


27 October 2023

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Kia ora 

Karori and Thorndon Connections

Thank you for your request made under the Local Government Official Information and Meetings Act 1987 (the Act), received on 20 September 2023 and your response to my email of potential refinement received on 28 September 2023. After refinement, you requested the following information:

With respect to the following transport projects:

- Karori Connections
- Thorndon Connection

These projects include significant bus and pedestrian changes as well as changes for people on bikes.

1. What is the total number of full time staff, the number in each salary band and the job description and titles.
2. The total number of consultants for these projects and the cost overall for consultants.
3. What is the total cost of the construction of each project.

Wellington City Council has partly granted your request for information.

Question 1 and 2 - *What is the total number of full-time staff, the number in each salary band and the job description and titles. What is the total number of consultants for this project and the cost overall for consultants.*

Council Staff.

Multiple staff across the Council provide advice or input to these projects. The proportion of their time committed to this work varies depending on the progress of each project and is done as part of their BAU role as they would for any other project that Council is involved in delivering.

The below information details roles who, in the current financial year, have committed the majority of their time to date to the Karori and Thorndon Connections project.

Staff Title	Salary Range
Project Lead	\$110,847 - \$149,970
Senior Engagement Specialist	\$87,594 - \$118,509

Both the Karori and Thorndon Connection projects each have a Project Lead and Senior Engagement Specialist. Whilst these staff commit a significant portion of their time to date on these projects, they can work on between 3 to 5 [projects](#) at any one time.

Please note, the project lead for Karori Connections is 0.8 FTE.

Attached to this response are copies of the Position Description for both Project Lead and Senior Engagement Specialist.

Consultants.

For these projects, consultants are working on and off depending on the project stage. A variety of consultant organisations provide a variety of services, e.g., infrastructure design, road safety- and accessibility auditing and engagement reporting. There are no full-time consultants or contractors working exclusively on these projects. I can confirm, approximately nine different people across three consultancy organisations have spent time on each of the two projects.

Please find below a breakdown of the costs spent on consultants, as of September 2023, for both projects:

Karori Connections:

- Consultant costs budgeted for project whole of life: \$690,000 (inc. contingency)
- Consultant costs spent to September 2023: \$480,000

Thorndon Connections:

- Consultant costs budgeted for project whole of life: \$470,000 (inc. contingency)
- Consultant costs spent to September 2023: \$350,000

Question 3 - *What is the total cost of the construction of each project.*

The full project costs including contingency and including pedestrian, bike and bus improvements are as follows:

Karori Connections: \$4,430,000

Thorndon Connections: \$2,915,000

Please note, funding is shared between Waka Kotahi, Let's Get Wellington Moving and the Council.

Right of review

If you are not satisfied with the Council's response, you may request the Office of the Ombudsman to investigate the Council's decision. Further information is available on the Ombudsman website, www.ombudsman.parliament.nz.

Please note, we may proactively release our response to your request with your personal information removed.

Thank you again for your request,

Kind regards

Ollie Marchant
Official Information

Position description

Project Lead

Transitional Programme | City Design

Tō mātou whakakitenga | Our vision

Kia mahi ngātahi mō Pōneke mō tōna āpōpō
Working together for Wellington's future

Ō mātou uara | Our values



He tangata, he tangata, he tangata
We put people at the heart of what we do



Whakapai ake
We're always improving



Mahi ngātahi
We collaborate



Mana tiaki
We care for our places

To learn more about Wellington City Council visit wellington.govt.nz

Ngā Taipitopito Tūranga | Role details

Group	Planning & Environment	Business unit	City Design
Reports to	Transitional Delivery Lead	Location	Tahiwi, 113 The Terrace

The Planning and Environment group are focused on leading and supporting a number of Council's strategic priorities across housing, transport infrastructure, community, creative and cultural spaces and Te Atakura, all of which support the city vision "An inclusive, sustainable and creative capital for people to live, work and play".

The City Design Business Units purpose is influence and implement the vision for how our city should look and feel in the future. City Design is the "design studio" of Council and this creative design-led approach to delivering outcomes for Wellington is part of this business unit's DNA. The Business unit influences and implements the vision for the future city through proactive strategic urban regeneration and driving and implementing people-centric urban and transport design with a focus on urban greening, inclusivity, place-based regeneration and creating great spaces for – and with, people.

The Transitional Programme team is accountable and responsible for the development and delivery of interim bike network projects, working closely with Streets for People and LGWM City Streets work stream.

The purpose of this role is to provide project management and coordination for individual projects within the transitional programme. Using robust but consolidated planning, design and delivery processes, project managers will oversee the delivery of each section of the bike network from start to finish, often with multiple elements progressing at once.

Working across Council and alongside consultants, this role will coordinate all elements of the project including communications and engagement, community activation, design and delivery.

Āu ake mahi | What you'll do

Accountabilities	Responsibilities
Project management	<ul style="list-style-type: none"> • Provide project management and coordination to enable the Transitional Programme to deliver the bike network, and associated bus and walking improvements, as quickly as possible <ul style="list-style-type: none"> - Lead and collaborate with internal teams to ensure the project management process integrates with the Councils internal Investment Delivery Framework (IDF). - Establish project parameters and priorities by developing project plans and time and cost estimates - Retain oversight and coordination of the technical and social elements of each project, including community engagement, activation and participation. - Manage resources and teams to ensure project is delivered to the agreed outputs. - Ensure that all decisions, timelines and approvals needed for the transition programme align with the IDF process. - Ensure that project governance is in place and timely decision are made. • Be accountable for development of business cases for individual projects within time, budget and with the allocated resources and work alongside T&I on delivery. • Liaise between suppliers and the planning and infrastructure teams to coordinate delivery of projects. • Translate plans into action and will involve liaising with a wide range of people, both internally and externally. • Build trust in the programme both inside and outside of the Council, including with members of the community.
Risk management	<ul style="list-style-type: none"> • Identify early risks that may impact on the delivery of the project such as scope, delivery, finance, reputational, political and ensure these are raised with the transitional programme team in a timely manner. • Monitor identified risks and issues and advise on effective mitigation systems • Participate in the risk analysis of difficult decisions that will need to be made during the programme of work. Ensure the outcome of the decisions are communicated through the correct channels.
Supplier management	<ul style="list-style-type: none"> • Liaise between suppliers and internal teams to coordinate delivery of projects • Demonstrate best practice procurement approaches have been used as the basis for extracting best value for money from suppliers. • Assist with a system of adequate checks and controls on consultant and contractor performance to achieve optimal results.
Stakeholder and relationship management	<ul style="list-style-type: none"> • Through engagement and collaboration, build strong effective relationships with a diverse group of internal and external stakeholders to maximize the effectiveness of programme.
Evaluation and monitoring	<ul style="list-style-type: none"> • Support integration of monitoring and evaluation with communications and engagement • Supply assistance to track, monitor, and communicate individual projects progress against the project plan requirements, quality measures, standards processes, and milestones. • Ensure reporting requirements are met, robust and transparent procurements processes are undertaken, and budget quality and scheduling expectations are met.

Project finance	<ul style="list-style-type: none"> • Manage the project budget objectives and take corrective action where required to ensure the budget objectives are met. • Prepare expenditure plans and forecasts. Ensure that project cashflows are prepared based on programmes with basis of the cashflow clearly documented. • Work with the Finance team to regularly monitor the project’s financial performance against the baselines to identify variances and take corrective actions by developing alternatives to ensure a ‘no surprise’ environment’.
Te Tiriti o Waitangi	<ul style="list-style-type: none"> • Demonstrate commitment and understanding of Te Tiriti o Waitangi principles: partnership, participation, and protection. • Establish and maintain effective professional relationships focused on the wellbeing of our staff and ultimately our community by demonstrating commitment to ongoing professional learning and development of personal practice relating to Te Tiriti o Waitangi. • Continue to develop understanding of Te Tiriti o Waitangi and continue to develop knowledge of Tikanga Māori and the appropriate usage and accurate pronunciation of Te Reo Māori. • Demonstrate commitment to bicultural partnership in Aotearoa, working effectively within the bicultural context. • Actively participate in the partnership relationship with Mana Whenua and Māori.
Health, safety and security	<ul style="list-style-type: none"> • Understand your responsibilities in relation to the Councils health, safety security, and risk management frameworks including relevant legislation • Recognise when to escalate issues · Take reasonable care that what you do or don’t do does not adversely affect the health, safety, or security of other people • Take reasonable care of your own health, safety, security, and wellbeing • Ensure all health, safety and security incidents are reported · Follow appropriate processes for health, safety and security at the Council. • Ensure health, safety and security is appropriately considered in all new designs, procurement, and processes.

Ngā tohu me ngā wheako | Qualifications and experience

Qualifications	Relevant tertiary qualification and experience in project management.
Experience and knowledge	<p>Strong demonstrable knowledge of and experience in:</p> <ul style="list-style-type: none"> • Project management of complex projects, preferably with specific transport experience • Building effective and productive relationships with a number of diverse stakeholders across complex projects. • Project management experience including project planning and reporting • Stakeholder management in both building and maintaining these relationship • Financial budgets and reporting • Computer programme including Word, Excel, PowerPoint, and MS Project • Contract management • Creative problem solver within a changing and evolving environment. • Effective ability to facilitate capability and knowledge transfer to others. • A high level of resilience and persistence with the ability to manage challenging, ambiguous, and complex issues calmly and logically. • Excellent Influencing and public speaking skills • Strategic thinking • Technical communication – ability to understand technical information and communicate it to a variety of audiences

Ngā Pūkenga mahi | Role dimensions

Direct reports	NIL	Indirect reports	NIL
DFA Level	3	Budget	TBC

Key relationships

Internal	<ul style="list-style-type: none"> • The City Design leadership team • Other teams across the organisation • The WCC project management office, assurance and procurement teams • Community boards/advisory groups 	External	<ul style="list-style-type: none"> • Mana whenua • LGWM • Waka Kotahi • Wellington commercial organisations including developers and BID's • Professional & Industry bodies • Consultant & construction sectors • Community groups eg. RA's
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Ki Te Hoe – Core Capability Level

Senior Individual Contributor – Increasing focus on strengthening Expertise, making effective Decisions and demonstrating Influence. For more details on the capabilities required check out our [core capability framework](#).

Last reviewed

September 2023

Tirohanga whānui o ngā pūkenga matua | Overview of core capabilities

Category	Capability	Description
Expertise	Specialist expertise	Show technical expertise as required by your role.
Decisions	Analytical skills	Analyse information to solve problems and make decisions.
	Making our vision real	Support the Council to achieve its vision and priorities.
Results	Achievement drive	Show ambition and initiative, and take accountability.
	Performing and delivering	Plan and organise to deliver results and improve how work is done.
	Customer engagement	Engage effectively with our customers to understand and respond to their perspectives and needs.
	Managing risk	Identify risks and take action to manage them.
	Health and safety	Identify risks to health, safety, and wellbeing, and take action to manage them.
Influence	Communicating	Communicate clearly, respectfully and with impact.
	Assertiveness	State your views plainly and resolve conflicts directly.
	Persuasiveness	Persuade and inspire others.
	Political acumen	Work effectively within the local government context.
People	Connecting	Show empathy, listen actively and connect with others.
	Collaborating	Build relationships and work with others to achieve common goals.
	Inclusiveness	Work inclusively with people from different backgrounds and with different abilities.
	Mātauranga Māori	Show knowledge of our Treaty obligations, te reo, tikanga, and kaupapa Māori.
	Developing self and others	Invest in your personal development and developing others.

Position description

Senior Engagement Specialist

Tō mātou whakakitenga | Our vision

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Working together for Wellington's future

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We put people at the heart of what we do



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We're always improving



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We care for our places

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Ngā Taipitopito Tūranga | Role details

Group	Planning & Environment	Business unit	City Design
Reports to	Engagement Strategy Lead	Location	Tahiwi, 113 The Terrace

The purpose of the team is to lead, advise and engage on major change programmes of work being delivered by Council. The team will also work to promote the integration of best practice engagement and behaviour change into wider Council programmes of work to achieve the best outcome. The first piece of work will be the delivery of all engagement and behaviour change initiatives for the Transport Planning ten-year LTP programme followed by wider roll out of Wellington City Council's Climate Change Strategy Te Atakura.

The purpose of the role is to contribute to a team of committed changes makers and subject matter experts, providing expertise and advice and support to Transport Planning and Climate Change projects as part of the project teams.

You will champion best practice engagement and formal consultation practices, including:

- Proactively manage relationships with key stakeholders.
- Supporting the design of key engagement and formal consultation projects, as required.
- Identify new processes and tools to support best practice engagement and formal consultation project delivery.
- Contribute to the fostering of a team culture based on collaboration, innovation, continuous improvement and high performance.

This role will suit someone who is passionate about taking action to prevent climate change and who is comfortable engaging with a wide range of people.

Āu ake mahi | What you'll do

Accountabilities	Responsibilities
Cross-organisation engagement and formal consultation best practice oversight	<ul style="list-style-type: none"> • Support the Engagement Manager to implement the Council's Engagement Action Plan. • Work collaboratively with the Engagement and Strategic Communications teams, and business units to ensure that a common and professional standard of engagement is experienced by stakeholders and communities
Stakeholder engagement	<ul style="list-style-type: none"> • Identify key cross-Council engagement and formal consultation projects to be targeted on an annual basis, and ensure advice and guidance is provided to relevant project leads. • Assist business units to develop engagement plans that reference key objectives, data insights, identify stakeholders, and link appropriate engagement methods and communications channels to different groups to encourage input into decision making processes. • Assist business units to scope and design stakeholder engagement activities (e.g. meetings, forums, drop-in sessions, set-up of community working groups) • Assist business units to ensure formal consultations comply with internal delivery processes (inclusive of the principles of the Local Government Act (2002), the requirements of the Special Consultative Procedure (where necessary) and Council's Significance & Engagement Policy). • Facilitate digital engagement activities including webinars, as required.
New processes, resource development and capability building	<ul style="list-style-type: none"> • Identify new processes and tools (inclusive of online engagement platforms) to support engagement and formal consultation activities which are then recommended to be scoped and implemented. • Maintain and improve the Council's engagement and formal consultation guidelines and standards for use by business units, including uptake of the Significance and Engagement Policy. • Enhance awareness of best practice engagement and formal consultation processes within the organisation by supporting the Engagement Manager to design and deliver capability building training sessions cross-Council to ensure knowledge and learnings are shared and planning tools are used. • Co-ordinate IAP2 engagement essentials training with Strategic Communications Team
Contribute to wider Communications and Engagement work programme, as required.	<ul style="list-style-type: none"> • Contribute to and/or lead Engagement related work/projects as required.
Leadership	<ul style="list-style-type: none"> • Demonstrate leadership behaviours in all that you do, including inspiration; vision; courage and integrity. • Operate from a shared values base and positively role model and demonstrate behaviours and management practices consistent with those values. Build trust, communicate effectively, drive execution, foster innovation and focus on delivery to customers and partners
Problem Solving and Decision Making	<ul style="list-style-type: none"> • Undertake effective analysis of both qualitative and quantitative data for problem solving, planning and decision making. • Take or initiate timely action to develop opportunities or address risk.

	<ul style="list-style-type: none"> • Establish decision making criteria to determine the best outcome in line with Council values.
Te Tiriti o Waitangi	<ul style="list-style-type: none"> • Demonstrate commitment and understanding of Te Tiriti o Waitangi principles: partnership, participation, and protection. • Establish and maintain effective professional relationships focused on the wellbeing of our staff and ultimately our community by demonstrating commitment to ongoing professional learning and development of personal practice relating to Te Tiriti o Waitangi. • Continue to develop understanding of Te Tiriti o Waitangi and continue to develop knowledge of Tikanga Māori and the appropriate usage and accurate pronunciation of Te Reo Māori. • Demonstrate commitment to bicultural partnership in Aotearoa, working effectively within the bicultural context. • Actively participate in the partnership relationship with Mana Whenua and Māori.
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Ngā tohu me ngā wheako | Qualifications and experience

Qualifications	<ul style="list-style-type: none"> • Qualifications relating to engagement, communication, programme/project management or other relevant field and/or demonstrated substantial experience in community engagement and community consultation processes. • IAP2 Certificate in Engagement and/or experience using IAP2 is desirable
Experience and knowledge	<p>Strong demonstrates practical experience in leading engagement with:</p> <ul style="list-style-type: none"> • Experience in development and/or implementation of engagement strategies at a cross-organisation level • Experience working in a similar role in a Government environment is desirable. • Practical experience in the research, planning, development, implementation, evaluation and reporting of innovative community engagement projects (including and digital engagement). • Experienced in the use of social media and digital platforms to facilitate engagement with stakeholders and communities. • Experience in developing and implementing formal consultation projects. • Experience in data and information analysis and report writing. • Strong understanding of community engagement principles, delivery methods and practices, including the IAP2 Framework. • Knowledge of the statutory requirements for public consultation in local government under various Acts. • Sound knowledge of Local Government functions, issues, roles and processes.

Ngā Pūkenga mahi | Role dimensions

Direct reports	NIL	Indirect reports	NIL
DFA Level	NIL	Budget	NIL

Key relationships

Internal	<ul style="list-style-type: none"> • CDPP Managers • Transport Planning team in particular the Project Development team • Communications and Engagement Business Unit • Democratic Services • Mayor and Councillors • Other Council Officers • Cross-Council Engagement Network Group 	External	<ul style="list-style-type: none"> • Relevant Stakeholders • Members of the public • Local Iwi/Runanga • Schools • Community and business groups • Advisory Groups/Youth Council • Other local government bodies and service authorities/companies
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