

ORDINARY MEETING

OF

CITY STRATEGY COMMITTEE

AGENDA

Time: 9:30am
Date: Thursday, 14 February 2019
Venue: Committee Room 1
Ground Floor, Council Offices
101 Wakefield Street
Wellington

MEMBERSHIP

Mayor Lester
Councillor Calvert
Councillor Calvi-Freeman
Councillor Dawson
Councillor Day
Councillor Fitzsimons
Councillor Foster
Councillor Free
Councillor Gilberd
Councillor Lee
Councillor Marsh
Councillor Pannett (Chair)
Councillor Sparrow
Councillor Woolf
Councillor Young

NON-VOTING MEMBERS

Te Rūnanga o Toa Rangatira Incorporated
Port Nicholson Block Settlement Trust

Have your say!

You can make a short presentation to the Councillors at this meeting. Please let us know by noon the working day before the meeting. You can do this either by phoning 04-803-8334, emailing public.participation@wcc.govt.nz or writing to Democracy Services, Wellington City Council, PO Box 2199, Wellington, giving your name, phone number, and the issue you would like to talk about.

AREA OF FOCUS

The role of the City Strategy Committee is to set the broad vision and direction of the city, determine specific outcomes that need to be met to deliver on that vision, and set in place the strategies and policies, bylaws and regulations, and work programmes to achieve those goals.

In determining and shaping the strategies, policies, regulations, and work programme of the Council, the Committee takes a holistic approach to ensure there is strong alignment between the objectives and work programmes of the seven strategic areas of Council, including:

- **Environment and Infrastructure** – delivering quality infrastructure to support healthy and sustainable living, protecting biodiversity and transitioning to a low carbon city
- **Economic Development** – promoting the city, attracting talent, keeping the city lively and raising the city's overall prosperity
- **Cultural Wellbeing** – enabling the city's creative communities to thrive, and supporting the city's galleries and museums to entertain and educate residents and visitors
- **Social and Recreation** – providing facilities and recreation opportunities to all to support quality living and healthy lifestyles
- **Urban Development** – making the city an attractive place to live, work and play, protecting its heritage and accommodating for growth
- **Transport** – ensuring people and goods move efficiently to and through the city
- **Governance and Finance** – building trust and confidence in decision-making by keeping residents informed, involved in decision-making, and ensuring residents receive value for money services.

The City Strategy Committee also determines what role the Council should play to achieve its objectives including: Service delivery, Funder, Regulator, Facilitator, Advocate

The City Strategy Committee works closely with the Long-term and Annual Plan Committee to achieve its objectives.

Quorum: 8 members

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1 Meeting Conduct

1.1 Mihi

The Chairperson invites a member of the City Strategy Committee to read the following mihi to open the meeting.

Taiō Pōneke[†] – City Strategy Committee

Te wero

Toitū te marae a Tāne

Toitū te marae a Tangaroa

Toitū te iwi

Taiō Pōneke – kia kakama, kia māia!

Ngāi Tātou o Pōneke, me noho ngātahi

Whāia te aratika

Our challenge

Protect and enhance the realms of the Land and the Waters, and they will sustain and strengthen the People.

City Strategy Committee, be nimble (quick, alert, active, capable) and have courage (be brave, bold, confident)!

People of Wellington, together we decide our way forward.

[†] The te reo name for the City Strategy Committee is a modern contraction from 'Tai o Pōneke' meaning 'the tides of Wellington' – uniting the many inland waterways from our lofty mountains to the shores of the great harbour of Tara and the sea of Raukawa: ki uta, ki tai (from mountain to sea). Like water, we promise to work together with relentless synergy and motion.

1.2 Apologies

The Chairperson invites notice from members of apologies, including apologies for lateness and early departure from the meeting, where leave of absence has not previously been granted.

1.3 Conflict of Interest Declarations

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member and any private or other external interest they might have.

1.4 Confirmation of Minutes

The minutes of the meeting held on 7 February 2019 will be put to the City Strategy Committee for confirmation.

1.5 Items not on the Agenda

The Chairperson will give notice of items not on the agenda as follows.

Matters Requiring Urgent Attention as Determined by Resolution of the City Strategy Committee.

The Chairperson shall state to the meeting:

1. The reason why the item is not on the agenda; and
2. The reason why discussion of the item cannot be delayed until a subsequent meeting.

The item may be allowed onto the agenda by resolution of the City Strategy Committee.

Minor Matters relating to the General Business of the City Strategy Committee.

The Chairperson shall state to the meeting that the item will be discussed, but no resolution, decision, or recommendation may be made in respect of the item except to refer it to a subsequent meeting of the City Strategy Committee for further discussion.

1.6 Public Participation

A maximum of 60 minutes is set aside for public participation at the commencement of any meeting of the Council or committee that is open to the public. Under Standing Order 3.23.3 a written, oral or electronic application to address the meeting setting forth the subject, is required to be lodged with the Chief Executive by 12.00 noon of the working day prior to the meeting concerned, and subsequently approved by the Chairperson.

Requests for public participation can be sent by email to public.participation@wcc.govt.nz, by post to Democracy Services, Wellington City Council, PO Box 2199, Wellington, or by phone at 04 803 8334, giving the requester's name, phone number and the issue to be raised.

2. Strategy

TE TAUIHU DRAFT ACTION PLAN

Purpose

1. This report recommends that City Strategy Committee adopts Te Tauihu – Te Reo Action Plan (Action Plan).
2. The Action Plan sets out how Council aims to achieve our vision to become the te reo capital city by 2040 and deliver the desired outcomes of Te Tauihu – Te Reo Policy

Summary

3. On 27 June 2018, the Council approved the Te Tauihu – Te Reo Māori and instructed officers to prepare an action plan that provides more detail on the initiatives to be undertaken to implement the policy.
4. Since then, we have engaged internally and with mana whenua to draw up the attached document, which shows the actions to be taken over our usual three-year planning cycle (of which we are already part way through) and the following period of 10 years. The Action Plan reflects current projects and budgets.
5. The Action Plan is focused on priority initiatives to support te reo Māori for Wellington. The priority actions to support te reo for Wellington City Council will be captured in our organisation plan.
6. The Action Plan describes what success will look like, and lists specific actions that will help the city to progress toward success, including activities that incorporate te reo Māori in Council's key planning instruments, and a focus on partnership with iwi entities and across the public sector. The Action Plan supports business and community participation. A three-year review linked to our Long Term Plan will ensure continued relevance, and confirmation that the actions will deliver the policy aspirations.
7. The activities in the Action Plan will complement without duplicating, actions being taken by other organisations, using the levers available to the Council. The wider context includes the Crown's Te Maihi Karauna Strategy, which focuses on creating a New Zealand society where te reo Māori is valued, learned and used.
8. In addition the Director Strategy and Governance and the Chief Executive of Te Taura Whiri i te Reo Māori - Māori Language Commission (Te Taura Whiri), have signed a funding agreement whereby Te Taura Whiri will provide Council with \$80,000 and other support for te reo Māori initiatives across the city during Te Matatini in February 2019.

Recommendation/s

That the City Strategy Committee:

1. Receives the information.
2. Adopts Te Tauihu – Te Reo Action Plan and supports its implementation.

Background

9. On 6 February 2018 the Council launched its consultation and engagement programme for Te Tauihu – Te Reo Policy. The Mayor and Councillors unanimously approved the policy on 27 June 2018 and instructed officers to develop an action plan to provide more details on initiatives to be undertaken to implement the policy.
10. Our timing with this action plan is significant. The United Nations General Assembly has declared 2019 the International Year of Indigenous Languages to raise awareness of the crucial role languages play in people's daily lives.
11. The Crown has developed its Te Maihi Karauna Strategy. The strategy focuses on creating a New Zealand society where te reo Māori is valued, learned and used – its priority groups are young people, proficient speakers and the public sector. The implementation plan of Te Maihi Karauna is expected in early 2019.
12. The Department of Internal Affairs also has a workstream for Māori/Crown relations and local government support for te reo Māori revitalisation is an area of interest. Minister Mahuta met with Te Pae Urungi (the local government national kaupapa Māori collective) to discuss a range of initiatives the DIA team are tasked with.
13. Whilst the policy is not a legislative requirement, Wellington City Council operates within a legislative framework that reflects the principles of the Treaty of Waitangi. Information about the key pieces of legislation in this regard, and the Council's roles and responsibilities under them, is included in the Supporting Information.
14. Furthermore, the Council's Memoranda of Understanding with iwi mana whenua entities describes the principles as:
 - Partnership: acting reasonably, honourably and in good faith to ensure the strategic relationship has integrity and respect, in the present and for the future of Wellington;
 - Participation: recognising that both parties can contribute, for mutual benefit, in deciding the future of the city – working towards and achieving the parties' visions; and
 - Protection: actively protecting the taonga of iwi mana whenua and safeguarding cultural concepts, values and practices to be celebrated and enjoyed for all Wellingtonians.

Discussion

15. This Action Plan has been drawn up following internal and relevant external discussions, including the presentation of an early draft action plan at a Mayor and Councillor workshop on 6 December. In addition, discussions with iwi mana whenua entity representatives highlighted matters of importance to Taranaki Whānui ki te Upoko o te Ika and Ngāti Toa Rangatira, and these have been captured in the Action Plan. The Action Plan was endorsed by the quarterly Council-Iwi Leaders Forum on 29 January.
16. It is important to note that the special relationship with iwi mana whenua entities is long-established and enduring. This Action Plan and further iterations will continue to reflect the relationship between Council and iwi mana whenua, alongside the desires and aspirations of the wider Māori community and the Wellington community at large.
17. A specific example of this is the signing of a He Whakaaetanga kia Mahi Tahi / Agreement to Work Together, between Wellington City Council and Te Taura Whiri i te Reo Māori - Māori Language Commission. This agreement (soon to be signed) anticipates that Council will have ongoing access to expertise from Te Taura Whiri i te



reo Māori, and confirms that this Action Plan will align with the Crown's Te Maihi Karauna Strategy in the capital city.

18. Te Taura Whiri i te reo Māori have described this Action Plan as “giving effect to the vision of te reo Māori becoming an everyday language that resonates throughout New Zealand”, and have committed to fund \$80,000 to support visual te reo Māori initiatives across the city during Te Matatini in February 2019.
19. The action plan has been formatted to show the actions to be taken over our usual three-year planning cycle (of which we are already part way through) and the next period of 10 years:
 - Te Pae Tata – that which is close, in near reach (now to three years – our current planning cycle)
 - Te Pae Tawhiti – the more distant horizon, will take a bit of time to achieve (over each 10 years of long term plan).
20. The Action Plan reflects current projects and budgets. The next Long-term Plan is identified as the next opportunity to vary budget levels where appropriate.
21. The activities in the Action Plan will be monitored as part of business-as-usual practices. The Action Plan will be reviewed every three years to ensure the included activities are helping to move towards the objective of being the te reo capital city by 2040, while making adjustments as required.

Next Actions

22. Tira Poutama – Iwi Partnerships will lead the implementation of the Action Plan, working with relevant business units across the Council. Tira Poutama will also work with Te Taura Whiri i te reo Māori and our in-house reporting function and develop best practice monitoring and performance reporting.

Attachments

Attachment 1. [Te Tauihu - Te Reo Action Plan](#)  

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Author	Nicky Karu, Manager, Tira Poutama
Authoriser	Hayley Evans, Acting Director, Strategy and Governance

SUPPORTING INFORMATION

Engagement and Consultation

Tira Poutama – Iwi Partnership Business Unit has led the development of this action plan by including:

- Reviewing the constructive suggestions gathered from submissions during the consultation process and developing themes;
- A focus group of external stakeholders;
- Presentation and discussion with Wellington Youth Council;
- Interactive workshop with Mayor and Councillors
- Discussion with Council-Iwi Leaders Forum
- Best practice sharing with Te Pae Urungi (local government kaupapa Māori national collective) and Te Maruata Kōmiti Whakahaere (local government Māori elected members national collective committee)

Treaty of Waitangi considerations

Wellington City Council operates within a legislative framework that reflects the principles of the Treaty of Waitangi. The following provides information about the key pieces of legislation in this regard, and the Council's roles and responsibilities under them. The action plan does not impact Council's compliance with these pieces of legislation, but are provided for information about the context in which the Council works

The following Treaty of Waitangi considerations relate specifically to Te Tauihu Draft Action Plan. Note: These statutory obligations may be the foundations for organisational policy and delivery but on their own they don't adequately emphasise the importance of Te Tiriti, the partnership with Māori and the critical value that this unique relationship can bring to the city both domestically and internationally.

Te Ture mō te reo Māori - Māori Language Act 2016

Section 4 - Recognition of Māori language as taonga

- (1) The Māori language is a taonga of iwi and Māori.
- (2) Iwi and Māori are the kaitiaki of the Māori language.

The terms **taonga** and **kaitiaki** are used in the action plan.

As a territorial authority, Wellington City Council is guided by a legal framework that includes provisions for Māori and recognition of the Treaty of Waitangi. Examples:

Local Government Act 2002

Section 4 – Treaty of Waitangi:

“In order to recognise and respect the Crown's responsibility to take appropriate account of the principles of the Treaty of Waitangi and to maintain and improve opportunities for Māori to contribute to local government decision making-processes ...”

Section 77 – Requirements in relation to decisions:

A local authority must, in the course of the decisionmaking process,—

(c) take into account the relationship of Māori and their culture and traditions with their ancestral land, water, sites, waahi tapu, valued flora and fauna, and other taonga where a significant decision is to be made in relation to land or a body of water.

Resource Management Act 1991

Section 6 – Matters of national importance

“Shall Recognise and Provide For:

the relationship of Māori and their culture and traditions with their ancestral lands, water, sites, waahi tapu, and other taonga;

the protection of historic heritage from inappropriate subdivision, use, and development;

the protection of recognised customary activities”

Section 7 – Other matters

“Shall have particular regard to:

Kaitiakitanga – the exercise of guardianship; and in relation to a resource, includes the ethic of stewardship based on the nature of the resource itself.”

Section 8 – Treaty of Waitangi

“In achieving the purpose of this Act all persons exercising functions and powers under it, in relation to managing the use, development, and the protection of natural physical resources, shall take into account the principles of the Treaty of Waitangi.”

Financial implications

Year 1 and 2 actions are accounted for in current baseline budget provision. There may be slight adjustments for the addition of te reo in new initiatives, however this is likely to be minimal compared to the significant added value and benefits of te reo revitalisation.

The next Long Term Plan process is where significant budgetary items will be considered, and include public and iwi mana whenua entity engagement.

Policy and legislative implications

Te Ture mō te Reo Māori Act 2016.

Te Maihi Karauna Strategy outcomes for the public sector: Kia Māhorahora te Reo: Everywhere, Every way, Everyone, Every day. <https://www.tpk.govt.nz/en/a-matou-kaupapa/maihi-karauna>

See also Treaty of Waitangi considerations above.

Te Tauihu te reo policy and direction to develop this action plan.

Risks / legal

Tira Poutama will monitor risks associated with the delivery of the Acton Plan. There are no critical risks identified at this stage.

Climate Change impact and considerations

Not applicable – no particular climate change implications.

Communications Plan

Tira Poutama, Communication and Engagement, and Mayor's Office are working on the communications plan which will include:

- Signing of He Whakaaetanga kia Mahi Tahi / Agreement to Work Together between Wellington City Council and Te Taura Whiri i te Reo Māori - Māori Language Commission
- Joint media release with Iwi partners
- Joint media release with Te Taura Whiri i te Reo Māori
- Video of Rā and Wa on social media

As we progress through actions we will share our successes with the media.

Health and Safety Impact considered

Public health and safety hazards are unlikely to arise as a result of te reo revitalisation.

Te Taihū – Te Reo Māori Action Plan

Context

A te reo Māori City by 2040 The Māori language is the indigenous language of New Zealand and is one of our official languages. Te reo Māori is important to our national identity and has inherent mana. The year 2040 is significant as it marks 200 years since the signing of the Treaty of Waitangi and the first unofficial Wellington Town Committee. It is also the milestone for Council's strategy – Wellington Towards 2040: Smart Capital.

As the capital city, Wellington is well placed and a natural home where the status of te reo Māori should be recognised and built into the cultural fabric of the city. Te Taihū commits the Council to elevate the visibility and use of te reo Māori and encourages the city to do the same; it acknowledges the history of our country, the whakapapa of the region and it reinforces the mana of Māori culture within Wellington as the capital city of New Zealand.

The Council has long supported the use of te reo, this is not a completely new way of working. This action plan is designed to take our relationship with te reo to another level and to deliver te reo transformation in our capital city. Our intention with this action plan is to drive change and influence participation and collaboration across communities and in workplaces throughout the city.

We have captured activities in this action plan that go further than our usual practice.

Purpose

The purpose of Te Taihū is to recognise the status of te reo Māori as a taonga of iwi Māori and to create a framework to help guide the actions of the Council – to celebrate te reo Māori and support the revitalisation of the language within Wellington City.

Te Taihū supports the principles set out in Te Ture mō Te Reo Māori 2016, the Māori Language Act 2016.

Iwi and Māori are the Kaitiaki of the Māori language and the language is the foundation of Māori culture and identity. The knowledge and use of the Māori language enhances the lives of all Māori. It is sustained through transmission of the language from generation to generation among whānau and daily use in the community. All New Zealanders are encouraged to learn and use te reo Māori to enhance their lives and to support its national revitalisation.

On 27 June 2018 Council approved Te Taihū – te reo policy and this Action Plan starts to set out how the policy will be implemented to achieve te reo outcomes for Wellington and for Wellington City Council.

Setting

Wellington City Council has a wide range of Te Tiriti o Waitangi legislative obligations and considerations which is reflected in how we work on a day-to-day basis. Some of the key documents that enable our approach (to varying degrees) include:

- Iwi Memoranda of Understanding to work together across a broad range of cultural advice and activity
- Issues for Tangata Whenua with the Spatial (Growth) Plan and the District Plan
- An Arts and Culture Strategy
- Our community grants and funding criteria
- Reserve Management Plans
- Open Space Naming Policy: Kaupapa Whakaingoa Whenua Māhorahora
- Road Naming Policy
- Te Mahana Homelessness Strategy
- Three Waters Strategy
- Terms of reference and delegations that enable our two iwi mana whenua partners to sit as members of the City Strategy and Annual Plan/Long-term Plan Committees.

Some of these key documents are being reviewed to ensure they align with the aspirations of Te Tauihu, for example the Naming Policy for roads, open spaces, Council facilities and new suburbs.

We've already started to give effect to the policy. Some of the highlights from 2018 that support our commitment to becoming a te reo city include:

- Naming of special places – Te Ngākau Civic Square, Ara Moana Walkway (Waterfront), Whairepo Lagoon (sign installed 2018), and several new reserves
- Reo-rua and artwork for hoardings including Rangiātea by Reweti Arapere, Ngā Kakano by Johnson Witehira, the Tawa mural Tāne te Ōhanga by Poi Ngawati, as well as regular light box installments
- Ahi Kā signature event during Matariki
- Planning for city activation for the upcoming Te Matatini ki te Ao national event being hosted in Wellington city in February 2019
- Waitohi – the standalone name given to the community hub being constructed in Johnsonville

- Te Māra housing development and pou whenua installation
- Dual naming of electoral wards

Being familiar with te reo, Māori aspirations, values and cultural customs helps us to acknowledge our unique cultural heritage and identity, build stronger te reo communities and serve the people of Wellington more equitably.

Objectives

To help us in the revitalisation of te reo Māori the policy identifies two key objectives:

- 1. Te reo Māori for Wellington:** Strong and empowered te reo speaking communities, as the Kaitiaki of te reo Māori. This includes effective local iwi and Māori partnership, participation and wellbeing.
- 2. Te reo Māori for Wellington City Council:** An enabled organisation. We want an organisation where everyone understands the importance of te reo Māori and feels supported in learning and using it. Te reo Māori is valued here.

The actions in this document will focus on priority initiatives to support **te reo Māori for Wellington**.

The priority actions to support **te reo for Wellington City Council** will be captured in our organisation plan.

The language planning goals from Te Taura Whiri i te Reo Māori, the Māori Language Commission provide for five domains covering:

- A. Te Mārama Pū / Critical Awareness;** Understand the context of te reo Māori within Wellington
- B. Mana / Status;** Raise the mana of te reo within Wellington
- C. Te Whakamahi / Use;** Grow the application of te reo Māori in Wellington
- D. Te Ako / Acquisition;** Assist people in Wellington to learn te reo; and
- E. Te Puna / Corpus;** Access and collect words to support te reo Māori in Wellington

Ngā Pae

The action plan has been formatted to show the actions to be taken over our usual 3-year planning cycle (of which we are already part way through) and the next period of 10 years.

Te Pae Tata – that which is close, in near reach (now to 3 years – our current planning cycle)

Te Pae Tawhiti – the more distant horizon, will take a bit of time to achieve (over each 10 years of long term plan)

Te reo revitalisation and this action plan will be led by the elected member holding the portfolio for Māori partnerships. Council will be supported by our Memorandum of Understanding with iwi entity partners and letter of agreement with Te Taura Whiri i te reo Māori, the Māori Language Commission.

Te Tauihu action plan will be reviewed triennially to ensure the actions are still relevant to the vision of a te reo city by 2040 and on track to deliver against the policy outcomes.

We also asked our engagement groups to consider what success looks like in 2040: **Te Pae ki te Rangi**. This seemed the easiest 'pae' for people to imagine and express – comments like:

"By 2040, a whole generation of today's school children will have te reo knowledge and be the working age professionals and practitioners, parents, homeowners – our future leaders."

"My mokopuna will have at least two languages, English and te reo – possibly more."

"This city will look, sound and feel different – in a genuine and authentic reo-rua way."

"I'll be in my 40s by then. I will be able to kōrero Māori with my friends and whānau without people staring at me, because it will be normalised. (I'm a red-haired, green-eyed Ngāi Tahu)"

"I will order my food, buy my shoes and speak to people in the elevator in te reo Māori – that's cool"

Action Plan A: Wellington City

Te reo Māori for Wellington: Strong and empowered te reo speaking communities. As Kaitiaki of te reo Māori, this includes effective local iwi and Māori partnership, participation and wellbeing.

(Note: some actions in the following plan may support a number of language domains but have been captured only once)

Domain:	Description:	Policy aspiration:
A. Te Mārama Pū / Critical Awareness	Understand the context of te reo Māori within Wellington	<ul style="list-style-type: none"> The capital city is a te reo Māori city – people will know this because it will be visible in our city landscape and places we meet. Te reo o te iwi mana whenua is seen and heard in ceremonial occasions and in the celebration of our unique Māori heritage.
B. Mana / Status	Raise the mana of te reo within Wellington	<ul style="list-style-type: none"> 'Me Heke ki Pōneke' is as well known to Wellingtonians as 'Absolutely, Positively, Wellington' We will support Wellington's rangatahi to learn and perform iwi mana whenua haka at special occasions. We will recognise and celebrate te reo Māori champions in the community.
C. Te Whakamahi / Use	Grow the application of te reo Māori in Wellington	<ul style="list-style-type: none"> We will encourage the public to use te reo Māori in written and oral submissions. We will translate our educational publications so those who use te reo Māori can access these resources. We will support events and businesses that create a domain for use of te reo Māori.
D. Te Ako / Acquisition	Assist people in Wellington to learn te reo	<ul style="list-style-type: none"> Community facing services, programmes and resources will increasingly have te reo Māori content and focus. Our visual assets across all Council facilities, receptions, housing, events, arts, and in the public will include te reo Māori.
E. Te Puna / Corpus	Access and collect words to support te reo Māori in Wellington	<ul style="list-style-type: none"> We will use te reo Māori and orthographic conventions provided by Te Taura Whiri i te Reo Māori. Iwi mana whenua provide us with kupu that are unique and meaningful for this place.

Expected timeframes for delivery		Year 1/2 (18-20)	Year 3 (20/21)	10 LTP (21-30)
<p>1. Te Mārama Pū / Critical Awareness</p> <p><i>Success looks like:</i></p> <p>The people of Wellington accept the need for language revitalisation and understand the ambitious role that council has in achieving the goal to be the te reo capital by 2040</p>	a. Dual language welcome signage for the city gateways. First gateway sign installed in the first year of this action plan.			
	b. Increased presence of Māori cultural ambassadors at Civic ceremonies and within international delegations, both when receiving delegations here and when we travel overseas to reflect our bi-cultural capital.			
	c. Following adoption of an updated Naming Policy that incorporates processes to adopt more te reo place and space naming, support consideration of Te Reo names for key sites around the city, including the Wellington Botanic Gardens, Town Belt and Outer Green Belt.			
	d. Implement a Māori cultural design framework based on te ao Māori principles to support how we design and build in the city (including through Planning for Growth and District Plan review);			
	e. Council Control Organisation's Letters of Expectation and Statements of Intent will reflect our commitment to be a te reo city by 2040 by incorporating activities to support the Council's objectives in their work programmes and measures of success.			
	f. An Arts and Culture Strategy that continues to emphasise the importance of local and national Māori performance / events, for example - Waitangi Day, Matariki, Te Wiki o te Reo, Kapa Haka, Māori theatre, art and performance etc and encourages te reo across all aspects of art and culture.			
	g. A procurement process that aligns with our commitment to be a te reo city by 2040 and considers favourably, where practicable, activities that contribute to strong and empowered te reo community outcomes.			

Expected timeframes for delivery		Year 1/2 (18-20)	Year 3 (20/21)	10 LTP (21-30)
	h. New City Housing complexes and upgrades will reflect our commitment to be a te reo city by 2040, for example – the recently opened Te Māra complex where tōtara trees from site were carved into pou whenua and the name reflecting the original land purpose of cultivation.			

<p>2. Mana / Status <i>Success looks like:</i> The people of Wellington understand the value of te reo Māori and accept that it is an integral part of our capital city and national identity</p>	a. The continued installation of pou whenua to recognise significant places of iwi settlement at selected sites: Taputeranga Island Historic Reserve and Te Ara o Ngā Tupuna additions.			
	b. We will welcome applications for venue subsidies to bring community based te reo Māori events such as Ngā Manu Kōrero Speeches, Kapa Haka Competitions and other cultural practices to the city. In years 2-3 we will review how we can best support these events to occur in our venues, facilities and open spaces.			
	c. Implement certificates of recognition for exemplary te reo Māori youth champions e.g. Year 8 (in year 1) / Year 13 (by year 3) school leavers.			
	d. Refresh Te Ara o Ngā Tūpuna – Pathway of our Ancestors heritage trail brochure and review the inventory of iwi settlement sites and significance in the District Plan.			
	e. Identify opportunities to sponsor community awards that help recognise and celebrate te reo and Māori champions and leaders.			
	f. Consider how we seek direct input to decision making from Māori community members, and how this contributes to improving wellbeing outcomes for Māori.			

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Expected timeframes for delivery		Year 1/2 (18-20)	Year 3 (20/21)	10 LTP (21-30)
	g. Work with WREDA and other organisations to develop <i>Te Taurapa</i> – partnering for Māori success, a strategy that will ensure Māori have a continued tangata whenua presence. The strategy aims to make Wellington a place that values Māori business and workforce, heritage, arts, culture, te reo – reflected in investment confidence and economic development projects.			
	h. We will incorporate signs at Mount Victoria that tell local Māori legends and will work with Wellington Sculpture Trust to install a significant sculpture depicting a local Māori legend – potentially Ngake and Whātaītai.			
	i. Our public Committee Rooms and Council Chambers will reflect our bi-cultural, bi-lingual city aspirations, including signage, naming art and tikanga practice.			
	j. Refresh our Council branding to reflect the equal status of te reo Māori and English.			
	k. Review the capacity funding of iwi mana whenua engagement through the Long-term Plan to ensure it is fit for purpose to contribute to the broad legislative obligations and MOU partnership.			
3. Te Whakamahi / Use <i>Success looks like:</i> The people of Wellington can speak, listen to, read,	a. Forms / templates for submission and committee reports include bi-lingual headers and a glossary of generic terms.			
	b. Translation/interpretation services for Council and Committee Meetings will continue to be made available for te reo Māori written and oral presentations.			

Expected timeframes for delivery		Year 1/2 (18-20)	Year 3 (20/21)	10 LTP (21-30)
write and comprehend te reo Māori at a level that supports their use and have access to reo-rich environments and domains	c. Work with WREDA to encourage use of te reo across the CBD business and commercial sectors.			
	d. Our inter-agency Te Matatini 2019 (outside of the stadium event) activation programme will focus on te reo – including partnering with Te Taura Whiri to ensure locals and visitors to the city can participate in the excitement.			
	e. We will install visual pedestrian lanterns dedicated to traditional Māori performing arts to highlight how kapa haka is maintaining te reo at a local, regional and national level.			
	f. We will install signage so the public know the name of the waterfront walkway Ara Moana, and use the name when referring to the section of the Wellington waterfront			
	g. We will facilitate a te reo Māori expo to provide a platform for businesses and organisations to share ideas and best practice.			
	h. We will create a centralised repository of all iwi cultural impact reports and archaeological assessments used for resource consents that contain Māori settlement content to provide a rich and more resilient cultural heritage collection, and make it easier for the public to access it.			
	i. Iwi mana whenua education programmes are developed with council investment contribution, are available to the community of Pōneke and are a regular event in community facilities across the city.			
	j. We will use new technology in our central spaces to tell local Māori stories, for example - at Pukeahu (Memorial Park), Ara Moana (Waterfront), Tangi te Keo (Mt Victoria), Te Ngākau Civic Square, Te Aro Park.			

Expected timeframes for delivery		Year 1/2 (18-20)	Year 3 (20/21)	10 LTP (21-30)
4. Te Ako / Acquisition <i>Success looks like:</i> Council supports the people of Wellington to have increased opportunities to acquire te reo Māori at a level that supports their use.	a. Naming, signage and other visual tools in our facilities and open spaces / reserves will reflect our commitment to be a te reo city by 2040 (as they are renewed).			
	b. Consider how community funding and social funding contracts can better support te reo learning opportunities for communities.			
	c. All council infrastructure projects will apply lessons from the development of Waitohi (Johnsonville Community Hub) as a good example of how can incorporate te reo Māori in design and build, as Te Tauihu is applied to all new Council funded build projects.			
	d. Playgrounds will support site storytelling in design and technology and bilingual signage. The first to apply this intention will be the Ara Moana waterfront playground at Frank Kitts Park.			
	e. Incorporate more te reo in the election vote campaigns and use social media te reo ambassadors.			
	f. All community hubs will start offering activities and services that contribute to our commitment to be a te reo city by 2040.			
5. Te Puna / Corpus <i>Success looks like:</i>	a. We will apply the orthographic convention for te reo published by Te Taura Whiri, including the use of tohutō (macrons) and tohuhono (hyphens).			
	b. We will develop a guideline with iwi mana whenua entities that assists the			

Expected timeframes for delivery		Year 1/2 (18-20)	Year 3 (20/21)	10 LTP (21-30)
Quality new words, terms and standards are developed and available to support the use of te reo Māori	wider Wellington community when considering the use of te reo for local initiatives, for example names, events and projects			
	c. We will work with Te Puni Kōkiri and other central government agencies so that we have a capital city/regional approach to te reo, its use and visibility in the city and also how local funding is allocated to support a te reo city by 2040.			
	d. We will work with territorial authorities in the region and other Wellington organisations to increase the use and visibility of te reo e.g. Schools, public transport and sports entities			
	e. We will correct Māori words and names in the public domain that contain errors, with the support of iwi mana whenua entities and affected communities.			
	f. We will perform a stocktake of te reo names and signage currently in the suburban and urban environment so that we can acknowledge and assess what we currently have in the city, the gaps and any priorities for new signage.			

Dedicated to the memory of Billie Tait-Jones, long serving Kaiarahi Tikanga (Cultural Advisor) for Wellington City Council – passed away 6 November 2017

This song is about Billie, a fabulous Māori woman of immense strength of character and an irresistible laugh.

Billie nurtured many Mayors and Councillors, her co-workers and the wider community through many Māori cultural situations and as a friendly face for Māori when interacting with Council.

Taku manu ngangahu	My guide in this world
Kanohi owahi o hine	Epitome of womanhood
Taku kokako tokomaunga	Strong of character
Wahine Māori motuhake	Resilient Māori woman
Te tauira mai o	Exemplar of
Te ihi, te wehi, te wana, te mana	Energy, influence and authority
Taku manu taki	My bird who leads
Taku manu tāiko	My bird who gathers all
Tāwharautia	Nurturing
Te kāhui a te manu	The trusted advisor to many city
Ariki whakatakāpokai	leaders
Hikitia, hapainga	Protecting and uplifting (their mana)
Taku manu tukutuku	Connecting people together
Whakatōkia te whakapono	Imprint the faith
Te tūmanako me te aroha	Hope and love
Whakatūturutia	Deep within
Ki roto ki ahau	Me (us)
E tū nei i te whakaiti	Standing here modestly
Karangatia te pō	Call forth the past
Karangatia te ao	The future
Karanga karanga	The now
Ki te ao mārama	The world of light

SUBMISSION TO PRODUCTIVITY COMMISSIONS' INQUIRY INTO LOCAL GOVERNMENT FUNDING & FINANCING

This report was not available at time of print and will be made available under separate cover, and online at <https://wellington.govt.nz/your-council/meetings/committees/city-strategy-committee/2019/02/14>.

Author	Carolyn Dick, Principal Advisor, Strategy
Authoriser	Kane Patena, Director, Strategy and Governance Andy Matthews, Chief Financial Officer

3. Monitoring

UPDATED FORWARD PROGRAMME FOR CITY STRATEGY COMMITTEE MEETING FOR 2019

Purpose

1. This report provides an updated copy of the City Strategy Committee's Forward Programme for 2019.

Summary

2. This updated Forward Programme sets out the strategy, policy and briefing reports that are planned for the City Strategy Committee meetings for 2019.
3. The Forward Programme includes both large scale strategy and policy documents, projects, unit work streams, and also a number of operational reports that require committee consideration.
4. The Forward Programme is a working document that is subject to change on a regular basis.
5. A number of items are listed which do not have as yet agreed reporting timeframes. These have been added separately to ensure that the Committee has visibility of the fuller work programme. These will be included as scheduled items, as dates are confirmed.

Recommendation/s

That the City Strategy Committee:

1. Receives the information.
2. Notes the attached forward programme.

Attachments

Attachment 1. City Strategy Committee Forward Programme [↓](#) 

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Author	Esther Hoskin, Democracy Advisor
Authoriser	Penny Langley, Democracy Services Manager Hayley Evans, Acting Director, Strategy and Governance

SUPPORTING INFORMATION

Engagement and Consultation

Not applicable.

Treaty of Waitangi considerations

Not applicable.

Financial implications

Not applicable.

Policy and legislative implications

Timeframes and deliverables are reliant on organisational resourcing and priorities.

Risks / legal

Not applicable.

Climate Change impact and considerations

Not applicable.

Communications Plan

Not applicable.

Health and Safety Impact considered

Not applicable.

FORWARD PROGRAMME 2019: THIS IS A WORKING DRAFT, THE CONTENTS ARE SUBJECT TO CHANGE

Date	Meetings	Report Title	Description	Officer	ELT	Portfolio leader	Priority
2019 - First Quarter (Feb - Mar) NO CSC meetings in January							
Date	Meetings	Report Title	Description	Officer	ELT	Portfolio leader	Priority
7 Feb	City Strategy Committee	Stormwater and Wastewater Easement	Stormwater and wastewater easement over reserve land: Reserve strip adjacent to 90 Percy Dyett Drive	Julia FAMILTON	B McKerrow	Cr Gilbert	
7 Feb	City Strategy Committee	Stormwater and Wastewater Easement through reserve	Stormwater easement over reserve land: Reserve adjacent to 41 View Road	Julia FAMILTON	B McKerrow	Cr Gilbert	
7 Feb	City Strategy Committee	Community and Recreation Leases on Town Belt	Wade Street Community Tennis, Innermost Gardens, and Smallbore Rifle Association	Kobie Cadle	B McKerrow	Cr Gilbert/Cr Fitzsimons	
7 Feb	City Strategy Committee	Community and Recreation Leases on Town Belt	Wellington Region Hockey Trust, National Hockey Stadium	Kristine Ford	B McKerrow	Cr Gilbert/Cr Fitzsimons	
2019 - Second Quarter (Apr - Jun)							
14 Feb	City Strategy Committee	Electric Scooter		Paul Barker	D Chick	Mayor Lester	
14 Feb	City Strategy Committee	Central Business District Building Conversion Update	This item is public excluded	John McDonald	D Chick	Cr Dawson	
14 Feb	City Strategy Committee	Band Rotunda Development Proposal	This item is public excluded	Wendy O'Neill/Peter Brennan	A Matthews	Cr Pannett	
14 Feb	City Strategy Committee	Community and Recreation Leases on Town Belt	Cook Island Society (N.Z.) Wgtn Branch Inc.	Kristine Ford/ Sarah Murray	B McKerrow	Cr Gilbert/Cr Fitzsimons	
14 Feb	City Strategy Committee	Te reo Action Plan	Following on from the adoption of the policy - this report will outline next steps to operationalise that policy	Nicky Karu	K Patena	Deputy Mayor	Triennium Plan, Priority 1
14 Feb	City Strategy Committee	Forward Programme	An updated forward programme will be provided to Councillors for discussion	Esther Hoskin	K Patena	Cr Pannett	BAU, Priority 2
14 Feb	City Strategy Committee	PAG and AAG Advisory group six month report	The reporting period from June 2018 to the start of 2019. This will bring annual reporting periods into alignment with the other two Advisory Groups - Youth Council and Environmental Reference Group.	Helena Patuwai	K Patena	Deputy Mayor	BAU, Priority 2
14 Feb	City Strategy Committee	Submission to Productivity Commission Inquiry into Local Government Funding and Financing	Approval of submission	Carolyn Dick	K Patena	Cr Foster	
2019 - Third Quarter (Jul - Sep)							
7 Mar	City Strategy Committee	Low Carbon Capital - Approval to Engage	Seeking approval to engage (at the same time as the Annual Plan engagement) on the Low Carbon Capital strategy	Tom Pettit	D Chick	Cr Lee	
7 Mar	City Strategy Committee	Priority Buildings - financial assistance mechanisms	This was added by Councillors amendment at the CSC meeting 20 Sept 2018	Mike Mendonca/Baz Kaufmann	D Chick	Cr Pannett	Triennium Plan, Priority 1
7 Mar	City Strategy Committee	Housing Development and CBD Conversions Update	This report will provide the City Strategy Committee with an update on the Wellington City Council Housing Strategy (the Housing Strategy) and the Housing Action Plan (the Action Plan). The update includes an overview of key priority projects, timeframes for implementing the Action Plan, and advice regarding key risks and mitigations.	John McDonald / Moana Mackey	D Chick	Cr Dawson	Triennium Plan, Priority 1

Date	Meetings	Report Title	Description	Officer	ELT	Portfolio leader	Priority
7 Mar	City Strategy Committee	Quarter 2 Report	Reporting on the second quarter of the FY 2018/19	Bronwen Green	A Matthews/K Patena	Deputy Mayor	Statutory Requirement, Priority 3
7 Mar	City Strategy Committee	Watts Peninsula - purchase of land for road	This item is Public Excluded	John Vriens	B McKerrow	Cr Gilbert / Cr Foster	Triennium Plan, Priority 1
7 Mar	City Strategy Committee	Community and Recreation Leases on Town Belt	Workingmen's Bowling Club, Mt Alfred (Newtown Town Belt) and Squash New Zealand, Kelburn Park and Play Area (Town Belt)	Kristine Ford/Sarah Murray	B McKerrow	Cr Fitzsimons	
7 Mar	City Strategy Committee	Wrights Hill DoC Land	Proposal for WCC to control and manage this land on behalf of DoC	Joel De Boer	B McKerrow	Cr Gilbert	BAU, Priority 2
7 Mar	City Strategy Committee	Alcohol Bylaw	Approval for consultation on Kilbirne and Kelburn	Jim Lewis	K Patena	Cr Dawson/ Cr Fitzsimons	
7 Mar	City Strategy Committee	Smokefree Action Plan and approach to litter in Wellington		Leila Martley	K Patena	Cr Dawson	Triennium Plan, Priority 1
21 Mar	City Strategy Committee	Earthquake Prone Priority Buildings Policy	Post consultation report	Mike Mendonca	D Chick	Cr Pannett	BAU, Priority 2
21 Mar	City Strategy Committee	Climate Change Adaption Project - Makara Beach	Final report	Jacqui Hastie	D Chick	Cr Lee / Cr Pannett	LTP / AP
21 Mar	City Strategy Committee	Planning for Growth	Approval to commence engagement	Kate Pascall	D Chick	Cr Foster	LTP/AP
21 Mar	City Strategy Committee	Regional Waste Management Bylaw	Approval of the draft regional waste management bylaw as part of the regional waste management strategy	Mike Mendonca	D Chick	Cr Pannett	Triennium Plan, Priority 1
21 Mar	City Strategy Committee	Electric Vehicle Charging - Traffic Resolutions	Was laid on the table in Dec 2018	Tom Pettit	D Chick	Cr Calvi-Freeman	BAU, Priority 2
21 Mar	City Strategy Committee	Civic Precinct Redevelopment	Future options for the Civic Precinct, including the upgrade and redevelopment of the Town Hall, and next steps for Jack Ilott Green.	Ian Pike/ P Brennan	K Lavery	Mayor	Triennium Plan, Priority 1
21 Mar	City Strategy Committee	Wellington City Sport and Active Recreation Plan	Seek Committee agreement to the plan	Joel de Boer/Paul Andrews	B McKerrow	Cr Fitzsimons/Cr Woolf	BAU, Priority 2
21 Mar	City Strategy Committee	Community and Recreation Leases on Town Belt	Wellington Rugby Football Union Inc Lease, Harbour City Crymsports	Kristine Ford/Sarah Murray	B McKerrow	Cr Gilbert / Cr Fitzsimons	
21 Mar	City Strategy Committee	ePetition	ePetition: Toilets and a Drinking Fountain for the Monorgan Road Play Area	Jacqueline Murray	B McKerrow	Cr Gilbert	
21 Mar	City Strategy Committee	Report back on Taipei Travel	Report back on Cr Pannett and Cr Marsh's trip to Taipei	Tom Yuan	K Patena	Cr Pannett/ Cr Marsh	
21 Mar	City Strategy Committee	Forward Programme	An updated forward programme will be provided to Councillors for discussion	Esther Hoskin	K Patena	Cr Pannett	BAU, Priority 2
21 Mar	City Strategy Committee	Public Health Bylaw Review	The passing of the food Act requires the Council to revoke redundant conditions in this bylaw	Geoff Lawson	K Patena	Cr Dawson	Statutory Requirement,
21 Mar	City Strategy Committee	Naming Policy	This was added by Councillors amendment at the CSC meeting 14 June 2018	Geoff Lawson	K Patena	Cr Gilbert, Deputy Mayor and Cr Foster	BAU, Priority 2

2019 - Second Quarter (April - June)

Date	Meetings	Report Title	Description	Officer	ELT	Portfolio leader	Priority
4 Apr	City Strategy Committee	Miramar Peninsula (Watts and Strathmore Park)	Planning for the development of Miramar Peninsula	Ian Pike / Paul Andrews	D Chick	Cr Foster	BAU, Priority 2
4 Apr	City Strategy Committee	Draft Parking Policy	For consultation	Geoff Lawson	D Chick	Cr Calvi-Freeman	BAU, Priority 2
4 Apr	City Strategy Committee	Newtown Library Hours		Laurinda Thomas	B McKerrow	Cr Fitzsimons	
4 Apr	City Strategy Committee	Report from the Finance, Audit and Risk Management Subcommittee	This item is public excluded	Esther Hoskin	K Patena	Cr Foster	
11 Apr	City Strategy Committee						
18 Apr	City Strategy Committee	Traffic Resolutions		Lindsey Hill	D Chick	Cr Calvi-Freeman	Triennium Plan, Priority 1
18 Apr	City Strategy Committee	City Housing Update	Update for Councillors on City Housing Operational Policy	Michelle Riwai	B McKerrow	Cr Dawson	Triennium Plan, Priority 1
18 Apr	City Strategy Committee	Trade Waste Charges Policy update	The current policy is out of date	Geoff Lawson	D Chick	Cr Pannett	BAU, Priority 2
18 Apr	City Strategy Committee	City Arts and Culture Update		Jim Robertson	B McKerrow/ K Patena	Mayor / Cr Young	Triennium Plan, Priority 1
18 Apr	City Strategy Committee	Forward Programme	An updated forward programme will be provided to Councillors for discussion	Esther Hoskin	K Patena	Cr Pannett	BAU, Priority 2
9 May	City Strategy Committee	Northern Reserves Management Plan Review	Scheduled for review, needs to be considered alongside wider urban growth plans for the northern area	Mitch Lendowski / Paul Andrews	B McKerrow	Cr Gilbert	BAU, Priority 2
9 May	City Strategy Committee	Cemetaries Plan Review	Scoping paper - approve for review	Bec Ramsay	B McKerrow	Cr Dawson / Cr Gilbert	BAU, Priority 2
9 May	City Strategy Committee	Alcohol Bylaw Oral Hearing	Oral hearing on proposed bylaw for Kilbirnie and Kelburn	Jim Lewis	K Patena	Cr Fitzsimons / Cr Dawson	
23 May	City Strategy Committee	Consolidated Bylaw Pt 1 Review	Statutory Requirement to review part 1	Policy	K Patena	Cr Dawson	Statutory Requirement,
23 May	City Strategy Committee	Social Framework - Child Friendly and Positive Ageing	These strategies are being reviewed and aligned. This was added by Councillors amendment at the CSC meeting 7 Dec 2017	Geoff Lawson	K Patena	Deputy Mayor / Cr Dawson	Triennium Plan, Priority 1
23 May	City Strategy Committee	Quarter 3 Report	Reporting on the third quarter of the FY 2018/19	Bronwen Green	A Matthew/K Patena	Deputy Mayor	Statutory Requirement, Priority 3
23 May	City Strategy Committee	Forward Programme	An updated forward programme will be provided to Councillors for discussion	Esther Hoskin	K Patena	Cr Pannett	BAU, Priority 2
23 May	City Strategy Committee	Review of Standing Orders and incorporating tikanga into Council meetings		Penny Langley	K Patena	Deputy Mayor	BAU, Priority 2
13 Jun	City Strategy Committee	Wellington Urban Cycling Programme - Newtown	Recommendations for Newtown cycleway project	Paul Barker	D Chick	Cr Free	Triennium Plan, Priority 1
13 Jun	City Strategy Committee	Alcohol Bylaw	Final report with recommendaitons after oral hearings	Jim Lewis	K Patena	Cr Dawson/ Cr Fitzsimons	

Date	Meetings	Report Title	Description	Officer	ELT	Portfolio leader	Priority
13 Jun	City Strategy Committee	Alcohol Management Strategy Review	Background and Issues paper	Geoff Lawson	K Patena	Cr Fitzsimons / Cr Dawson	BAU, Priority 2
20 Jun	City Strategy Committee	Leisure Card Review	To present the review of the leisure card and seek approval to move forward with the recommendations	Ali Whitton	B McKerrow	Cr Fitzsimons	BAU, Priority 2
20 Jun	City Strategy Committee	Parking Policy	Final paper	Geoff Lawson	D Chick	Cr Calvi-Freeman	BAU, Priority 2
20 Jun	City Strategy Committee	Footpath Management Policy	Issues paper	Geoff Lawson	K Patena	Cr Free	BAU, Priority 2
20 Jun	City Strategy Committee	Forward Programme	An updated forward programme will be provided to Councillors for discussion	Esther Hoskin	K Patena	Cr Pannett	BAU, Priority 2
20 Jun	City Strategy Committee	Report from the Finance, Audit and Risk Management Subcommittee	This item is public excluded	Esther Hoskin	K Patena	Cr Foster	

2019 - Third Quarter (Sep) No meetings in July; Election in October							
8 Aug	City Strategy Committee	Review of Advisory and Reference Groups	Update on review of Advisory and Reference Groups to update and improve consistency	Carolyn Dick	K Patena	Deputy Mayor / Cr Calvert	BAU, Priority 2
15 Aug	City Strategy Committee						
22 Aug	City Strategy Committee	Regional Waste Management and Minimisation Plan	Papers on implementation actions of WMMP, including regional bylaw, optimal waste collection services etc.	Emily Taylor Hall	D Chick	Cr Pannett	Triennium Plan, Priority 1
22 Aug	City Strategy Committee	Forward Programme	An updated forward programme will be provided to Councillors for discussion	Esther Hoskin	K Patena	Cr Pannett	BAU, Priority 2
5 Sep	City Strategy Committee	Remuneration Authority Report	Reporting to the Authority on governance pool remuneration and related issues	Democracy Services	K Patena	Deputy Mayor	BAU, Priority 2
12 Sep	City Strategy Committee	Advisory and Reference Group Annual Reports	Reporting will cover the June 2018 to June 2019 period	Penny Langley	K Patena	Deputy Mayor	BAU, Priority 2
25 Sep	City Strategy Committee	Annual Report		Bronwen Green	Andy Matthews / K Patena	Cr Foster	Statutory Requirement, Priority 3

TO BE SCHEDULED - 2019							
	City Strategy Committee	Urban Development Agency options		Ian Pike / Anna Harley	D Chick	Cr Foster	Triennium Plan, Priority 1
	City Strategy Committee	Let's Get Welly Moving	Recommend report go to Council for adoption	Anna Harley	D Chick	Mayor / Cr Calvi-Freeman	Triennium Plan, Priority 1

Date	Meetings	Report Title	Description	Officer	ELT	Portfolio leader	Priority
	City Strategy Committee	Bus Priority Programme		Anna Harley	D Chick	Cr Free / Cr Calvi-Freeman	Triennium Plan, Priority 1
	City Strategy Committee	Speed Limits - CBD and Suburban	Recommendations on changing speed limits in the CBD and around school areas	Paul Barker	D Chick	Cr Calvi-Freeman	Triennium Plan, Priority 1
	City Strategy Committee	Traffic Resolutions - Electric Vehicles	The report requests approval for approx 35 electric vehicle car park spaces which require traffic resolutions.	Tom Pettit / Lindsey Hill	D Chick	Cr Calvi-Freeman / Cr Lee	BAU, Priority 2
	City Strategy Committee	Climate Adaption Action Plan	Adapting to climate driven change - toward a framework and approach for making long-term decisions such as locating, upgrading or moving key infrastructure and defending or abandoning assets) that will be affected by future climate change effects. Very early days. Working with Hutt City Council to develop a shared approach but with enough flexibility to accommodate unique aspects of each city	Tom Pettit	D Chick	Cr Lee	Triennium Plan, Priority 1
	City Strategy Committee	Community Water Resilience (for households)		Wellington Water LTD	D Chick	Cr Sparrow / Cr Pannett	Triennium Plan, Priority 1
	City Strategy Committee	Strategic Housing Investment Plan Update (Business Case)	This item is public excluded	John McDonald	D Chick	Cr Dawson	
	City Strategy Committee	Southern Connection Cycleway Development	Projects for Berhampore, Newtown and Mt Cook area	Paul Barker	D Chick	Cr Free	
	City Strategy Committee	Report back on WELCAB review	Report back on review by WCC and WELCAB on services	Mark Farrar	B McKerrow	Cr Free	
	City Strategy Committee	Te Whare Okioki (Wet House)	Paper giving an update on progress by lead agencies	Jenny Raines / Phil Becker	B McKerrow	Cr Dawson	Triennium Plan, Priority 1
	City Strategy Committee	Review of the Shelly Bay Project			K Patena		BAU, Priority 2

Date	Meetings	Report Title	Description	Officer	ELT	Portfolio leader	Priority
2019 - Fourth Quarter (Oct to Dec) POST ELECTION (Election in October)							
		Wellington Biosolids Disposal	Options for the future disposal of Wellington's biosolids. Options under investigation with Wellington Water, currently consented to 2026	Emily Taylor Hall	D Chick	Cr Pannett	Triennium Plan, Priority 1
		City Housing Operational Policy	Social housing policy settings review	Michelle Riwai	B McKerrow	Cr Dawson	Triennium Plan, Priority 1
		Footpath Management Policy	Issues paper	Geoff Lawson	K Patena	Cr Free	BAU, Priority 2
Nov		Proposed new lease under the Reserves Act 1977 – 86 Clark Street House	To recommend to committee to approve a new premises lease to Mountains To Sea Trust in 86 Clark Street Khandallah	Kristine Ford/ Sarah Murray	B McKerrow	Cr Gilbert	BAU, Priority 2

4. Operational

PROPOSED EVALUATION OF PUBLIC ELECTRIC SCOOTER SHARE SCHEMES IN WELLINGTON CITY

Purpose

1. This report recommends to the City Strategy Committee that an evaluation of public electric scooter share schemes throughout Wellington City be undertaken.

Summary

2. The use of electric scooters is becoming increasingly popular, however they are currently largely unregulated which means the Council has limited ability to influence user behaviour. The Council's best chance to manage outcomes for the city is through the licencing of commercial share schemes so the public can access electric scooters without having to purchase them privately.
3. Wellington City Council has six companies requesting to operate public electric scooter share schemes in the city.
4. Key considerations for the Council include the safety of all users, restricted and banned areas and the scope of the evaluation.

Recommendations

That the City Strategy Committee:

1. Receives the information.
2. Authorises officers to issue up to two licences for public electric scooter share operators, for an evaluation period of up to 18 months.
3. Waives the licence application and administration fee for the evaluation period.
4. Agrees the licences include the following conditions:
 - a. Permit an initial maximum of 800 and a minimum of 600 electric scooters across the city
 - b. Not allow users of public electric scooter share in the following locations:
 - All Botanic Gardens of Wellington
 - Wellington Botanic Gardens including Rose Garden and Anderson Park (excluding existing vehicle and bike only areas)
 - Bolton Street Cemetery
 - Otari-Wiltons Bush
 - Truby King Park (excluding main roadways)
 - Golden Mile footpath
 - Lambton Quay between Whitmore Street and Willis Street

- Willis Street between Lambton Quay and Manners Street
 - Manners Street
 - Courtenay Place
 - Cuba Street Mall
- c. Require operators to pay a share of the cost to deliver a public safety awareness campaign in partnership with the Council. Officers recommend a total investment by operators of \$10,000 with each share determined by the proportion of licenced electric scooters in operation.
- d. Agree a ban on hiring electric scooters in the Courtenay precinct after 9pm, Friday to Sunday and on the eve of public holidays
5. Agrees to delegate authority to officers to place additional conditions on the licence if necessary during the evaluation period including the ability to revoke the licence.
6. Agrees that officers will prepare a paper outlining the initial results of the evaluation no less than six months after the start of the evaluation period, with key findings and recommendations on how to proceed at the end of the evaluation period.

Background

5. The use of electric scooters is becoming increasingly popular; however, they are currently largely unregulated. They can be used in any public space, by anyone, at any time unless location-specific restrictions are in place. The Ministry of Transport and the New Zealand Transport Agency are currently considering options for regulation of electric scooters. The time frame for these considerations is not clear.
6. We are likely to see electric scooters being increasingly operated in the city. In Auckland there are now more electric scooters in private ownership than public share electric scooters.
7. Wellington City Council has been approached by six operators to begin a public electric scooter share service in Wellington.
8. These operators are Fuutr, Flamingo, Onzo, Lime, Scoot International and Blip Scooters. Officers have met with four of these operators – Fuutr, Flamingo, Lime and Onzo.
9. At the time of writing there are five territorial authorities that have public electric scooter share schemes in New Zealand – Auckland, Christchurch, Dunedin, Hutt City and Upper Hutt City.
10. Permits provided to public electric scooter share scheme operators to trade in public places have varied in length around New Zealand.
- Christchurch – 3 months
 - Auckland – 6 months
 - Hutt City – 12 months
 - Upper Hutt City – 12 months
11. Officers have met with Auckland Transport, Christchurch City Council, Upper Hutt City Council and Hutt City Council colleagues in order to learn from their experiences so far. All relevant documents are included in the attachments.

12. Electric scooters could contribute to positive transport outcomes for the city. For example Auckland and Christchurch have reported users replacing a private vehicle with an electric scooter on their most recent trip (12% and 17% respectively).
13. Lime is the only company with a notable record of operating public electric scooter share schemes in New Zealand.
14. This report proposes options and considerations for determining the viability of an evaluation period for public electric scooter share in Wellington.

Discussion

15. Public electric scooter share schemes offer the Council the best chance of managing how electric scooters are used in the city.
16. The proposed evaluation period offers the Council an opportunity to allow selected operators to launch their schemes under agreed conditions and assess their operation in the city. During the evaluation period officers will be able to respond to issues directly with the operators.

Safety

17. All operators have promised to have operational teams based in Wellington and this will be a requirement of the conditions of operation. A primary role for the local teams is to encourage proper use of electric scooters and promoting the safety of all network users. These teams will be placed in high profile locations during the roll out to help public become accustomed to the electric scooters.
18. Due to safety concerns that arose soon after the launch of an electric scooter share scheme in Auckland, Auckland Council needed to run a public education campaign, which cost \$10,000. Officers recommend that a condition of the licence be that operators work with the Council on a public safety education campaign, to be fully funded by the operators. We recommend \$10,000 be the required financial commitment to be shared amongst operators proportional to the number of scooters licenced in the evaluation.
19. For operational reasons most electric scooters are brought in nightly but this is not compulsory in other territorial authorities. Officers don't believe it is necessary to require every scooter be collected at night, provided the operators meet the Council's redistribution requirements.
20. We are aware of significant existing conflicts in the Courtenay Precinct between taxis, buses and pedestrians after 9pm Friday to Sunday. Operational vehicles will add to the conflicts so officers recommend a compulsory collection before 9pm, and a restriction on hiring electric scooters in the Courtenay Precinct after 9pm, Friday to Sunday and on the eve of public holidays. While users would still be able to travel in to the Courtenay Precinct after 9pm, the electric scooter would then become disabled until the following morning or when removed by the operator. In effect this will mean the electric scooter will not be able to be hired after 9pm in the Courtenay Precinct.
21. Electric scooters reported as faulty are remotely locked immediately and recovered in line with the operator's incident response criteria.
22. Urgent safety issues (for example impeding access to an accessibility ramp) are required to be dealt with within 2 hours of notification.
23. Routine incidents or complaints (parked incorrectly but not causing an urgent safety issue, behaviour of rider complaint) are required to be dealt with within 12 hours.

24. Greater Wellington Regional Council are developing a response to the rapid increase in shared mobility usage by investigating the possibility of drop zones at rail stations.
25. Operators must display a phone number on each device for the public to report safety hazards and concerns to. The Council contact centre will also have a direct line to operators to report hazards similar to the OnzO bike share model.

Speed limits

26. Operators have the ability to limit the speed of electric scooters in some situations. However while the “assisted speed” can be limited, users will still be able to kick or travel downhill at any speed.
27. There is an existing 10 km/h speed limit on the Council managed portions of the Waterfront. This will apply to electric scooter riders also.

Restricted/banned areas

28. The Council has the ability to restrict or ban use of electric scooters in areas of Wellington through bylaw making powers. Any restrictions will limit uptake of electric scooters.
29. Under such a bylaw all scooters are already banned in all Wellington Botanical Gardens and Cuba Mall.
30. Due to the high volume of foot traffic on the Golden Mile officers recommend prohibiting public hire electric scooters from riding on the footpath.
31. These restrictions will be communicated as a core part of the public education campaign.
32. Officers would not recommend using bylaw making powers to further restrict the use of electric scooters across the city until we have better information about their use and clarity around central government’s intentions regarding the regulation of electric scooters.
33. Geo fencing allows operators to track electric scooters in real time and to set boundaries for restricted areas, banned areas and no parking areas.
34. Operators that are able to implement geo fence technology offer the Council a mechanism to incentivise or dis-incentivise behaviours. All operators have the ability to penalise undesirable parking behaviour while some operators have indicated they are comfortable to introduce a speed restriction on electric scooters in certain areas.
35. Some operators have indicated they are able to fully disable electric scooters if ridden across a certain geo fence boundary.
36. Alerts and messages are utilised to notify users that they are breaching conditions of use before a penalty is incurred
37. Unfortunately GPS isn’t accurate enough to reliably delineate between the carriageway and footpath

Length of evaluation

38. Officers recommend the Council gathers at least six months’ of data to be able to make informed decisions in developing a long term policy that takes into account seasonal trends and differences.
39. It is proposed that operators be permitted to operate for the duration of the evaluation period (up to 18 months) while the Council develops a policy position. This allows a realistic timeframe for data analysis and policy development. It also takes into account the local body elections.

40. Conditions will be in place that allow Council to terminate the licence at any time during the 18 month evaluation period.

There is usually a \$310 application fee and \$410 per year administration fee for trading in public places licences. Officers recommend waiving this fee and using the evaluation period to establish the true cost to Council which will allow us to set an appropriate fee should the Council approve long term operator/s.

Size of scheme

41. Officers recommend a number between 600 and 800 as an appropriate starting point. There are approximately 650 electric scooters operating efficiently in the Hutt Valley.
42. Operators have indicated that between 500 and 1000 electric scooters would be an achievable operational number.
43. We note that in order to attract quality operators and gather meaningful data the number should be closer to 800. These are to be distributed throughout Wellington City, not just in the CBD.
44. The Council's experience with OnzO bike share found 200 bicycles to be insufficient. As such officers recommend Council also set minimum operating numbers at 600 total (or 300 electric scooters per operator) to ensure we get sufficient data to evaluate the schemes.
45. The Council has the opportunity to see how multiple operators might function in the city. Officers recommend that initially up to two operators be licenced.

Officers would retain the ability to increase or decrease the number of electric scooters and operators during the evaluation period depending on uptake and demand for extra electric scooters.

Location and redistribution

46. In order to contribute to positive transport outcomes for the city operators must be able to redistribute electric scooters daily to ensure they are available in strategic locations which maximise the replacement of car journeys and access to and from public transport. During the evaluation period officers will be able to direct operators where to locate electric scooters and when to have them there.

Determining operators for evaluation period

47. There is a need for transparent criteria to determine which operators will be granted a trading in public places licence during the evaluation period.
48. Potential criteria for choosing operators
- Operational record in New Zealand and internationally
 - Financial viability
 - Bond per electric scooter
 - Interest in the Wellington market
 - Willingness to work proactively with the Council
 - Ability to meet technical requirements of licence conditions (e.g. enforcement of no riding areas)
 - Ability to scale operations to meet the Council's requirements
49. If only one operator sufficiently satisfies the criteria, officers will work with them to meet the minimum operating criteria.

Reporting and evaluation

50. If licences are granted there is an opportunity to gather useful data.

51. All operators will be required to share anonymised data with the Council that includes:
- Number of registered users
 - Total number of rides
 - Number of rides per reporting period
 - Average distance covered per trip
 - Average length of trip in time
 - Time of trip – hourly breakdown per reporting period
 - Start and end trip location data – including routes taken
 - Deployment locations overlaid with hot spots
 - Heat map of use
 - Accumulated number of electric scooters
 - Number of faults reported per reporting period
 - Number of faults resolved per reporting period
 - Number of complaints from public opened, closed and outstanding and the average response time
 - Number of complaints from WCC open, closed, outstanding and the average response time
 - Number of urgent matters dealt with and the average response time
 - Number of routine matters dealt with and the average response time
 - Number of reported crashes and the circumstances if known
52. Some operators also offer the Council access to a live dashboard that contains information including number of electric scooters, locations, battery life, hire status, peak riding areas, geo fenced zones.
53. Officers will also utilise the Council’s existing survey panel and social media channels to canvas resident’s thoughts and feelings towards public electric scooter share.

Privacy

54. All personal information must be collected, processed and stored in accordance with the requirements of the Privacy Act 1993.

Options






55. The Council can agree to do nothing (maintain status quo), allow all interested operators to trade without restrictions, or take a considered approach that seeks to achieve the best outcomes for the city. The proposal outlined above recommends the considered approach.
56. If the Committee agrees to maintain the status quo officers will convey this decision to operators and there will be no public electric scooter share scheme in Wellington City
57. If the Committee agrees to the recommended approach officers will work through the process set out below.

Next Actions

58. Subject to the approval of officer’s recommendations, development of an electric scooter share code of practice, encompassing all conditions agreed to.
59. An indicative timeframe is as follows
- Develop code of practice: 14-21 February
 - Invite operators the Council is engaged with to apply for licences: 21-26 February

- Appoint operators based on agreed upon criteria: 28 February
- Begin Wellington public electric scooter share scheme/s: 11 March
- Constant evaluation and adjustments: 11 March onwards

Attachments

Attachment 1.	Christchurch City Council e-scooter permit ↓ 	Page 45
Attachment 2.	Auckland Transport dockless cycle and e-scooter share code of practice ↓ 	Page 53
Attachment 3.	Hutt City Council e-scooter permit ↓ 	Page 65
Attachment 4.	Upper Hutt City Council e-scooter permit ↓ 	Page 73
Attachment 5.	Wellington City Council dockless bike share code of practice ↓ 	Page 81

Authors	Hugh Wilson, Transport Choice Coordinator Paul Barker, Manager, Network Improvements
Authoriser	David Chick, Chief City Planner

SUPPORTING INFORMATION

Engagement and Consultation

Consultation and engagement will take place as part of the evaluation period, utilising the Council survey panel and social media channels.

Treaty of Waitangi considerations

There are no Treaty of Waitangi implications for this paper.

Financial implications

A per scooter bond will be sought to protect the Council from any unforeseen costs.

Policy and legislative implications

Any policy and legislative implications will come as a result of the evaluation period.

Risks / legal

Key risks revolve around pedestrian and scooter rider safety. These issues are central to the considerations for the Council.

Climate Change impact and considerations

There is likely to be a positive impact on the Council's climate change goals.

Communications Plan

Will be developed in consultation with communications and engagement staff at the Council.

Health and Safety Impact considered

Health and safety implications have been taken in to account and are deemed to be at a tolerable and reasonable level of management.



PERMIT TO TRADE IN A PUBLIC PLACE

OPERATOR NAME: LIME TECHNOLOGY LIMITED

Trading as "Lime"

c/- Claymore Partners Limited, Level 2, Claymore House, 63
Fort Street, Auckland 1010, NZ

UNDER THE PROVISIONS OF THE LOCAL GOVERNMENT ACT 2002 AND THE CHRISTCHURCH CITY COUNCIL PUBLIC PLACES BYLAW 2008.

Lime Technology Limited, NZBN 9429046973979, IS LICENSED AS AN OPERATOR ("OPERATOR") OF SHARED PUBLIC E-SCOOTERS FOR THE PURPOSE OF TRADING IN A PUBLIC PLACE:

- Selling, hiring, and or displaying no more than [700] electrically assisted kick scooters ("E-Scooters") ("Operation").

AND MUST COMPLY WITH THE CONDITIONS SET OUT IN APPENDIX A.

ACTIVITY AREA: Defined public places as set out in Appendix B

HOURS OF OPERATION: 24 hours per day 7 days per week

NOTE: Christchurch City Council Public Places Bylaw 2008 Clause 11 provides in part that:

11. PERMIT MAY BE ALTERED, SUSPENDED OR CANCELLED

- (1) The Council, on giving reasonable notice to the permit holder, may alter the terms and conditions of the permit in the event of a change to any circumstances of the permit holder, or the public place.
- (2) The Council may suspend or cancel any permit given under clause 6 or 7 in the following cases:
 - (a) without notice if:
 - (i) urgent action is required to protect the public from unhygienic, unsafe or hazardous conditions in the public place where the permit applies;
 - (ii) urgent works are required in the public place where the permit applies;
 - (iii) any terms and conditions of the permit are breached, where the period covered by the permit is 3 days or less.

APPROVED BY: David Adamson
General Manager
City Services

SIGNATURE:

DATE OF 15th OCTOBER 2018

EXPIRY 15th JANUARY 2019

ISSUE:

DATE:

TRIM# 18/1026115

PERMIT# 18/1026115

This certificate is issued to the operator named hereon and is non-transferable subject to condition 34 of Appendix A.

APPENDIX A: TERMS AND CONDITIONS OF TRADING IN PUBLIC PLACES PERMIT

CHRISTCHURCH CITY PUBLIC PLACES BYLAW 2008
TRADING AND EVENTS IN PUBLIC PLACES POLICY 2010**Purpose and intent**

1. The purpose and intent of these terms and conditions are to ensure the management of public places and to provide reasonable controls to protect the health and safety, the general public from nuisance, while meeting customer expectations and supporting the wider transport objectives for the Greater Christchurch Area.

Permit Fee

2. The permit fee of \$136.00 is payable on 15th October 2018

Duration of the Permit

3. This Permit shall commence on the Date of Issue and, unless terminated sooner in accordance with the terms of this Permit, shall continue until the Expiry Date.
4. Immediately following expiry or the earlier termination of this Permit, the Operator will immediately remove all E-Scooters from Council land.
5. As per Clause 11(2) of the Christchurch City Council Public Places Bylaw 2008, the Council may suspend or cancel this Permit on the basis of a breach of these terms and conditions.
6. If the Operator breaches any of the conditions within this Permit and fails to remedy the breach within 10 working days after receipt of written notice requesting remedy of the breach, the Council may in its sole discretion and by providing 48 hours written notice to the Operator suspend or cancel the Permit. See clause 11(2)(b)(ii) of the Christchurch City Council Public Places Bylaw 2008.

General

7. This Permit is valid for a maximum of 700 E-Scooters at any one time during the Term.
8. The Council may review and amend these terms and conditions at any time as necessary as per clause 11(1) of the Christchurch City Council Public Places Bylaw 2008 (or any subsequent bylaw in amendment of, or in substitution to, this bylaw).
9. The Operation shall only be operated within the area defined in Appendix B.

Location and placement of E-Scooters

10. For the purposes of this Permit, E-Scooters must not be parked or allowed to remain on or in inappropriate locations including, without limitation:
 - a. on footpaths that are narrow;
 - b. where they could pose a safety hazard;
 - c. being left on their side, where they could interfere with pedestrian access generally or inhibit access; or
 - d. any other areas identified by a Council officer, in their discretion, to be an inappropriate location.
11. Mistreatment of E-Scooters through vandalism will not be considered as an inappropriate location (under clause 10 of this Permit) for the purposes of reporting under the Operation and Parking KPIs set out in Appendix C requirements. However, the Operator will seek to address any issues raised under this clause 13 by the Council within the required timeframes.
12. To deliver on the expectations of the Council to ensure the management of public places and the delivery of the expected support for the wider transport objectives for the Greater Christchurch Area, the Operator will target the Operation and Parking KPIs set out in Appendix C.

13. The Operator must ensure E-Scooters are collected each night and effectively redistributed to avoid excessive build up during the day and provide Council with a retrieval, rebalancing, relocation and redistribution plan to meet the Operation and Parking KPIs and set out in Appendix C.

Use of E-Scooters

14. The Operator will educate customers about safety checks, responsible riding and correct parking, including the impacts of poor placement to the general public.
15. The Operator will also make best efforts to inform riders that they can incur penalties for breaching any law, regulation, standard or applicable rule including, by way of example, unauthorised use of special vehicle lanes, or operating a vehicle inconsiderately.
16. When used in parks and reserves, E-Scooters must not be used or ridden in a manner that is or might be dangerous to the public or to any person.
17. The Operator will procure that E-Scooter users ride safely and carefully and be considerate of all other road and footpath users, ensuring that:
 - a. when on the road, users must keep as close as possible to the edge of the roadway; and
 - b. when on the footpath, users must:
 - i. not ride at speeds that put other footpath users at risk; and
 - ii. always give way to pedestrians and drivers of mobility vehicles.

Safety and maintenance

18. The Operator must ensure that:
 - a. each E-Scooter meets the definition of a wheeled recreational device that is designed in the style of a traditional push scooter, with a footboard, two wheels not exceeding 355mm in diameter, a long steering handle and an electric auxiliary propulsion motor with maximum power output not exceeding 300W; and
 - b. each E-Scooter has:
 - i. a working bell;
 - ii. A steady or flashing rear-facing red light(s) that can be seen at night from a distance of 200 metres; and
 - iii. a white or yellow headlight(s) that can be seen at night from a distance of 200 metres;
 - c. the design, performance and assembly of each E-Scooter complies with appropriate standards; and
 - d. each E-Scooter is regularly inspected and maintained to ensure it is compliant.
19. The Operator must provide the ability for users as well as the general public to report safety and maintenance issues with the E-Scooters. This must include a publicly displayed New Zealand contact phone number and email address on each E-Scooter which is to be monitored during the hours of operation.
20. The Operator must also provide Council with the contact number of an individual who can respond in case of emergencies or major incidents 24hours a day.
21. The Operator commits to meeting the Safety and Maintenance KPIs set out in Appendix D.

Reporting

22. To enable better integration with public and shared modes of transportation across the city, the permit holder must maintain a documented Application Program Interface (API).
23. The Operator will provide raw non-identifiable information to the Council on a monthly basis subject to Council introducing measures agreeable to the Operator to protect its commercially sensitive information.

Privacy

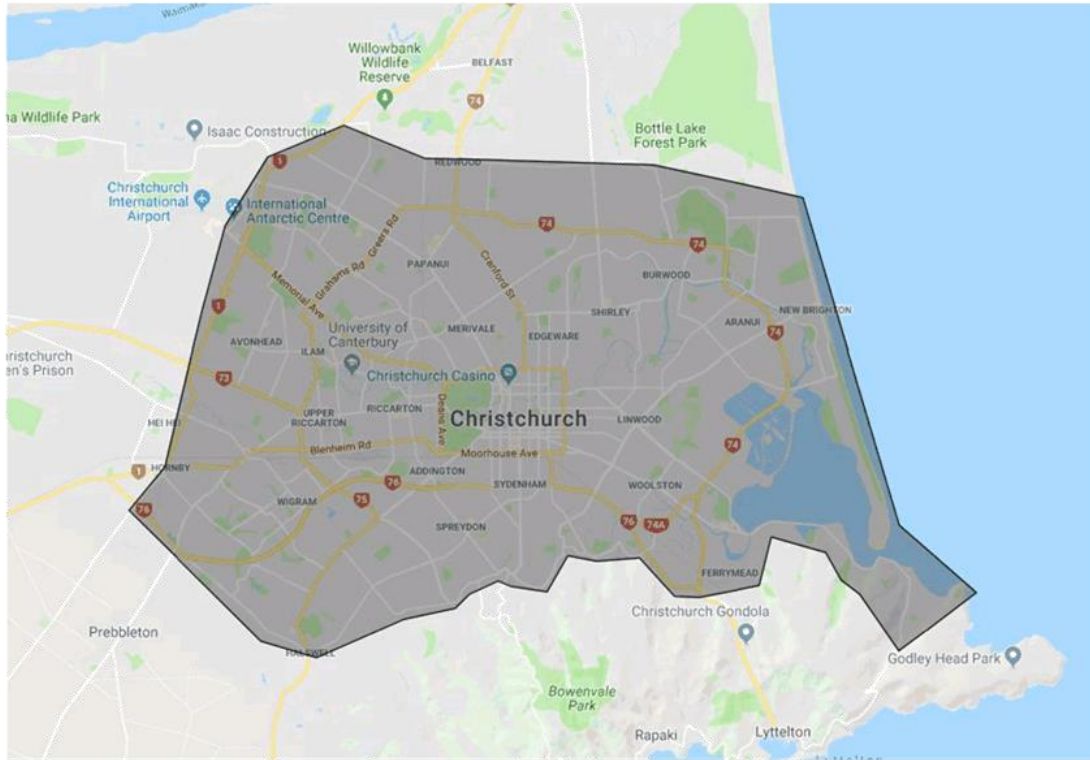
24. All personal information must be collected, processed and stored in accordance with the requirements of the Privacy Act 1993.

Miscellaneous

25. This Permit is non-transferable. Within 14 days of any change in the Operator or the Operation, the Operator must apply to the Council to have the change noted and pay any required fee. A new permit may then be issued with the updated information.
26. The Operator shall carry adequate, sufficient and suitable public liability and professional indemnity insurance for an amount not less than \$1,000,000 and will provide evidence of this to the Council if requested.
27. The conditions of this Permit replace the general conditions for a mobile trading permit and the Council's General Conditions for a mobile trading permit do not apply.

APPENDIX B: DEFINED ACTIVITY AREA FOR SERVICE

Geo-fenced operational area



Note that the defined area for service **does not include** any private land or land not administered or operated by Council such as land owned and operated by Christchurch International airport limited (CIAL) or the University of Canterbury.

Note that the defined activity area for service also **does not include** any area defined as schedule 2 of the Parks and Reserves Bylaw 2016 – Christchurch Botanic Gardens.

APPENDIX C: OPERATION AND PARKING KPIS

Operations and Parking KPIS				
Condition	Minimum Response	Reporting Measure	Target	Stretch goal
Incorrectly parked or nuisance (i.e. where an E-Scooter is parked in an inappropriate location, but where it is not causing an unreasonable hazard).	Resolved within 1 day of being notified.	Number of incorrect parking or nuisance issues reported per month.	85% of all incidents responded to within timeframe.	100% of all incidents responded to within timeframe.
Outside defined activity area in Appendix B.	Relocated within 1 day of being notified.	Number of E-Scooters parked in out of service area.	85% of all incidents responded to within agreed timeframe.	100% of all incidents responded to within agreed timeframe.

APPENDIX D: SAFETY AND MAINTENANCE KPIS

Safety and Maintenance KPIS				
Condition	Minimum Response	Reporting measure	Base Expectation	Stretch Goal
Dangerous or hazardously placed E-Scooters (e.g. on a roadway, up a tree, in a river, etc.).	Resolved within 2 business hours of being notified..	Number of reported hazardously or dangerously placed E-Scooters per month.	80% of all incidents responded to within timeframe.	100% of all incidents responded to within timeframe.
Unsafe or faulty E-Scooters (e.g. brake fault, light out, etc.).	Deactivated immediately (upon verification) Recovered 1-5 days (depending on severity).	Number of reported unsafe or faulty E-Scooters per month.	80% of all incidents responded to within timeframe.	100% of all incidents responded to within timeframe.
Safety inspections.	Must be inspected daily.	Number of E-Scooters inspected per month.	80% of fleet inspected daily.	100% of fleet inspected daily.

APPENDIX E: REPORTING INFORMATION

Reporting measure	Format	Description
Number of registered users	Dashboard	
Total number of rides per month	Dashboard	
Average distance covered per trip	Dashboard	
Average time of trip	Dashboard	
Start and end trip location data	Dashboard	
Overlay of deployment locations with demand “hot spots”	Dashboard	
Heat map of use, e.g. routes	Dashboard	
Number of faults reported per month	Dashboard and/or manual report	



Dockless Cycle and E-scooter Share Code of Practice

September 2018

1. Introduction

Auckland has seen a significant increase in the number of people cycling in recent years with an increase of 248% in cycle trips into the city via Upper Queen Street since 2013 and 45,600 new cyclists in Auckland in 2016. With 230,000 people living within a 30 minute bike ride to the city, Auckland is the ideal candidate for cycle initiatives that support the success of new cycle ways such as cycle share schemes.

Electric scooter (e-scooter) share schemes are also becoming more common globally and cities such as Paris, Berlin and Los Angeles already have dockless e-scooter share schemes. E-scooter share schemes have the potential to help fill transit gaps in Auckland's city centre by providing low-cost and environmentally friendly first and last leg transport options.

To continue to grow active modes, Auckland Council and Auckland Transport recognise we must work together to make the city a place where people choose to walk, cycle and scoot more often. The potential to get more people using active modes is big, and dockless bikes and e-scooters are a way to make active modes more accessible and will complement Auckland's cycle network and existing public transport network.

Alongside this, streets must be made more accessible for those who prefer to walk, especially our vulnerable users such as children, older people and those with accessibility issues. Safety remains our primary objective and it is our duty to protect the rights of the public to use and enjoy Auckland's roads and walkways. Dockless cycle and e-scooter share schemes must work for everyone without impacting, or causing a danger or nuisance to other road users.

This Code of Practice outlines the requirements that dockless cycle and e-scooter share operators (operators) applying for a licence to operate must adhere to. It outlines the requirements and recommendations that operators are expected to follow as part of delivering safe and effective cycle and e-scooter share schemes in Auckland.

If there is non-compliance by the operator which is not remedied to a satisfactory degree, Auckland Council will revoke the license.

This Code of Practice will be reviewed and updated as required in the future so that it continues to reflect best practice and the interests of the Auckland community. The conditions will be subject to change throughout this transition.

It is important to note that Auckland Council needs to remain agile in its approach to issuing approvals due to big shifts in consumer behaviour as well as cycle and e-scooter share usage, and how each of these varies with seasonal weather for example. Auckland Council therefore reserves the right to issue approvals to operators using a phased approach to avoid saturating the streets with too many bikes or e-scooters.

For the purpose of this Code of Practice, Auckland Council refers to Auckland Council and its Council controlled organisations including Auckland Transport, and any person or organisation delegated by Auckland Council to act on its behalf.

2. Aim and scope

2.1. A key aim of this Code of Practice is to ensure that dockless cycle and e-scooter share schemes are well-designed and complement Auckland's cycle network development, public transport network and support our vision and our Urban Cycleways Programme.

2.2 This guidance applies to all operators and sets out the operational and safety standards that operators must adhere to in order to be issued, and maintain an approval to operate in Auckland under the Trading and Events in Public Places Bylaw 2015.

3. Engagement

3.1. Prior to launching a scheme, operators must contact Auckland Council with a plan demonstrating how a proposed scheme will adhere to this Code of Practice. This will include:

- A detailed plan on how its operation will be terminated (including the collection of all its bikes, e-scooters and e-scooter chargers) if it no longer chooses to operate or if it no longer meets the code and has its license to operate revoked. This could include placing a bond with a third party to pay for the collection of bikes, e-scooters or chargers.
- A detailed plan on how bikes or e-scooters will be re-balanced around the city to avoid bunching, being left out of zone or in low use or nuisance areas.
- A detailed plan on how e-scooters will be charged and redistributed around the city (including an outline of any key drop-off locations).

3.2 Operators must retain an open line of communication with Auckland Council.

3.3 Operators must provide Auckland Council with the contact details of references that can provide information regarding the operator's previous performance.

3.4 As part of the engagement process, operators will work together with Auckland Council to determine an appropriate scheme size that is fit for purpose for Auckland.

3.5 Operators must seek Auckland Council approval of any promotion/media mentioning Auckland Council and its Council controlled organisations and Council activities.

3.6 Operators must provide Auckland Council with a detailed social media and communication plan.

4. Safety and maintenance

4.1 Operators must comply with relevant New Zealand health and safety regulations and hold public liability insurance of at least NZ\$1,000,000. The operators must be able to show ongoing proof of their public liability insurance.

4.2 Operators must send a detailed plan on how they will ensure each bicycle is always supplied with a helmet that meets current safety standards as required by New Zealand law.

4.3 Bicycle and e-scooter equipment must be of sufficiently high quality to withstand constant public use and exposure to the Auckland elements, while meeting rider safety and comfort standards. The bicycles and e-scooters should include smart technology with active global positioning system (GPS) and wireless connectivity to enable maintenance and proactive re-balancing.

4.4 Operators must have a system in place to ensure bicycle and e-scooter equipment, including helmets for bicycles, continues to comply with legal standards and requirements. At a minimum, bicycles should be given a full service every six months, with both helmets and bicycles given regular checks and repairs throughout the year. E-scooters should also be given a full service every six months with regular checks and repairs throughout the year. All mechanical services and repairs must be logged and available for review by Auckland Council whenever requested or to an agreed reporting schedule. Operators must provide a detailed plan on how bike maintenance checks are undertaken and logged.

4.5 Operators must recommend that registered users of cycles aged under 18 years of age should be accompanied by an adult.

4.6 Ideally, operators should be able to integrate on-bike or on e-scooter location technologies and eventually on-board wireless diagnostics, to more easily identify mechanical failure, and proactively intervene through preventive maintenance. Auckland Council reserves the right to make these technologies a requirement in the future.

4.7 Accidents causing injury must be recorded and included in the data made available to Auckland Council.

5. Operations

5.1 In order to operate a dockless cycle or e-scooter share scheme within Auckland, operators must apply for and be granted a license, under the Trading and Events in Public Places Bylaw 2015 prior to any operation being launched. Auckland Transport has delegated both administration and enforcement of this bylaw to Auckland Council.

5.2 The operator shall be aware of and comply with all Acts, Regulations, Bylaws, Policies and Ordinances applicable to the operation. This includes all transport related Acts and Regulations that determine the requirements and use of bicycles and e-scooters.

5.3 The operator must ensure that their users understand where they are allowed to operate the bicycle or e-scooter according to 5.2 above. Users must ride safely and carefully and be considerate of all other road users and not ride at speeds that put other users at risk.

5.4 Auckland Council reserves the right to limit the number of operators and the number of bikes and e-scooters per zone.

5.5 The operation of dockless cycle and e-scooter share schemes in Auckland must not cause disruption or nuisance. Operators must ensure cycle and e-scooter share schemes do not compromise the maintenance of orderly streets or have a negative impact on other street users, including vision-impaired people or those with disabilities. Bikes and e-scooters must not be parked or allowed to remain on or in inappropriate locations such as:

- on footpaths that are narrow;
- where they could pose a safety hazard; or
- where they could interfere with pedestrian access generally or access to amenities.

5.6 Operators must come to an agreement with Auckland Council on where bikes and e-scooters can and cannot be parked. Bikes should be parked beside cycle parking stands where possible. If this is not possible they should be parked where they do not impede on pedestrian and vehicle access. This information must be conveyed clearly to the customer.

5.7 Damaged bikes or e-scooters, or bikes or e-scooters parked in a non-compliant manner or place need to be removed by the operators within 12 hours of being reported. If not, operators will pay any removal costs incurred by Council. The cost to get the bike or e-scooter back from the Council after removal is \$371 per item at time of writing this. This cost may alter over time.

5.8 Any bike that is parked outside a licensed area, for 48 hours must be moved by the operator to a licensed location or it may be removed by Auckland Council at the expense of the operator.

5.9 Operators should have systems in place that incentivise good parking behaviour and penalise non-compliance by users.

5.10 Any specific infrastructure improvements required for successful operations would need to be considered and approved by Auckland Council and Auckland Transport.

5.11 Operators must include in their plan how they have capability to manage the redistribution of bicycles and scooters due to bunching, in advance of major events or at the request of Auckland Council.

5.12 In order to manage the increase in the numbers of bikes and e-scooters on Auckland streets, bike and e-scooter parking requirements will be subject to change as Auckland Council adapts to the increase in bikes and e-scooters in Auckland as a result of these operations.

5.13 Operators must provide Auckland Council with up to date and relevant contact details for the operational point of contact who will resolve any issues that arise.

5.14 Although preferred, but not required at this stage, geofencing capability could be required in the future as Auckland Transport and Auckland Council establish best practice for Auckland. Auckland Council reserve the right to require operators to ensure users do not park in specific areas.

6. Customer Experience and Education

6.1 Operators must provide 24-hour communication channels for users, including a clearly advertised telephone number provided on their website, apps and bicycles and/or e-scooters, and must also have a complaints handling process. Operators must have a clear plan in place to be able to respond to queries and complaints to minimise escalation to Auckland Council. Operators must be able to provide Auckland Council with a record of their complaints and response times logs when requested.

6.2 Terms and conditions of use must be agreed by users when they use the bicycle or e-scooter equipment and these terms must promote safe and legal riding or scooting, and good parking behaviour.

7. Data requirements

7.1 All personal information must be collected, processed and stored in accordance with the requirements of the New Zealand Privacy Act 1993.

7.2 It is a requirement that anonymised data collected by the operator is shared with Auckland Council to assist with ongoing network planning and cycle facility improvements. The clauses below sets out what data is required.

7.2.1 The following table outlines the usage data to be provided to Auckland Council for each trip record. This is to be sent to Auckland Council whenever requested or to an agreed reporting schedule.

	Format	Description
Company Name	[company name]	n/a
Type of bicycle or e-scooter	"Standard" or "Electric"	n/a
Trip record number	Xxx00001, xxx00002, xxx00003, ...	3-letter company acronym + consecutive trip #
Unique, hashed and persistent ID of the user		So AT can understand one-time vs regular users.
User Demographics as available		For example, country of origin (from mobile phone or app store), gender and age (if collected)..
Trip duration	MM:SS	n/a
Trip distance	KM	n/a
Trip weigh points to track the route (at least every minute)	An XML file format to be agreed	n/a
Start date	MM, DD, YYYY	n/a
Start time	HH:MM:SS (00:00:00 – 23:59:59)	n/a
End date	MM, DD, YYYY	n/a
End time	HH:MM:SS (00:00:00 – 23:59:59)	n/a
Start location	GPS location	n/a
End location	GPS location	n/a
Bicycle or e-scooter ID number	xxxx1, xxxx2, ...	Unique identifier for every bicycle and e-scooter, determined by the company

7.2.2 Operators shall provide Auckland Council with real-time information on the entire fleet through a documented application program interface (API) from day one. The data to be published to the Auckland Council API will include the following information in real time for every parked bicycle or e-scooter:

1. Bicycle or e-scooter identification number
2. GPS Co-ordinate
3. Availability start date
4. Availability start time

5. Fuel level (if electric)
6. Date of last service
7. Time to next service
8. Service status

7.3 Customer data integration and transfer may be required in the future, both with Auckland Transport's journey planning platforms (including AT Mobile) and NZTA's Mobility as a Service project (as digital capabilities are extended). Auckland Council reserves the right to update this condition if or when required.

7.4 Operators will support the General Bikeshare Feed Specification (GBFS), an open data standard for cycle share. GBFS makes real-time data feeds publicly available online in a uniform format so that map and transportation based apps can easily incorporate this data into their platforms.

7.5 Auckland Council reserves the right to display information about cycle or e-scooter share operators on their websites. Auckland Transport may choose to integrate cycle share into Auckland Transport's Mobile app.

8. Integration with the New Zealand Transport Agency's Mobility Marketplace

Currently, NZTA is piloting a Mobility as a Service (MaaS) project, which brings together any legal transport operators into a Mobility Marketplace. The Mobility Marketplace is powered by a real-time data processing platform, and operates on open data principles.

8.1 Operators of new transport services, including cycle and e-scooter share schemes, should ensure the technological capability to integrate their services into this Mobility Marketplace, allowing customers to view all transport choices, in one place.

The information outlined in Appendix 1 will be pushed to a central MaaS Platform using an API (note: this feed could be pulled directly from the company's existing app). This system will query the transport service provider's database and return available options to the customers to view, compare, book, and (eventually) pay for this mode of transport.

Appendix 1: Information requirements for MaaS integration

1. Real-time bike locations. Update frequency <10s.
 - a. Must contain:
 - i. Bike or e-scooter identifier
 - ii. Lat/Long location
 - iii. Accurate speed
 - b. Would ideally contain:
 - i. Compass / directional information

2. On demand Availability information.
 - a. Request
 - i. Current location for all available
 - b. Reply
 - i. Booking is possible: Yes/No
 - ii. Current location of all 'available' bikes
 - iii. Estimated cost of the journey

3. On demand Booking request.
 - a. Request
 - i. Lat/Long of the origin
 - b. Reply
 - i. Booking identifier (if successful)
 - ii. Bike or e-scooter identifier - matching the one in the real-time bike or e-scooter position.

4. On demand Status.
 - a. Request
 - i. Booking identifier returned by the booking request
 - b. Reply
Statuses as:
BOOKED
INVALID
CANCELLED

5. On demand Cancel.
 - a. Request
 - i. Booking identifier returned by the booking request



PERMIT TO TRADE IN A PUBLIC PLACE

OPERATOR NAME: LIME TECHNOLOGY LIMITED

Trading as "Lime"

c/- Claymore Partners Limited, Level 2, Claymore House, 63
Fort Street, Auckland 1010, NZ

UNDER THE PROVISIONS OF THE LOCAL GOVERNMENT ACT 2002, THE HUTT CITY COUNCIL PUBLIC PLACES BYLAW 2016 AND TRADING IN PUBLIC PLACES BYLAW 2018.

LIME TECHNOLOGY LIMITED, NZBN 9429046973979, IS LICENSED AS AN OPERATOR ("OPERATOR") OF SHARED PUBLIC E-SCOOTERS FOR THE PURPOSE OF TRADING IN A PUBLIC PLACE:

- Selling, hiring, and/or displaying no more than 600 electrically assisted kick scooters ("E-Scooters") ("Operation").

AND MUST COMPLY WITH THE CONDITIONS SET OUT IN THIS PERMIT.

ACTIVITY AREA: Defined public places as set out in Appendix A

HOURS OF OPERATION: 24 hours per day 7 days per week

PREVAILING CONDITIONS:

PERMIT MAY BE ALTERED, SUSPENDED OR CANCELLED

- (1) *The Council, on giving reasonable notice to the permit holder, may alter the terms and conditions of this permit;*
- (2) *The Council may suspend or cancel this permit without notice in the following circumstances:*
 - a) *urgent action is required to protect the public from unhygienic, unsafe or hazardous conditions in the public place where the permit applies;*
 - b) *urgent works are required in the public place where the permit applies;*
 - c) *any terms and conditions of the permit are breached.*

DATE OF ISSUE: 1 DECEMBER 2018

EXPIRY DATE: 30 NOVEMBER 2019

This permit is issued to the operator named hereon and is non-transferable.

TERMS AND CONDITIONS OF PERMIT**Purpose and Intent**

1. The purpose and intent of these terms and conditions are to ensure the management of public places and to provide reasonable controls to protect the health and safety of the general public from nuisance, while meeting customer expectations and supporting the wider transport objectives for Lower Hutt.

Permit Fee

2. The permit fee of \$150 is payable prior to the Date of Issue.

Duration of the Permit

3. This Permit shall commence on the Date of Issue and, unless terminated sooner in accordance with the terms of this Permit, shall continue until the Expiry Date.
4. Immediately following expiry or the earlier termination of this Permit, the Operator will immediately remove all E-Scooters and any ancillary signage and equipment from Council land.
5. Subject to the Prevailing Conditions, if the Operator breaches any of the conditions within this Permit and fails to remedy the breach within 10 working days after receipt of written notice requesting remedy of the breach, the Council may in its sole discretion and by providing 10 working days written notice to the Operator terminate this Permit. For the avoidance of doubt, 10 working days is accepted as being "reasonable notice".
6. If the Operator wishes to cease trading within the Lower Hutt area it will provide 30 days written notice of its intention to cease trading and remove all E-Scooters and any ancillary signage and equipment from Council land within this timeframe or any timeframe agreed between the Council and the Operator.

General

7. This Permit is valid for a maximum of 600 E-Scooters at any one time during the Term.
8. The Operation shall only be operated within the area defined in Appendix A.
9. Any specific infrastructure requirements such as signage, demarcated parking locations or parking corrals shall require a site licence and must be approved by the Council and are subject to any specific conditions and Council approvals for the respective site.
10. In addition to any others powers Council has, the parties agree:
 - a. Council may seize and impound any E-Scooter, ancillary signage or equipment that is still on Council land 10 working days after the cancellation or expiry of this Permit;
 - b. Written notice must be given to the Operator of any such seizure and a period of 30 working days allowed for the return of any property seized;
 - c. A condition of return shall be the payment of any costs associated with the seizing, impounding, transporting and storing of the property;
 - d. If a request for the return of the property is not received or the conditions of return not met, Council may sell or dispose of the property seized;
 - e. Proceeds of any sale shall be first applied to any costs associated with the seizing, impounding, transporting and storing of the property, with the balance to be paid to the Operator.

Location and placement of E-Scooters

11. For the purposes of this Permit, E-Scooters must not be parked or allowed to remain on or in inappropriate locations including, without limitation:
 - a. on footpaths that are narrow;
 - b. where they could pose a safety hazard;

- c. where they could interfere with pedestrian access generally or access to amenities; or
 - d. any other areas identified by Council staff, at their sole discretion, to be an inappropriate location.
12. Mistreatment of E-Scooters through vandalism will not be considered as an inappropriate location for the purposes of reporting under the Operation and Parking KPIs set out in Appendix B requirements. However, the Operator will seek to address any issues raised under this clause by the Council within the required timeframes.
13. To deliver on the expectations of the Council to ensure the management of public places and the delivery of the expected support for the wider transport objectives for Lower Hutt, the Operator will target the Operation and Parking KPIs set out in Appendix B.
14. The Operator must ensure E-Scooters are effectively redistributed to avoid excessive build up in any one area and provide Council with a rebalancing, relocation and redistribution plan to meet the Operation and Parking KPIs set out in Appendix B.

Use of E-Scooters

15. The Operator will educate customers about safety checks, responsible riding and correct parking, including the impacts of poor placement to the general public.
16. The Operator will also make best efforts to inform riders that they can incur penalties for breaching any law, regulation, standard or applicable rule including, by way of example, unauthorised use of special vehicle lanes, or operating a vehicle inconsiderately.
17. E-Scooters must not be used or ridden in a manner that is or might be dangerous to the public or to any person.
18. The Operator will use its best endeavours to ensure that E-Scooter users ride safely and carefully and be considerate of all other road and footpath users, ensuring that:
- a. when on the road, users must keep as close as possible to the edge of the roadway, where it is safe to do so; and
 - b. when on the footpath, users must:
 - i. not ride at speeds that put other footpath users at risk; and
 - ii. always give way to pedestrians and drivers of mobility vehicles.

Safety and maintenance

19. The Operator must ensure that:
- a. each E-Scooter is legal and approved under standards or definitions set out by the New Zealand Transport Agency as a wheeled recreational device;
 - b. each E-Scooters has:
 - i. a working bell;
 - ii. A steady or flashing rear-facing red light(s) that can be seen at night from a distance of 200 metres; and
 - iii. a white or yellow headlight(s) that can be seen at night from a distance of 200 metres;
 - c. the design, performance and assembly of each E-Scooter complies with appropriate standards; and
 - d. each E-Scooter is regularly inspected and maintained to ensure it is compliant.
20. The Operator must provide the ability for users as well as the general public to report safety and maintenance issues with the E-Scooters. This must include a publicly displayed New Zealand contact phone number and email address on each E-Scooter.

21. The Operator commits to meeting the KPIs set out in Appendices C, D and E.

Reporting

22. To enable better integration with public and shared modes of transportation across the city, the permit holder must maintain a documented Application Program Interface (API) that can be made open and available to the public and third party developers.
23. The Operator will provide raw non-identifiable information to the Council on a monthly basis subject to Council introducing measures agreeable to the Operator to protect its commercially sensitive information.

Privacy

24. All personal information must be collected, processed and stored in accordance with the requirements of the Privacy Act 1993.
25. The Operator must respect the general public's right to privacy and must maintain a policy of strict confidence concerning all personal and company information.
26. All information and data collected must be for the purpose of providing the Operation.
27. The Operator must not sell, lease, rent, loan or trade lists of its users' data to a third party.
28. All user information and data must be kept in a secure environment and encrypted via secure socket layers and data bases, protected by firewalls.
29. The Operator acknowledges that, under the Privacy Act 1993, individuals have rights of access to and correction of their personal information.
30. Any policy developed by the Operator may be superseded by requirements or obligations imposed by statute, regulation or legal process.

Miscellaneous

31. This Permit is non-transferable. Within 14 days of any change in the Operator or the Operation, the Operator must apply to the Council to have the change noted and pay any required fee. A new permit may then be issued with the updated information, at Council's absolute discretion.
32. The Operator shall carry adequate, sufficient and suitable public liability and professional indemnity insurance for an amount not less than \$5m and \$2m respectively and will provide evidence of this to the Council if requested.
33. The Operator shall comply with:
- all acts, regulations, bylaws, standards, policies and ordinances applicable to the Operation; and
 - any other agreement entered into between the Operator and the Council in relation to the Operation including, without limitation, any site licence.

APPENDIX A: DEFINED ACTIVITY AREA FOR SERVICE

Geofenced operational area



Note that the defined area for service does not include any private land or land not administered or operated by Council.

APPENDIX B: OPERATION AND PARKING KPIS

Operations and Parking KPIS				
Condition	Minimum Response	Reporting Measure	Target	Stretch goal
Incorrectly parked or nuisance (i.e. where an E-Scooter is parked in an inappropriate location, but where it is not causing an unreasonable hazard).	Resolved within 1 day of being notified.	Number of incorrect parking or nuisance issues reported per month.	85% of all incidents responded to within timeframe.	100% of all incidents responded to within timeframe.
Outside defined activity area in Appendix B.	Relocated within 1 day of being notified.	Number of E-Scooters parked in out of service area.	85% of all incidents responded to within agreed timeframe.	100% of all incidents responded to within agreed timeframe.

APPENDIX C: SAFETY AND MAINTENANCE KPIS

Safety and Maintenance KPIS				
Condition	Minimum Response	Reporting measure	Base Expectation	Stretch Goal
Dangerous or hazardously placed E-Scooters (e.g. on a roadway, up a tree, in a river, etc.).	Resolved within 5 hours of being notified.	Number of reported hazardously or dangerously placed E-Scooters per month.	80% of all incidents responded to within timeframe.	100% of all incidents responded to within timeframe.
Unsafe or faulty E-Scooters (e.g. brake fault, light out, etc.).	Deactivated immediately (upon verification) Recovered 1-5 days (depending on severity).	Number of reported unsafe or faulty E-Scooters per month.	80% of all incidents responded to within timeframe.	100% of all incidents responded to within timeframe.
Safety inspections.	Must be inspected daily.	Number of E-Scooters inspected per month.	80% of fleet inspected daily.	100% of fleet inspected daily.

APPENDIX D: REPORTING INFORMATION

Reporting measure	Format	Description
Number of registered users.	Dashboard	
Total number of rides per month.	Dashboard	
Average distance covered per trip.	Dashboard	
Average time of trip;	Dashboard	
Start and end trip location data.	Dashboard	
Overlay of deployment locations with demand “hot spots”.	Dashboard	
Heat map of use, e.g. routes.	Dashboard	
Number of faults reported per month.	Dashboard and/or manual report	



LICENCE TO TRADE IN A PUBLIC PLACE

OPERATOR NAME: LIME TECHNOLOGY LIMITED

Trading as "Lime"

c/- Claymore Partners Limited, Level 2, Claymore House, 63
Fort Street, Auckland 1010, NZ

UNDER THE PROVISIONS OF THE LOCAL GOVERNMENT ACT 2002, THE UPPER HUTT CITY COUNCIL PUBLIC PLACES BYLAW 2005.

LIME TECHNOLOGY LIMITED, NZBN 9429046973979, IS LICENSED AS AN OPERATOR ("OPERATOR") OF SHARED PUBLIC E-SCOOTERS FOR THE PURPOSE OF TRADING IN A PUBLIC PLACE:

- Selling, hiring, and/or displaying no more than 500 electrically assisted kick scooters ("E-Scooters").

AND MUST COMPLY WITH THE CONDITIONS SET OUT IN THIS LICENCE.

ACTIVITY AREA: Defined public places as set out in Appendix A

HOURS OF OPERATION: 24 hours per day 7 days per week

A. PREVAILING CONDITIONS:

1. LICENCE MAY BE ALTERED, SUSPENDED OR CANCELLED

- (1) The Council, on giving reasonable notice to the licence holder, may alter the terms and conditions of this licence;
- (2) The Council may suspend or cancel this licence without notice in the following circumstances:
 - a) urgent action is required to protect the public from unhygienic, unsafe or hazardous conditions in the public place where the licence applies;
 - b) urgent works are required in the public place where the licence applies;
 - c) any terms and conditions of the licence are breached.

2. DATE OF ISSUE: 1 DECEMBER 2018 **EXPIRY DATE:** 30 NOVEMBER 2019

3. This licence is issued to the operator named hereon and is non-transferable.

B. TERMS AND CONDITIONS OF LICENCE**Purpose and Intent**

1. The purpose and intent of these terms and conditions are to ensure the management of public places and to provide reasonable controls to protect the health and safety of the general public from nuisance, while meeting customer expectations and supporting the wider transport objectives for Upper Hutt.

Licence Fee

2. A licence fee is not required.

Duration of the Licence

3. This Licence shall commence on the Date of Issue and, unless terminated sooner in accordance with the terms of this Licence, shall continue until the Expiry Date.
4. Immediately following expiry or the earlier termination of this Licence, the Operator will immediately remove all E-Scooters and any ancillary signage and equipment from Council land.
5. Subject to the Prevailing Conditions, if the Operator breaches any of the conditions within this Licence and fails to remedy the breach within 10 working days after receipt of written notice requesting remedy of the breach, the Council may in its sole discretion and by providing 10 working days written notice to the Operator terminate this Licence. For the avoidance of doubt, 10 working days is accepted as being "reasonable notice".
6. If the Operator wishes to cease trading within the Upper Hutt area it will provide 30 days written notice of its intention to cease trading and remove all E-Scooters and any ancillary signage and equipment from Council land within this timeframe or any timeframe agreed between the Council and the Operator.

General

7. Lime must supply to the Director: Asset Management & Operations, Upper Hutt City Council, and keep current full 24/7 contact details for key Lime staff in order to facilitate and maintain urgent and non-urgent communication.
8. This Licence is valid for a maximum of 500 E-Scooters at any one time during the Term.
9. The Operation shall only be operated within the area defined in Appendix A excluding cemeteries.
10. Any specific infrastructure requirements such as signage, demarcated parking locations or parking corrals shall require a site licence and any other regulatory consents and must be approved by the Council and are subject to any specific conditions and Council approvals for the respective site.
11. In addition to any others powers Council has, the parties agree:
 - a. Council may seize and impound any E-Scooter, ancillary signage or equipment that is still on Council land 10 working days after the cancellation or expiry of this Licence;
 - b. Written notice must be given to the Operator of any such seizure and the Council must hold any items seized under condition 10(a) for a period of 30 workings days following notice being given.
 - c. A condition of return shall be the payment of any costs associated with the seizing, impounding, transporting and storing of the property;
 - d. If a request for the return of the property is not received within 30 days after the notice is given to the Operator or the conditions of return not met, Council may sell or dispose of the property seized;
 - e. Proceeds of any sale shall be first applied to any costs associated with the seizing, impounding, transporting and storing of the property, and any balance to be paid to the Operator.

Location and placement of E-Scooters

12. For the purposes of this Licence, E-Scooters must not be parked or allowed to remain on or in inappropriate locations including, without limitation:
 - a. on footpaths that are narrow;
 - b. where they could pose a safety hazard;
 - c. where they could interfere with pedestrian access generally or access to amenities; or
 - d. any other areas identified by Council staff, at their sole discretion, to be an inappropriate location.
13. Mistreatment of E-Scooters through vandalism will not be considered as an inappropriate location for the purposes of reporting under the Operation and Parking KPIs set out in Appendix B requirements. However, the Operator will seek to address any issues raised under this clause by the Council within the required timeframes.
14. To deliver on the expectations of the Council to ensure the management of public places and the delivery of the expected support for the wider transport objectives for Upper Hutt, the Operator will target the Operation and Parking KPIs set out in Appendix B.
15. The Operator must ensure E-Scooters are effectively redistributed to avoid excessive build up in any one area and provide Council with a rebalancing, relocation and redistribution plan to meet the Operation and Parking KPIs set out in Appendix B.

Use of E-Scooters

16. The Operator will educate customers about safety checks, responsible riding and correct parking, including the impacts of poor placement to the general public.
17. The Operator will also make best efforts to inform riders that they can incur penalties for breaching any law, regulation, standard or applicable rule including, by way of example, unauthorised use of special vehicle lanes, or operating a vehicle inconsiderately.
18. E-Scooters must not be used or ridden in a manner that is or might be dangerous to the public or to any person.
19. The Operator will use its best endeavours to ensure that E-Scooter users ride safely and carefully and be considerate of all other road and footpath users, ensuring that:
 - a. when on the road, users must keep as close as possible to the edge of the roadway, where it is safe to do so; and
 - b. when on the footpath, users must:
 - i. not ride at speeds that put other footpath users at risk; and
 - ii. always give way to pedestrians and drivers of mobility vehicles.

Safety and maintenance

20. The Operator must ensure that:
 - a. each E-Scooter is legal and approved under standards or definitions set out by the New Zealand Transport Agency as a wheeled recreational device;
 - b. each E-Scooter has:
 - i. a working bell;

- ii. a steady or flashing rear-facing red light(s) that can be seen at night from a distance of 200 metres; and
 - iii. a white or yellow headlight(s) that can be seen at night from a distance of 200 metres;
 - c. the design, performance and assembly of each E-Scooter complies with appropriate standards; and
 - d. each E-Scooter is regularly inspected and maintained to ensure it is compliant.
- 21. The Operator must provide the ability for users as well as the general public to report safety and maintenance issues with the E-Scooters. This must include a publicly displayed New Zealand contact phone number and email address on each E-Scooter.
- 22. The Operator commits to meeting the KPIs set out in Appendices B, C and D.

Reporting

- 23. To enable better integration with public and shared modes of transportation across the city, the licence holder must maintain a documented Application Program Interface (API) that can be made open and available to the public and third party developers.
- 24. The Operator will provide raw non-identifiable information to the Council on a monthly basis subject to Council introducing measures agreeable to the Operator to protect its commercially sensitive information.

Privacy

- 25. All user information and data must be kept in a secure environment and encrypted via secure socket layers and data bases, protected by firewalls.
- 26. Any policy developed by the Operator may be superseded by requirements or obligations imposed by statute, regulation or legal process.

Miscellaneous

- 27. This Licence is non-transferable. Within 14 days of any change in the Operator or the Operation, the Operator must apply to the Council to have the change noted and pay any required fee. A new permit may then be issued with the updated information, at Council's absolute discretion.
- 28. The Operator shall carry adequate, sufficient and suitable public liability and professional indemnity insurance for an amount not less than \$5m and \$2m respectively and will provide evidence of this to the Council if requested.
- 29. The Operator shall comply with:
 - a. all acts, regulations, bylaws, standards, policies and ordinances applicable to the Operation; and
 - b. any other agreement entered into between the Operator and the Council in relation to the Operation including, without limitation, any site licence.

APPENDIX A: DEFINED ACTIVITY AREA FOR SERVICE

Geofenced operational area – NOTE Operation within Cemetery areas is not permitted.



Note that the defined area for service does not include any private land or land not administered or operated by Council. However Council reserves the right at any time to exclude E Scooters from any or all council owned property with the exception of formed and unformed road reserve corridors or public rights of way.

APPENDIX B: OPERATION AND PARKING KPIS

Operations and Parking KPIS				
Condition	Minimum Response	Reporting Measure	Target	Stretch goal
Incorrectly parked or nuisance (i.e. where an E-Scooter is parked in an inappropriate location, but where it is not causing an unreasonable hazard).	Resolved within 1 day of being notified.	Number of incorrect parking or nuisance issues reported per month.	85% of all incidents responded to within timeframe.	100% of all incidents responded to within timeframe.
Outside defined activity area in Appendix A.	Relocated within 1 day of being notified.	Number of E-Scooters parked in out of service area.	85% of all incidents responded to within agreed timeframe.	100% of all incidents responded to within agreed timeframe.

APPENDIX C: SAFETY AND MAINTENANCE KPIS

Safety and Maintenance KPIS				
Condition	Minimum Response	Reporting measure	Base Expectation	Stretch Goal
Dangerous, inappropriately placed or hazardously placed E-Scooters (e.g. on a roadway, up a tree, in a river, etc.).	Resolved within 5 hours of being notified.	Number of reported hazardously or dangerously placed E-Scooters per month.	80% of all incidents responded to within timeframe.	100% of all incidents responded to within timeframe.
Unsafe or faulty E-Scooters (e.g. brake fault, light out, etc.).	Deactivated immediately (upon verification) Recovered 1-5 days (depending on severity).	Number of reported unsafe or faulty E-Scooters per month.	80% of all incidents responded to within timeframe.	100% of all incidents responded to within timeframe.
Safety inspections.	Must be inspected daily.	Number of E-Scooters inspected per month.	80% of fleet inspected daily.	100% of fleet inspected daily.

APPENDIX D: REPORTING INFORMATION

Reporting measure	Format	Description
Number of registered users.	Dashboard	
Total number of rides per month.	Dashboard	
Average distance covered per trip.	Dashboard	
Average time of trip;	Dashboard	
Start and end trip location data.	Dashboard	
Overlay of deployment locations with demand "hot spots".	Dashboard	
Heat map of use, e.g. routes.	Dashboard	
Number of faults reported per month.	Dashboard and/or manual report	

Dockless Bike Share

Code of Practice



October 2018

Version Control

Version	Date	Notes
Draft 1.0	03/08/2018	First draft based on AT Document.
Draft 2.0	08/08/2018	Incorporating feedback from departments.
Draft 2.1	14/08/2018	Incorporating feedback from operator.
2.1	5/10/2018	Draft removed.
2.2	16/10/2018	Reporting requirements updated (7.2 & 7.3)

This document is administered by Wellington City Council's Transport Network Improvements team.
For further information please contact transport@wcc.govt.nz

1. Introduction

- 1.1. Wellington City has seen a significant increase in the number of people cycling in recent years. With 167,000 people living within a 30 minute bike ride to the city centre, Wellington is an ideal candidate for cycle initiatives that support the success of new cycle ways such as Cycle Share schemes.
- 1.2. The potential to get more people cycling is big, and dockless bikes are a way to make cycling more accessible and will complement Wellington's cycle network and existing public transport network.
- 1.3. Alongside this, streets must be made more accessible for those who prefer to walk, especially our vulnerable users such as children, older people and those with accessibility issues. Safety remains our primary objective and it is our duty to protect the rights of the public to use and enjoy the city's roads and walkways. Dockless bike share schemes must work for everyone without impacting, or causing a danger or nuisance to other road users.
- 1.4. This Code of Practice outlines the requirements that bike share operators must adhere too. It outlines the requirements and recommendations that dockless bike share operators are expected to follow as part of delivering safe and effective bike share schemes.
- 1.5. This Code of Practice will be reviewed and updated as required so that it continues to reflect best practice and the interests of the community. Operators should check the Council's website for the most up to date version.
- 1.6. It is important to note that Wellington City Council needs to remain agile in its approach to issuing approvals due to big shifts in consumer behaviour and cycle usage, and how each of these varies with seasonal weather for example.
- 1.7. For the purpose of this Code of Practice Wellington City Council refers to the Council and its Council Controlled Organisations, and any person or organisation delegated by the Council to act on its behalf.

2. Aim and scope

- 2.1. A key aim of this Code of Practice is to ensure that dockless bike share schemes are well-designed and work in harmony with the city's places and multimodal transport networks.
- 2.2. This Code of Practice applies to all operators. It sets out the operational and safety standards that operators must comply with in order to be issued, and maintain an approval to operate in Wellington City under the Wellington Consolidated Bylaw 2008, Part 5: Public Places.

3. Engagement

- 3.1. Prior to launching a scheme, an operator must provide the Council with a plan demonstrating how a proposed scheme will adhere to this Code of Practice, including how its operation will be terminated if it no longer meets the code and has its license to operate revoked. The plan must address how bikes will be re-balanced around the city to avoid bunching.
- 3.2. Operators must maintain an open line of communication with the Council.
- 3.3. Operators must provide the Council with the contact details of references that can provide information regarding the operator's previous performance.
- 3.4. As part of the engagement process, operators must work with the Council to determine an appropriate scheme size that is fit for purpose for the city.

- 3.5. Operators must seek the Council approval of any promotion/media mentioning Wellington City Council, its Council Controlled Organisations and Council activities.
- 3.6. Operators must work with the Council on media related to events and promotions that the Council is involved with.

4. Safety and maintenance

- 4.1. Operators must comply with relevant New Zealand health and safety regulations and hold public liability insurance of at least NZ\$1,000,000, valid throughout the full period of the license. A copy of the insurance certificate is to be provided to the Council as part of the application process.
- 4.2. Operators must demonstrate how they proactively work to ensure each bicycle is always supplied with a helmet that meets current safety standards as required by New Zealand law.
- 4.3. Bicycle equipment must also meet legal requirements for riding a bicycle in New Zealand as specified in the Official New Zealand [Code for Cyclists](#).
- 4.4. Light systems must continue to run while waiting at intersections.
- 4.5. Electric bikes must comply with the New Zealand Transport Agency's definition of a low-powered vehicle. Its electric motor must have a maximum power not exceeding 300W and be designed to be primarily propelled by the muscular energy of the rider.
- 4.6. Bicycle equipment must be of sufficiently high quality to withstand constant public use and exposure to the elements, while meeting rider safety and comfort standards. The bicycles should include smart technology with active Global Positioning System (GPS) and wireless connectivity to enable maintenance and proactive re-balancing.
- 4.7. Operators must have a system in place to ensure bicycle equipment, including helmets, continues to comply with legal standards and requirements. At a minimum, bicycles should be given a full service every six months, with both helmets and bicycles given regular checks and repairs throughout the year. All mechanical services and repairs must be logged and available for review by the Council whenever requested or to an agreed reporting schedule.
- 4.8. Ideally, operators should be able to integrate on-bike location technologies and eventually on-board wireless diagnostics, to more easily identify mechanical failure, and proactively intervene through preventive maintenance. The Council reserves the right to make these technologies a requirement in the future.

5. Operations

- 5.1. In order to operate a dockless bike share scheme within Wellington City, operators must apply for and be granted a license, under the Wellington Consolidated Bylaw 2008, Part 5: Public Places prior to any operation being launched.
- 5.2. The Council reserves the right to limit the number of operators and the number of bikes.
- 5.3. The operation of dockless bike share schemes in Wellington City must not cause disruption or nuisance. Operators must ensure bike share schemes do not compromise the maintenance of orderly streets or have a negative impact on other street users, including vision-impaired people or those with disabilities.
- 5.4. Operators would preferably be able to monitor bikes at all times, including whether they have fallen over, to ensure bikes are not abandoned around the city, or causing a nuisance.

- 5.5. Operators must come to an agreement with the Council on where bikes can and cannot be parked. Bikes should be parked beside cycle parking stands where possible. If this is not possible they should be parked where they do not impede on pedestrian and vehicle access. This information must be conveyed clearly to the customer.
- 5.6. Damaged bikes or bikes parked in a non-compliant manner or place need to be removed by the operator within 12 hours of being reported. If not, operators will pay any removal costs incurred by the Council. The cost to get the bike back from the Council after removal is \$371 per bike at time of writing. This cost may alter over time, entirely at the Council’s discretion.
- 5.7. Any bike that is parked outside a licensed area, for more than three consecutive days must be moved by the operator to a licenced location or it may be removed by the Council at the expense of the operator.
- 5.8. Operators will preferably have systems in place that incentivise good parking behaviour and penalise non-compliance by users.
- 5.9. Any specific infrastructure improvements required for successful operations would need to be considered and approved by the Council.
- 5.10. Operators must have capability to manage the redistribution of bicycles due to bunching, in advance of major events or at the request of the Council.
- 5.11. In order to manage the increase in the numbers of bikes on the city’s streets, bike parking requirements will be subject to change as the Council adapts to the numbers of bikes in the city.
- 5.12. Operators must provide the Council with up to date and relevant contact details for the operational point of contact who can resolve any issues that arise.
- 5.13. Although preferred, but not required at this stage, geofencing capability could be required in future. The Council may require operators to ensure users do not park bikes in specific areas. Public areas where parking bikes is not permitted are scheduled below.

Location	Restriction
Golden Mile (parts of Lambton Quay, Willis Street, Manners Street and Courtenay Place)	Not on any footpath except in designated bike parking areas.
Cuba Mall	Not on any space except in designated bike parking areas.
All parks in the central area and within the Wellington Waterfront area	Not on any space except in designated bike parking areas.

6. Customer Experience and Education

- 6.1. Operators must provide 24-hour communication channels for users, including a clearly advertised telephone number provided on their website, apps and bicycles and must also have a complaints handling process. Operators must be able to provide the Council with a record of their complaints and response times logs when requested.
- 6.2. When an incident has been referred to the operator by the Council’s call centre, the operator must promptly advise the Council how the matter was resolved within the following timeframes:

Matter	Incident response and feedback to the Council
Urgent safety issue	2 hours
Routine incident/complaint	12 hours

- 6.3. Terms and conditions of use must be agreed by users when they use the bicycle equipment and these terms must promote safe and legal riding, and good parking behaviour. This could include a link to the NZ Cycling [Rules](#).

7. Data requirements

- 7.1. All personal information must be collected, processed and stored in accordance with the requirements of the New Zealand Privacy Act 1993.
- 7.2. It is a requirement that anonymised data collected by the operator is shared with the Council, on request, to assist with ongoing network planning and cycle facility improvements. The following table sets out what data is required.

	Format	Description
Company Name	[company name]	n/a
Type of bicycle	“Standard” or “Electric”	n/a
Trip record number	xxx0001, xxx0002, xxx0003, ...	3-letter company acronym + consecutive trip #
Trip duration	MM:SS	n/a
Trip distance	KM	n/a
Start date	MM, DD, YYYY	n/a
Start time	HH:MM:SS (00:00:00 – 23:59:59)	n/a
End date	MM, DD, YYYY	n/a
End time	HH:MM:SS (00:00:00 – 23:59:59)	n/a
Start location	GPS location	n/a
End location	GPS location	n/a
Bicycle ID number	xxxx1, xxxx2, ...	Unique identifier for every bicycle, determined by company

- 7.3. This is to be sent to the Council on a fortnightly basis, by noon on a Tuesday for the previous fortnight ending on the preceding Sunday.

Number as of	(Date)
Accumulated Registered Users	xx
Accumulated Pre-paid Users	xx
Accumulated Bikes	xx
Accumulated Trips	xx
Accumulated Trips Duration (hr)	(Time Period)
Operation Data between	xx
Registered Users	xx
Pre-paid Users	xx
Bikes	xx
Trips	xx
Average	(Time Period)
New Registered / day	xx
New Prepaid Users / day	xx
Number of trips /day	xx
Time (min) / trip	xx
Trip durations (hr) /day	xx

Trip Duration (hr)	xx
Trip time of day	(Time Period)
0.00am – 5:59:59am	xx
6:00am – 11:59:59am	xx
12pm – 5:59:59pm	xx
6pm-11:59:59pm	xx
Helmets	(Time Period)
Replenished Helmets	xx

The report should include the following information added to the above:

- Trip time of day – an hourly breakdown rather than the 6 hour period totals
- Number of issues and complaints from users opened, closed, outstanding
- Number of issues and complaints from WCC opened, closed, outstanding and the average response time
- Number of urgent matters dealt with under clause 6.2, and the number dealt with within 2 hours
- Number of routine matters dealt with under clause 6.2, and the number dealt with within 12 hours
- Number of reported crashes, and the circumstances if known

- 7.4. It is desirable for the Council to understand the routes taken by hired bikes. We understand that it is not technically feasible to supply such information at this time, but reserve the right to require this information once suitable technology is available.
- 7.5. If requested, operators shall provide the Council with real-time information on the entire fleet through a documented application program interface (API). The data to be published to the API may include (but not be limited to) the following information in real time for every parked bicycle:
1. Bicycle identification number
 2. GPS Co-ordinate
 3. Availability start date
 4. Availability start time
 5. Fuel level (if electric)
- 7.6. Customer data integration and transfer may be required in the future, both with Wellington Region’s journey planning platforms and NZTA’s Mobility as a Service project (as digital capabilities are extended). The Council may update this condition if or when required.
- 7.7. Operators will support the General Bikeshare Feed Specification (GBFS), an open data standard for cycle share. GBFS makes real-time data feeds publicly available online in a uniform format so that map and transportation based apps can easily incorporate this data into their platforms.
- 7.8. The Council reserves the right to display information about bike share operators on the Council’s websites and apps.

8. Integration with the New Zealand Transport Agency's Mobility Marketplace

- 8.1. Currently, NZTA is piloting a Mobility as a Service (MaaS) project, which brings together any legal transport operators into a Mobility Marketplace. The Mobility Marketplace is powered by a real-time data processing platform, and operates on open data principles.
- 8.2. Operators of new transport services, including bike share, should ensure the technological capability to integrate their services into this Mobility Marketplace, allowing customers to view all transport choices, in one place.
- 8.3. An open data contract will need to be established with NZTA to enable data to pass through the MaaS platform in an open license agreement. The information outlined in Appendix 1 will then be pushed to a central MaaS Platform using an API (note: this feed could be pulled directly from the company's existing app).

Appendix 1: Information requirements for MaaS integration

1. Real-time bike locations. Update frequency <10s.
 - a. Must contain:
 - i. Bike identifier
 - ii. Lat/Long location
 - iii. Accurate speed
 - b. Would ideally contain:
 - i. Compass / directional information

2. On demand Availability information.
 - a. Request
 - i. Current location for all available
 - b. Reply
 - i. Booking is possible: Yes/No
 - ii. Current location of all 'available' bikes
 - iii. Estimated cost of the journey

3. On demand Booking request.
 - a. Request
 - i. Lat/Long of the origin
 - b. Reply
 - i. Booking identifier (if successful)
 - ii. Bike identifier - matching the one in the real-time bike position

4. On demand Status.
 - a. Request
 - i. Booking identifier returned by the Booking request
 - b. Reply
 - Statuses as:
 - i. BOOKED
 - ii. INVALID
 - iii. CANCELLED

5. On demand Cancel.
 - a. Request
 - i. Booking identifier returned by the Booking request

NEW LEASE FOR THE COOK ISLANDS SOCIETY UNDER THE WELLINGTON TOWN BELT ACT 2016: EXISTING LEASE

Purpose

1. This report seeks the City Strategy Committee approval for Officers to publicly consult on granting a new lease to the Cook Islands Society.

Summary

2. The *Leases Policy for Community and Recreation Groups* (available at <https://wellington.govt.nz/your-council/plans-policies-and-bylaws/policies/leases-policy-for-community-and-recreational-groups>) sets out the Council's role in granting leases on Council-owned land and/or buildings.
3. Section 17 of the *Wellington Town Belt Act (WTBA) 2016* (available at <http://www.legislation.govt.nz/act/local/2016/0001/25.0/whole.html>) permits the Council to grant leases in respect of the Wellington Town Belt.
4. The proposed lease is a continuation of existing occupancy.
5. The proposed lease terms and conditions set out in this paper are based on Officers' assessment of the Club's applications using the seven Assessment Criteria in the Leases Policy, the WTBA and the Wellington Town Belt Management Plan (available at <https://wellington.govt.nz/your-council/plans-policies-and-bylaws/policies/wellington-town-belt-management-plan>).
6. Based on Officers' assessment, it is recommended that under the Wellington Town Belt Act 2016 a new ground lease be approved to the Cook Islands Society Incorporated for ten years subject to a number of conditions.
7. This report seeks Committee approval to carry out public consultation on granting the proposed lease.

Recommendation/s

That the City Strategy Committee:

1. Receives the information.
2. Approves Officers to publicly consult on granting a new ground lease to the Cook Island Society Incorporated for a ten year term under the Wellington Town Belt Act 2016. The land is known as Lot 1 on Deposited Plan 42773 and contained in part of Computer Freehold Register 742981.
3. Notes that approval to grant the lease to the Cook Islands Society Incorporated on Wellington Town Belt is conditional on:
 - a. Appropriate iwi consultation;
 - b. Public consultation as required under section 16 of the Wellington Town Belt Act 2016;
 - c. No sustained objections resulting from the above consultation and notification; and
 - d. Legal and advertising costs being met by the lessee (where applicable).

Background

4. The Cook Island Society's purpose is to actively promote and support Cook Island Māori people in all areas where expertise and leadership is required, such as education, health and sports. The Society also promotes Cook Island culture and language.
5. The Society have been at the site for just over 40 years. The first lease was signed in 1977 for a period of 21 years.
6. The Society subsequently had two ten year leases, with no right of renewal, with the most recent expiring 30 June 2017.
7. The land is part of the Wellington Town Belt, held under the WTBA, and is legally described as Lot 1 on Deposited Plan 42773 and contained in part of Computer Freehold Register 742981. The leased area is 915.5m² (see **Attachment 1** for site map).
8. In October 2017, the Society submitted an application for a new lease. Council Officers assessed the application using the criteria in section 7 of the *Leases Policy for Recreation and Community Groups* and the provisions of the WTBA and the Wellington Town Belt Management Plan (**WTBMP**).
9. Based on Officers' assessment of the Society's application it is recommended that the Committee approve a ten year lease subject to a number of conditions.
10. The Society has requested that it be allowed overnight stays for Tangi. Currently, under the Building Act 2004, the lawfully established use of the building does not allow for sleeping activities. Under the WTBMP, overnight stays for Tangi are dealt with as a 'managed activity'.
11. A ten year lease is being recommended as the Society has held a ten year lease in its previous two terms, and to enable appropriate time for the Society to re-establish its links to Cook Island people, attend to the deferred and ongoing maintenance of the hall, and broaden the use of the hall to better fit the requirement that all Town Belt occupation has a recreation focus.

Discussion

12. The Council assesses any application for a new lease on Town Belt under the requirements of the:
 - Wellington Town Belt Act (WTBA) 2016
 - Wellington Town Belt Management Plan 2017 (WTMP)
 - Leases Policy for Community and Recreation Groups 2012
13. The WTBA permits the Council to grant leases in respect of the Wellington Town Belt, and sets out requirements and limits. There is a particular emphasis on limiting built infrastructure within the Town Belt to only that which is necessary, and appropriately used. This enables appropriate protection of the open space and natural values of the Town Belt as intended in the original Deed, and articulated in the WTBA and Management Plan.
14. Under the Leases Policy, new leases are considered against seven criteria:
 - a. Strategic fit;
 - b. Group's organisation structure;
 - c. Membership sustainability;

- d. Financial and maintenance obligations;
- e. Optimal use of resources;
- f. Environmental impact; and
- g. Demonstrated need from the community.

15. The information submitted by the groups was assessed as performing satisfactorily under each of these above criteria:

A. Strategic fit – *The group's purpose and activities must be consistent with the Council's strategic direction to promote healthy lifestyles and build strong communities.*

- 16. The Society acts as a hub for Cook Island Māori community – promoting and supporting Cook Islands language and culture by providing a cultural gathering space. The Society promotes Cook Island culture through language, gatherings, song, dance, performing arts, traditional food, planting, customs, traditions and other cultural activities.
- 17. The Society also promotes and supports youth through activities by running Cook Island Māori youth focused activities and events, such as family sports days and Neighbour's Day.
- 18. The Society works with their elderly Cook Island Māori to facilitate sharing of their knowledge about Cook Island culture, for example through making ei-upoko (head lei) and tivaevae (quilting).
- 19. The Society provides its hall for hire to communities and groups.
- 20. Currently the Society is focused on rebuilding its connections to all Cook Island people and the list of activities occurring at the site will evolve as these networks grow.

B. Group's organisation structure – *The group must be an incorporated society or trust.*

- 21. The Society has been an incorporated society since 1970.
- 22. The Society is governed by an executive committee who meet every two months. The committee has approximately 15 members and has recently been invigorated with new members who came on board in 2017.

C. Membership sustainability – *The group must be sustainable in terms of membership and/or users of the services for the term of the lease.*

- 23. Currently the Society has approximately 150 members.
- 24. Membership is open to Cook Islanders and to non-Cook Islanders who work with Cook Islanders, or are partners/married to Cook Islanders.
- 25. Hall hire is open to all communities and individuals.
- 26. The Society is currently re-building its connections to the Cook Island community in Wellington and the Cook Islands by email, newsletters and promoting events and activities through social media and the website. As an example, the Society had a stall at the Pacifica Festival as an outreach to Cook Islanders.

D. Financial and maintenance obligations – *The group must be in a financial position to fulfil its lease obligations for the term of the lease, including but not exclusive to rent, insurance and building and grounds maintenance.*

Financial

27. The Society's income for year end 31 March 2018 was \$28,035.07, less expenditure of \$19,219.66 resulting in a net profit of \$8,815.41. The Society's total savings is \$10,534.71.
28. Income from hall hireage was \$16,440 and it makes up the bulk of the Society's income, representing 58.6% of the income. Membership fee income was only \$270.
29. While membership income is low, as outlined above the Society is currently re-building its connections to the Cook Island community and hopes this will increase membership and recreational activity at the hall.
30. The Society's current lease fee is \$1,211.65 + GST for 1391m², however the revised lease area has reduced to 915.5m² (an unused area surrounding the building was removed) and the new calculated lease fee is \$973.70 +GST.

Maintenance

31. The Society spent a total of \$1,846.96 on maintenance YE March 2018.
32. In the last three years the Society has implemented the following improvements to the hall:
 - Replaced some windows with new frames
 - New lino in kitchen and entrance
 - New layer of polyurethane on hall floor
 - Painting over the tagging/graffiti on hall
 - Maintaining the surrounding grounds
 - Fixing pot holes
33. The hall requires maintenance as there is deferred maintenance and ongoing renewal work that needs to be attended to, such as cleaning the guttering and repairing of weatherboards.
34. The Society will submit the finalised maintenance plan outlining its planned maintenance prior to this lease being executed.
35. It is noted that the Society's current financial position may present difficulty for it to sustainably manage its large building asset and the ongoing maintenance requirements.

E. Optimal use of resources – *The land and/or buildings must be utilised to the fullest extent practicable.*

36. On average the Society uses the hall 2-4 times per month for committee meetings, planning meetings and maintenance working bees.
37. The Society hire the hall to any community groups and this activity is their major income source and use of the hall.
38. The Society has requested that it be allowed overnight stays for Tangi. Currently the lawfully established use of the building does not allow for sleeping activities.
39. Note that under the Building Act 2004, every building is designed for a specific use and has to meet Building Code requirements to ensure it will be safe, healthy and durable when used in the way it was designed. If that use changes, the building may need to be

altered to support the new use. Any new use means the building has more onerous Building Code requirements it needs to meet.

40. The Society's building is presently lawfully established to be used as a hall for people to gather ("Crowd Large") and it does not have the required Specified Systems to make it safe for overnight activities.
41. Under the legislation in order for the Society to provide transient accommodation out of the building, the current use would need to be changed to "Sleeping Accommodation".
42. The Society's Committee has been working with the Council's Building Compliance and Consents (BCC) team to investigate the process for pursuing a change of use.
43. The BCC team have conducted an initial visual inspection of the building at no charge to help the Society understand its current position and the steps to ascertain the scale of the upgrade required to change the building's use.
44. While there are Specified Systems currently in place for the building (such as manual call points, residential smoke detectors and exit signage), it is likely the building will need a type 4 fire detection and alarm system, with manual call points and smoke detectors, connected to the fire service to be safe to use as sleeping accommodation. Investigation would also be required into the passive fire protection of the building, as well as means of escape and ventilation (note that there is no record of building consent on file for the Society's current systems, nor is there a BWoF in place).
45. If the Society wishes to hold a Tangi involving overnight stays, it must complete a change of use and comply with all requirements of the Building Act 2004. Council Officers will continue to support the Society to understand the legal requirements and the process for pursuing a change of use to ensure the building is safe and healthy to be used for its designated purpose.
46. Under the Wellington Town Belt Management Plan one-off events such as overnight Tangi are dealt with as a 'managed activity' which require landowner consent. Each application for landowner consent will be assessed for its compatibility and appropriateness to both Town Belt in general, and the location proposed.
47. As outlined in this paper, as the Society is re-establishing its links back to Cook Islanders, the awareness and list of activities held at the hall will increase.

F. Environmental impact – *The activity cannot have the potential to adversely affect open space values or other legitimate activities.*

48. The members of the Society carry out some upkeep of the surrounding areas and ensure rubbish is removed. The members have called Council when maintenance of the area is required.
49. No further development or occupation of open space is proposed. The existing building maintenance is being reviewed to ensure the building does not have any adverse visual impact on the wider Town Belt.
50. Presently the Society is developing the list of activities it carries out at the hall as it works to re-establish its links back to Cook Island people. The Committee are aware of the requirement of the WTBA and WTBMP that leases on Town Belt have a recreational focus and will develop activities accordingly.

G. Demonstrated need from the community – *There must be demonstrated support and need within the community for the activity.*

51. The Cook Island and local community groups have supported the new and past activities at the hall for the past 40 years.

- 52. The Society has wide support in their aim to promote the Cook Islands' Culture in Wellington.
- 53. There is a Cook Island community centre in Porirua, however this is the only Cook Island centre in Wellington.


Conclusion

- 54. On the basis of the above assessment, the following terms are recommended:
 - a. Ten year lease.
 - b. Notes that a ten year lease is being recommended as the Society have held a ten year lease in its last two terms and to enable appropriate time for the Society to re-establish its links to Cook Island communities, attend to the maintenance needs of the hall, and broaden the use of the hall to better fit the requirement that all Town Belt occupation has a recreation focus.
 - c. Notes that the new lease will include the following Special Provisions:
 - i. An agreed maintenance plan is to be submitted prior to the lease being executed.
 - ii. The Lessee will develop its predominant activities to comply with the recreation requirements of the WTBA and WTBMP.
 - d. Notes that all Wellington Town Belt leases have the following standard clause:
 - i. The Lessee must not use or permit the Land or Lessee's Building or any part of the Land or Lessee's Building to be used by people staying overnight without first obtaining the written consent of the Council as landowner trustee, in addition to any consent required from the Council as a regulatory authority.

Next Actions

- 55. If the recommendations in this report are accepted, the following will occur:
 - e. Public consultation of the proposed lease as required under the Wellington Town Belt Act 2016;
 - f. The outcome of consultation will be reported back to Committee;
 - g. The Committee's recommendations will be referred to the Council for approval; and
 - h. If the Council approves the lease, the lease document will be negotiated, drafted and signed.
- 56. Approval to grant the lease on Wellington Town Belt is conditional on:
 - a. Appropriate iwi consultation;
 - b. Public consultation as required under section 16 of the Wellington Town Belt Act 2016;
 - c. No sustained objections resulting from the above consultation and notification; and
 - d. Legal and advertising costs being met by the lessee (where applicable).

Attachments

Attachment 1. Cook Island Society - Leased area [↓](#) 

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Authors	Kristine Ford, Community Recreation Leases Lead Kobie Cadle, Community Recreation Leases Advisor
Authoriser	Vikki Muxlow, Acting Manager Parks, Sport and Recreation Barbara McKerrow, Chief Operating Officer

SUPPORTING INFORMATION

Engagement and Consultation

Public consultation will be undertaken as required under section 16 of the *Wellington Town Belt Act* and section 6 of the *Leases Policy for Community and Recreation Groups*.

All submissions received will be taken into account and, if necessary, objections will be feedback to Committee.

Treaty of Waitangi considerations

There are no Treaty of Waitangi considerations.

Financial implications

There are no significant financial considerations.

Policy and legislative implications

The recommendations in this report are consistent with relevant Council Policy – the *Leases Policy for Community and Recreation Groups* and legislation – the *Wellington Town Belt Act*.

Risks / legal

The proposal will be subject to the Wellington Town Belt Act.

Climate Change impact and considerations

There are no specific climate change impacts and considerations.

Communications Plan

Not applicable.

Health and Safety Impact considered

The lease work is entirely administrative and is a normal function of Council Officers.

5. Public Excluded

Recommendation

That the City Strategy Committee:

1. Pursuant to the provisions of the Local Government Official Information and Meetings Act 1987, exclude the public from the following part of the proceedings of this meeting namely:

General subject of the matter to be considered	Reasons for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
5.1 Central Business District Conversion Update	<p>7(2)(b)(ii) The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.</p> <p>7(2)(i) The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p>	<p>s48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7.</p>
5.2 Band rotunda development proposal	<p>7(2)(b)(ii) The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.</p>	<p>s48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7.</p>