<u>6353</u>
3.13	POINTS OF ORDER	<u>6454</u>
3.13.1	Members raising points of order	<u>6454</u>
3.13.2	Stating subject matter of point of order	<u>6454</u>
3.13.3	Points of order during division	<u>6454</u>
3.13.4	Types of points of order	<u>6454</u>
3.13.5	Contradiction not point of order	<u>6454</u>
3.13.6	Decision of Chairperson final	<u>6454</u>
3.14	MINUTES OF PROCEEDINGS	<u>6555</u>
3.14.1	Minutes to be evidence of proceedings	<u>6555</u>
3.14.2	Keeping of minutes	<u>6555</u>
3.14.3	No discussion on minutes	<u>6555</u>
3.15	MINUTE BOOKS	<u>6656</u>
3.15.1	Inspection of minute books	<u>6656</u>
3.15.2	Minutes of final committee meeting	<u>6656</u>
3.15.3	Minutes of last meeting before election	<u>6656</u>
4.	PUBLIC INPUT AT MEETINGS	<u>6757</u>
4.1	PUBLIC FORUM	<u>6757</u>
4.1.1	Public input	<u>6757</u>

4.1.2	No public input in certain circumstances	6757
4.1.3	No public input in relation to certain items on the agenda	6757
4.1.4	Request to provide public input	6758
4.1.5	Decisions on requests	6858
4.1.6	Termination of presentation	6858
4.1.7	The use of datashow equipment to support public input	6858
4.1.8	Public input in English, Māori or New Zealand Sign Language	6858
4.1.9	Public input given remotely	6959
4.1.10	Questions of speakers during public input	6959
4.1.11	No questions of officers during public input	6959
4.2	PUBLIC PARTICIPATION	7060
4.2.1	Public participation at commencement of meeting	7060
4.2.2	Public participation to directly relate to items on the agenda for Council meetings, and meetings of joint committees for which Greater Wellington is the administering authority	7060
4.2.3	Public Participation at Committee meetings	7060
4.2.4	Public participation where presented by members	7060
4.3	PETITIONS	7164
4.3.1	Form of petitions	7164
4.3.2	Petition where presented by members	7164
4.3.3	Petition where presented by petitioner	7164
	APPENDIX A: Guidelines on remote participation approval process	7262
	APPENDIX B: Grounds to exclude public from meetings	7263
	APPENDIX C: Example resolution to exclude the public	7565
	APPENDIX D: Flow chart of motions and amendments	7666
	APPENDIX E: List of procedural motions	7767

Attachment 2 to Report 24.596

1. GENERAL | NGĀ TAKE WHĀNUI

1.1.1 STATUS

These Standing Orders were adopted by the Council on ~~13 December 2018~~^{date} and are effective from 1 February ~~2019~~²⁰²⁵. These Standing Orders replace the Greater Wellington Regional Council's Standing Orders ~~2012~~²⁰¹⁹.

1.1.2 INTERPRETATION

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

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

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

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

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

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

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

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

Committee includes, in relation to the Council:

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

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

Emergency meeting has the same meaning as defined in clause 22A of Schedule 7 ~~to~~^{of} the Local Government Act.

Extraordinary meeting has the same meaning as defined in clause 22 of Schedule 7 ~~of~~^{to} the Local Government Act.

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

Internet site means an internet site that is maintained by, or on behalf of, Greater Wellington, to which the public has free access.

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

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

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

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

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

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

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

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

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

Public notice means one that is made publicly available on Greater Wellington's Internet site, and is published in at least one daily newspaper circulating in the Wellington Region.

Publicly notified means notified to members of the public by notice contained in at least one major daily newspaper circulating in the Wellington Region and published on Greater Wellington's Internet site.

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

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

RMA means the Resource Management Act 1991.

Urgent meeting has the same meaning as defined in clause 21A of Schedule 7 to the Local Government Act.

Working day means any day of the week other than:

- a) Saturday, Sunday, Waitangi Day, Good Friday, Easter Monday, Anzac Day, the Sovereign's Birthday, Te Rā Aro ki a Matariki/Matariki Observance Day and Labour Day; and
- b) If Waitangi Day or Anzac Day falls on a Saturday or Sunday, the following Monday; and
- c) Wellington Anniversary Day (as observed); and
- d) A day in the period commencing with 20 December in any year and ending with 10 January in the following year.

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

2. **CONSTITUTIONAL AND LEGISLATIVE MATTERS | NGĀ TAKE TUREPAPA, TURE HOKI**

2.1 INTRODUCTION

2.1.1 Application of Standing Orders

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

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

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

2.1.2 All members to abide by Standing Orders

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

cl. 16(1), Schedule 7, LGA

2.1.3 Amendments to Standing Orders

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

cl. 27(3), Schedule 7, LGA

2.1.4 Temporary suspension of Standing Orders

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

cl. 27(4), Schedule 7, LGA

[Standing Orders, as a whole, may not be suspended. The particular Standing Order(s) to be suspended should be specified – it is not appropriate to suspend any Standing Order that gives effect to a mandatory statutory requirement.]

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

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

Attachment 2 to Report 24.596

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

2.2 FIRST MEETING OF THE COUNCIL FOLLOWING ELECTION

2.2.1 Meeting called by Chief Executive

The first meeting of the Council following a triennial general election of members must be called by the Chief Executive as soon as practicable after the date by which a candidate may apply for a recount has passed and the results of the election are known, or if an application for a recount has been filed, the recount has been completed, and the candidates to be declared elected are known.

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

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

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

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

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

2.2.3 Business to be conducted

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

- a) the making and attesting of the declarations required of members of the Council under clause 14 of Schedule 7 of the Local Government Act; and
- b) the election of the Chairperson and the making and attesting of the declaration required of the Chairperson under clause 14 of Schedule 7 of the Local Government Act; and
- c) a general explanation, given or arranged by the Chief Executive, of:
 - i) the Local Government Official Information and Meetings Act; and
 - ii) other laws affecting members, including the appropriate provisions of the Local Authorities (Members' Interests) Act 1968; and sections 99, 105 and 105A of the Crimes Act 1961; and the Secret Commissions Act 1910; and the Financial Market Conduct Act 2013; and

- d) the fixing of the date and time of the first meeting of the Council, or the adoption of a schedule of meetings; and
- e) the election of the Deputy Chairperson in accordance with clause 17 of Schedule 7 of the Local Government Act.

cl. 21 (5), Schedule 7, LGA

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

2.2.4 Election of Council Chairperson and Deputy Chairperson

The election of both a Council Chairperson and Deputy Chairperson must be made in accordance with the process set out at Standing Order 2.76.1 below.

2.2.5 Members to give notice of addresses

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

2.3 URGENT MEETING OF THE COUNCIL FOLLOWING ELECTION

2.3.1 Chief Executive may call an urgent meeting

Where an application for a recount has been made following a triennial general election, and an event occurs that, in the opinion of the Chief Executive, requires the local authority to deal with a matter urgently, and the first meeting of the Council has not yet been called, the Chief Executive may call an urgent meeting before the results of the recount are known.

For the purposes of [section 46](#) of the Local Government Official Information and Meetings Act 1987, an urgent meeting that is called by the Chief Executive under this clause is to be treated as if it were an emergency meeting called by the local authority.

cl. 21A, Schedule 7, LGA; s. 46, LGOIMA

2.3.2 Notification of urgent meeting to elected persons

The Chief Executive must give notice of the time and place of the urgent meeting, and the matter in respect of which the meeting is called, to every person who has been declared elected and who is not an affected candidate as defined in clause 21A(5) of Schedule 7 to the Local Government Act, by whatever means reasonable and at least 24 hours before the meeting.

cl. 21A, Schedule 7, LGA

2.3.3 Public notification of urgent meeting

Where any urgent meeting of the Council is called, and notice of that meeting cannot be given in the manner required or permitted by Standing Order 2.18.7, Greater Wellington shall publicly notify the emergency meeting on its Internet site and in any manner as is reasonable in the circumstances.

s. 46(3), LGOIMA

2.3.4 Chief Executive to chair the meeting until an elected person can preside

The Chief Executive (or, in the absence of the Chief Executive, a nominee of that officer) must chair the meeting until the members present have made and attested the declaration required under clause 14 of Schedule 7 of the Local Government Act, and have elected one of their number to preside.

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

[The Council Chairperson and Deputy Chairperson may not be elected at an urgent meeting.]

2.3.5 Business to be conducted at an urgent meeting

The business to be conducted at the first meeting of the Council that is an urgent meeting:

- a) must include:
 - i) the making and attesting of the declarations required of members of the Council under clause 14 of Schedule 7 of the Local Government Act; and
 - ii) a general explanation, given or arranged by the Chief Executive, of the Local Government Official Information and Meetings Act; and other laws affecting members, including the appropriate provisions of the Local Authorities (Members' Interests) Act 1968; and sections 99, 105 and 105A of the Crimes Act 1961; and the Secret Commissions Act 1910; and the Financial Market Conduct Act 2013; and
 - iii) the matter in respect of which the urgent meeting is called; and
- b) may include the election of a member to preside at the urgent meeting; but
- c) must not include any other matter.

cl. 21B, Schedule 7, LGA

2.3.6 Public notice of business transacted at urgent meeting

Where public notice of an urgent meeting was not given in accordance with Standing Order 2.18.7, Greater Wellington shall, as soon as practicable, give public notice of the general nature of the business transacted at the urgent meeting, and the reasons why the meeting was not notified in accordance with Standing Order 2.18.7.

s. 46(6), LGOIMA, and SO 2.18.10

2.3.2.4 CHAIRPERSON OF MEETINGS

2.3.12.4.1 Chairperson of Council to preside at Council meetings

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

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

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

2.3.22.4.2 Chairperson of committee to preside at committee meetings

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

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

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

2.42.5 QUORUM AT MEETINGS

2.4.12.5.1 Requirement for a quorum

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

cl. 23(1), Schedule 7, LGA

[See Standing Order 2.132.1: ~~Members participating remotely do not count towards a meeting's quorum, cl.25A, Schedule 7, LGA~~ Remote participants count towards quorum]

2.4.22.5.2 Quorum to be present throughout meeting

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

cl. 23(2), Schedule 7, LGA

2.4.32.5.3 Definition of quorum for Council or joint committee meetings

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

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

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

2.4.42.5.4 Definition of quorum for committee meetings

The quorum at a meeting of a committee:

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

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

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

2.4.52.5.5 Failure of a quorum

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

2.4.62.5.6 Lapsed business

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

2.4.72.5.7 Minutes to record failure of a quorum

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

2.5.2.6 VOTING AT MEETINGS

2.5.12.6.1 Decisions to be decided by majority vote

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

cl. 24, Schedule 7, LGA

2.5.22.6.2 Chairperson has casting vote

For the purposes of Standing Order 2.65.1 the Chairperson or other person presiding at the meeting:

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

Except in the case of:

~~i) the Wellington Regional Strategy Committee where the Chairperson does not have a casting vote; and~~

ii) Te Upoko Taiao – Natural Resources Plan Committee where the casting vote only applies when the Committee is meeting to make a recommendation to Council relating to:

- the notification of proposed regional plans, proposed variations or proposed plan changes; or
- the commencement of the preparation of a variation of a proposed regional plan or proposed plan change, or
- the commencement of the preparation of proposed plans or plan changes in relation to operative regional plans; and

iii) the Regional Transport Committee where the Chairperson does not have a casting vote.

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

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

2.5.32.6.3 Open voting

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

cl. 24(3), Schedule 7, LGA

2.5.42.6.4 Members may abstain

Any member may abstain from voting.

2.5.52.6.5 Members may have their votes recorded

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

2.5.62.6.6 Method of voting

The method of voting shall be as follows:

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

2.5.72.6.7 Division

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

2.5.82.6.8 Second division

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

2.7 APPOINTMENTS AND VOTING SYSTEM

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

This Standing Order applies to:

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

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

- i) the voting system described in Standing Order 2.76.2 (system A)
- ii) ~~the~~ the voting system described in Standing Order 2.76.3 (system B).

cl. 25, Schedule 7, LGA

2.5.102.7.2 Voting system A

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

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

cl. 25(3), Schedule 7, LGA

2.5.112.7.3 Voting system B

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

- a) there is only one round of voting; and
- b) if two or more candidates tie for the most votes, the tie is resolved by lot.
- cl. 25(4), Schedule 7, LGA

|

|

2.6.2.8 ESTABLISHMENT OF COMMITTEES AND OTHER SUBORDINATE DECISION-MAKING BODIES

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

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

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

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

Unless expressly provided otherwise in an Act:

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

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

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

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

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

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

2.6.42.8.4 Delegation by committee

A committee may delegate any of its responsibilities, duties or powers to a subcommittee or to another committee or subordinate decision making body. If doing so is a sub-delegation, the power to so delegate is subject to any conditions, limitations, or prohibitions imposed in connection with the primary delegation.

cl. 32(3), Schedule 7, LGA

2.6.52.8.5 Decisions made under delegated authority cannot be rescinded or amended

Nothing in Standing Order 2.87.3 entitles the Council or committee to rescind or amend a decision made under a delegation authorising the making of a decision by a committee, a subcommittee, or another subordinate decision-making body.

cl. 30(6), Schedule 7, LGA

2.7.2.9 JOINT COMMITTEES

2.7.12.9.1 Appointment of joint committees

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

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

2.7.22.9.2 Status of joint committees

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

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

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

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

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

2.7.42.9.4 Joint committee may appoint its own Chairperson and Deputy Chairperson

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

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

2.8.2.10 MEMBERSHIP OF COMMITTEES AND SUBCOMMITTEES**2.8.12.10.1 Appointment or discharge of committee members and subcommittee members**

Subject to Standing Order 2.98.3, the Council may appoint or discharge any member of a committee. Unless directed otherwise by the Council, a committee may appoint or discharge any member of a subcommittee appointed by the committee.

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

2.8.22.10.2 Appointed members on committees and subcommittees

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

cl. 31(3), Schedule 7, LGA

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

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

cl. 31(4), Schedule 7, LGA

2.8.42.10.4 Employees may only be appointed to subcommittees

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

cl. 31(4), Schedule 7, LGA

2.8.52.10.5 Minimum numbers on committees and subcommittees

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

cl. 31(6), Schedule 7, LGA

2.8.62.10.6 Replacement of members if committee not discharged

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

cl. 31(5), Schedule 7, LGA

2.92.11 PROCEEDINGS NOT INVALIDATED BY VACANCIES OR IRREGULARITIES

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

cl. 29, Schedule 7, LGA

2.10.12 GENERAL PROVISIONS AS TO MEETINGS

2.10.12.1 Meetings to be held

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

cl. 19(1), Schedule 7, LGA

2.10.22.12.2 Members' right to attend meetings

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

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

2.10.32.12.3 Members' participation at committee meetings

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

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

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

2.10.42.12.4 Remote participation by members at meetings

~~Members should generally make themselves available to attend meetings in person, where practicable.~~

Subject to Standing Order 2.124.5, members may (unless lawfully excluded) ~~be permitted by the relevant chairperson to~~ participate in meetings by means of audio link or audiovisual link, subject to the facilities at the meeting venue being available and suitable for that purpose, and the link's quality being suitable.

cl. 25A, Schedule 7, LGA

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

~~[Standing Order 2.132 sets out meeting procedures to be followed when members participate remotely.]~~

2.10.52.12.5 Participation by members at hearings

A member may not participate remotely when a meeting is convened to consider, hear and deliberate on submissions received as part of a

consultation process, unless the meeting itself is held as a fully remote meeting.

2.10.62.12.6 Remote participation by submitters

Persons speaking to their submission at a meeting may speak to their submission via remote participation, subject to the facilities at the meeting venue being available and suitable for that purpose, and the link's quality being suitable.

A person wishing to speak remotely must advise the Chief Executive (or their delegate) at least two-one working days prior to the commencement of the relevant meeting.

2.10.72.12.7 Calling, public notification and conduct of meeting

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

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

2.10.82.12.8 Agenda to be sent to members

In the case of each meeting to which Standing Order 2.124.1 applies, an agenda detailing the business to be brought before that meeting, together with relevant attachments, must be made available to every member not less than two clear working days before the day appointed for the meeting.

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

2.10.92.12.9 Meetings not invalid because notice not received

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

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

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

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

2.10.102.12.10 Minutes of proceedings

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

cl. 28, Schedule 7, LGA

| *[Standing Orders 3.14.1 – 3.15.~~23~~ set out what must be kept in minutes
and the procedure for their authentication.]*

|

2.13 REMOTE PARTICIPATION BY MEMBERS**2.10.112.13.1 Remote participants ~~not to~~ count towards quorum**

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

cl. 25A(4), Schedule 7, LGA

2.10.122.13.2 Remote participants recorded in the minutes

At the start of the meeting the ~~relevant~~ Chairperson shall announce the name of any member who will be participating remotely; remote participants will be recorded in the minutes.

2.10.132.13.3 Chairperson not to participate remotely

The Chairperson of a meeting is not entitled to participate remotely as presiding member, unless the meeting itself is held as a fully remote meeting. Where the Chairperson participates remotely, the Deputy Chairperson will preside, or the members shall appoint a member to be the presiding member for that meeting.

2.10.142.13.4 Remote participants entitled to vote at meetings

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

2.10.152.13.5 Transmission of tabled documents to remote participants

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

2.10.162.13.6 Remote participation in Public Excluded sessions

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

2.10.172.13.7 Remote participants leave the meeting if connection lost

In the event that a connection is lost due to technical problems the member participating remotely will be recorded as having left the meeting.

2.10.182.13.8 ~~Remote participation of members who have previously departed the meeting~~ Fully remote meetings

~~Any member present at a meeting, whether physically present at the meeting or participating remotely, who then departs the meeting other than through a lost remote connection, may not rejoin the meeting by remote participation, unless their departure from the meeting was necessary to attend to Council business~~

~~and their departure from and rejoining of the meeting has been agreed to by the relevant chairperson prior to the meeting. Generally, meetings will be held at a physical venue and, subject to Standing Order 2.12.4, members should attend in person, where practicable. In an emergency or significant event where it is considered impracticable to convene a meeting at a physical venue, the Chief Executive may notify a meeting as being a fully remote meeting.~~

2.11.12.14 QUALIFIED PRIVILEGE

2.11.12.14.1 Qualified privilege relating to agenda and minutes

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

s.52, LGOIMA

2.11.22.14.2 Qualified privilege relating to oral statements

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

s.-53, LGOIMA

2.11.32.14.3 Qualified privilege additional to any other provisions

The privilege conferred by Standing Order 2.143.2 is in addition to, and not in substitution for, or derogation of any other privilege, whether absolute or qualified, that applies, by virtue of any other enactment or rule of law, to the proceedings of any meeting of Council or committee.

s.53, LGOIMA

2.12.15 NOTIFICATION OF MEETINGS TO MEMBERS

2.12.15.1 Period for notice in writing

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

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

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

[See Standing Order 2.165.2 for the notification of extraordinary meetings to members.

See Standing Order 2.176.2 for the notification of emergency meetings to members.

See Standing Order 2.3.2 for the notification of urgent meetings to elected persons.

See Standing Order 2.12.91.8 for the validity of meetings when notice has not been received.]

2.12.22.15.2 Schedule of meetings

If the Council adopts a schedule of meetings, -

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

cl. 19(6), Schedule 7, LGA

2.12.32.15.3 Cancellation of scheduled meetings

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

2.13.2.16 EXTRAORDINARY MEETINGS**2.13.12.16.1 Extraordinary meetings may be called**

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

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

cl. 22(1), Schedule 7, LGA

2.13.22.16.2 Notification of extraordinary meetings to members

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

cl. 22(2), Schedule 7, LGA.

[See Standing Order 2.165.3 for notification of extraordinary meetings to the public.]

2.13.32.16.3 ~~2.15.3~~ Public notification of extraordinary meetings

Where any extraordinary meeting of the Council or a committee is called, and notice of that meeting cannot be given in the manner required or permitted by Standing Order 2.187.7, ~~the Council~~ Greater Wellington shall publicly notify the extraordinary meeting on its Internet site and in any manner as is reasonable in the circumstances.

s. 46(3), LGOIMA

[See also Standing Orders 2.187.9 – 2.187.10.]

2.13.42.16.4 ~~2.15.4~~ Public notice of resolutions of extraordinary meetings

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

- a) the resolution was passed at a meeting or part of a meeting from which the public was excluded; or

- b) the extraordinary meeting was publicly notified at least five working days before the day on which the meeting was held.

~~(Section continues over page)~~

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

s. 51A, LGOIMA

2.14.2.17 EMERGENCY MEETINGS**2.14.12.17.1 Emergency meetings to be called**

If the business the Council or committee needs to deal with requires a meeting to be held at a time earlier than is allowed by the notice requirements for holding an extraordinary meeting and it is not practicable to call the meeting by resolution, an emergency meeting may be called by:

- (a) ~~t~~The Chairperson; or
- (b) ~~i~~f the Chairperson is unavailable, the Chief Executive.

cl. 22A(1), Schedule 7, LGA

2.14.22.17.2 Notification of emergency meeting to members

Notice of the time and place of an emergency meeting and of the matters in respect of which the emergency meeting is being called must be given by the person calling the meeting or by another person on that person's behalf by whatever means is reasonable in the circumstances, to each member of the Council and to the Chief Executive at least 24 hours before the time appointed for the meeting.

cl. 22A(2), Schedule 7, LGA

2.14.32.17.3 Public notification of emergency meetings

Where any emergency meeting of the Council or a committee is called, and notice of that meeting cannot be given in the manner required or permitted by Standing Order 2.187.7, ~~the Council~~Greater Wellington shall publicly notify the emergency meeting on its Internet site and in any manner as is reasonable in the circumstances.

s. 46(3), LGOIMA

2.14.42.17.4 ~~2.16.4~~ Public notice of resolutions of emergency meeting

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

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

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

2.15.2.18 PUBLIC ATTENDANCE AT MEETINGS, ACCESS TO AGENDAS ETC

2.15.12.18.1 Meetings to be open to the public

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

s. 47, LGOIMA

2.15.22.18.2 Chairperson may require members of the public to leave meeting

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

s. 50, LGOIMA

2.15.32.18.3 Removal of members of public

If any member of the public who is required, in accordance with Standing Order 2.187.2, to leave a meeting, refuses or fails to leave the meeting or, having left the meeting, attempts to re-enter the meeting without the permission of the Chairperson, any police officer or employee of Greater Wellington may, at the request of the Chairperson, remove or exclude that member of the public from the meeting.

s. 50, LGOIMA

2.15.42.18.4 News media entitled to attend meetings

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

s. 49(a), LGOIMA

2.15.52.18.5 Information to be available to public

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

s. 49(d), LGOIMA

2.15.62.18.6 Qualified privilege

[See *Standing Orders 2.143.1- 2.143.3.*]

2.15.72.18.7 Public notification about meetings

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

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

[Standing Orders 2.165.3 and 2.176.3 deal with public notification of extraordinary and emergency meetings.]

2.15.82.18.8 Public notification additional requirements

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

2.15.92.18.9 Meetings not invalid because not publicly notified

No meeting of the Council or committee is invalid merely because that meeting was not publicly notified in accordance with Standing Orders 2.3.3, 2.165.3, 2.176.3 or 2.187.7.

s. 46(5), LGOIMA

2.15.102.18.10 Public notice of meetings not notified

Where Greater Wellington becomes aware that any meeting of the Council or committee has not been publicly notified in accordance with Standing Orders 2.3.3, 2.165.3, 2.176.3 or 2.187.7, Greater Wellington shall, as soon as practicable, give public notice that that meeting was not so notified, and shall, in that notice, state the general nature of the business transacted at that meeting; and give the reasons why that meeting was not so notified.

s. 46(6), LGOIMA

2.15.112.18.11 Availability of agendas and reports

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

- a) shall be available for inspection at the public offices of Greater Wellington ~~(including service delivery centres) in Wellington and Masterton~~; and
- b) shall be accompanied by either -
 - i) the associated reports; or

Attachment 2 to Report 24.596

~~(Standing Order continues over page)~~

- ii) a notice specifying the places at which the associated reports may be inspected.

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

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

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

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

2.15.122.18.12 Exclusion from reports to be discussed with public excluded

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

s. 46A(8), LGOIMA

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

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

s. 49, LGOIMA

2.15.142.18.14 List of committee members publicly available

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

2.15.152.18.15 Public entitled to inspect minutes

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

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

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

~~2.15.16~~

~~2.15.17~~ 2.18.16 **Requests for minutes of public excluded sessions**

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

s. 51(3), LGOIMA

2.16.2.19 REASONS TO EXCLUDE PUBLIC**2.16.12.19.1 Lawful reasons to exclude public**

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

s. 48, LGOIMA

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

2.16.22.19.2 Form of resolutions to exclude public

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

s. 48(3), LGOIMA

[For an example resolution refer to Appendix BE.]

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

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

s. 48(4), LGOIMA

2.16.42.19.4 Provision for persons to remain after public excluded

A resolution in accordance with Standing Order 2.198.1 may provide for one or more specified persons to remain after the public has been excluded if those persons have, in the opinion of the Council or committee, knowledge that will assist the Council or committee. Any such resolution is required to state the knowledge possessed by those persons that will be of assistance in relation to the matter to be discussed and how it is relevant to the matter.

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

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

2.16.52.19.5 Release of public excluded information

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

**2.17.20 APPLICATION OF STANDING ORDERS TO PUBLIC
EXCLUDED SESSIONS**

2.17.12.20.1 Standing Orders to apply

[See Standing Order 2.1.1.]

2.18.21 USE OF PUBLIC EXCLUDED INFORMATION

2.18.12.21.1 Public excluded business not to be disclosed

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

3. **MEETING PROCEDURES | NGĀ TIKANGA HUI**

3.1 **APPLICATION OF STANDING ORDERS**

[See Standing Orders 2.1.2 – 2.1.5.]

3.2 CONDUCT OF MEETINGS

3.2.1 Mode of address for Chairperson

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

3.2.2 Opening and closing of meetings

At the discretion of the Chairperson a meeting may open with a karakia timitanga and close with a karakia whakamutunga. This provides the opportunity for pause and reflection.

3.2.23.2.3 Chairperson to decide

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

3.2.33.2.4 Contempt

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

The minutes must record that a member is in contempt.

3.2.43.2.5 Chairperson rising

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

3.2.53.2.6 Members to speak in places and address the chair

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

3.2.63.2.7 Priority of speakers

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

- a) raise a point of order, or request a time extension for the previous speaker *[See Standing Order 3.13.4.]*;
- b) move a motion to terminate or adjourn the debate *[See Standing Order 3.11.1.]*; or
- c) make a point of explanation or request an indulgence of the Chairperson *[See Standing Orders 3.6.8 and 3.6.9.]*.

3.2.73.2.8 Speeches in English, te reo Māori or New Zealand Sign Language

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

3.2.83.2.9 Time limits for meetings

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

3.2.93.2.10 Reporting of meetings

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

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

s. 49(a), LGOIMA

~~b) any recording of meetings (including the intention to take still or moving photography) must be notified to the Chairperson at the commencement of the meeting.~~

- be) any recording of meetings (including still or moving photography) must be carried out in an unobtrusive manner, and must not be distracting to members.

3.2.103.2.11 Disorder at meetings by members

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

3.2.113.2.12 Adjournment of meeting following disorder

Should the disorder continue, the Chairperson has the right to adjourn the meeting for a time specified by the Chairperson. At the end of that period the meeting shall resume and decide without debate the question as to whether the meeting shall proceed or be adjourned. The Chairperson may

also take such action in relation to disorder from other sources or in the event of an emergency.

3.2.123.2.13 Disturbance at meetings by members

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

3.2.133.2.14 Members not to be disrespectful in speech

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

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

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

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

3.2.153.2.16 Removal from meeting

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

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

cl. 16(2), Schedule 7, LGA

3.2.163.2.17 Pecuniary interest

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

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

[\[For guidance refer to Part 4 of Local Authorities \(Members' Interests\) Act 1968: A guide for members of local authorities on managing](#)

financial conflicts of interest published by the Office of the Auditor-General www.oag.parliament.nz/2020/lamia.]

3.2.173.2.18 Declaration of pecuniary interest

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

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

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

3.2.183.2.19 Non-pecuniary conflicts of interest

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

[Non-pecuniary conflicts of interest include, amongst other things, bias and predetermination. For guidance on these types of conflicts refer to Part 35 of [Managing conflicts of interest: A guide for the public sector the Guidance for members of local authorities about the Local Authorities \(Members' Interests\) Act 1968](#) published by the Office of the Auditor-General.]

3.2.193.2.20 Declaration of non-pecuniary conflicts of interest

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

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



3.3 QUORUM AT MEETINGS

[See Standing Orders 2.54.1-2.54.7, and 2.132.1.]

3.4 LEAVE OF ABSENCE AND APOLOGIES

3.4.1 Granting leave of absence

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

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

3.4.2 Apologies at meetings

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

3.4.3 Recording of apologies

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

3.4.4 Absence without leave – elected members

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

cl. 5, Schedule 7, LGA

3.4.5 Absence without leave – appointed members

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

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

3.5 ORDER OF BUSINESS

3.5.1 Adoption of order of business

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

3.5.2 Agenda

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

3.5.3 Public excluded items

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

3.5.4 Chairperson's report

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

3.5.5 Items not on the agenda may be dealt with

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

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

s. 46A(7), LGOIMA

3.5.6 Items not on the agenda may be discussed

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

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

s. 46A(7A), LGOIMA

3.5.7 Item may be withdrawn from the agenda

The Chief Executive may withdraw an item on the agenda prior to a motion on the item.

Any member may move that an item on the agenda be withdrawn from the agenda, unless a motion has already been moved in relation to that item.

An item that has been withdrawn from the agenda, following the vote on the withdrawal motion, may not be considered further at that meeting.

[Where a motion has been moved in relation to an item of business, it must be considered unless a procedural motion to terminate or adjourn debate is moved under Standing Order 3.11.1.]

3.6 RULES OF DEBATE

3.6.1 Process for consideration of reports

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

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

3.6.2 Questions to officers

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

Officers speaking to items should generally attend meetings in person. Officers may, ~~with the prior approval of the Chairperson,~~ participate in the meeting by means of audio or audio-visual link when in-person attendance is impracticable.

3.6.3 Speaking only to relevant matters

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

3.6.4 Irrelevant matter and needless repetition

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

3.6.5 Time limits on speakers

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

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

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

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

3.6.6 Reserving speech

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

3.6.7 Member speaking more than once

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

3.6.8 Personal explanation

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

3.6.9 Explanation of previous speech

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

3.6.10 Taking down words

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

3.6.11 Reading of speeches

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

3.6.12 Restating of motion

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

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

3.6.13 Right of reply

The mover of an original motion (not an amendment) has a right of reply. After the mover has commenced such reply, or has intimated the wish to

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

3.6.14 When right of reply may be exercised

The right of reply is governed as follows:

- a) where no amendment has been moved, the mover may reply at the conclusion of the discussion on the motion;
- b) if there is an amendment, the mover of the original motion may make such reply at the conclusion of the debate on such amendment, and this reply exhausts their rights as mover of the original motion, provided that the mover may reserve such right of reply. The mover may, however, take part in the discussion upon subsequent amendments.

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

3.6.15 Limitation on speakers

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

3.6.16 No speakers after reply or question has been put

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

3.6.17 Reflections on resolutions

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

3.7 MOTIONS AND AMENDMENTS

[A flow chart illustrating the process regarding motions and amendments is included in these [Standing Orders](#) as Appendix [CB](#).]

3.7.1 Requirement for a seconder

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

3.7.2 Limitations on moving and seconding an amendment

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

3.7.3 Withdrawal of motions and amendments

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

3.7.4 Substituted motion by amendment

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

3.7.5 Motions in writing

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

3.7.6 Motions expressed in parts

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

3.7.7 Amendment after motion proposed

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

3.7.8 Motions and amendments not seconded

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

3.7.9 Amendments relevant

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

3.7.10 Direct negatives not allowed

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

3.7.11 Further amendments

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

3.7.12 Where amendment lost another amendment may be proposed

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

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

3.7.13 Where amendment carried

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

3.7.14 Procedure until substantive motion put

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

3.7.15 Where motion lost

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

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

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

3.8 REVOCATION OR ALTERATION OF RESOLUTIONS

3.8.1 Revocation or alteration of resolutions

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

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

3.8.2 Restriction on action to be taken on previous resolution

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

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

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

3.8.3 Revocation or alteration of resolution at same meeting

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

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

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

3.9 NOTICES OF INTENDED MOTION BY MEMBER

3.9.1 Notice of intended motion to be in writing

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

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

3.9.2 Refusal of intended motion

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

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

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

3.9.3 Mover of motion on notice

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

3.9.4 Alteration of motion on notice

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

3.9.5 When motions on notice lapse

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

3.9.6 Referral of motions on notice to committees

Any motion on notice received referring to any matter ordinarily dealt with by a committee of the Council may be referred to that committee by the Chief Executive. Where such notices are so referred, the proposer of the

Attachment 2 to Report 24.596

intended motion shall, if not a member of that committee, have the right to move that motion, and of reply, as if a committee member.

3.10 REPEAT MOTIONS ON NOTICE

3.10.1 First repeat where motion on notice rejected

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

3.10.2 Second repeat where motion on notice rejected

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

3.10.3 No repeats where motion on notice adopted

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

3.11 PROCEDURAL MOTIONS TO TERMINATE OR ADJOURN DEBATE

[A table of procedural motions is included in these Standing Orders at Appendix [DE](#).]

3.11.1 Members may move procedural motions to terminate or adjourn debate

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

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

3.11.2 Chairperson may accept closure motions

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

3.11.3 Closure motion on amendment

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

3.11.4 Procedural motions to terminate or adjourn debate to take precedence

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

3.11.5 Voting on procedural motions to terminate or adjourn debate

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

(Section continues over page)

3.11.6 Closure motion to be put if no further speaker

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

3.11.7 Right of reply following closure

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

3.12 ITEMS PREVIOUSLY ADJOURNED OR REFERRED BACK TO COMMITTEE

3.12.1 Debate on items previously adjourned

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

3.12.2 Adjourned items taken first

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

3.12.3 Referral or referred back to committee

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

3.13 POINTS OF ORDER

3.13.1 Members raising points of order

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

3.13.2 Stating subject matter of point of order

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

3.13.3 Points of order during division

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

3.13.4 Types of points of order

The following are recognised as substance for points of order:

- a) where disorder is drawn to the attention of the Chairperson; or
- b) use of disrespectful, offensive or malicious language; or
- c) discussion of a matter not before the Council or committee; or
- d) misrepresentation of any statement made by a member or by an officer or employee of Greater Wellington; or
- e) the breach of any ~~S~~standing ~~O~~Order; or
- f) a request that words objected to be recorded in the minutes.

3.13.5 Contradiction not point of order

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

3.13.6 Decision of Chairperson final

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

[See Standing Order 3.2.~~32~~ and 3.2.~~43~~ also.]

3.14 MINUTES OF PROCEEDINGS

3.14.1 Minutes to be evidence of proceedings

[See Standing Order 2.12.10~~11~~.9.]

3.14.2 Keeping of minutes

The Chief Executive or their designated representative must keep the minutes of meetings. The minutes must record:

- The date, time and venue of the meeting;
- The names of those members present and those participating remotely;
- Identification of the Chairperson;
- Apologies tendered and accepted or declined *[See Standing Order 3.4.3];*
- Arrival and departure times of members including when a remote participant is deemed to have left the meeting;
- Any failure of a quorum *[See Standing Order 2.54.7];*
- A list of speakers in the public forum and the topics they cover;
- A list of items considered;
- Resolutions and amendments pertaining to those items;
- Any objections to words used *[See Standing Order 3.6.10];*
- All divisions taken *[See Standing Order 2.65.7];*
- Names of any members requesting the recording of their abstentions or votes *[See Standing Order 2.65.5];*
- Declarations of conflicts of interest *[See Standing Orders 3.2.17 and 3.2.19];*
- Contempt, censure and removal of any members *[See Standing Order 3.2.34];*
- Resolutions to exclude members of the public *[See Standing Order 2.198.3];* and
- The time that the meeting concludes or adjourns.

3.14.3 No discussion on minutes

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

3.15 MINUTES BOOKS

~~3.15.1 Inspection of minute books~~

~~3.15.2 [See Standing Order 2.17.15.]~~

~~3.15.~~**3.15.1 Minutes of final committee meeting**

Minutes of a committee meeting when the committee has ceased to exist or is not meeting again during a triennium are to be presented to the committee's parent body for authentication. If the parent body is not meeting prior to the next election then Standing Order 3.15.~~23~~ shall apply.

~~3.15.~~**3.15.2 Minutes of last meeting before election**

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

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

4. PUBLIC INPUT AT MEETINGS TE WHAI WĀHI A TE TŪMATANUI KI NGĀ HUI

4.1 PUBLIC FORUM

4.1.1 Public input

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

- Public participation
- Petitions.

The term “public input” does not include any participation by members of the public in a hearing process.

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

4.1.2 No public input in certain circumstances

Public input is not permitted in any of the following circumstances:

- i) ~~any hearing, including the hearing of submissions where the Council, committee or subcommittee is sitting in a quasi-judicial capacity in relation to any matter of the Council that is currently open to public consultation, or for which public consultation has closed and a decision on the matter has yet to be made,~~ or
- ii) in relation to a current formal tender process being undertaken by or for the Council, or
- iii) at the first meeting of the Council following its election, ~~or~~
- iv) ~~in relation to matters that relate to legal proceedings in which the Council, or a council organisation of the Council is a party.~~

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

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

- i) minutes being presented to a meeting for authentication, or
- ii) reports on business conducted at concluded committee meetings, ~~—which are for information only,—~~ or

4.1.4 Request to provide public input

If a member of the public wishes to speak in the public input section of a meeting, they must make a request to do so to the Chief Executive (or their

delegate) by 12.00pm (midday) on the working day prior to the meeting. The relevant Chairperson may waive this requirement as they see fit.

Each request should briefly set out who is making the request, the matters the speaker will address, the relevant meeting agenda item (if appropriate), and the name of the person(s) who will speak and their contact details.

If the requestor wishes to provide their public input remotely, they must advise that in their request – refer Standing Order 4.1.9.

4.1.5 Decisions on requests

The ~~relevant~~ Chairperson may, at their discretion, decline a request under Standing Order 4.1.4, where the Chairperson considers that the speaker is likely:

- i) to provide public input that is not permitted under Standing Orders 4.1.2 or 4.1.3, or
- ii) to breach any of the requirements for public participation under Standing Order 4.2, or
- iii) to breach any of the requirements for petitions under Standing Order 4.3.
- iv) to be disrespectful of others (including officers), offensive in their language, or to make statements with malice.

4.1.6 Termination of presentation

The ~~relevant~~ Chairperson may, at their discretion, terminate a presentation during public input at any time for any of the reasons that the Chairperson may decline a request under 4.1.5.

4.1.7 The use of datashow equipment to support public input

No datashow presentation shall be allowed unless an electronic copy of that presentation has been received by the Chief Executive (or their delegate) by 12.00pm (midday) on the working day prior to the Council or committee meeting. Any datashow presentation must be provided as a single electronic document.

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

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

that, where practicable, a written translation of any speech or document presented is provided to members following the meeting.

4.1.9 Public input given remotely

Subject to notice being provided in accordance with Standing Order 4.1.4, a person (including a group) may provide their public input by audio or audio-visual connection, subject to the facilities at the meeting venue being available and suitable for that purpose, and subject to the link's quality being suitable.

4.1.10 Questions of speakers during public input

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

4.1.11 No questions of officers during public input

Neither members nor persons speaking in public input may ask questions of officers during the period reserved for public input. However, an officer may, with the agreement of the Chairperson, provide information to the meeting on a matter raised in public input.

4.2 PUBLIC PARTICIPATION

4.2.1 Public participation at commencement of meeting

Public participation will take place immediately following the commencement of meetings.

Each speaker (including a group) during the public participation section of a meeting may speak for up to five minutes during the public participation section of a meeting. Following this, there will be up to five minutes of time per speaker for members to ask questions of the speaker. Where a group or organisation is represented by more than one speaker the speakers will collectively have up to five minutes to present, and a further five minutes for questions from members.

Where the ~~C~~hairperson considers it necessary to limit the time available for public participation to enable the efficient conduct of the meeting, the ~~C~~hairperson may, at their discretion, restrict the speaking and question time for all speakers.

The ~~C~~hairperson may, at their discretion, extend the speaking time or question time for any speaker, provided that this will not prejudice the time available to other speakers.

4.2.2 Public participation to directly relate to items on the agenda for Council meetings, and meetings of joint committees for which Greater Wellington is the administering authority

~~Subject to Standing Order 4.1.3 p~~Public participation at Council meetings and meetings of joint committees for which Greater Wellington is the administering authority is to be confined to those items listed on the agenda provided the matter is not sub-judice.

[The joint committees administered by Greater Wellington are the Civil Defence Emergency Management Group joint committee, and the Wellington Regional Leadership Committee.]

4.2.3 Public ~~p~~Participation at Committee meetings

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

4.2.4 Public participation where presented by members

Any member who presents on behalf of a person (including a group) is to confine themselves to reading the statement of that person or group.

4.3 PETITIONS

4.3.1 Form of petitions

Every petition presented to the Council or to any of its committees, must comprise fewer than 150 words (not including signatories) and not be disrespectful, use offensive language or include statements made with malice.

[See Standing Order 2.1~~43~~.2 regarding qualified privilege.]

4.3.2 Petition where presented by members

Any member who presents a petition on behalf of the petitioners, is to confine themselves to reading the petition, the statement of the petitioner, and stating the number of signatures attached to it.

4.3.3 Petition where presented by petitioner

Where a petitioner presents a petition, unless the Council or the committee determines otherwise, a limit of five minutes is placed on that person.

[See Standing Orders 2.1~~43~~.2 and 2.1~~43~~.3 regarding qualified privilege.]

~~**APPENDIX A: Guidelines on remote participation approval process**A member should advise the relevant chairperson of their request to participate remotely at least 24 hours before the start of the meeting. The request should state why physical attendance is unreasonably difficult.~~

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

~~Personal or dependent illness~~

~~Personal disability~~

~~Emergency (it is acknowledged that an emergency may occur on the day of the meeting)~~

~~Geographic distance.~~

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

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

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

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

APPENDIX AB: Grounds to exclude public from meetings

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

AB1 That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where such disclosure would be likely:

- ~~(a)~~ (a) to prejudice the security or defence of New Zealand or the international relations of the Government of New Zealand; or
- ~~(b)~~ to prejudice the entrusting of information to the Government of New Zealand on a basis of confidence by—
 - ~~i)~~ the Government of another country or an agency of that Government; or
 - ~~ii)~~ any international organisation (as defined in [section 2\(1\) of the Official Information Act 1982](#)); or
- ~~(c)~~ to prejudice the maintenance of the law, including the prevention, investigation, and detection of offences, and the right to a fair trial; or
- ~~(d)~~ ~~(b)~~ to endanger the safety of any person.

AB2 That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information where the withholding of the information is necessary to:

- (a) protect the privacy of natural persons, including that of deceased natural persons; or
- (b) protect information where the making available of the information:
 - (i) would disclose a trade secret, or
 - (ii) would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information; or
- ~~(bae)~~ in the case only of an application for a resource consent, or water conservation order, or a requirement for a designation or heritage order, under the Resource Management Act 1991, to avoid serious offence to tikanga Maori, or to avoid the disclosure of the location of waahi tapu; or
- ~~(cef)~~ protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information:
 - (i) would be likely to prejudice the supply of similar information, or information from the same source, and it is in the public interest that such information should continue to be supplied, or
 - (ii) would be likely otherwise to damage the public interest; or
- ~~(de)~~ avoid prejudice to measures protecting the health or safety of members of the public; or
- ~~(ef)~~ avoid prejudice to measures that prevent or mitigate material loss to members of the public; or
- ~~(fg)~~ maintain the effective conduct of public affairs through the protection of such members, officers, employees, and persons from improper pressure or harassment; or
- ~~(gh)~~ maintain legal professional privilege; or

~~(Section continues over page)~~

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

Provided that where ~~AB2~~ of this Appendix applies the public may be excluded, unless, in the circumstances of the particular case, the exclusion of the public is outweighed by other considerations which render it desirable, in the public interest, that the public not be excluded.

~~AB3~~ That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information, the public disclosure of which would:

- (a) be contrary to the provisions of a specified enactment; or
- (b) constitute contempt of Court or of the House of Representatives.

~~AB4~~ That the purpose of the whole or the relevant part of the proceedings of the meeting is to consider a recommendation made to the local authority by an Ombudsman under section 30(1) or section 38(3) of the Local Government Official Information and Meetings Act 1987 (in the case of a local authority named or specified in the ~~First~~ Schedule ~~1~~ to ~~this that~~ Act).

~~AB5~~ That the exclusion of the public from the whole or the relevant part of the proceedings of the meeting is necessary to enable the local authority to deliberate in private on its decision or recommendation in:

- (a) Any proceedings before a local authority where:
 - (i) A right of appeal lies to any Court or Tribunal against the final decision of the local authority in those proceedings, or
 - (ii) The local authority is required, by any enactment, to make a recommendation in respect of the matter that is the subject of those proceedings.

APPENDIX **BG**: Example resolution to exclude the public

Exclusion of the Public

Report xx.xxx

That the Council

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

1. *Proposed property purchases – Upper Hutt*

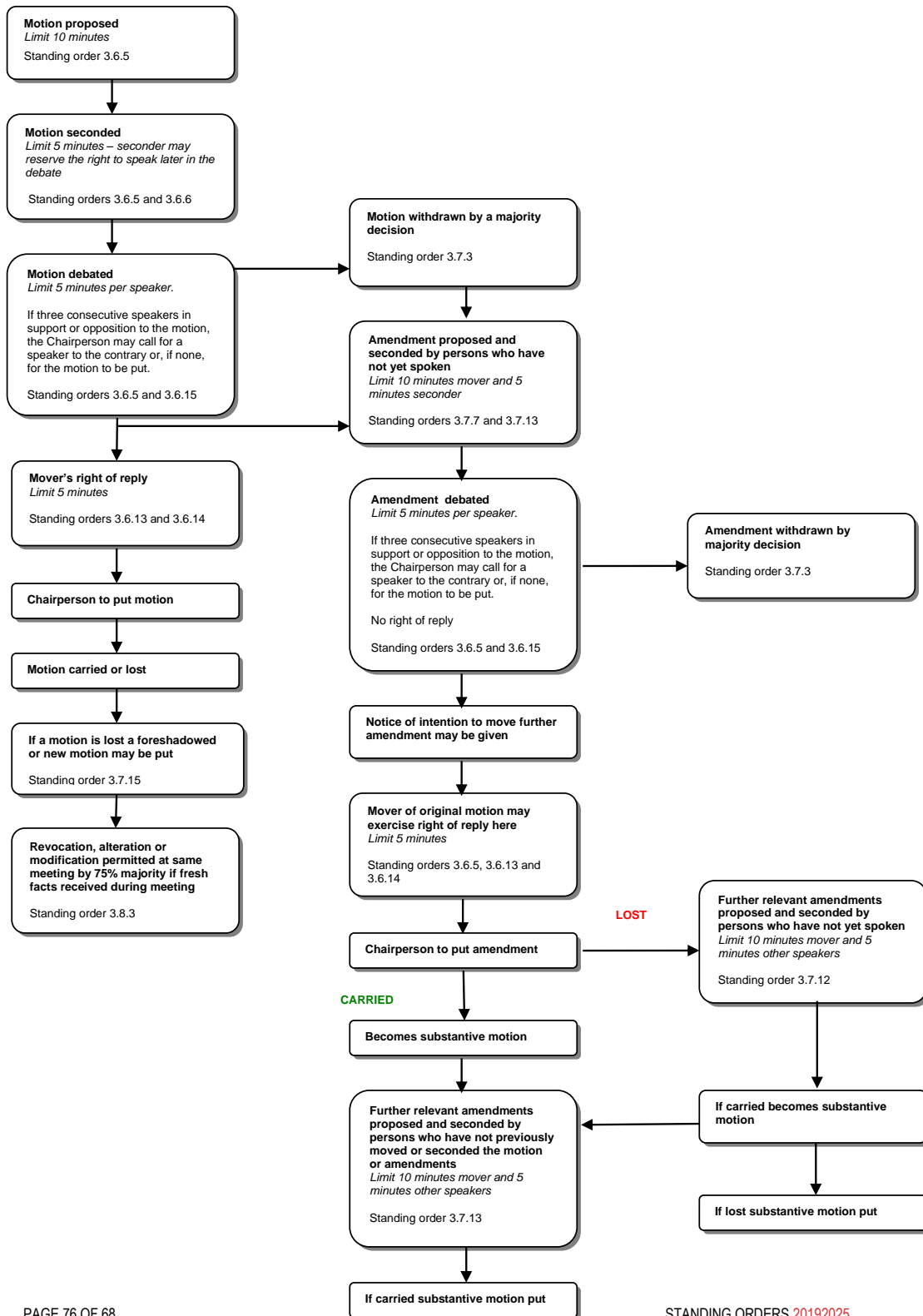
The general subject of each matter to be considered while the public is excluded, the reasons for passing this resolution in relation to each matter and the specific grounds under section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as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

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

<ol style="list-style-type: none"> 1. <i>Proposed property purchases – Upper Hutt</i> 	<p><i>The information contained in this report relates to land purchase agreements. The agreements are not unconditional. The report outlines terms of the proposed purchases which may still be negotiated. Having this part of the meeting open to the public would disadvantage GWRC if further negotiations were to take place as it would reveal GWRC's negotiation strategy. GWRC has not been able to identify a public interest favouring disclosure of this particular information in public proceedings of the meeting that would override this prejudice.</i></p>	<p><i>That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist under section 7(2)(i) of the Local Government Official Information and Meetings Act 1987 (i.e. to enable GWRC to carry out, without prejudice or disadvantage, negotiations).</i></p>
--	--	--

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

APPENDIX **CD**: Flow chart of motions and amendments



APPENDIX DE: List of procedural motions

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

Attachment 2 to Report 24.596

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

Council
5 December 2024
Report 24.664



For Decision

PATRON OF THE WELLINGTON TRAMWAY MUSEUM INCORPORATED

Te take mō te pūrongo

Purpose

1. For the Council to consider an appointment from the Wellington Museum Incorporated for the Council Chair to be a patron of the incorporated body.

He tūtohu

Recommendation

That Council ***either declines or accepts*** the appointment from the Wellington Tramway Museum Incorporated for the Council Chair to be a patron of the incorporated body.

Te tāhū kōrero

Background

2. Wellington Tramway Museum Incorporated was incorporated in 1964 as a non-profit organisation to preserve tramcars and other items of tramway interest, to establish and operate a working tramcar museum and to foster an interest in the heritage of the trams that formerly operated on the streets of Wellington City.
3. Since 1965 Wellington Tramway Museum Incorporated has occupied land at Queen Elizabeth Park under deed and lease arrangements for the operation of their museum and tramway.
4. At the 2024 Annual General Meeting of Wellington Tramway Museum Incorporated, the body's members voted to appoint the Chair of Greater Wellington Regional Council as a joint patron for the museum, along with the Mayor of Kapiti Coast District Council.
5. In making their resolution, the members considered that that the patron position better reflects the museum's alignment with the Council's public passenger transport portfolio.

Te tātaritanga

Analysis

6. Queen Elizabeth Park is classified as a Recreation Reserve under the Reserves Act 1977 and is Crown land, controlled and managed by Greater Wellington Regional Council (Greater Wellington).
7. As the body responsible for the management and control of land at Queen Elizabeth Park, Greater Wellington is responsible for the concession and lease arrangements with the Wellington Tramway Museum Incorporated under section 59A of the Reserves Act 1977, and under Part 3B of the Conservation Act 1987 (through powers delegated by the Minister of Conservation).
8. On 19 August 2021 (Report 21.317 – Wellington Tramway Museum) the Council authorised the granting of a concession in the form of a 30-year lease of land at Queen Elizabeth Park to Wellington Tramway Museum. Should any significant issues arise regarding the performance of the lease during the current lease period then the Council may be required to consider relevant matters and make decisions. Also, the Council would be required to make the decision on any future lease application made by Wellington Tramway Museum Incorporated.
9. The appointment made by the Wellington Tramway Museum Incorporated for the Council Chair to be a patron of the incorporated body is a matter that requires consideration and decision by Council. A key consideration for the Council is whether the accepting of an external patron appointment for any Council position would create, or potentially create a conflict of interest for that position-holder in respect of any matters relating to that body being addressed by the Council or its committees.
10. No Council positions are currently appointed as patrons of external organisations. As a matter of good practice, the Council should consider each external patronage request to determine whether such an external appointment would have the reasonable potential to compromise the ability of any Council position-holder appointed as a patron of an external organisation to exercise their full role in Council decision-making due to a conflict of interest arising, or potentially arising, from their appointment as a patron.
11. The relevant considerations relating to conflicts of interest are the potential for there to be a conflict of roles, and the potential for bias in decision-making.
12. In terms of conflict of roles, while an appointment as a patron may be largely considered to be ceremonial or symbolic, patrons can often be called on to exert influence and act in the interest of the body to which they have been appointed as patron. This can give rise to the potential for bias in decision-making, and public concern about the role of the patron in Council decision-making.
13. It is a matter for the Council to determine whether the patron appointment should be accepted.

Nga kōwhiringa

Options

14. The Council has the option of either declining or accepting the offer from the Wellington Tramway Museum Incorporated for the Council Chair to be a patron of the incorporated body.

Ngā hua ahumoni

Financial implications

15. There are no financial implications associated with the matters raised in this report.

Ngā Take e hāngai ana te iwi Māori

Implications for Māori

16. There are no implications for Māori associated with the matters raised in this report.

Te huritao ki te huringa o te āhuarangi

Consideration of climate change

17. There are no climate change implications associated with the matters raised in this report.

Ngā tikanga whakatau

Decision-making process

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

Te hiranga

Significance

19. Officers have considered the significance of the matter, taking into account the Council's *Significance and Engagement Policy* and Greater Wellington's *Decision-making Guidelines*. Officers consider the matter to be of low significance.

Te whakatūtakitaki

Engagement

20. No external engagement is required.

Ngā tūāoma e whai ake nei

Next steps

22. Wellington Tramway Museum Incorporated will be advised of the Council's decision.

**Ngā kaiwaitohu
Signatories**

Writer	Francis Ryan, Kaiwhakahaere Mana Urungi, Manapori Head of Governance and Democracy
Approver	Luke Troy, Kaiwhakahaere Matua Rautaki Group Manager Strategy

He whakarāpopoto i ngā huritaonga Summary of considerations
<i>Fit with Council's roles or with Committee's terms of reference</i> It is a function of the Council to determine whether any Council position-holders should be appointed to roles in external organisations.
<i>Contribution to Annual Plan / Long Term Plan / Other key strategies and policies</i> The matters raised in this report do not contribute to the Annual Plan or to key strategies and policies.
<i>Internal consultation</i> The Environment Group has been consulted in the preparation of this report.
<i>Risks and impacts - legal / health and safety etc.</i> The acceptance of an offer of a patronage for an external organisation could give rise to legal and reputation risks if any conflicts of interest arising from the appointment are not appropriately managed.

Council
5 December 2024
Report 24.668



For Decision

APPOINTMENT TO THE REGIONAL TRANSPORT COMMITTEE

Te take mō te pūrongo

Purpose

1. To advise Council of a change in appointment to the Regional Transport Committee.

He tūtohu

Recommendations

That Council:

- 1 **Revokes** the appointment of Deputy Mayor Lawrence Kirby as alternate member for Kāpiti Coast District Council on the Regional Transport Committee.
- 2 **Appoints** Councillor Martin Halliday as alternate member for Kāpiti Coast District Council on the Regional Transport Committee.

Te horopaki

Context

2. The Terms of Reference for the Regional Transport Committee provide each territorial authority in the Wellington Region with a member and alternate.
3. Kāpiti Coast District Council has advised a change in its alternate member for the Regional Transport Committee, replacing Deputy Mayor Lawrence Kirby with Councillor Martin Halliday.

Te tātaritanga

Analysis

4. At its meeting on 29 February 2024 Kāpiti Coast District Council resolved that Councillor Martin Halliday replace Deputy Mayor Lawrence Kirby as its alternate member on the Regional Transport Committee. Greater Wellington has recently been informed of this change.
5. As the Regional Transport Committee is a Council committee, Council is required to make this appointment.

Ngā hua ahumoni
Financial implications

6. There are no financial implications arising from this report.

Ngā Take e hāngai ana te iwi Māori
Implications for Māori

7. There are no implications for Māori arising from this report.

Ngā tikanga whakatau
Decision-making process

8. The matters requiring decision in this report were considered by officers against the decision-making requirements of Part 6 of the Local Government Act 2001.

Te hiranga
Significance

9. Officers considered the significance (as defined by Part 6 of the Local Government Act 2001) of the matters for decision, taking into account Council's *Significance and Engagement Policy* and Greater Wellington's *Decision-making Guidelines*. Officers consider that these matters are of low significance due to their administrative nature.

Te whakatūtakitaki
Engagement

10. Due to the low significance of the decision, community engagement was not necessary.

Ngā tūāoma e whai ake nei
Next steps

11. Officers will advise Kāpiti Coast District Council of the appointment, and the appointed alternate member will receive notification of relevant scheduled meetings and workshops for the remainder of the 2022-25 triennium.

Ngā kaiwaitohu
Signatories

Writer	Francis Ryan – Kaiwhakahaere Mana Urungi, Manapori Head of Governance and Democracy
Approver	Luke Troy – Kaiwhakahaere Matua Rautaki Group Manager Strategy

He whakarāpopoto i ngā huritaonga Summary of considerations
<i>Fit with Council's roles or with Committee's terms of reference</i> Council is responsible for making appointments to its committees.
<i>Contribution to Annual Plan / Long Term Plan / Other key strategies and policies</i> Making the appointment of an alternate member will enable Kāpiti Coast District Council to be represented at Committee meetings and workshops, should the appointed member not be able to attend.
<i>Internal consultation</i> No internal consultation was needed on this report.
<i>Risks and impacts - legal / health and safety etc.</i> There are no known risks or impacts in making the proposed appointment.

Council
5 December 2024
Report 24.662



For Decision

STATEMENTS OF EXPECTATIONS FOR COUNCIL CONTROLLED ORGANISATIONS 2025/26

Te take mō te pūrongo

Purpose

1. To advise Council of the key themes in the Statements of Expectations for various Council Controlled Organisations for the 2025/26 financial year.

He tūtohu

Recommendations

That Council:

- 1 **Approves** the key themes for the Statements of Expectations (Attachment 1), for the following Council Controlled Organisations:
 - a. WRC Holdings Limited
 - b. Wellington Regional Stadium Trust
 - c. Wellington Regional Economic Development Agency
- 2 **Delegates** to the Council Chair authority to sign off the final Statements of Expectation for delivery to each Council Organisation.

Te tāhū kōrero

Background

2. Council has a number of Council Controlled Organisations¹ (CCOs) which operate under a variety of statutory and legal frameworks. Council has less input or influence over some of these CCOs. The CCOs² covered are:
 - a WRC Holdings Limited (Group includes Greater Wellington Rail Limited and CentrePort Limited) (WRCHL)

¹ Council Controlled Organisations is used as an umbrella term for the purpose of this report to include Council Controlled Organisations, Council Controlled Trading Organisations and other Council Organisations.

² An outline of what each of the CCOs do and their ownership is found here: [Greater Wellington Regional Council – Council-Controlled Organisations \(gw.govt.nz\)](https://www.gw.govt.nz/council-controlled-organisations)

- b Wellington Regional Stadium Trust³ (WRST)
- c Wellington Regional Economic Development Agency (WellingtonNZ)

Statements of Expectations

3. For CCOs covered by the Local Government Act (WRCHL and WellingtonNZ), the shareholders are able to issue a Statement of Expectations (SOE) under section 64B of the Local Government Act 2002 (LGA).
4. While the SOE may cover relationship and reporting matters, it can also provide an opportunity for shareholders to outline other expectations about the CCO services and its impact on the community. Any SOE must be published on the shareholders' website (section 64B(3)).

Statements of Intent

5. The SOE allows the shareholder to provide clarity and guidance as the CCO prepares its Statement of Intent (SOI). The LGA (section 64) requires every CCO to prepare and adopt a SOI. The SOI (section 64(2)) provides an opportunity to:
 - a state publicly the activities and intentions of the council-controlled organisation for the year and the objectives to which those activities will contribute;
 - b provide an opportunity for shareholders to influence the direction of the organisation; and
 - c provide a basis for the accountability of the directors to their shareholders for the performance of the organisation.
6. To allow Shareholder input, Schedule 8, Part 1 of the LGA requires each CCO to produce a draft SOI by 1 March of the year preceding the start of the financial year to which the SOI relates. Shareholders can then provide comment before 1 May to the CCO before the final SOI is presented back to the shareholders prior to the commencement of the relevant financial year. This process is outlined in simple terms in the diagram below:



7. The Wellington Regional Stadium Trust (WRST) is not covered by the LGA provisions. The establishment Funding Deed (January 1998) requires the WRST to provide a draft Statement of Trustee Intent by 1 April each year, to be finalised by 30 June (Section 10). The deed also allows for the settlor Councils (Greater

³ The Wellington Regional Stadium Trust was established under the the Wellington Regional Council (Stadium Empowering) Act 1996. It is a self-contained statutory body. While it is not a CCO it is treated consistently with organisations that are CCOs.

Wellington Regional Council and Wellington City Council) to provide advice on governance issues they wish the Statement of Trustees Intent to address. For ease, the settlor councils have mirrored the LGA timeframes in addressing this process.

Enduring expectations in SOEs

8. This report seeks approval for the key themes to be submitted as part of the SOE process. There are some overarching principles that apply across all of the CCOs. Enduring expectations for CCOs include:
- a meeting best practice governance standards, with board performance reviews and a review of their Board skills matrix both being undertaken on a regular basis
 - b ongoing legislative compliance, with a strong focus on health and safety
 - c following robust processes at a governance level to identify and manage risks and report these to the shareholder
 - d strategic alignment to the four focus areas in Council's Long Term Plan (LTP) 2024-34 strategic framework:
 - active partnerships with mana whenua and improved outcomes for Māori
 - leading action for climate resilience and emissions reduction
 - holistic approaches to deliver improved outcomes for te taiao
 - improved access to services and equitable outcomes for communities.
 - e recognising Greater Wellington's Te Tiriti o Waitangi obligations and giving effect to Te Whāriki (Greater Wellington's Māori Outcomes Framework) by proactively engaging mana whenua in decision making and incorporating te ao Māori and mātauranga Māori perspectives, so we can achieve the best outcomes for Māori across all aspects of our region
 - f reflecting Council's expectations that CCOs pay the Living Wage and mitigate the risk of modern slavery in their commercial activities
 - g that CCOs will operate under a "no surprises" basis, with their Boards aware of the implications of their decisions across other areas of Council activity and engaging with the shareholder at an early stage on any strategic initiatives.

Specific expectations for the 2025/26 year

9. The key themes for each CCO listed below are the specific themes identified for the 2025/26 year. A table summary of the key themes is included as [Attachment 1](#).
10. The report also seeks to delegate to the Council Chair final sign off and communication of these themes to the relevant CCO before the end of December 2024.

Te tātaritanga Analysis

Key themes - WRC Holdings Limited (WRCHL)

11. Greater Wellington Regional Council (Council) is the sole shareholder (i.e. owns 100%) of WRCHL, which in turn owns 100 per cent of Greater Wellington Rail Limited (GWRL) and 76.92% of CentrePort Limited⁴.
12. Council, as shareholder of WRC Holdings, considers CentrePort to be a strategic asset and a long-term investment. Council has budgeted for a continued revenue stream from dividend payments and these need to continue to be factored into the SOI. WRCHL should continue to work with its subsidiaries to see how it can increase its level of profitability and dividend stream.
13. By the end of the 2025/26 year, Council would like to see WRCHL develop and finalise a new Investment Strategy to maximise returns to Council and ensure that potential opportunities are maximised for the benefit of the Wellington region. Part of this strategy may include exploring the potential acquisition of Horizons Regional Council's minority shareholding in CentrePort. Any proposed acquisition would be subject to rigorous assessment, including consideration of pricing, alignment with WRCHL's Investment Strategy, and approval from Council.
14. WRCHL and GWRL are expected to:
 - a) Maintain oversight of potential additions to the GWRL asset portfolio outlined in the Strategic Public Transport Asset Control Strategy, including new rail rolling stock, supporting Lower North Island Rail Integrated Mobility project infrastructure and strategic bus assets.
 - b) Continue monitoring risks associated with the rail network to GWRL's rail assets, acknowledging their critical role in CentrePort operations and Metlink rail services.
15. In line with other CCOs, WRCHL moves from quarterly to six-monthly reporting. WRCHL should continue its proactive approach to updating Council on emerging strategic challenges and opportunities, and the highlighting of any matters requiring Council attention in keeping with the 'no surprises' policy.
16. Council expects WRCHL to maintain awareness of, and seek assurance that critical health and safety risks for GWRL and CentrePort are appropriately managed. Health and safety should remain a priority in WRCHL's work programme, reflecting the Council's commitment to a safe and resilient community.
17. Council expects WRCHL to support its commitment to accreditation as a Living Wage Employer by encouraging CentrePort to also become Living Wage accredited in due course.
18. Where appropriate, WRCHL should look to support Council's regional projects, including the implementation of the Regional Economic Development Plan.

⁴ The SOE issued by Council to WRCHL covers both WRCHL and Greater Wellington Rail Limited. WRCHL then issues a separate SOE directly to CentrePort Limited.

19. Council is supportive of the development of a specific cruise strategy by WellingtonNZ to promote the Wellington region as a premier cruise destination. Council asks that WRCHL support the efforts of CentrePort to continue to work with WellingtonNZ and other stakeholders on this strategy and to consider how greater levels of certainty can be provided to the cruise sector.
20. WRCHL continues to emphasise the importance of emissions reduction planning and reporting to its subsidiaries, including the continued exploration of shore power and biofuel options by CentrePort. Shore power and biofuel opportunities will make the Wellington region a more appealing destination for cruise ships and other vessels, helping them to minimise emissions during visits, which in turn supports the continuing emphasis on emissions reduction.

Key themes - WellingtonNZ

21. WellingtonNZ is jointly owned by Wellington City Council (80% shareholding) and Greater Wellington Regional Council (20% shareholding). Greater Wellington Regional Council (Council) has significant interest in the governance of WellingtonNZ and ensuring it meets both its regional and local commitments.
22. WellingtonNZ is expected to continue to lead the implementation of the initiatives in the REDP, to ensure integration and coordination across multiple delivery agencies, and to provide regular updates to Council on progress.
23. Council is committed to the delivery of Te Matarau a Māui as the region's strategy for Māori economic development. The SOE will reflect this commitment and require WellingtonNZ to continue to support the implementation of Te Upoko o Te Ika a Māui Commitment as a procurement tool for building social and economic prosperity across the region.
24. WellingtonNZ is expected to take account of the current economic situation and be proactive about identifying opportunities to strengthen and lift regional performance. This includes working closely with the Wellington Regional Leadership Committee on identifying opportunities for regional investment (for example, a Regional Deal).
25. Council expects WellingtonNZ to take a leading role in promoting industrial land opportunities.
26. Council expects WellingtonNZ to collaborate with CentrePort and others to develop a specific cruise strategy, with the aim of positioning the Wellington region as a premier cruise destination, while also aligning with initiatives to reduce environmental impacts and ensuring the region's long-term viability as a sustainable and vibrant destination for cruise passengers.
27. WellingtonNZ should also encourage the use of public transport in its destination advertising and promotions.
28. The SOE for WellingtonNZ will be sent jointly, combining the expectations highlighted from both Council shareholders, to provide cohesive communication to WellingtonNZ.

Key themes - Wellington Regional Stadium Trust (WRST)

29. Council expects WRST to take the lead in shaping the medium to long-term strategy for asset management, future planning and investments, and a more sustainable funding model. Settlor councils should be engaged on these areas ahead of the development of the 2027-37 Long Term Plan (LTP).
30. Council also expects that WRST will take a collaborative approach with settlor councils when looking at longer term stadium options.
31. Council expects WRST to deliver a strong programme of major events which provide economic benefits to the city and region.
32. WRST is expected to continue to contribute to emissions reduction goals, including reporting on stadium waste emissions.
33. WRST will work with Council to improve connectivity with the public transport network and support efforts to strengthen public transport services for stadium events.
34. The SOE for WRST will be sent jointly, combining the expectations highlighted from both settlor councils, to provide cohesive communication to WRST.

Ngā hua ahumoni

Financial implications

35. There are no financial implications to this report.

Ngā Take e hāngai ana te iwi Māori

Implications for Māori

36. It is an enduring expectation that CCOs maintain an ongoing alignment to the Council's strategic direction, including:
 - a Council's Long Term Plan (LTP) 2024-34 focus area of: *Active partnerships with mana whenua and improved outcomes for Māori*
 - b Greater Wellington's recognition of its Te Tiriti o Waitangi obligations to mana whenua partners and Māori living in our region
 - c Greater Wellington's [Te Whāriki](#) (the Māori Outcomes Framework), which looks to proactively engage mana whenua in decision making, and incorporate te ao Māori and mātauranga Māori perspectives, so we can achieve the best outcomes for Māori across all aspects of our region.
37. There is also an enduring expectation that each CCO will undertake regular board performance reviews, with the reviews including how te ao Māori is considered in Board decision-making. A review of the board skills matrix is also requested regularly, with te ao Māori included on the skills matrix.

Ngā tikanga whakatau
Decision-making process

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

Te hiranga
Significance

39. Officers considered the significance of the matter, taking into account Council's Significance and Engagement Policy and Greater Wellington's Decision-making guidelines. Officers recommend that the matter is of low significance due to its administrative nature.

Te whakatūtakitaki
Engagement

40. Given the low significance of this matter, no engagement was undertaken.

Ngā tūāoma e whai ake nei
Next steps

41. The key themes will be communicated in letters outlining the Statement of Expectations to each CCO.

42. The letters will be drafted for the Chair to send before 13 December 2024.

Ngā āpitihanga
Attachment

Number	Title
1	Statements of Expectations – key themes

Ngā kaiwaitohu
Signatories

Writer	Jan de Bruin - Kaitohutohu Matua Senior Advisor, Company Portfolio and Economic Development
Approver	Sarah Allen – Kaiwhakahaere Matua Head of Company Portfolio and Economic Development Luke Troy – Kaiwhakahaere Matua, Rautaki Group Manager, Strategy

He whakarāpopoto i ngā huritaonga Summary of considerations
<i>Fit with Council's roles or with Committee's terms of reference</i> Council as shareholder is responsible for identifying content for the Statements of Expectations.
<i>Contribution to Annual Plan / Long Term Plan / Other key strategies and policies</i> CCOs can contribute to delivery of the Council's strategic objectives.
<i>Internal consultation</i> Input and feedback has been sought from across the organisation.
<i>Risks and impacts - legal / health and safety etc.</i> No risks have been identified.

Statements of Expectations – key themes

Council Controlled Organisation	Enduring expectations (across all organisations)	Governance	Financial performance	Asset management	Alignment with LTP 2024-2034			
					Climate resilience and emissions reduction	Mana whenua and Māori	Improved outcomes for Te Taiao	Access to Services and Equitable Outcomes
WRC Holdings Group	<ul style="list-style-type: none"> Best practice governance standards Board performance reviews undertaken on a regular basis and provided to Council/s Strategic alignment with shareholder, in particular Council's LTP 2024-34 strategic framework, recognising our Te Tiriti o Waitangi obligations and giving effect to Te Whāriki (Greater Wellington's Māori Outcomes Framework) 	<ul style="list-style-type: none"> Board continues proactive Health & Safety approach for both Rail and the Port and understanding/managing of key risks Support Council's commitment to its accreditation as a Living Wage (LW) Employer through Living Wage Aotearoa's accreditation programme by encouraging CentrePort to also become LW accredited In line with other Council Controlled Organisations (CCOs), WRC Holdings moves from quarterly to six-monthly reporting Where appropriate, support Council's regional projects, including the implementation of the Regional Economic Development Plan (REDP) Support the efforts of CentrePort to continue to work with other stakeholders on the development of a 	<ul style="list-style-type: none"> Council, as shareholder of WRC Holdings, considers CentrePort to be a strategic asset and a long-term investment. WRCHL should continue to work with its subsidiaries to see how it can increase its level of profitability and dividend stream To develop a new Investment Strategy maximising returns to Council and potential opportunities for the Wellington Region. The strategy may include exploring the acquisition of Horizons Regional Council's minority shareholding in CentrePort. Any proposed acquisition should be subject to rigorous assessment, including consideration of pricing, alignment with WRCHL's Investment Strategy, and approval from Council. 	<ul style="list-style-type: none"> Maintain oversight and awareness of potential additions to the asset portfolio signalled in the Strategic Public Transport Asset Control Strategy, including new rail rolling stock, supporting Lower North Island Rail Integrated Mobility project infrastructure and strategic bus assets Maintain oversight and awareness of the risks associated with the rail network assets, recognising their vital importance to CentrePort and Metlink 	<ul style="list-style-type: none"> Board continues to emphasise the importance of emissions reduction planning and reporting to its subsidiaries Encouraging CentrePort to continue to explore options for shore power and biofuels Encouraged by the Enduring Expectation LTP focus area of: <i>Leading action for climate resilience and emissions reduction</i> 	<ul style="list-style-type: none"> Board performance reviews to include how te ao Māori considered in Board decision-making Board skills matrix includes te ao Māori Generally encouraged by the Enduring Expectation (EE) LTP focus area of: <i>Active partnerships with mana whenua and improved outcomes for Māori</i>. Plus the EE of recognising our Te Tiriti o Waitangi obligations and giving effect to Te Whāriki 	<ul style="list-style-type: none"> Generally encouraged by the Enduring Expectation (EE) LTP focus area of: <i>Holistic approaches to deliver improved outcomes for te taiao</i>. Plus the EE LTP Community Outcome of: <i>Thriving environment</i> 	<ul style="list-style-type: none"> Generally encouraged by the Enduring Expectation LTP focus area of: <i>Improved access to services and equitable outcomes for communities</i>

Council Controlled Organisation	Enduring expectations (across all organisations)	Governance	Financial performance	Asset management	Alignment with LTP 2024-2034			
					Climate resilience and emissions reduction	Mana whenua and Māori	Improved outcomes for Te Taiao	Access to Services and Equitable Outcomes
		specific cruise strategy for the Wellington region and to consider how greater levels of certainty can be provided to the cruise sector.						
WellingtonNZ	<ul style="list-style-type: none"> Maintain its commitment to paying the Living Wage and mitigating the risk of modern slavery No Surprises and regular reporting on performance and future opportunities/ issues to Council/s Boards remain aware of, and compliant, with all key legislation, including Health & Safety obligations 	<ul style="list-style-type: none"> Continued collaboration with the Wellington Regional Leadership Committee to identify regional investment opportunities, such as advancing a regional deal Continue to lead on the REDP, ensuring integration and coordination across multiple delivery agencies Take a lead role in the promotion of industrial land opportunities Collaborate with CentrePort and others to develop a specific cruise strategy promoting the region, while aligning with initiatives to reduce environmental impacts, ensuring the region's long-term viability as a sustainable cruise destination 	<ul style="list-style-type: none"> Continue to leverage opportunities that promote economic growth. 	<ul style="list-style-type: none"> Asset management expectations for WellingtonNZ are set by Wellington City Council regarding its venues. 	<ul style="list-style-type: none"> Actively promote public transport within destination advertising Generally encouraged by the Enduring Expectation LTP focus area of: <i>Leading action for climate resilience and emissions reduction</i> 	<ul style="list-style-type: none"> Continue to support Te Matarau a Māui as the region's Māori economic development strategy and the delivery of initiatives contained in the strategy Continue to support the implementation of Te Upoko o Te Ika a Māui Commitment as a procurement tool for building social and economic prosperity across the region Board performance reviews to include how te ao Māori considered in Board decision-making Board skills matrix includes te ao Māori Generally encouraged by the Enduring Expectation (EE) LTP focus area of: <i>Active partnerships with mana whenua and improved outcomes for Māori</i>. Plus the EE of recognising our Te Tiriti 	<ul style="list-style-type: none"> Generally encouraged by the Enduring Expectation (EE) LTP focus area of: <i>Holistic approaches to deliver improved outcomes for te taiao</i>. Plus the EE LTP Community Outcome of: <i>Thriving environment</i> 	<ul style="list-style-type: none"> Generally encouraged by the Enduring Expectation (EE) LTP focus area of: <i>Improved access to services and equitable outcomes for communities</i>. Plus the EE LTP Community Outcome of: <i>Connected Communities</i>

Attachment 1 to Report 24.662

Council Controlled Organisation	Enduring expectations (across all organisations)	Governance	Financial performance	Asset management	Alignment with LTP 2024-2034			
					Climate resilience and emissions reduction	Mana whenua and Māori	Improved outcomes for Te Taiao	Access to Services and Equitable Outcomes
Wellington Regional Stadium Trust (WRST)	<ul style="list-style-type: none"> Risk management is reported to the shareholder on a regular basis 	<ul style="list-style-type: none"> WRST to lead the conversation with its settlor councils on the medium to longer-term future for WRST regarding a more sustainable funding model and consult with settlers on the outcomes of this work well in advance of the 2027-2037 LTP WRST to collaborate with settlor councils on potential longer-term stadium options. 	<ul style="list-style-type: none"> Continued strong focus on hosting major events that boost the city and regional economy, especially in the current economic climate, where large stadium events will significantly support local businesses 	<ul style="list-style-type: none"> WRST to lead the conversation with its settlor councils on the medium to longer-term future for WRST regarding asset management, future planning and investments, and consult with settlers on the outcomes of this work well in advance of the 2027-2037 LTP 	<ul style="list-style-type: none"> WRST supports emissions reduction targets, supplies data on Stadium waste emissions, and will create emission reduction plans aligned with GWRC's updated Emissions Management Reduction Plan Work with Council on ways to improve connectivity with public transport (PT), and ways to improve PT to events Generally encouraged by the Enduring Expectation LTP focus area of: <i>Leading action for climate resilience and emissions reduction</i> 	<ul style="list-style-type: none"> o Waitangi obligations and giving effect to Te Whāriki Board performance reviews to include how te ao Māori considered in Board decision-making Board skills matrix includes te ao Māori Generally encouraged by the Enduring Expectation (EE) LTP focus area of: <i>Active partnerships with mana whenua and improved outcomes for Māori</i>. Plus the EE of recognising our Te Tiriti o Waitangi obligations and giving effect to Te Whāriki 	<ul style="list-style-type: none"> Generally encouraged by the Enduring Expectation (EE) LTP focus area of: <i>Holistic approaches to deliver improved outcomes for te taiao</i>. Plus the EE LTP Community Outcome of: <i>Thriving environment</i> 	<ul style="list-style-type: none"> Generally encouraged by the Enduring Expectation (EE) LTP focus area of: <i>Improved access to services and equitable outcomes for communities</i>. Plus the EE LTP Community Outcome of: <i>Connected Communities</i>

Council
5 December 2024
Report 24.665



For Decision

WRC HOLDINGS – CHAIR REMUNERATION

Te take mō te pūrongo

Purpose

1. To seek Council’s agreement to authorise a change in the remuneration of the Chair of WRC Holdings Limited (“WRCHL”).

He tūtohu

Recommendations

That Council:

- 1 **Notes** that the Chair of WRCHL is remunerated in accordance with Council’s Policy on the Appointment and Remuneration of Directors of Council Organisations, adopted on 30 March 2023 (“the Policy”).
- 2 **Notes** the recent changes to Councillor remuneration and, as a consequence, changes to the remuneration entitlement of the Chair of WRCHL, as a result of the Local Government Members (2024/25) Determination 2024 (“the Determination”).
- 3 **Resolves** to pass a special resolution as shareholder of WRCHL, by way of written resolutions contained in Attachment 1 – Shareholder Resolutions, to:
 - a authorise the remuneration of the Chair of WRCHL at \$17,863 per annum, effective from 1 July 2024; and
 - b authorise the remuneration of the Chair of WRCHL for all subsequent years commencing on and after 1 July 2025 at the relevant rate prevailing at the time that payment is made, being the difference between the highest tier of annual remuneration of a Chair of a Committee established by the Council (other than the Council Chairperson and Deputy Chairperson) and the annual remuneration of a Councillor with no additional responsibilities, as set out in the applicable Local Government Members Determination.
- 4 **Authorises** the Council Chair to sign the resolution and consent of the sole shareholder and agreement of entitled person of WRCHL (Attachment 1 – Shareholder Resolutions).

Te tāhū kōrero

Background

Remuneration of the Chair of WRC Holdings Limited (WRCHL)

2. The Policy sets out that Council's elected members are not eligible to receive remuneration for any directorships they hold for Council Organisations (paragraph 12 of the Policy). The Policy provides an exception to this if the Chair of WRCHL is a Council elected member. In that case, the Chair of WRCHL is eligible to receive a director fee which, when combined with their Councillor remuneration, would bring their total remuneration to the same as the highest tier of Council Committee Chair remuneration, currently (for example) the remuneration of the Chair of the Environment Committee and Climate Committee as set out in the Determination. This appropriately reflects additional time commitments and workload associated with the company Chair role. The director fee is paid from the budget allocation for WRCHL.

Changes to Councillor remuneration as a result of Local Government Members (2024/25) Determination

3. The Determination provided for an increase in remuneration of 3.7% to all local authority elected members. This change by the Remuneration Authority came into effect from 1 July 2024.
4. Following that change, and in accordance with the Policy, the director fee for the WRCHL Chair paid from the WRCHL budget for 2024/25 would also change to \$17,863 (a slight increase from the previous director fee of \$17,225 for the 2023/24 year). Further slight increases are expected in subsequent years, as a result of the promulgation of future Local Government Members Determinations.

Te tātaritanga

Analysis

5. In accordance with the Policy, the Chair of WRCHL is eligible to receive a director fee (as described above).
6. Remuneration is paid by WRCHL. As shareholder of WRCHL, the Council may (in accordance with clause 40 of the WRCHL Constitution) authorise the remuneration of directors by special resolution.
7. Section 161 of the Companies Act 1993 sets out the usual process by which director remuneration is approved by the board. As the director remuneration is being approved by the Council as shareholder of WRCHL (in accordance with clause 40.1 of the Constitution) rather than the WRCHL board, the Council (as the sole "entitled person" of WRCHL under the Companies Act 1993) must also agree to the remuneration being provided otherwise than in accordance with section 161 for the purposes of section 107(1) of the Companies Act 1993.
8. If the Council does not authorise a change in the WRCHL Chair's remuneration it will remain at its present level (\$17,225). In terms of the option of leaving the remuneration at this level, this is not seen as appropriate in light of the process for

determining the remuneration of the WRCHL Chair set out in the Policy. In future years, the same need for a change in remuneration will arise, and it would be inefficient to seek Council approval for what is likely to be a minor adjustment each year.

Ngā hua ahumoni

Financial implications

9. The current 2023/2024 director fee for the WRCHL Chair is \$17,725 per annum. This amount ensures that the total remuneration for the Chair of WRCHL is consistent with the highest tier of remuneration for the chairs of Council Committees. As a result of the Determination, this cost has increased to \$17,863. It will continue to be met from the WRCHL budget. There will be similar financial implications in future years. This remuneration is separate to, and does not affect, the governance remuneration pool for Councillors set by the Remuneration Authority.
10. There are no other financial implications arising from this report.

Risk implications

11. There are no risks identified as arising from the matters for decision in this report. External legal advice has been sought in relation to this report.

Ngā Take e hāngai ana te iwi Māori

Implications for Māori

12. There are no known implications for Māori from the amendment to the Chair's remuneration.

Te huritao ki te huringa o te āhuarangi

Consideration of climate change

13. The matters requiring decision in this report were considered by officers in accordance with the process set out in Council's *Climate Change Consideration Guide*.
14. The matters addressed in this report are of a procedural nature, and there is no need to conduct climate change assessments.

Ngā tikanga whakatau

Decision-making process

15. The process for deciding these matters is explicitly prescribed by the WRCHL Constitution (clauses 40-41) and the Policy.

Te hiranga

Significance

16. Officers considered the significance (as defined in section 5 of the Local Government Act 2002) of the matters, in accordance with the Council's

Significance and Engagement Policy and taking into account the Council’s *Decision-making Guidelines*. Officers consider that the matter is of low significance as it is primarily procedural and in accordance with the Policy.

Te whakatūtakitaki

Engagement

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

Ngā tūāoma e whai ake nei

Next steps

- 18. If approved, the board of WRCHL will meet and consider the passing of a resolution to implement the remuneration change.

Ngā āpitihanga

Attachment

Number	Title
1	Shareholder Resolutions

Ngā kaiwaitohu

Signatory

Writer	Sarah Allen – Kaiwhakahaere Matua Head of Company Portfolio and Economic Development
Approver	Luke Troy – Kaiwhakahaere Matua Rautaki Group Manager Strategy

He whakarāpopoto i ngā huritaonga Summary of considerations
<i>Fit with Council's roles or with Committee's terms of reference</i> The Constitution of WRCHL (clauses 40-41) and the Council "Policy on the appointment and remuneration of directors of council organisations" provides for Council's role in this matter.
<i>Contribution to Annual Plan / Long Term Plan / Other key strategies and policies</i> There are no known impacts on the Annual Plan or 2024-34 Long Term Plan.
<i>Internal consultation</i> Engagement has been undertaken with officers in Democratic Services and Finance.
<i>Risks and impacts - legal / health and safety etc.</i> There are no risks identified as arising from the matters for decision in this report.

Shareholder Resolutions

WELLINGTON REGIONAL COUNCIL
(the *Shareholder*)

W R C HOLDINGS LIMITED
(the *Company*)

Written resolutions of the sole shareholder and agreement of the sole entitled person of the Company pursuant to sections 122 and 107 of the Companies Act 1993 (the *Act*) and clauses 3 and 18.1 of the Company's constitution (the *Constitution*), dated 5 December 2024

Background

- A. In accordance with clause 40 of the Constitution and section 107(1)(f) of the Act, the Shareholder proposes to authorise and agree to the payment by the Company to the Chair of the Company:
- I. a remuneration package of \$17,863 per annum, effective from 1 July 2024, for services provided as Chair of the Company;
 - II. a remuneration package for all subsequent years commencing on and after 1 July 2025 at the relevant rate prevailing at the time that payment is made, being the difference between the highest tier of annual remuneration of a Chair of a Committee established by the Shareholder (other than the Council Chairperson and Deputy Chairperson) and the annual remuneration of a Councillor with no additional responsibilities, as set out in the applicable Local Government Members Determination,
- (together, the ***Director Remuneration***).

Resolutions

It is resolved, as a special resolution of the Company's sole shareholder, that:

- 1 Payment of the Director Remuneration to the Chair of the Company is authorised for the purposes of clause 40 of the Constitution, until otherwise resolved by the Shareholder.

Entitled Person's Agreement

The Shareholder, being the sole entitled person of the Company, agrees, for the purposes of section 107(1)(f) of the Act, to the Company authorising the payment of the Director Remuneration to the Chair otherwise than in accordance with section 161(1) of the Act.

Signed by **Wellington Regional Council**, being the sole shareholder and entitled person of the Company, by:

Chair of Greater Wellington Regional Council

Authorised Person

Council
5 December 2024
Report 24.663



For Decision

GREATER WELLINGTON'S QUARTER ONE 2024/25 SUMMARY REPORT

Te take mō te pūrongo

Purpose

1. To advise the Council on the financial and non-financial performance of Greater Wellington Regional Council (Greater Wellington) for the first three months of the 2024/25 financial year (1 July – 30 September 2024).

He tūtohu

Recommendation

That Council

- 1 **Accepts** Greater Wellington's 2024/25 Quarter One Performance Summary Report, as at 30 September 2024 (Attachment 1).

Te horopaki

Context

2. Quarterly reporting is an internal monitoring tool for tracking progress against Greater Wellington's work programme for 2024/25. This reporting reflects on what is going well, and indicates what issues and risks need to be managed to enable us to achieve what we have committed to in Year One of the 2024-34 Long Term Plan.
3. A performance summary is presented to Council after the end of the related period (e.g. each quarter), and the Annual Report is presented as a full year wrap up in lieu of a fourth quarter report.

Te tātaritanga

Analysis

4. Greater Wellington's Quarter One Summary Report, as at 30 September 2024 ([Attachment 1](#)), provides an update on performance during the period 1 July – 30 September 2024 (the first quarter of 2024/25 financial year, the first year of the 2024-34 Long Term Plan). It includes:
 - a a high-level summary of Greater Wellington's quarter one highlights and challenges;

- b the status of our 2024-34 Long Term Plan non-financial performance measures, Chief Executive key performance indicators, and major projects, as at 30 September 2024;
- c an overview of the quarter's performance by Long Term Plan Activity Group;
- d examples of how we have contributed to our four overarching Long Term Plan Focus Areas since 1 July 2024; and
- e a summary of financial performance for the period ending 30 September 2024.

Ngā hua ahumoni Financial implications

- 5. There are no financial implications arising from the matter for decision in this report. Greater Wellington's financial performance for the first quarter of the 2024/25 financial year is detailed in [Attachment 1](#).

Ngā Take e hāngai ana te iwi Māori Implications for Māori

- 6. 'Active mana whenua partnerships and participation for improved outcomes for Māori' is one of the four Focus Areas of Greater Wellington's strategic direction, agreed to in the 2024-34 Long Term Plan. [Attachment 1](#) includes highlights of activities undertaken during the first quarter of 2024/25 working towards proactive partnerships with mana whenua, giving effect to our Te Tiriti obligations, and improving outcomes for Māori in our Region.
- 7. The matter for decision is administrative in nature, reporting on work already completed by the Council over first quarter of 2024/5. As such no engagement has been undertaken with Māori on this matter.

Te huritao ki te huringa o te āhuarangi Consideration of climate change

- 8. 'Leading action for climate resilience and emissions reduction' is one of the four Focus Areas of Greater Wellington's strategic direction, agreed to in the 2024-34 Long Term Plan. [Attachment 1](#) includes highlights of relevant activities undertaken during the first quarter of 2024/25.
- 9. The matter for decision is administrative in nature, reporting on work already completed by the Council over first quarter of 2024/5, and as such does not impact Council's climate change goals.

Ngā tikanga whakatau Decision-making process

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

**Te hiranga
Significance**

11. Officers considered the significance (as defined by Part 6 of the LGA) of these matters, taking into account Council's *Significance and Engagement Policy* and Greater Wellington's *Decision-making Guidelines*. Officers recommend that the matter for decision is of low significance as it is administrative in nature, reflecting activities already undertaken by the Council.

**Te whakatūtakitaki
Engagement**

12. Due to the low significance of the matter for decision, no engagement was considered necessary.

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

13. No further action is required.

**Ngā āpitihanga
Attachment**

Number	Title
1	Greater Wellington's Quarter One Summary Report as at 30 September 2024

**Ngā kaiwaitohu
Signatories**

Writers	Sam Ripley – Kaitohutohu Advisor, Planning and Reporting
Approvers	Tyler Dunkel – Kaiwhakahaere Matua Manager Corporate Planning and Reporting Zofia Miliszewska – Kaiwhakahaere Matua Head of Strategy & Performance Luke Troy – Kaiwhakahaere Matua Rautaki Group Manager Strategy

He whakarāpopoto i ngā huritaonga Summary of considerations
<i>Fit with Council's roles or with Committee's terms of reference</i> One of Council's key governance functions is to review the effectiveness of Greater Wellington's performance. It is also important for public transparency that this review occurs at a Council meeting.
<i>Contribution to Annual Plan / Long Term Plan / Other key strategies and policies</i> Attachment 1 reports on how Greater Wellington is achieving, after the first three months, against the expected results for Year One of its 2024-34 Long Term Plan.
<i>Internal consultation</i> All Business Groups and the Executive Leadership Team were consulted in the preparation of Attachment 1 . The report was also reviewed by the Chief Executive.
<i>Risks and impacts - legal / health and safety etc.</i> There are no identified risks or impacts associated with the content or recommendation in this report.

Te Pane Matua Taiao
Greater Wellington Regional Council
Summary of 2024/25 Performance
Quarter One: 1 July to 30 September 2024

Contents

Purpose	3
Content of this report	3
Overall Highlights	4
Overall Challenges	4
Non-financial Performance Indicators	5
Overview of Long Term Plan Activity Group Performance	6
Snapshot of our 2024-34 Long Term Plan Focus Areas	7
Health, Safety and Wellbeing summary	8
Financial Performance Summary	9
APPENDIX ONE: Long Term Plan Non-Financial Performance Measures	11
APPENDIX TWO: Chief Executive Key Performance Indicators	27
APPENDIX THREE: Major Projects	34

Greater Wellington Regional Council's Summary of Quarter One performance 2024/25

Purpose

To support a 'no surprises' reporting approach by providing Council with an overview of challenges, highlights, and progress made against key measures.

Content of this report

This report summarises Greater Wellington's progress from 1 July to 30 September 2024 – the first quarter of the 2024/25 financial year, and the first year of the 2024-34 Long Term Plan (LTP).

Content of this report includes:

- Summary of highlights and challenges for Greater Wellington;
- progress against our 2024-34 LTP non-financial performance measures, Chief Executive key performance indicators and status of major projects;
- an overview of the quarter's performance by LTP Activity Group;
- progress against our 2024-34 LTP Focus Areas;
- financial performance for the period ending 30 September 2024;
- organisational health, safety and wellbeing.

Recap – where have we come from?

Heading into the first quarter and the first year of a new LTP, we are starting from a strong position in some key delivery areas, while also navigating prolonged uncertainty and looming budget challenges. Public transport and environmental restoration continue to be highlights of our work 'on the ground', with significantly improved bus performance and a strong showing of wildlife recovery.

Last year, Government changes were a defining factor, with major shifts in policy and ultimately the money available to support our work across the rohe. While great work was done to try and balance these challenges in the 2024-34 LTP, unfortunately new changes and significant impacts to budgets resulted even after the LTP was published, most notably for public transport.

Looking ahead – where are we going?

Greater Wellington and other councils continue to navigate heightened uncertainty and a higher cost of doing business. As we enter the first year of a new LTP, there are likely to be changes as Greater Wellington and other councils strive to reduce rates impacts, particularly in funding for public transport improvements beyond the current network capacity.

While we work to navigate these challenges, fortunately we are still delivering in key areas. For example, while there are significant funding challenges for further improvements to the public transport network, current services are showing the result of previous investment and collaborative planning. Our work to identify issues and pursue sustainable solutions has seen ridership increase, and customer satisfaction surveys show a steady upward trend.

Overall Highlights

Delivery on our core services continues to show the results of long-term thinking and regional collaboration, particularly in public transport.

- **Continuing positive trend in public transport:** Following record-breaking ridership in 2023/24, customer satisfaction survey results received in August 2024 show a continuing positive trend in satisfaction with our bus services.
- **Climate action in our operations:** With recent updates to our Climate Emergency Action Plans now adopted by Council, Greater Wellington continues a range of actions to reduce our emissions, while continuing to deliver our services, such as including testing of hybrid field vehicles to reduce reliance on diesel.

Overall Challenges

Changes in Central Government policy and funding continue to be prominent challenges.

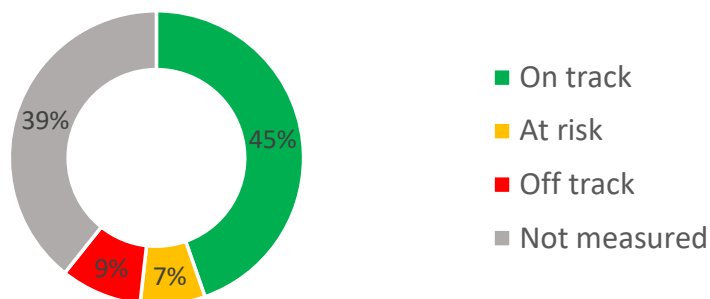
- **Ongoing government changes:** As previously reported, broad changes to Central Government policies and funding streams continue to challenge local government. On top of last year's changes, there are more changes likely ahead, adding complexity to delivering our recently adopted Long Term Plan.
- **Affordability and funding concerns:** The 'cost of doing business' continues to be high across New Zealand, with the strain felt on organisations and communities alike. Greater Wellington continues to explore ways to balance costs, while still fulfilling our obligations to communities and partners.

Greater Wellington Regional Council’s Summary of Quarter One performance 2024/25

Non-financial Performance Indicators

As at 30 September 2024:

LTP Measures



Commentary:

Overall performance on Long Term Plan Non-Financial Performance Measures (LTP Measures) and Chief Executives Key Performance Indicators (CE KPI’s) shows:

- As this is the first quarter of a new financial year, as well as the first year of a new LTP cycle, trends will become more apparent as the year progresses.
- The current bus operating model continues a strong performance from the end of 2023/24. Rail services remain a challenge area, as Greater Wellington is dependent on KiwiRail’s maintenance of tracks to run passenger train services at our planned operating model.
- Funding reductions in the National Land Transport Fund have strong implications for our regional transport planning.
- Many LTP Measures and CE KPIs are not measured until quarter four, as they are dependent on surveying and auditing completed at the end of the financial year. For example, the results of the Metlink passenger satisfaction survey (which is not conducted until May each year) accounts for approximately 15 percent of the LTP Measures.

For more detailed information see: Appendix One for the LTP Non-Financial Performance Measures; Appendix Two for the Chief Executive KPIs; Appendix Three for Major Projects.

Overview of Long Term Plan Activity Group Performance

This section provides an overview of progress made by each Activity Group made during the quarter. See Appendix One for details on each LTP Non-Financial Performance Measure.

Ko te haumarū taiao me te waipuke | Environment and Flood Protection

Our ongoing work to control invasive pests and restore native wildlife continues to show success. For example, recent monitoring of invasive Rook showed only five nests. As we continue a strategic programme of expanding pest-eliminated areas, we are also restoring the native plants and biodiversity, with over 320,000 native plant stems planted as part of the Recloaking Papatūanuku programme, and the completion of the Te Horo wetland re-creation.

As we work to support the wellbeing of Te Taiao, we are also working to protect people through improved flood resilience, and protecting future development by approved land purchases in dam spillway overflow areas.

Ngā waka tūmatanui | Metlink Public Transport

As customer satisfaction with our bus services continues to improve, we are also improving how passengers can access those services. This quarter we opened the new Paraparaumu Transport Hub, which provides public transport riders with improved bus and rail connections, real-time travel information, and a 'living roof' bus shelter. The Transport Hub also includes additional charging infrastructure for electric scooters and bikes, enabling more flexible options to access public transport services without relying on cars.

Ko te mahere ā-rohe me ngā rangapū | Regional Strategy and Partnerships

This quarter we made major progress in our climate action plans, with Council approving the updated Organisational and Regional Climate Emergency Action Plans, which removed actions already achieved, and brought in new actions that were committed to through the adoption of the 2024-34 LTP. These plans outline clear action points to advance Greater Wellington's and the Region's climate resilience and emissions reductions pathways.

Ngā puna wai | Water Supply

Work progressed on several key infrastructure projects, aimed at securing a more resilient and sustainable bulk water supply for our region. Work continues at the Te Marua water treatment facility – a project that will increase the region's bulk water capacity. The Silverstream Bridge and bike trail was set in place, which when complete will combine to bring a significant upgrade to the seismic resilience of bulk water pipes with improved recreation access to trails and greenspaces in Upper Hutt.

Greater Wellington Regional Council's Summary of Quarter One performance 2024/25

Snapshot of our 2024-34 Long Term Plan Focus Areas

Greater Wellington identified four key overarching Focus Areas in our 2024-34 Long Term Plan. Below are some of examples of our actions during Quarter One:

Active mana whenua partnerships and participation for improved outcomes for Māori

- Progressing OAG treaty settlements audit and development of the Te Tiriti implementation plan.
- Establishing a Māori Constituency in 2025-2028 ensures a dedicated seat on the Council
- MOU with Te Rūnanga O Toa Rangatira to work in partnership with Greater Wellington to explore the opportunity to redevelop their land located at Kenepuru Landing into an electric bus depot.
- Transport Workshop with Ngāti Toa and Greater Wellington capturing feedback on transport plans and public transport projects, and an opportunity to review the Regional Land Transport Plan.

Holistic approaches to deliver improved outcomes for te Taiao

- Exploring green infrastructure opportunities that improve biodiversity, such as 'living roofs' on bus shelters.
- Improving water quality by installing stormwater filtration systems at Park and Ride carparks.
- Investigating options for reducing emissions through grazing abatements on Greater Wellington's flood protection managed lands, with co-benefits to water quality and land restoration.

Leading action for climate resilience and emissions reduction

- Assessing a hybrid ute for suitability in field operations, which currently rely on diesel.
- Adopting new 10-point Climate Emergency Action Plans for the organisation and the region.
- Investigating the required steps to achieve a zero-emission bus fleet.

Improved access to services and equity of outcomes through participation with communities

- Supporting community members to access to Te Hunga Whaikaha Total Mobility concessions.
- Ensuring community perspective in planning through the Public Transport Advisory Group.
- Exploring feasibility and options for improving On Demand public transport services.
- Enabling live streaming of Council meetings to improve access to democracy for the public

Health, Safety and Wellbeing (HSW) summary

HSW activities to address fatal and severe risks

- A project to mitigate fatal and severe risks (FSRs) is progressing, including identifying critical controls around FSRs, and testing of field-based tools for safety briefings.
- Commenced work to address Temporary Traffic Management solutions, using the updated NZTA Waka Kotahi risk-based approach.
- Continued verification of location certificates for storage of hazardous substances.
- Commenced procurement of a new EAP provider.

Key trends and insights

- Well at Work reports and Mental Health First Responder conversations remained high.
- HSW incidents reported were up slightly to 142 this quarter, from 133 in the previous quarter.
- Work injury claims and lost time claims remained steady.

Greater Wellington Regional Council's Summary of Quarter One performance 2024/25

Financial Performance Summary

	Year to date				Full Year			
	Actual \$000s	Revised Budget \$000s	Variance \$000s		Forecast \$000s	Revised Budget \$000s	Variance \$000s	
Operating Revenue								
Rates and Levies	80,672	80,434	238	0%	321,821	321,531	290	0%
Grants and Subsidies	38,887	64,915	(26,028)	-40%	223,889	259,515	(35,626)	-14%
Other Revenue	33,891	36,125	(2,234)	-6%	145,996	147,866	(1,870)	-1%
Total Operating Revenue	153,450	181,475	(28,025)	-15%	691,705	728,912	(37,207)	-5%
Operating Expenditure								
Personnel	24,666	25,290	(624)	-2%	100,858	101,168	(310)	0%
Grants and Subsidies	69,593	79,800	(10,207)	-13%	288,826	319,708	(30,882)	-10%
Consultants, Contractors and Suppliers	33,680	42,428	(8,749)	-21%	149,933	162,739	(12,805)	-8%
Finance Costs	15,552	13,049	2,503	19%	62,081	56,154	5,927	11%
Depreciation	8,563	8,452	111	1%	34,257	34,149	108	0%
Total Operating Expenditure	152,054	169,019	(16,965)	-10%	635,956	673,918	(37,962)	-6%
Operating Surplus/(Deficit) before other items	1,396	12,456	(11,060)	-89%	55,749	54,994	756	1%
Fair Value Movements	(174)	-	(174)	0%	(174)	-	(174)	0%
Operating Surplus/(Deficit)	1,222	12,456	(11,234)	-90%	55,576	54,994	582	1%
Capital Expenditure	41,418	53,113	(11,695)	-22%	173,887	216,370	(42,483)	-20%
Investment in Greater Wellington Rail	3,660	19,579	(15,919)	-81%	62,339	78,315	(15,976)	-20%

Finance insights for Quarter One

- Lower Grants and Subsidies revenue of \$26 million primarily due to Lower North Island Rail Integrated Mobility (LNIRIM) procurement delays and the National Land Transport Plan (NLTP) funding decision on Metlink projects. Full year forecasts have been updated to reflect this, resulting in a variance of \$36 million - \$21 million relates to NLTP and \$15 million relates to LNIRIM.
- Other Revenue is lower by \$2 million materially driven by farebox revenue being lower than anticipated (\$3 million), offset by higher interest revenue. Farebox revenue has been forecast to be \$9.5 million lower by year end following the current trend, partially offset by higher interest revenue from prefunding.
- Grants and Subsidies expenditure is under by \$10 million primarily due to delays in bus shelter projects and reclassification of National Ticketing Solution (NTS) project expenses as a Prepaid Asset. NTS accounting treatment change is expected to result in \$27 million variance by the end of June. However, the expenditure is expected to be incurred but required to be recorded on the balance sheet.
- Consultants, Contractors and Suppliers spend is lower by \$9 million due to underspends across Environment and ICT activities, as well as delays in getting approval for Metlink funding. A total of \$13 million full year underspend is expected across the groups.
- Finance Costs are \$3 million higher than budgeted largely due to pre-funding. This is offset by additional interest revenue.
- Capital Expenditure is currently tracking below budget. Metlink initiatives were awaiting Council decision on the future spending strategy.
- The full year capital forecast is indicating \$42 million underspend driven by the unapproved funding from Waka Kotahi on NLTP projects of \$21 million. Water capital projects are also being reviewed by Wellington Water and expecting \$13 million underspend, while RiverLink and Wairarapa flood implementation is forecasted to be \$8 million underspent.

Greater Wellington Regional Council’s Summary of Quarter One performance 2024/25

APPENDIX ONE: Long Term Plan Non-Financial Performance Measures

Environment and Flood Protection

Community Outcome	Level of Service	#	Performance Measure	Baseline 22/23	24/25 target	Q1 Status	Q1 Result	Q1 Commentary
Thriving Environment	Water quality in the region is maintained or improved	EFP 1	Macroinvertebrate Community Index (MCI) score is maintained or improved	Achieved	Maintain National Objective Framework State A = 6 sites (13%) B = 12 sites (27%) C = 19 sites (42%) D = 8 sites (18%)	Not measured	N/A	This measure can only be assessed at year end
Thriving Environment	Support landowners through incentive funding and advice to develop and implement Farm Environment Plan actions, which maintain or improve water quality by reducing nutrient and sediment discharges or enhancing biodiversity	EFP 2	Percentage of Greater Wellington incentive funding used to advance catchment context priorities or to enhance or protect threatened biodiversity, through completion of high impact actions on private land	94%	90%	Not measured	N/A	Not measured. To be reported at year-end.
Thriving Environment	Deliver treatment programme on identified erosion-prone land to prevent sediment from entering streams and estuaries to maintain or enhance water quality	EFP 3	Erosion-prone hill country treated	1,405 ha	700 ha	Not measured	N/A	Not measured. To be reported at year-end.

Attachment 1 to Report 24.663

Community Outcome	Level of Service	#	Performance Measure	Baseline 22/23	24/25 target	Q1 Status	Q1 Result	Q1 Commentary
Thriving Environment	Provide effective environmental knowledge and information to stakeholders and communities	EFP 4	Stakeholders and communities are satisfied with the effectiveness of knowledge and information shared with them	New Measure – develop suitable communications processes to enable feedback and reporting.	Achieved	Not measured	New measure still in development	This is a new measure introduced through the adoption of the 2024-34 LTP. The approach to reporting against this measure is still in development and a result will be reported at year end.
Thriving Environment	Monitor high risk/priority resource consents	EFP 5	Percentage of active resource consents identified as high risk and high priority are checked for compliance and marked with a compliance rating	100%	100%	Not measured	N/A	This measure can only be assessed at year end
Thriving Environment	Customer satisfaction for the resource consent service	EFP 6	Level of overall satisfaction with consent processing services	4.2/5.0	>4.0	At risk	4	Just on the cusp of not meeting our target. Only 8 surveys completed and returned for the year to date
Thriving Environment	Protect and care for the environment, landscape and heritage	EFP 7	Indigenous species planted	158,000	350,000	On track	320,000 plants planted	

Greater Wellington Regional Council's Summary of Quarter One performance 2024/25

Community Outcome	Level of Service	#	Performance Measure	Baseline 22/23	24/25 target	Q1 Status	Q1 Result	Q1 Commentary
Connected Community	Customer satisfaction and improved public access	EFP 8	Public satisfaction with experiences in Regional Parks	84%	85%	Not measured	Not measured until Q4	
Thriving Environment	Provide pest species control services across the region	EFP 9	Provide pest animal and plant management as per Regional Pest Management Plan (RPMP) Operational Plans	Not Achieved	Achieved	On track	No wallaby detected, completed rook survey, scheduled work underway. New Alligator Weed. Moth Plant and Woolly Nightshade sites identified.	Wallaby sightings being investigated found none present, The aerial survey was completed on 20 September with eight rookeries identified. 25. Rabbit haemorrhagic disease virus (RHDV) was detected in Waikanae River. Predator, rabbit and ungulate control scheduled control work ongoing. New exclusion and eradication species sites identified and control either undertaken or planned.
Thriving Environment	Provide pest species control services across the region	EFP 10	Provide pest species control services as agreed under Predator Free Wellington (PFW)	Achieved	Absence of PFW predators in phase 2 of the project	On track	Exceeded amount of eliminated areas planned for.	Currently in very tough areas to eliminate rats from. Methods are being effective and new technologies are being trialled. Community participation, and support remain consistently high.
Thriving Environment	Implement the objectives of the Greater Wellington Biodiversity Strategy	EFP 11	Biodiversity Strategy objectives are being actively progressed by Greater Wellington	Achieved 15 objectives progressed	All 15 objectives progressed	Not measured	Not measured until Q4	

Community Outcome	Level of Service	#	Performance Measure	Baseline 22/23	24/25 target	Q1 Status	Q1 Result	Q1 Commentary
Connected Community	Collaboration at a catchment scale ³ is increased	EFP 12	Total number of catchment scale collaborations for improving environmental outcomes	21	22	Not measured	Not measured until Q4	This measure will be reported on annually at year end.
Resilient Future	Progress towards completion of the RiverLink flood control works	EFP 13	Implement RiverLink in accordance with the Resource Consent Design and agreed Construction Programme	Construction started	Construction is progressed according to Programme	On track	N/A	Scheduled above ground demolition complete and below ground demolition commenced. Mills Street Stopbank stage 1 construction continued and on track for completion in Q2.
Resilient Future	Provide the standard of flood protection agreed with communities	EFP 14	Major flood protection and control works are maintained, repaired and renewed to the key standards defined in relevant planning documents	Not achieved	Achieved	At risk	N/A	Consenting challenges on the Waikanae River mean that riverbed levels are not being fully maintained and the scheme is not providing the 1% AEP LoS. O&M works progressing with planting completed. Improvement works also progressing. Some deferrals on Te Awakairangi, which will be reported to the Te Awakairangi subcommittee on 22 October 2024. B4D funding will expediate projects, particularly in the Wairarapa.
Resilient Future	Provide information and understanding of flood risk in the community	EFP 15	Percentage of Greater Wellington-managed watercourses with current flood hazard mapping	29%	54%	Not measured	N/A	This measure can only be assessed at year end

Greater Wellington Regional Council’s Summary of Quarter One performance 2024/25

Community Outcome	Level of Service	#	Performance Measure	Baseline 22/23	24/25 target	Q1 Status	Q1 Result	Q1 Commentary
Resilient Future	Manage the safety of marine activities in the region’s waters	EFP 16	Maintain and operate our navigation aids to the relevant international standard for reliability in accordance with the Asset Management Plan	98.1%	100%	On track	Lights kept operating satisfactorily throughout winter	Two lights are functioning well on back up, replacements are delayed due to factory delays overseas. No risk due to this delay.
Resilient Future	Manage the safety of marine activities in the region’s waters	EFP 17	Meet criteria and consider recommendations of the self-assessment in compliance to the Port and Harbour Marine Safety Code	Achieved	Achieved	At risk	Day to day operations are proceeding well.	Longer term objectives, like document revisions and risk reviews are currently delayed due to immediate/evolving work. Channel and approaches risk workshop went well as did Human Factors training for Beacon Hil staff along with Centreport

Metlink Public Transport

Community Outcome	Level of Service	#	Performance Measure	Baseline 22/23	24/25 target	Q1 Status	Q1 Result	Q1 Commentary
Connected Community	Provide a consistent and high quality customer experience across the public transport network	MPT 1	Passengers’ overall satisfaction with the Metlink public transport	Bus 92% Rail 94% Ferry 97%	Bus 93% Rail 95% Ferry 98%	Not measured		This is an annual measure. Results are determined by way of an annual passenger satisfaction survey undertaken in May each year.

Attachment 1 to Report 24.663

Community Outcome	Level of Service	#	Performance Measure	Baseline 22/23	24/25 target	Q1 Status	Q1 Result	Q1 Commentary
Connected Community	Provide a consistent and high quality customer experience across the public transport network	MPT 2	Passenger satisfaction with convenience of paying for Metlink public transport	87%	87%	Not measured		This is an annual measure. Results are determined by way of an annual passenger satisfaction survey undertaken in May each year.
Connected Community	Provide a consistent and high quality customer experience across the public transport network	MPT 3	Passenger satisfaction with Metlink information currently available	75%	85%	Not measured		This is an annual measure. Results are determined by way of an annual passenger satisfaction survey undertaken in May each year.
Connected Community	Provide a consistent and high quality customer experience across the public transport network	MPT 4	Passenger satisfaction with Metlink public transport being on time	69%	>80%	Not measured		This is an annual measure. Results are determined by way of an annual passenger satisfaction survey undertaken in May each year.
Connected Community	Provide a consistent and high quality customer experience across the public transport network	MPT 5	Percentage of scheduled bus trips that depart their timetabled starting location on time (punctuality) – to 5 minutes	94.4%	95%	On track	95.0%	

Greater Wellington Regional Council's Summary of Quarter One performance 2024/25

Community Outcome	Level of Service	#	Performance Measure	Baseline 22/23	24/25 target	Q1 Status	Q1 Result	Q1 Commentary
Connected Community	Provide a consistent and high quality customer experience across the public transport network	MPT 6	Percentage of scheduled bus services delivered (reliability)	92.4%	98%	On track	99.6%	
Connected Community	Provide a consistent and high quality customer experience across the public transport network	MPT 7	Percentage of scheduled rail service delivered on-time (punctuality) – to 5 minutes	80%	95%	Off track	84.1%	Speed restrictions continue to impact services, in particular on the Wairarapa Line which had extremely poor performance. Most of the disruptions/delays are due to speed restrictions (in particular on the Kapiti and Wairarapa Lines on the lines)
Connected Community	Provide a consistent and high quality customer experience across the public transport network	MPT 8	Percentage of scheduled rail services delivered (reliability)	91.1%	99.5%	Off track	94.1%	Reliability was affected by a number of network and weather related issues, including Porirua Seawall and slips on the Kapiti and Johnsonville Lines. In September 8.2% of services were affected by industrial action that caused bus replacements and cancellations for a week.
Resilient Future	Promote and encourage people to move from private vehicles to public transport	MPT 9	Annual Public Transport boardings per capita	61.9	64.2	On track	70.6	

Attachment 1 to Report 24.663

Community Outcome	Level of Service	#	Performance Measure	Baseline 22/23	24/25 target	Q1 Status	Q1 Result	Q1 Commentary
Resilient Future	Provide fit-for-purpose vehicles, infrastructure and services to continually deliver a high quality core network that meets ongoing demand	MPT 10	Percentage of passengers who are satisfied with the condition of the station/stop/wharf	91%	88%	Not measured		This is an annual measure. Results are determined by way of an annual passenger satisfaction survey undertaken in May each year.
Resilient Future	Provide fit-for-purpose vehicles, infrastructure and services to continually deliver a high quality core network that meets ongoing demand	MPT 11	Percentage of passengers who are satisfied with the condition of the vehicles (fleet)	94%	94%	Not measured		This is an annual measure. Results are determined by way of an annual passenger satisfaction survey undertaken in May each year.
Resilient Future	Gross emissions for Metlink's public transport fleet will be minimised, reducing the offsets required to reach net carbon neutrality	MPT 12	Tonnes of CO2 emitted per year on Metlink Public Transport Services	21,019 tonnes *2021/22 verified result	19,300 tonnes	Not measured		Measured end of year
Connected Community	Maintain and improve access to public transport for all	MPT 13	Percent of people within 500m of an all day, 7 day a week public transport service with minimum 60 minute daytime frequency	74.4%	Increase on baseline	Not measured		Measured end of year

Greater Wellington Regional Council's Summary of Quarter One performance 2024/25

Community Outcome	Level of Service	#	Performance Measure	Baseline 22/23	24/25 target	Q1 Status	Q1 Result	Q1 Commentary
Connected Community	Increased patronage of PT by disabled people (people with an activity limitation)	MPT 14	Increased boardings by people that use the Accessible Concession (as a percent of total boardings)	New measure Current baseline (Dec22 – June 23) 0.9%	>1%	On track	1.04%	

Regional Strategy and Partnerships

Community Outcome	Level of Service	#	Performance Measure	Baseline 22/23	24/25 target	Q1 Status	Q1 Result	Q1 Commentary
Resilient Future	Reduction of Greater Wellington's gross organisational greenhouse gas emissions	RSP 1	The organisation's total tonnes of CO2 equivalent emissions (gross)	48,438 *2021/22 verified result	34,700	On track	None	The draft organisational GHG inventory for 2023/24 was assembled. Further work on it and external audit and verification will happen in Q2.
Resilient Future	Greater Wellington as an organisation and as a Region has planned the steps they will take to adapt to climate change	RSP 2	Greater Wellington will deliver an Organisational Climate-related risk Assessment and an Organisational Adaptation Plan and will have worked with others to deliver a Regional Climate Adaptation Framework	New measure	Organisational Climate-related Risk Assessment (OCRA) completed	On track	Rating and prioritisation workshops with SMEs from across council completed	OCRA Project is on track for completion in Q2.

Attachment 1 to Report 24.663

Community Outcome	Level of Service	#	Performance Measure	Baseline 22/23	24/25 target	Q1 Status	Q1 Result	Q1 Commentary
Resilient Future	Wellington Regional Leadership Committee provides a forum for regional alignment and shared work programmes	RSP 3	As the Administering Authority, Greater Wellington will ensure the Committee has an agreed annual work programme and regular progress reporting	Work programme agreed by January 2024	Work programme agreed by January 2024 Annual Report prepared by October 2024	On track		Work from existing programme continues and is making satisfactory progress. This includes work on the Industrial Land Study and the Regional Adaptation Plan. Some new work programme items have resulted from the 2024 FDS. Project documentation for these items are being drafted so that work can commence.
Resilient Future	Maintain a state of readiness of the Emergency Coordination Centre (ECC) function that is appropriately staffed and equipped to respond to an emergency	RSP 4	Greater Wellington will meet the emergency management workforce capability and capacity targets.	78 trained people ready to work in the ECC	78	On track	Approximately 150 staff trained	Staff are continuously being training and developed in all ECC pathway courses of Foundation, Intermediate and Advanced.
Resilient Future	Maintain a state of readiness of the Emergency Coordination Centre (ECC) function that is appropriately staffed and equipped to respond to an emergency	RSP 5	Greater Wellington will have fit for purpose response and recovery platforms including an ECC function, technology, and tools	100% of readiness checks completed	100% of readiness checks completed	On track	Readiness checks are completed by WREMO staff	There are three caches for the alternate ECC function situated at Cuba St, WEMO in Thorndon and GW Upper Hutt office. As there is no dedicated ECC facility.
Resilient Future	Greater Wellington (GW) will partner with the Councils in the Wellington Region to enable the Wellington Region Emergency Management Office (WREMO)	RSP 6	Greater Wellington will comply with their part of the WREMO Partnership Agreement	Ensure full GW compliance with the Partnership Agreement.	Ensure full GW compliance with the Partnership Agreement.	On track	A new Partnership agreement is in the process of being developed.	A draft partnership agreement is developed and requires to be agreed and signed by the CEs of all the councils in the Wellington Region.

Greater Wellington Regional Council's Summary of Quarter One performance 2024/25

Community Outcome	Level of Service	#	Performance Measure	Baseline 22/23	24/25 target	Q1 Status	Q1 Result	Q1 Commentary
Connected Community	Regional transport, planning, leadership, advice, and coordination to guide development and delivery of an integrated, multi-modal regional transport network	RSP 7	Wellington Regional Land Transport Plan is prepared and updated in accordance with the LTMA and central government guidance	Achieved	Achieved	On track		RTC approved RLTP 2024 on 23 August GW Council approved RLTP 2024 on 30 July
Connected Community	Regional transport, planning, leadership, advice, and coordination to guide development and delivery of an integrated, multi-modal regional transport network	RSP 8	Increase in regional public and active transport mode share	34% (TBD)	Increase	At risk		Nil change in preceding year and over 5 years. Annual Monitoring Report shows 29% mode share.
Resilient Future	Timeliness of responses to requests for official information	RSP 9	Percentage of logged official information requests responded to in accordance with statutory deadlines	New measure (Baseline TBC)	100%	On track	99.1% achieved	114 logged requests were responded to in the quarter. Of these, 1 response was 1 day late (0.9%)
Connected Community	Effective Partnering with mana whenua	RSP 10	Mana whenua report evidence of strong partnership arrangements and progress towards positive outcomes	Success determined through annual partnership health check	Achieved	Not measured	Not yet due	Partnership projects and programmes are in development or in place with mana whenua of the region- Mana ki te Mana hui are in place to support partnership at governance, management and operations

Attachment 1 to Report 24.663

Community Outcome	Level of Service	#	Performance Measure	Baseline 22/23	24/25 target	Q1 Status	Q1 Result	Q1 Commentary
Connected Community	Engagement for equitable outcomes	RSP 11	Greater Wellington complete the audit recommendations arising from independent Te Tiriti o Waitangi Audit	New Measure	33% of audit response actions are complete	Not measured		Currently establishing reporting as a part of Te Whāriki monitoring and evaluation work
Connected Community	Supporting strong, prosperous and resilient Māori communities	RSP 12	Greater Wellington will increase its proportion of workforce that self-identify as Māori year-on-year	New Measure Establish baseline prior to adopting LTP	Achieved	Not measured		Currently establishing reporting as a part of Te Whāriki monitoring and evaluation work
Connected Community	Supporting strong, prosperous and resilient Māori communities	RSP 13	Greater Wellington will increase its proportion of spend with Māori businesses year-on-year	New Measure Establish baseline prior to adopting LTP	Achieved	Not measured		Currently establishing reporting as a part of Te Whāriki monitoring and evaluation work (with procurement and TMaM)
Connected Community	Support a capable workforce	RSP 14	Annual increase on % of staff who have completed Māori capability training modules	New Measure Establish baseline prior to adopting LTP	Target to be set prior to 30 June 2024	Not measured		Currently establishing reporting as a part of Te Whāriki monitoring and evaluation work (Te Iti Kahurangi)

Greater Wellington Regional Council's Summary of Quarter One performance 2024/25

Water Supply

Community Outcome	Level of Service	#	Performance Measure	Baseline 22/23	24/25 target	Q1 Status	Q1 Result	Q1 Commentary
Thriving Environment	Provide water that is safe and pleasant to drink	WS 1	The extent to which the local authority's drinking water supply complies with bacteriological drinking water standards	Non-compliant	100%	Off track	Non-compliant	Te Marua, Wainuiomata and Gear Island were compliant. The Waterloo Water Treatment Plant remains non-compliant with the relevant treatment rules due to insufficient contact time with chlorine for approximately 800 households in Lower Hutt, closest to the Plant. Note - Rules a-g relate to small and medium sized water supplies and therefore do not relate to Greater Wellington Regional Council.
Thriving Environment	Provide water that is safe and pleasant to drink	WS 2	The extent to which the local authority's drinking water supply complies with protozoa drinking water standards	Non-compliant	100%	On track	Compliant	
Thriving Environment	Provide water that is safe and pleasant to drink	WS 3	The total number of complaints received about drinking water taste, clarity, odour, water pressure or flow, continuity of supply or the response to any of these issues; expressed per 1000 connections	0	0	On track	0	
Thriving Environment	Provide water that is safe and pleasant to drink	WS 4	Number of waterborne disease outbreaks	0	0	On track	0	

Attachment 1 to Report 24.663

Community Outcome	Level of Service	#	Performance Measure	Baseline 22/23	24/25 target	Q1 Status	Q1 Result	Q1 Commentary
Resilient Future	Provide a continuous and bulk water supply	WS 5	Average consumption of drinking water per day per resident within the TA districts	398L/d/p	<375L/d/p	Off track	397	<p>Water demand (consumption) continues to decrease and is down 2.7% year-on-year.</p> <p>Investment into addressing the leakage backlog in the first year of TAs Long-Term Plans should continue to have a positive impact over the next 9 months, although LTP budgets are insufficient to maintain this improvement beyond the end of this year.</p> <p>Investment in universal smart metering by TAs and additional source capacity work in the coming years will be key to managing the increasing supply/demand balance risk.</p>
Resilient Future	Provide a continuous and bulk water supply	WS 6	The percentage of real water loss from the local authority's networked reticulation system	0.03%	+/-0.25%	On track	0.06%	
Resilient Future	Provide a continuous and bulk water supply	WS 7	Response times to attend urgent call-outs in response to a fault or unplanned interruption to the network reticulation system - time to reach site (minutes)	Time to reach site: 0 min (no urgent callouts)	Time to reach site <90min	On track	No callouts	

Greater Wellington Regional Council's Summary of Quarter One performance 2024/25

Community Outcome	Level of Service	#	Performance Measure	Baseline 22/23	24/25 target	Q1 Status	Q1 Result	Q1 Commentary
Resilient Future	Provide a continuous and bulk water supply	WS 8	Response times to attend urgent call-outs in response to a fault or unplanned interruption to the network reticulation system - time to confirm resolution (hours)	Time to confirm resolution: 0 hours (no urgent callouts)	Time to confirm resolution <8hours	On track	No callouts	
Resilient Future	Provide a continuous and bulk water supply	WS 9	Response times to attend non-urgent callouts in response to a fault or unplanned interruption to the network reticulation system	Time to reach site: 0 hours (no nonurgent callouts)	Time to reach site <72 hours	On track	No callouts	
Resilient Future	Provide a continuous and bulk water supply	WS 10	Number of events in the bulk water supply preventing the continuous supply of drinking water to consumers	0	0	On track	0	
Resilient Future	Provide a continuous and bulk water supply	WS 11	Sufficient water is available to meet normal demand except in a drought with a severity of greater than or equal to 1 in 50 years	6.70%	<2%	Off track	7.40%	As of 30 June 2024, the Wellington Metropolitan water supply is able to meet unrestricted demand in a 1 in 10-year event (10.5% p.a. likelihood of shortfall). This is a slight deterioration on last year's result primarily due to a small increase in the estimated population. Strategic interventions to address the risk include: 1. Keeping water in the pipes by reducing water loss and replacing old infrastructure, 2. Reducing demand through universal metering, 3. Adding more supply by completing

Attachment 1 to Report 24.663

Community Outcome	Level of Service	#	Performance Measure	Baseline 22/23	24/25 target	Q1 Status	Q1 Result	Q1 Commentary
								<p>the Te Mārua Optimisation project and constructing the proposed Pākuratahi Lakes by 2035.</p> <p>The funding increases provided through councils' 2024-34 LTPs is beneficial but is not considered sufficient to reduce the risk outlook to an acceptable level.</p>

Greater Wellington Regional Council's Summary of Quarter One performance 2024/25

APPENDIX TWO: Chief Executive Key Performance Indicators

Section One: LTP Strategic Framework

Focus area	#	Performance indicator	Measures will include	Q1 Status	Q1 Results and commentary
Leading action for climate resilience and emissions reduction	1	The CE enables Greater Wellington to take a consistent and proactive approach to the consideration of climate adaptation in decision-making	Strategy <ul style="list-style-type: none"> Establishing an internal adaptation group Council reports Climate assumptions 	On Track	<p>The Climate Resilience Working Group (CRWG) has been established and the Terms of Reference are being finalised. The CRWG brings together key staff from across all parts of Greater Wellington who have a role in climate resilience, with the aim of providing a Greater Wellington position on adaptation matters and to progress adaptation work in a more coordinated manner.</p> <p>Stage Two of the Organisational Climate-Related Risk Assessment (OCRA) is also progressing well. It is anticipated to be completed by December 2024, and will then form the foundation for the development of Greater Wellington's organisational climate adaptation plan.</p> <p>The annual Climate Change Risk Update will be discussed with FRAC in November 2024.</p>
Active mana whenua partnerships and improved outcomes for Māori	2	The CE is enabling Greater Wellington to position itself to give effect to Te Tiriti o Waitangi which creates the conditions for rangatiratanga and mana Motuhake	Te Hunga Whiriwhiri <ul style="list-style-type: none"> Wānanga Te Tiriti audit implementation Te Whāriki implementation 	Not Measured	

Focus area	#	Performance indicator	Measures will include	Q1 Status	Q1 Results and commentary
Improved access to services and equity of outcomes for communities	3	The CE is continually reflecting on insights about community needs and outcomes, and enabling inclusive processes	<p>Metlink</p> <ul style="list-style-type: none"> Annual Customer Satisfaction Survey Metlink’s accessibility metrics <p>Environment</p> <ul style="list-style-type: none"> Whaitua processes Rōpū Taiao collaborative approaches 	On Track	<p>In August 2024, Metlink received the results from the Annual Customer Satisfaction Survey. Results show that satisfaction with service reliability, frequency and capacity grew strongly, while the end of fare subsidies contributed to a decline in satisfaction with value for money.</p> <p>Metlink continues to support and run the Public Transport Advisory Group (the Advisory Group). The Advisory Group provides advice from a consumer perspective to inform the business of Metlink and the Transport Committee (as required)</p> <p>Metlink participated the annual What’s Outside the Box? Expo for disabled people exploring opportunities for life outside of school at the Lower Hutt Events Centre on 14 September.</p> <p>Metlink commissioned MRCagney by Greater Wellington to assess “The Potential for On Demand Public Transport in Greater Wellington”. MRCagney carried out a case study and literature review of New Zealand and international On Demand Public Transport services and investigated which locations in the Wellington Region would be appropriate for an On Demand public transport service.</p> <p>Note that the following Performance measure in the LTP ‘Increased boardings by people that use the Accessible Concession (as a percent of total boardings)’ is tracking ahead of target (Q1 result 1.04%; 24/25 target >1%)</p> <p>Whaitua processes – The Kāpiti Whaitua Implementation Programme (WIP) was delivered to Council on 10 September on Raukawa Marae and discussions are underway on the pathway forward for implementation of this WIP. WIP implementation reporting to Council for November 2024 is underway. Initial discussions have taken place with</p>

Greater Wellington Regional Council’s Summary of Quarter One performance 2024/25

Focus area	#	Performance indicator	Measures will include	Q1 Status	Q1 Results and commentary
					<p>Wairarapa Catchment Collective on the Wairarapa Coast WIP development process.</p> <p>Internal collaboration and our ways of working – part of our year 2 transformation work is centred on culture and values, integration and internal partnership. This work has been scoped at a high level and is currently being prioritised for delivery. There is a premise that enabling internal collaboration will better enable external collaboration.</p> <p>The intent is also captured in our transformation work under A Catchment Approach.</p>
Holistic approaches to deliver improved outcomes for te taiao	4	The CE will ensure that Rōpū Taiao is delivering an effective integrated catchment management approach across all its environmental functions and that ELT actively consider if and how Greater Wellington’s wider work can be delivered through a catchment approach	<p>Environment</p> <ul style="list-style-type: none"> Engaging with mana whenua and communities and determining how to collaborate Testing our preliminary understanding of catchment priorities with mana whenua and communities Testing approaches and building systems to support internal capability for planning and delivering work on a catchment basis 	On Track	Discussions with mana whenua and communities have commenced in all five catchments around catchment planning, using existing fora and processes where appropriate. Preparations are underway to further support catchment planning conversations including scoping design of, and building, internal systems and processes for planning work on a catchment basis.

Section Two: Organisational Strategy (Foundations to Success)

Priority	#	Performance indicators	Measures will include	Q1 Status	Q1 Results and commentary
Strong and positive culture <ul style="list-style-type: none"> Our leaders are visible, strategic, and empowering Our values are clear and lived by our people Our people feel they belong at Greater Wellington and our diversity is celebrated 	5	Demonstrated leadership as the CE internally and externally, including: <ol style="list-style-type: none"> observed behaviours and visibility within the organisation sector leadership across the Greater Wellington rohe regional council/Te Uru Kahika sector leadership responsiveness and accessibility to Councillors. 	CE's Office <ul style="list-style-type: none"> As assessed by the Chair and the Chief Executive Employment Review Committee 	Not Measured	CE's Office indicators assessed in Q2 and Q4.
	6	Our ethnicity and gender metrics increasingly reflect the region's communities.	People and Customer <ul style="list-style-type: none"> Improving upon the new ethnicity baseline data Increasing women leaders from the current 40.5% 	On Track	As at 30 September 2024 women make up 41.3% of GW's people leadership. Ethnicity data continues to be collected for new employees. 71.52% of employees have declared their ethnicity as at 30 September 2024.
Successful people <ul style="list-style-type: none"> Our people are capable and supported to be successful Our people are highly engaged 	7	Chief Executive-driven Health, Safety and Wellbeing (HSW) culture. Greater Wellington and Chief Executive HSW due diligence obligations are demonstrated.	People and Customer <ul style="list-style-type: none"> ELT visits to field locations to review HSW processes and risks 	Not Measured	

Greater Wellington Regional Council's Summary of Quarter One performance 2024/25

Priority	#	Performance indicators	Measures will include	Q1 Status	Q1 Results and commentary
<ul style="list-style-type: none"> Health, safety, and wellbeing are an active choice and instinctive in the way we work 	8	Gallup overall employee engagement index.	People and Customer <ul style="list-style-type: none"> Improvement on the 2023/24 result of 4.17 	Not Measured	To be measured in Q4.
Integrated and effective ways of working <ul style="list-style-type: none"> Our policies, processes, systems, support, and change management are effective and user centric Our thinking, information, planning and delivery is integrated Our decisions are well-informed and made at the right level 	9	ELT is enabling integrated decision-making by Council through the consistent provision of joined-up organisational advice.	CE's Office <ul style="list-style-type: none"> As reported by Councillors 	Not Measured	CE's Office indicators assessed in Q2 and Q4.
Purposeful and trusted relationships <ul style="list-style-type: none"> Our partnerships with mana whenua are strong We listen to our communities to 	10	Regular one-on-one meetings with CEs of selected territorial authorities in the region, iwi the regional sector group and operators to build trust and explore partnership opportunities.	CE's Office <ul style="list-style-type: none"> Regular scheduling and reporting on meetings 	Not Measured	CE's Office indicators assessed in Q2 and Q4.

Priority	#	Performance indicators	Measures will include	Q1 Status	Q1 Results and commentary
		better understand what they need			
		<ul style="list-style-type: none"> Our key relationships are clear and we maximise potential We make it easy for stakeholders and communities to work and engage with us, and find our information 			

Section Three: Organisational Performance

Priority	#	Performance indicators	Measures will include	Q1 Status	Q1 Results and commentary
Organisational excellence Greater Wellington fulfils its obligations fully to deliver value for money to its communities.	11	Proportion of 2024-34 Long Term Plan non-financial performance measures that are 'Achieved' is 80% or above.	Strategy <ul style="list-style-type: none"> At least 80% are 'Achieved' 	Not Measured	To be measured end of year. The proportion of 'Achieved' measures has improved year on year, however this is the first year implementing a new set of LTP measures defined in the 2024-34 LTP, which includes refinements to some previous measures and introduces several new ones.
	12	Percentage of major projects with an overall "green" rating (on track in terms of schedule, budget, managing risks and issues, health and safety, stakeholders, and resources) is 70% or above.	Corporate Services <ul style="list-style-type: none"> At least 70% are 'green' 	At Risk	67% (8 out of 12) major projects have green status, indicating they are on track and proceeding as expected. This includes 2 new projects - the ICT technology strategy implementation programme and Flood Resilience Tranche 1. Projects that are either partnered or lead by others are experiencing issues with the complex nature of relationships and procurement escalation costs. These are Riverlink, Pinehaven, Whakawhirinaki Silverstream Water Bridge & Shared Path and Metlink ticketing.

Greater Wellington Regional Council's Summary of Quarter One performance 2024/25

Priority	#	Performance indicators	Measures will include	Q1 Status	Q1 Results and commentary
	13	Identified significant uncertainties/risks are addressed through ELT and prioritised for action to reduce risk.	CE's Office <ul style="list-style-type: none"> As reported by the CE 	Not Measured	CE's Office indicators assessed in Q2 and Q4.
	14	Compliance with Greater Wellington's statutory responsibilities and Council policies	Finance and Risk <ul style="list-style-type: none"> Annual Legal Compliance Survey 	On Track	
	15	Financial performance of Council and major projects	Finance and Risk <ul style="list-style-type: none"> Quarterly financial reports 	On Track	Reports have been delivered as scheduled. Councillors praised the new format and commentary improvement at the September Council meeting.
Reputation Enhance the reputation and relevance of Greater Wellington in the region.	16	Community perception of trust, leadership, fairness, and social responsibility as measured by the Verian brand tracker (Reputation Index)	People and Customer <ul style="list-style-type: none"> Maintain or improve the overall reputation scores from 2023/34 (GW – 56/100, Metlink – 55/100) 	Not Measured	To be measured in May 2025.

APPENDIX THREE: Major Projects

Summary updates

- 67% (8 out of 12) of major projects have green status, indicating they are on track and proceeding as expected.
- The total number of major projects in Q1 - 2024/25 dropped from 13 to 12 compared to Q4 2023/24. The following projects were successfully completed and therefore removed from the list of Major Projects - Long Term Plan, Regional Transport Plan, Regional Fluoride Dosing System and two new projects were added - Flood Resilience Tranche 1 and ICT Technology Strategy.
- Projects that are either partnered or lead by others are experiencing issues with the complex nature of relationships and procurement escalation costs. These are Riverlink, Pinehaven, Whakawhirinaki Silverstream Water Bridge & Shared Path and Metlink ticketing.

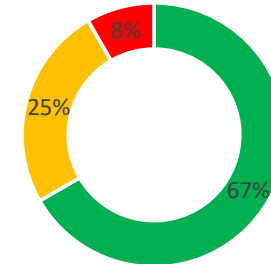
Greater Wellington led initiatives

- 67% (4 out of 6) of GW led projects have green status, down from 71% in the previous quarter (5 out of 7)
- Metlink NTS: Overall status moved from Green to Amber due to delays with Cubic Technology specifications impacting the interface build and Cubic test availability impacting interface development and testing.
- Riverlink - The NZTA/Alliance bridge designs and narrowing of the river will NOT provide the intended 1 in 440-year flood protection standard due to problems with the hydraulic model and how it fits with the consented design. HSW Issue - Constant changing requirements and demands from the Alliance are adding significant stress to the project team.

Multi-agency led initiatives

- 67% of Multi-agency projects are at green status.
- The Pinehaven Stream Stormwater Improvements project is experiencing a number of ongoing issues that are being managed at a project governance level - Private Property Agreements, Lizard Permit application and Land Use Consents expiring. Phase 4 & 5 currently not funded by UHCC is negatively impacting the project budget.

Overall status of major projects



PROJECTS ON TRACK
Flood Resilience Tranche 1
ICT Technology Strategy
Kaitoke Flume Seismic Upgrade
Lower North Island Rail Integrated Mobility
NRP Plan Change 1 & 2
RPS Change Programme
Te Marua WTP Capacity Upgrade
Toitū Te Whenua Parks Network Plan - Restoration Programme implementation
Whakawhirinaki - Silverstream Water Bridge and Shared Path
PROJECTS WITH ISSUES BEING MANAGED AT PROJECT GOVERNANCE LEVEL
Metlink - National Ticketing Solution
Pinehaven Stream Stormwater Improvements
PROJECTS WITH ISSUES BEING MANAGED AT CE/ELT LEVEL
RiverLink

**Council
5 December 2024
Report 24.617**



For Information

FINANCE UPDATE - OCTOBER 2024

Te take mō te pūrongo

Purpose

1. To provide Council with Greater Wellington Regional Council's (Greater Wellington) summary financial reports for the period ended 31 October 2024.

Te tāhū kōrero

Background

1. The Council is responsible for overseeing and evaluating Greater Wellington's performance.
2. Regular review of financial results is needed for effective management enabling informed decision making, performance evaluation, and for compliance and accountability while highlighting potential risks to assets and services.
3. The full year forecast has been incorporated in this report based on first quarterly update.

Te tātaritanga

Analysis

4. The result to October 2024 is a \$2 million operating surplus. Greater Wellington had budgeted for an operating surplus of \$16 million. The main drivers for the variance have been outlined below.

Total Operating Revenue is \$35 million lower than budgeted, materially driven by the following items:

5. Grants and Subsidies revenue is lower than budgeted by \$35 million, mainly due to delays in Lower North Island Rail Integrated Mobility (LNIRIM) procurement and the decision on the National Land Transport Plan (NLTP) for Significant and Low-Cost Low Risk Projects. Full year forecasts have been updated to reflect this, resulting in a variance of \$60 million - \$21 million relating to the NLTP, \$4.5 million related to lower operational expenditure, and \$40.5 million relating to LNIRIM procurement delays. This is partially offset by additional crown revenue for flood resilience projects.

6. Other revenue is lower by \$1 million, materially driven by farebox revenue being lower than anticipated (\$5 million), partially offset by higher interest revenue. Farebox revenue has been forecasted to be \$9.5 million lower by year end.

Total Operating Expenditure is \$21 million lower than budgeted, materially driven by the following items:

7. Grants and subsidies expenditure is under by \$13 million, largely due to changes in the accounting treatment for the National Ticketing Solution (NTS) project moving from an expense to a prepaid asset and delays in rail network projects. The change in NTS accounting treatment is expected to result in \$27 million variance by the end of June with the expenditure still expected to be incurred but needing to be recorded on the balance sheet.
8. Consultants, Contractors and Suppliers are lower than budget by \$11 million, primarily due to underspends across Environment and ICT strategies activities and delays in getting approval for Metlink funding. As such, a full year forecast of \$13 million underspend is expected across the groups.
9. Finance costs are \$3 million higher than budgeted, primarily due to pre-funding. This is offset by additional interest revenue.

Capital Delivery

10. Year-to-date capital expenditure is lower than budgeted due to delays with negotiation of Riverlink property purchases and the agreed reduction in the Metlink capital programme to align with the NLTP.
11. The forecast is indicating a full year underspend of \$41 million driven by a \$21 million reduction from unapproved NZTA funding on NLTP projects. Water capital projects are currently being reviewed by Wellington Water and expecting \$17 million underspend.
12. LNIRIM has been delayed against budget and the project is expected to begin in the second half of the year. As such, the variance is expected to be \$45 million underspend for the full year.

Ngā tūāoma e whai ake nei

Next steps

13. The next financial report will be presented to Council on 27 February 2025.

Ngā āpitihanga

Attachment

Number	Title
1	Council Financial Report – 31 October 2024

Ngā kaiwaitohu

Signatories

Writer	Darryl Joyce – Kaiwhakahaere Matua Manager Accounting Services
Approvers	Ashwin Pai - Kaiwhakahaere Matua Head of Finance Alison Trustrum-Rainey – Kaiwhakahaere Matua, Pūtea me ngā Tūraru Group Manager Finance and Risk

<p>He whakarāpopoto i ngā huritaonga Summary of considerations</p>
<p><i>Fit with Council’s roles or with Committee’s terms of reference</i></p> <p>The Council has governance oversight of the robustness of the organisation’s financial performance.</p>
<p><i>Contribution to Annual Plan / Long Term Plan / Other key strategies and policies</i></p> <p>The report reviews performance against the budget set in the first year of 2024-34 Long Term Plan.</p>
<p><i>Internal consultation</i></p> <p>This report has been drafted following contributions from Finance Business Partners of Metlink, Environment and Corporate Services.</p>
<p><i>Risks and impacts - legal / health and safety etc.</i></p> <p>There are no risks arising from this report.</p>

Council Report October 2024

This report provides the financials for the period ended 31 October 2024 with

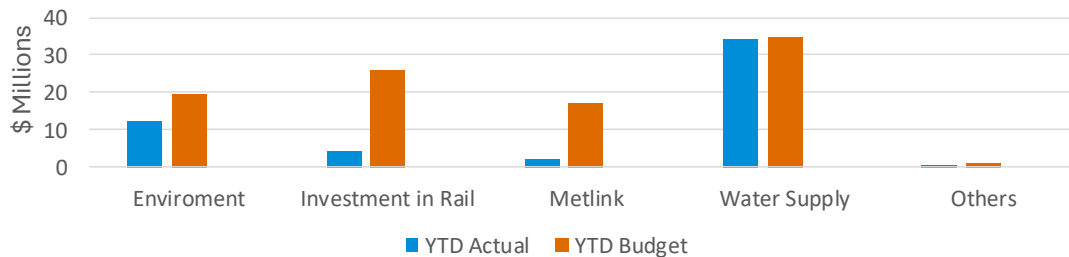
1. Comparisons are to the budget set in the first year of 2024/2034 Long Term Plan and includes re-budgets approved by Council.
2. Projected variance for the full-year compares the approved full year budgets to the current forecast updated in October 2024.

Summarised Profit and Loss as at October 2024

	Year to date			Full Year		
	Actual \$000s	Revised Budget \$000s	Variance \$000s	Forecast \$000s	Revised Budget \$000s	Variance \$000s
Operating Revenue						
Rates and Levies	107,671	107,292	380	321,821	321,531	290
Grants and Subsidies	52,266	86,773	(34,507)	199,332	259,515	(60,183)
Other Revenue	46,798	47,693	(895)	145,996	147,866	(1,870)
Total Operating Revenue	206,735	241,758	(35,023)	667,149	728,912	(61,763)
Operating Expenditure						
Personnel	33,534	34,253	(719)	100,858	101,168	(310)
Grants and Subsidies	93,308	105,998	(12,689)	288,826	319,708	(30,882)
Consultants, Contractors and Suppliers	45,391	56,698	(11,306)	149,933	162,739	(12,806)
Finance Costs	20,914	17,662	3,251	62,081	56,154	5,927
Depreciation	11,377	11,299	79	34,257	34,149	108
Total Operating Expenditure	204,525	225,910	(21,385)	635,955	673,918	(37,963)
Operating Surplus/(Deficit) before other item	2,210	15,848	(13,638)	31,194	54,994	(23,800)
Fair Value Movements	(24,176)	-	(24,176)	5,260	5,260	-
Operating Surplus/(Deficit)	(21,966)	15,848	(37,814)	36,454	60,254	(23,800)
Capital Expenditure	50,537	72,157	(21,620)	173,887	215,259	(41,372)
Investment in Greater Wellington Rail	4,504	26,105	(21,600)	32,586	78,315	(45,729)

** Revised budget is budget set in the 2023-24 Annual Plan plus re-budgets approved by Council

Capital Expenditure by Group



GM of Finance and Risk Overview

The first month of the second quarter has continued the key themes observed in the first quarter, with revenue tracking below budget. This is primarily driven by a \$5 million shortfall in fare income and a reduction in grants and subsidies, mainly related to the GWRC capital programme.

GWRC forecasts a full-year farebox revenue shortfall of \$9.5 million and grant and subsidy revenue \$60 million below budget. The primary contributors to the latter include reduced NZTA funding for NLTP projects (\$21 million), lower operational expenditure (\$4.5 million), and delays in LNIIRM spending (\$40.5 million). These shortfalls are partially offset by \$6 million in unbudgeted Crown revenue for flood resilience CAPEX programmes.

While the revenue outlook is weaker, corresponding reductions in capital and operational expenditure are being made while ensuring that BAU operations remain unaffected. Efforts to maintain a balanced budget are underway, supported by Council's 31 October decision to align NLTP funding with the reduced NZTA allocation.

Operating costs remain under budget, reflecting timing variances, slower project starts (\$15 million), and changes in the accounting treatment for the National Ticketing Solution (NTS) project (\$9 million). NTS costs are incurred as planned but recorded as a prepaid asset on the balance sheet.

As we navigate the revenue challenges, managing operating costs remains a key focus for the remainder of the year.

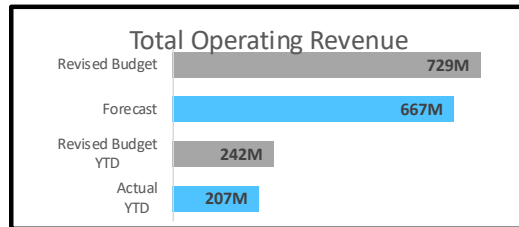
The current financial environment is marked by heightened economic uncertainty, impacting revenue streams and funding stability. This underscores the importance of prudent financial management and adaptability. Maintaining flexibility in operational and capital expenditure planning will be essential to navigate these challenges while safeguarding core operations and long-term priorities.

Regarding capital expenditure, the reduction in NZTA funding for NLTP has a significant impact on the year end forecast \$21 million, as well as delays in the LNRIM program \$45 million. Water capital projects are also being reviewed by Wellington Water and expecting \$17 million underspend.

Other Items of Interest:

- Council currently holds investments (excluding subsidiaries) of \$379 million up from a starting balance of \$315 million on 1 July 2024. This includes water contingency investments of \$50 million, and pre-funding of \$165 million.
- Council currently has gross external debt of \$1.2 billion with a net debt of \$771 million, of which \$165 million is pre-funded debt.

Key Variance Commentary

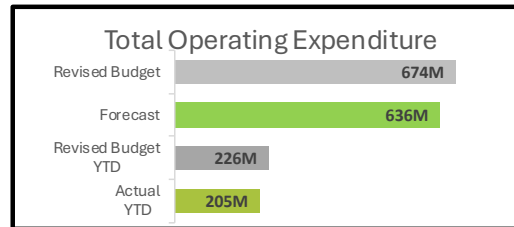


Metlink PT – Current Grants and Subsidies are below budget mainly due to delays in LNIRIM spending and the NLTP funding decision on Metlink projects, **\$30 million**. Full year forecasts have been updated to reflect this resulting in a variance of **\$66 million** - \$21 million relating to the NLTP decisions and \$40.5 million from LNIRIM spending delays with the balance from reduced Grants and Subsidies received due to lower operational costs and other capital projects.

The current farebox revenue is under budget, **\$5 million** partly due to changing travel patterns for longer distance customers lowering average ticket prices and patronage compared to LTP assumptions. Full year farebox revenue is forecast to be **\$9.5 million** lower following the current trend.

Environment - Grants and subsidies forecast is **\$6 million** favourable due to unbudgeted Crown revenue for the Flood Resilience capex program.

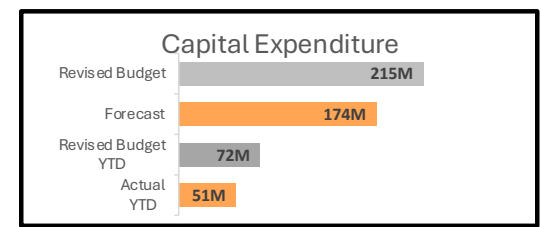
Investment management – YTD Additional financing and interest revenue, **\$3 million**. This is offset by additional financing costs. A net favourable variance of **\$3 million** for the full year is estimated due to the prefunding of maturing LGFA debt and re-investing the funds in favourable rates.



Metlink PT – Year to date Grants and Subsidies expenditure is lower than budgeted primarily due to a change in accounting treatment for the NTS project, moving the cost of the work from an expense to a prepaid asset and delays in rail network renewals, **\$13 million**. The change in NTS accounting treatment is expected to result in **\$27 million** variance by the end of June. However, the expenditure is still expected to be incurred but required to be recorded on the balance sheet.

Environment – Underspend across the group activities, **\$5 million** year-to-date. By year end, we are forecasting **\$6 million** underspend for Pinehaven, FMP planning, Policy and Sustainable Land Use projects.

Investment – External interest cost are higher than budgeted, primarily due to the cost of prefunding, **\$3 million**. This trend flows into the full year forecast number with **\$6 million** variance higher than budgeted, offset by additional revenue.



Metlink PT – Delays in significant projects, **\$15 million** year-to-date. Full year NLTP forecasts have had the NZTA funding portion of **\$21 million** removed.

Environment – RiverLink implementation and property purchases are behind budget due to timing of negotiations, **\$7 million**. The full year forecast is expected to be on track due to additional **\$6 million** crown funded Flood Resilience works offsetting the underspend in Riverlink and Flood Implementation programs.

Water Supply – Current capital expenditure is currently on track with Silverstream Pipe Bridge works progressing ahead of schedule. We are forecasting **\$17 million** under budget primarily for Te Marua and Kaitoke Flume Bridge projects, partly offset by increases in Silverstream Pipe Bridge and other projects.

Council
5 December 2024
Report 24.669



For Decision

RESOLUTION TO EXCLUDE THE PUBLIC

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

Appointment of trustees to the Wellington Regional Stadium Trust – Report PE24.578

Appointment of director to the Wellington Regional Economic Development Agency – Report PE24.655

Confirmation of the Restricted Public Excluded minutes of the Council meeting on 31 October 2024 – Report RPE24.595

Bus services procurement- Confirming the draft commercial terms for operators and market engagement (Part Three) – Report RPE24.564

East by West funding arrangements – Report RPE24.653

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

Appointments of trustees to Wellington Regional Stadium Trust – Report PE24.578	
<i>Reason for passing this resolution in relation to each matter</i>	<i>Ground(s) under section 48(1) for the passing of this resolution</i>
<p>The information contained in this report includes personal and identifying information about the proposed candidates for appointment to the Wellington Regional Stadium Trust. Withholding this information prior to Council’s decision is necessary to protect the privacy of those natural persons (section 7(2)(a) of the Act) as releasing this information would disclose their consideration as a trustee of the Wellington Regional Stadium Trust.</p> <p>Greater Wellington has not been able to identify a public interest favouring disclosure</p>	<p>The public conduct of this part of the meeting is excluded as per section 7(2)(a) of the Act in order to protect the privacy of natural persons, including that of deceased natural persons.</p>

<p>of this particular information in public proceedings of the meeting that would override the need to withhold the information.</p>	
<p>Appointment of director to the Wellington Regional Economic Development Agency – Report PE24.655</p>	
<p><i>Reason for passing this resolution in relation to each matter</i></p>	<p><i>Ground(s) under section 48(1) for the passing of this resolution</i></p>
<p>The information contained in this report includes personal and identifying information about the proposed candidate for appointment. Withholding this information prior to Council’s decision is necessary to protect the privacy of that natural person (section 7(2)(a) of the Act) as releasing this information would disclose their consideration as a director of the Wellington Regional Economic Development Agency (WellingtonNZ).</p> <p>Greater Wellington has not been able to identify a public interest favouring disclosure of this particular information in public proceedings of the meeting that would override the need to withhold the information.</p>	<p>The public conduct of this part of the meeting is excluded as per section 7(2)(a) of the Act in order to protect the privacy of natural persons, including that of deceased natural persons.</p>
<p>Confirmation of the Restricted Public Excluded minutes of the Council meeting on 31 October 2024 – Report RPE24.595</p>	
<p><i>Reason for passing this resolution in relation to each matter</i></p>	<p><i>Ground(s) under section 48(1) for the passing of this resolution</i></p>
<p>Information contained in these minutes relates to future bus service procurement and contracting in the Wellington Region. Release of this information would be likely to prejudice or disadvantage the ability of Greater Wellington to carry on negotiations and may affect the probity of the bus services procurement process (section 7(2)(i) of the Act).</p> <p>Greater Wellington has not been able to identify a public interest favouring disclosure</p>	<p>The public conduct of this part of the meeting is excluded as per section 7(2)(i) of the Act in order enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p>

<p>of this particular information in public proceedings of the meeting that would override the need to withhold the information.</p>	
<p>Bus services procurement- Confirming the draft commercial terms for operators and market engagement (Part Three) – Report RPE24.564</p>	
<p><i>Reason for passing this resolution in relation to each matter</i></p>	<p><i>Ground(s) under section 48(1) for the passing of this resolution</i></p>
<p>Certain information contained in this report relates to future bus service procurement and contracting in the Wellington Region. Release of this information would be likely to prejudice or disadvantage the ability of Greater Wellington to carry on negotiations and may affect the probity of the bus services procurement process (section 7(2)(i) of the Act).</p> <p>Greater Wellington has not been able to identify a public interest favouring disclosure of this particular information in public proceedings of the meeting that would override the need to withhold the information</p>	<p>The public conduct of this part of the meeting is excluded as per section 7(2)(i) of the Act in order enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p>
<p>East by West funding arrangements – Report RPE24.653</p>	
<p><i>Reason for passing this resolution in relation to each matter</i></p>	<p><i>Ground(s) under section 48(1) for the passing of this resolution</i></p>
<p>Information contained in this report is commercially sensitive. Release of this information would be likely to prejudice or disadvantage the ability of Greater Wellington to carry on commercial negotiations (section 7(2)(i)).</p> <p>Greater Wellington has not been able to identify a public interest favouring disclosure of this information in public proceedings of the meeting that would override the need to withhold the information.</p>	<p>The public conduct of this part of the meeting is excluded as per section 7(2)(i) of the Act in order enable any local authority holding the information to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p>

This resolution is made in reliance on section 48(1)(a) of the Act and the particular interest or interests protected by section 6 or section 7 of that Act or section 6 or section 7 or section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public.