

ORDINARY MEETING

OF

WELLINGTON CITY COUNCIL

AGENDA

Time: 9:30am
Date: Wednesday, 26 August 2020
Venue: Ngake (16.09)
Level 16, Tahiwī
113 The Terrace
Wellington

MEMBERSHIP

Mayor Foster
Councillor Calvert
Councillor Condie
Councillor Day
Councillor Fitzsimons
Councillor Foon
Councillor Free (Deputy Mayor)
Councillor Matthews
Councillor O'Neill
Councillor Pannett
Councillor Paul
Councillor Rush
Councillor Sparrow
Councillor Woolf
Councillor Young

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. All Council and committee meetings are livestreamed on our YouTube page. This includes any public participation at the meeting.

TABLE OF CONTENTS

26 AUGUST 2020

Business	Page No.
1. Meeting Conduct	5
1.1 Karakia	5
1.2 Apologies	5
1.3 Announcements by the Mayor	5
1.4 Conflict of Interest Declarations	5
1.5 Confirmation of Minutes	5
1.6 Items not on the Agenda	6
1.7 Public Participation	6
2. General Business	7
2.1 Local Authority Election Considerations Presented by Deputy Mayor Free	7
2.2 Approval of Local Governance Statement 2019-2022 Presented by Deputy Mayor Free	17
2.3 Proposed Road Closure Presented by Councillor Condie	63
2.4 Annual Report to the Alcohol Regulatory Authority (ARLA) for the period 1 July 2019 to 30 June 2020 Presented by Councillor Fitzsimons	73

3. Committee Reports	79
3.1 Report of the Regulatory Processes Committee Meeting of 12 August 2020	79
3.2 Report of the Strategy and Policy Committee Meeting of 13 August 2020	81
3.3 Report of the Strategy and Policy Committee Meeting of 20 August 2020	83
4. Public Excluded	131
4.1 Public Excluded Report of the Strategy and Policy Committee Meeting of 6 August 2020	131
4.2 Public Excluded Report of the Strategy and Policy Committee Meeting of 13 August 2020	131

1. Meeting Conduct

1.1 Karakia

The Chairperson will open the meeting with a karakia.

Whakataka te hau ki te uru,	Cease oh winds of the west
Whakataka te hau ki te tonga.	and of the south
Kia mākinakina ki uta,	Let the bracing breezes flow,
Kia mātaratara ki tai.	over the land and the sea.
E hī ake ana te atākura.	Let the red-tipped dawn come
He tio, he huka, he hauhū.	with a sharpened edge, a touch of frost,
Tihei Mauri Ora!	a promise of a glorious day

At the appropriate time, the following karakia will be read to close the meeting.

Unuhia, unuhia, unuhia ki te uru tapu nui	Draw on, draw on
Kia wātea, kia māmā, te ngākau, te tinana,	Draw on the supreme sacredness
te wairua	To clear, to free the heart, the body
I te ara takatū	and the spirit of mankind
Koia rā e Rongo, whakairia ake ki runga	Oh Rongo, above (symbol of peace)
Kia wātea, kia wātea	Let this all be done in unity
Āe rā, kua wātea!	

1.2 Apologies

The Chairperson invites notice from members of:

1. Leave of absence for future meetings of the Wellington City Council; or
2. Apologies, including apologies for lateness and early departure from the meeting, where leave of absence has not previously been granted.

1.3 Announcements by the Mayor

1.4 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.

1.5 Confirmation of Minutes

The minutes of the meeting held on 21 July 2020 will be put to the Council for confirmation.

1. 6 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 Wellington City Council

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 Wellington City Council.

Minor Matters relating to the General Business of the Wellington City Council

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 Wellington City Council for further discussion.

1. 7 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.

2. General Business

LOCAL AUTHORITY ELECTION CONSIDERATIONS

Purpose

1. This report asks the Council to consider and make decisions on matters covered under the Local Electoral Act 2001 (the Act). Namely, reviewing the electoral system for the 2022 and 2025 local elections, consider reviewing the representation arrangements and the order in which candidates' names appear on the voting documents at the 2022 local election.

Summary

2. The 2022 triennial local election will be held on Saturday 8 October 2022.
3. Under section 27 of the Act the Council can consider reviewing the electoral system whether to:
 - (a) retain the Single Transferable Voting (STV) electoral system; or
 - (b) introduce the First Past the Post Voting (FPP) electoral system; or
 - (c) hold a poll of electors on which electoral system is to be used.
4. A resolution on a change to the electoral system would be required by 12 September 2020 to comply with the Act.
5. Section 19H of the Act requires the Council to undertake a review of representation arrangements (representation review), at least once every six years. The last representation review was undertaken in 2018.
6. The Council can consider reviewing the representation arrangements for the 2022 local election.
7. The Council needs to decide the order in which candidates' names appear on the voting documents for the election.
8. The Act and Local Electoral Regulations 2001 (the Regulations) enable the Council to choose between random order, alphabetical order of surname, or pseudo-random order. If no decision is made, then candidates' names will be listed in alphabetical order by surname, in accordance with Section 31 of the Regulations.

Recommendation/s

That the Council:

1. Receive the information.

2. Agree that pursuant to section 27 of the Local Electoral Act 2001, Council confirms that the Single Transferable Vote electoral system will continue to be used for local elections.
3. Note that a public notice will be made by 19 September 2020 of the right of electors to demand a poll on the electoral system to be used for the 2022 local election.
4. Note that in May 2018 the Council agreed that consideration be given to reviewing the representation arrangements for the 2022 local election.
5. Agree that a representation arrangements review be undertaken for the 2025 local election.
6. Agree that for the Wellington City Council 2022 Local Election the names of candidates be listed on the voting documents in random order.

Background

Electoral System

9. Wellington City Council adopted STV for its 2004 local election, following an electoral poll in 2003 and has used STV since then. A further poll was held in 2008, which supported the continued use of STV. In 2017 the Council confirmed its continued use of STV for the 2019 local election. No demand for a poll of the electoral system was made by electors, following the public notice.
10. For the 2019 local election STV was used by 11 councils in New Zealand, including Greater Wellington Regional Council, Kapiti Coast District Council and Porirua City Council. STV was also used for elections to district health boards.
11. Public notice will be made by 19 September 2020. This provides a statement that a poll can be demanded by 5% of electors (a minimum of 7,410).

Representation Arrangements Review

12. Section 19H of the Act requires the Council to undertake a review of representation arrangements (representation review), at least once every six years. The last representation review was undertaken in 2018.
13. The current representation arrangements comprise:
 - the Mayor elected at large
 - five wards electing a total of 14 councillors
 - two community boards electing a total of 12 members.
14. A representation review must comply with strict legislative requirements and timelines and are complex and prescriptive in nature. The three key factors for Council to consider would be:
 - Communities of interest
 - Effective representation
 - Fair representation.

15. At its meeting held on 30 May 2018 the Council resolved to “Agree that Council will consider reviewing representation arrangements for the 2022 election”.

Order of Candidates Names

16. The Local Electoral Act 2001 (the Act) and the Local Electoral Regulations 2001 (the Regulations) allow the Council to make certain decisions with regard to election processes. One of the decisions required is the order for candidates’ names to appear on voting documents.
17. If no decision is made, then candidates’ names would be listed in alphabetical order by surname, in accordance with Section 31 of the Regulations.

Discussion

Electoral System

18. Under section 27 of the Act the Council may resolve to change electoral systems. The Council can consider reviewing the electoral system whether to:
- retain the Single Transferable Voting (STV) electoral system; or
 - introduce the First Past the Post Voting (FPP) electoral system for the next two triennial local elections; or
 - hold a poll of electors on which electoral system is to be used for the next triennial local election.
19. A resolution for a change in electoral system would be required by 12 September 2020 to comply with the Act.
20. Public notice will be made by 19 September 2020 with a statement that a poll can be demanded by 5% of electors. If there was a change in electoral system, the notice would also include the Council resolution, and a statement that a poll would be required to change the electoral system. In practice this would mean if the Council introduced the FPP electoral system, a minimum of 7,410 electors would be required to demand a poll to be able to potentially change the system back to STV.
21. The Council can consider holding a poll of electors on which electoral system is to be used for the 2022 local election. This resolution would be required no later than 21 February 2021 and does not need to specify the date on which a poll could be held. The poll must be held as soon as practicable, if no date is specified in the resolution. A poll should be held no later than 89 days after the date of the notice given to the Electoral Officer of the Council resolution.
22. A summary of the options available is presented below.

Single Transferable Voting (STV)

Description

23. STV is a proportional electoral system where voters use numbers to rank candidates in their order of preference. Voters can rank as many or as few candidates as they wish. To

cast a valid vote, voters need to rank at least one candidate and use sequential numbers. A candidate must reach a vote quota to be elected.

Advantages and disadvantages

24. The Wellington community electors will be familiar with the system and it has worked well for Wellington city. The electoral systems for Porirua City Council, Greater Wellington Regional Council, district health boards and Wellington City Council were the same for the election in 2019, leading to a less confusing voter experience.
25. STV is a proportional representation system which can provide an outcome that reflects the preferences of a greater number of voters.
26. A candidate will not receive more votes than they would need to be elected as surplus votes are transferred to the next preference.
27. The counting system is more complex, so it can take longer than FPP for preliminary results to be released.

First Past the Post voting (FPP)

Description

28. FPP is a block voting system where each voter is able to cast one vote for each vacancy to be filled. The candidates with the most votes are elected.

Advantages and disadvantages

29. This is a simple method of electing candidates and is widely used throughout the world.
30. There is some argument that FPP may not reflect the wishes of the majority of voters. Some voters may not have supported any of the candidates who get elected.
31. A candidate may be elected by a small margin.
32. A candidate may receive more votes than they need to be elected.

Representation Arrangements Review

33. Section 19H of the Act requires the Council to undertake a review of representation arrangements at least once every six years. The last representation review was undertaken in 2018 for the 2019 local election. To comply with the Act the next representation review must be undertaken by 2024 for the 2025 local election. In line with the resolution carried by the Council at its meeting held on 30 May 2018, the paper gives the Council an option to consider undertaking a representation review earlier than the legal requirement, for the 2022 local election.
34. A representation review for the 2022 local election is not recommended due to one being undertaken recently, not being legally required and the significant financial and staffing resources it would require, particularly given the current COVID-19 response. Below is listed a brief summary of some of the work completed as part of the review in 2018.

35. For the representation review in 2018 workshops were held with Council in 2017 and with both Council and the community boards in 2018, and an initial proposal was reviewed by the Council in March 2018. This proposal was included in the formal consultative process to allow the public to make submissions on the representation arrangements review.
36. A Communications and Engagement Plan was developed for the project. Submissions from the public were heard before the final decision was made by the Council in May 2018.
37. Part 1A of the Act sets out the requirements for a representation arrangements review. The Local Government Commission has guidelines on undertaking a representation arrangements review based on the three key factors to be considered, as stated in paragraph 14 above.
38. Any final decision made on a representation review, either for changes or retaining the status quo, cannot be made prior to 1 March in the year prior to a local election. The decision would be subject to a public notice. Members of the public could then make submissions on the decision and be given the opportunity to speak to their submission. There is a right of appeal against the Council's decision for submitters to be considered by the Local Government Commission to hear and make a determination.

Māori Wards

39. Under the Act any territorial authority may resolve that the district be divided into one or more Māori wards for electoral purposes. The most recent statistics show that Wellington City has a Māori electoral population of 8,844 and a general electoral population of 193,896. Adding these together gives a total residential population of 202,740. This would allow for one Māori ward.
40. If Council were to investigate the establishment of a Māori ward then officers recommend that this be done at the same time as Council undertakes a representation review. Significant resource would be needed for both projects and this resource could be shared if the projects were undertaken simultaneously.
41. There is no legal requirement for an investigation of a Māori ward or a representation review ahead of the 2022 local election. Additionally, local iwi have not campaigned for inclusion of a Māori ward at this time.
42. There is a legal requirement to hold a representation review ahead of the 2025 local election and waiting until this time would give more opportunity for officers to plan an engagement process with local iwi and the community.
43. Under the Act a resolution must be carried no later than 23 November in the year two years prior to the next local election. Such a resolution would take effect for the next two local elections and would continue until either a further resolution or a poll of electors.
44. The Council can also consider, at any time, resolving to hold a poll of electors on whether the district should be divided into one of more Māori wards for election

purposes. The resolution does not need to specify the date on which a poll could be held. The poll must be held as soon as practicable, if no date is specified in the resolution. A poll should be held no later than 89 days after the date of the notice given to the Electoral Officer of the Council resolution.

Order of Candidates Names

45. Clause 31(1) of the Local Electoral Regulations 2001(the Regulations) gives the Council the ability to determine whether candidates' names are listed in alphabetical order by surname, in pseudo-random order, or in random order.
46. An analysis of the options available is presented below.

A. Alphabetical Order by Surname*Description*

47. If the Council chooses to use alphabetical order, the candidate names for each issue (for example, the Mayoralty, each ward and community board) will be listed alphabetically by surname. Each ballot paper will look the same for every voter.
48. This is the default option under the Regulations. If the Council does not make a decision, then under clause 31(3) of the Regulations, names will be listed in alphabetical order by surname.

Advantages and disadvantages

49. Most voters will be familiar with names being listed alphabetically from Parliamentary elections and voters may find it easier to find the names of the candidates for whom they wish to vote.
50. It has been suggested that candidates with a surname starting at the 'A' end of the alphabet may have an advantage over candidates with a surname starting at the 'Z' end of the alphabet, since they will be at the top of the voting paper. This may be considered to be unfair.
51. The last election in which Wellington City Council listed names alphabetically was 2004.

B. Pseudo-Random Order*Description*

52. If the Council chooses to use pseudo-random order, the candidate names for each issue (for example, the Mayoralty, each ward and community board) will be drawn at random and placed on all voting documents in the order in which they are drawn.

Advantages and disadvantages

53. Pseudo-random order provides for candidates to have equal opportunity to be at the top of the voting paper. However, some candidates will be listed at the bottom of every voting paper.
54. Some voters may have difficulty finding the candidates they wish to vote for (particularly when many candidates are contesting the same issue). However,

Wellington City Council has used non-alphabetical order (specifically random order) since the 2007 election and voters are likely to be familiar with this approach.

55. The cost of printing the voting documents is the same as for alphabetical order; however, the Council would have to meet some additional compliance costs. For example, the Electoral Officer would be required to place a public notice stating the date, time and place at which the order of candidates' names will be drawn. Any person is entitled to attend and witness the draw take place.

C. Random Order

Description

56. If the Council chooses to use random order, then the candidate names for each issue (for example, the Mayorality, each ward and community board) will be listed randomly on each voter's ballot paper. Each ballot paper will look different for each voter.

Advantages and disadvantages

57. This means that candidates have equal opportunity to be at the top of the voting paper, and that all candidates will be listed at the top of some voting papers and at the bottom of other voting papers.
58. Like with pseudo-random order, some voters may have difficulty finding the candidates they wish to vote for (particularly when many candidates are contesting the same issue).
59. The cost of printing the voting documents is the same as for alphabetical order.
60. If random order is selected, the candidate profiles sent to voters will be listed alphabetically by surname. It is cost-prohibitive for these to be produced in such a way that the order of names in each voter's candidate profile booklet would match the order of names on the randomised ballot paper for that same voter.
61. Random order is generally agreed that this option is the fairest to candidates. Wellington City Council has used random order for every election since the 2007 election and voters are likely to be familiar with this approach.

Options

Electoral System

62. The Council can decide to:
- (a) make no decision on the matter, this would retain the STV electoral system; or
 - (b) resolve to retain the STV electoral system; or
 - (c) resolve to introduce the FPP electoral system; or
 - (d) resolve to hold a poll of electors on which electoral system is to be used.
63. A decision based on Option (c) above would be required by 12 September 2020. Public notice of the resolution would then be made by 19 September 2020. The notice would provide a statement that a poll could be demanded by 5% of electors.

64. Officers recommend Option (b).

Representation Arrangements Review

65. The Council can decide to:

- (a) agree that a representation arrangements review be undertaken for the 2025 local election; or
- (b) ask officers to prepare a report for the Council to agree an initial proposal for its review of representation arrangements to apply for the 2022 and 2025 local election.

66. Officers recommend Option (a) to meet the legislative requirement.

Order of Candidates Names

67. The Council can decide to choose one of the four options:

- (a) in alphabetical order by surname; or
- (b) in pseudo-random order; or
- (c) in random order; or
- (d) make no decision on the matter, acknowledging that the default position would be for candidates' names to be listed in alphabetical order by surname.

68. Officers recommend Option (c), listing candidates in random order.

69. If the Council does not wish for random order to be used, a member may move an amendment to instead use Option (a), listing candidates in alphabetical order by surname or Option (b), listing candidates in pseudo-random order.

70. If no decision is made, then candidates' names will be listed in alphabetical order by surname, in accordance with Section 31 of the Regulations.

Next Actions

71. The Electoral Officer will carry out the decisions of the Council in accordance with the Act and the Regulations.

Attachments

Nil

Author	Donna Male, Senior Democracy Advisor
Authoriser	Jennifer Parker, Democracy Services Manager Stephen McArthur, Chief Strategy and Governance Officer

SUPPORTING INFORMATION

Engagement and Consultation

There is no engagement or consultation requirement directly arising from this report. A consultation and engagement plan would be developed as part of a representation review.

Treaty of Waitangi considerations

There are no Treaty of Waitangi considerations directly arising from this report. Engaging with iwi and mana whenua (who we have signed an MOU with) would be incorporated into a consultation and engagement plan to be developed as part of a representation review

Financial implications

There are no financial implications considerations directly arising from this report. Provision for running the election (for 2022 and 2025) and for a representation review (for 2025) is required to be provided for within existing budgets. If a poll of electors was held, the cost in 2017 was estimated to be in the order of \$300,000+GST. This could be less if a resolution was for a poll to be conducted as part of the 2022 election. If the decision on the voting system was changed by the poll conduct as part of the election, it would not be implemented until the 2025 election.

Policy and legislative implications

The decision arising from this report on the order of candidate names will fulfil the requirements of clause 31(1) of the Local Electoral Regulations 2001.

Risks / legal

There are no risk or legal implications directly arising from this report. The Local Authority Election 2022 (and 2025) and conducting a representation review, will need to meet the requirements of the Local Electoral Act 2001 and the Local Electoral Regulations 2001.

Climate Change impact and considerations

There are no climate change impact considerations directly arising from this report.

Communications Plan

The Council's decision regarding electoral system and order of names will be communicated to the public as part of the Council's communication plan for the election. A communication plan would be developed as part of a representation review.

Health and Safety Impact considered

There are no healthy and safety considerations directly arising from this report.

APPROVAL OF LOCAL GOVERNANCE STATEMENT 2019-2022

Purpose

1. This report asks the Council to approve the Wellington City Council Local Governance Statement 2019-2022 (the Statement).

Summary

2. A local governance statement provides an overview of the governance arrangements of a local authority as well as information about how the local authority makes decisions and engages with its residents.
3. The Local Government Act 2002 (the Act) requires a local authority to update its local government statement within six months following each triennial local authority election. For this triennium it was required to be updated by 12 April 2020.
4. The Statement was updated by officers in accordance with the Act and made publicly available on 1 April 2020.
5. This paper was due to come before Council in March 2020 however it was delayed due to COVID-19.

Recommendation/s

That the Council:

1. Receive the information.
2. Approve the Wellington City Council Local Governance Statement 2019-2022.
3. Delegate to the Chief Executive the authority to update the Statement during the remainder of the 2019-2022 triennium to reflect any legislative, organisational, or editorial changes, as well as changes based on amendments passed at this meeting.

Background

6. The Council is required by section 40 of the Local Government Act 2002 to prepare and make publicly available a local governance statement within six months after each triennial general election of members of the Council. During the triennium the Council must update its local governance statement as it considers appropriate.
7. The Act requires the local governance statement to include information on:
 - The functions, responsibilities, and activities of the local authority
 - Any local legislation the confers powers on the local authority
 - The bylaws of the local authority, including for each bylaw, its title, a general description of it, when it was made, and, if applicable, the date of its last review under section 158 or 159 [of the Act]

- The electoral system and the opportunity to change it
- Representation arrangements, including the option of establishing Māori wards or constituencies, and the opportunity to change them
- Members' roles and conduct (with specific reference to the applicable statutory requirements and code of conduct)
- Governance structures and processes, membership, and delegations
- Meeting processes (with specific reference to the applicable provisions of the Local Government Official Information and Meetings Act 1987 and standing orders)
- Consultation policies
- Policies for liaising with, and memoranda or agreements with, Māori
- The management structure and the relationship between management and elected members
- The remuneration and employment policy, if adopted
- Equal employment opportunities policy
- Key approved planning and policy documents and the process for their development and review
- Systems for public access to it and its elected members
- Processes for requests for public information.

Discussion

8. The Act says that the local governance statement must be updated within six months of the general local authority election. In this case it was required to be updated by 12 April 2020.
9. The Act requires the local authority to update its local governance statement rather than Council (as a decision-making body) formally approving it at a meeting.
10. However, the adopted Terms of Reference and Delegations for the 2019-2022 triennium state that the delegation to approve the local governance statement is retained by Council.
11. Many Councils, including Wellington City Council in previous trienniums, deem it best practice for their local governance statement to be reported to Council so that members are fully aware of its contents.
12. This paper was originally scheduled to come before Council in late March. However, due to the onset of COVID-19 and in consultation with Deputy Mayor Free as Governance portfolio holder, it was decided that officers would update the Statement to meet the legislative deadline and that it would be brought before Council at a later date.
13. The Statement was made available on the Council website on 1 April 2020.
14. Much of the material included in the Statement is already available on the Council website under the relevant subject matter area.

Options

15. Approve the Statement.
16. Approve the Statement with amendments.

Next Actions

17. The Statement will continue to be updated over the triennium as appropriate.

Attachments

Attachment 1. WCC Local Governance Statement 2019-2022 [↓](#) 

Page 21

Author	Sean Johnson, Democracy Advisor
Authoriser	Jennifer Parker, Democracy Services Manager Stephen McArthur, Chief Strategy and Governance Officer

SUPPORTING INFORMATION

Engagement and Consultation

N/A

Treaty of Waitangi considerations

The Statement contains information on policies for liaising with, and memoranda or agreements with Māori. Council's Tira Poutama team provided advice on this section.

Financial implications

None

Policy and legislative implications

The Statement was updated prior to 12 April 2020 as required by the Local Government Act 2002 and will continue to be updated as appropriate. It contains the information required by the Act.

Risks / legal

None

Climate Change impact and considerations

N/A

Communications Plan

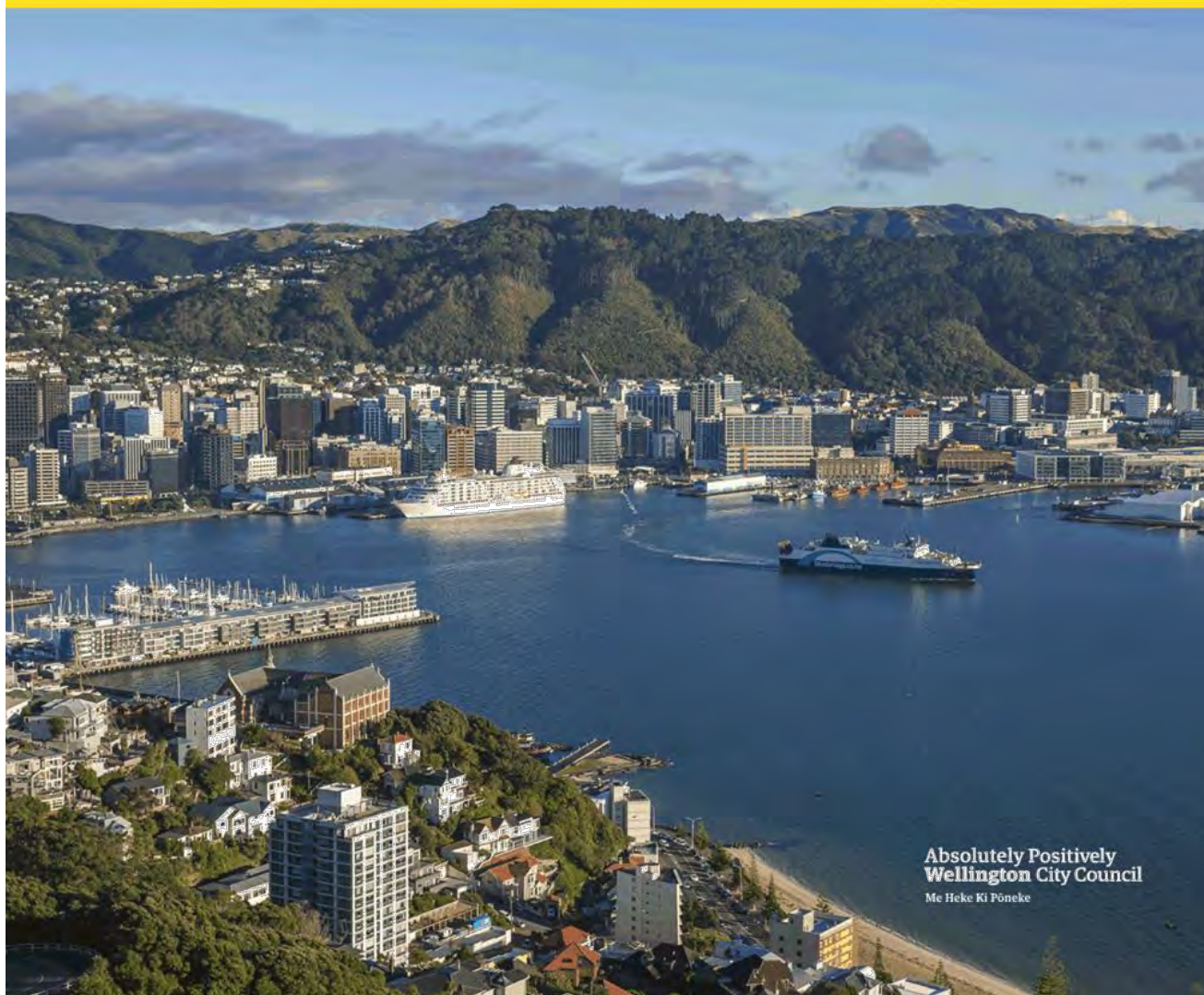
N/A

Health and Safety Impact considered

N/A

Local Governance Statement 2019-2022

Guide for the community on Council processes



Absolutely Positively
Wellington City Council
Me Heke Ki Pōneke

Version 2. Current as at July 2020.

Updated to reflect changes in ELT and committee structure.

What is a local governance statement?

This Local Governance Statement provides information about how Wellington City Council makes decisions and engages with the residents of Wellington City. The Council is required to produce such a statement under section 40 of the Local Government Act 2002, and must update it within six months following each triennial election. The Council may also update this Local Governance Statement at any other time.

Accordingly, the Local Governance Statement provides the public with information under the following broad categories:

- functions, responsibilities and activities of the Council
- governance structure and processes
- the way elected members make decisions
- the way elected members relate to each other and to the management of the Council
- electoral arrangements
- public access to key individuals and official information
- key policies of the local authority
- local legislation effecting the Council

The governance statement will be updated from time to time to ensure it is accurate and up to date. For the most recent copy please phone Democracy Services at the Council on 04 803 8334, email at democracy.services@wcc.govt.nz, or see our website www.wellington.govt.nz.

Contents

What is a local governance statement?	3
1. Functions, responsibilities, and activities of Wellington City Council.....	6
2. Contacting the Council.....	6
3. Your Council	6
4. Members' roles and conduct	8
Elected members	8
Code of Conduct.....	8
Mayor.....	9
Deputy Mayor	9
Portfolio Leader.....	9
5. Governance structure.....	12
Council.....	12
Standing committees and subcommittees.....	12
Community boards	14
Reference and Advisory Groups	16
Other committees: District Licensing Committee.....	16
Council controlled organisations.....	17
6. Liaison with Māori.....	20
7. Meeting Procedures	20
8. Management structure and the relationship between management and elected members.....	21
Chief Executive's responsibilities	22
9. The electoral system and the opportunity to change that system.....	24
10. Representation Arrangements.....	24
Wards, number of members and area covered	25
Community boards	25
Representation reviews	26
Māori wards.....	27
The reorganisation process	27
11. Key approved planning and policy documents and the process for their development and review.....	28
	4

Long-term Plan.....	28
Annual Plan.....	28
Annual Report.....	28
Policies and planning documents.....	28
12. Consultation Policies.....	29
Significance and Engagement Policy.....	29
Special Consultative Procedure.....	30
13. Local legislation conferring powers on Wellington City Council.....	31
Bylaws.....	31
14. Diversity Management.....	32
15. Requests for official information.....	32
16. Appendix One: Local legislation conferring powers on Wellington City Council	
34	

1. Functions, responsibilities, and activities of Wellington City Council

The purpose of Wellington City Council is to enable democratic local decision-making making and action by, and on behalf of, communities and to promote the social, economic, environmental, and cultural well-being of Wellington City.

In meeting its purpose, Wellington City Council has a variety of roles, including:

- management of infrastructure including roads, sewage disposal and stormwater
- management of libraries, parks and recreational facilities
- city development and marketing
- regulatory services relating to building, plumbing and drainage, environmental health, alcohol licensing, animal control, parking and general bylaws
- emergency management (civil defence) planning and training

2. Contacting the Council

If you need to contact the Council or if you are looking for information, you can do so using one of the methods below.

Website

www.wellington.govt.nz

Postal Address

P O Box 2199, Wellington 6140

Phone

04 499 4444 (24 hours, 7 days)

Free Text 3400 (24 hours, 7 days)

Service Centre

Mon – Fri, 8:00 am – 5:00 pm

12 Manners St, Te Aro

Email

info@wcc.govt.nz

Head Office

Mon – Fri, 8:30 am – 5:00 pm

113 The Terrace, Wellington Central

3. Your Council

The Council consists of the Mayor and 14 Councillors. The Council is elected, along with all other Councils in New Zealand, every three years. The Mayor is elected by the city at large, whereas the Councillors are elected by specific areas of the city called wards. Each of the Councillors has specific areas of interest in which they are the designated portfolio leader. In addition, the Councillors are appointed to various committees and subcommittees where they are called on to make decisions for the city. This information is summarised in the below table. More detail is provided on each of these areas later in this document. You can also find [information on the Councillors](#) on our website.

PAEKAWAKAWA- SOUTHERN WARD	 <p>Mayor Andy Foster Supported by the Mayor's Office on level 8 (113 The Terrace) Ph: 04 499 4444</p> <p>Portfolio: Transport and Urban Development (LGWM, Spatial + District Plan [shared], new funding tools (inc central govt funding))</p> <p>Chair Council; Dep. Chair AP/LTP; Member of all committees and subcommittees</p>	 <p>Councillor Fleur Fitzsimons Work: 027 803 0515</p> <p>Portfolio: Community Well-being (social housing and housing partnerships; libraries; public health)</p> <p>Chair Grants; Member SPC, AP/LTP, PRC</p>	 <p>Councillor Laurie Foon Work: 021 963 270</p> <p>Portfolios: Waste Free Wellington; Ass. Economic Development (sustainable small business)</p> <p>Member SPC, AP/LTP, CCO, Grants, SSHS</p>	<p>Key</p> <p>SPC = Strategy and Policy Committee</p> <p>AP/LTP = Annual Plan / Long-term Plan Committee</p> <p>PRC = CEO Performance Review Committee</p> <p>Regs = Regulatory Processes Committee</p> <p>CCO = Council-controlled Organisations Subcommittee</p> <p>FARS = Finance, Audit and Risk Subcommittee</p> <p>Grants = Grants Subcommittee</p> <p>SSHS = Safer Speeds Hearings Subcommittee</p>
	 <p>Deputy Mayor Sarah Free Supported by the Mayor's Office Work: 022 121 6412</p> <p>Portfolios: Governance; Ass. Transport (LGWM, walking, cycling, public transport infrastructure)</p> <p>Chair AP/LTP; Dep. Chair Council; Member SPC, PRC, Regs</p>	 <p>Councillor Teri O'Neill Work: 021 967 090</p> <p>Portfolios: Natural Environment (parks, beaches, open spaces, conservation attractions); Ass. Community Well-being (homelessness)</p> <p>Member SPC, AP/LTP, Regs, CCO</p>	 <p>Councillor Sean Rush Work: 027 706 9360</p> <p>Portfolios: Ass. Urban Development (place-making and community-led planning [shared], urban development agency, property, alternative energy); Infrastructure (3 waters)</p> <p>Member SPC, AP/LTP, CCO, FARS, SSHS</p>	
	 <p>Councillor Tamatha Paul Work: 021 961 270</p> <p>Portfolios: Climate Change; Ass. Community Well-being (City Safety and Youth)</p> <p>Member SPC, AP/LTP, FARS, Grants, SSHS</p>	 <p>Councillor Iona Pannett Work: 021 227 8509</p> <p>Portfolio: Ass. Urban Development (district plan [shared], civic square, CBD apartments resilience, insurance, weathertight buildings, building resilience, heritage, consenting – one stop shop, place-making and community-led planning [shared])</p> <p>Member SPC, AP/LTP, FARS, Grants, SSHS</p>	 <p>Councillor Nicola Young Work: 021 654 844</p> <p>Portfolios: Arts, Culture and Events; Ass. Urban Development (central city projects); Ass. Economic Development (civic and global partnerships)</p> <p>Member SPC, AP/LTP, PRC, CCO, SSHS</p>	
 <p>Councillor Jill Day Work: 021 276 2905</p> <p>Portfolios: Māori Partnerships; Ass. Community Well-being (children, play spaces and programmes)</p> <p>Chair SPC; Member AP/LTP, PRC, Grants</p>	 <p>Councillor Jenny Condie Work: 021 972 763</p> <p>Portfolio: Ass. Transport (parking, roading, safety, traffic resolutions)</p> <p>Chair CCO, SSHS; Dep. Chair FARS; Member SPC, AP/LTP, Regs</p>	 <p>Councillor Malcolm Sparrow Work: 027 232 2320</p> <p>Portfolio: Ass. Resilience (community resilience and emergency preparedness)</p> <p>Chair Regs; Member SPC, AP/LTP, CCO</p>		
 <p>Councillor Diane Calvert Work: 029 971 8944</p> <p>Portfolio: Economic Development</p> <p>Chair PRC, FARS; Dep. Chair SPC; Member AP/LTP, SSHS</p>	 <p>Councillor Rebecca Matthews Work: 021 973 365</p> <p>Portfolios: Community Engagement (consultation, information and engagement); Ass. Community Well-being (living wage, disability; community services and centres)</p> <p>Dep. Chair Grants, SSHS; Member SPC, AP/LTP, Regs</p>	 <p>Councillor Simon Woolf Work: 027 975 3163</p> <p>Portfolio: Sport and Recreation</p> <p>Member SPC, AP/LTP, Regs</p>		

4. Members' roles and conduct

Elected members

Elected members (acting as the Council) are responsible for governance, including:

- the development and adoption of Council policy;
- monitoring the performance of the Council against its stated objectives and policies
- prudent stewardship of Council resources
- employment of the Chief Executive
- appointment of the Electoral Officer.

Elected members are also responsible for representing the interests of the residents and ratepayers of the city.

Unless otherwise provided in the Local Government Act 2002 or in Wellington City Council's Standing Orders, the Council can only act by majority decisions at meetings. Any individual member (including the Mayor) has no authority to act on behalf of the Council unless this is specifically provided for by statute, or the Council has expressly delegated such authority.

Code of Conduct

Elected members have specific obligations as to their conduct in the following legislation:

- schedule 7 of the Local Government Act 2002, which includes obligations to act as a good employer in respect of the Chief Executive and to abide by the current Code of Conduct and Standing Orders
- the Local Authorities (Members' Interests) Act 1968, which regulates the conduct of elected members in situations where there is, or could be, a conflict of interest between their duties as an elected member and their financial interests (either direct or indirect)
- the Financial Markets conduct Act 2013, which prohibits elected members from accepting gifts or rewards which could be seen to sway them to perform their duties in a particular way
- the Crimes Act 1961, regarding the acceptance of gifts for acting in a certain way and the use of official information for private profit
- the Health and Safety at Work Act 2015, which details responsibility of Councillors as directors.

All Councillors are required to adhere to the Council's adopted Code of Conduct. This code sets out the Council's understanding and expectations of how the Mayor and Councillors will relate to one another, to staff, the media and the general public in the course of their duties. It also covers disclosure of information that is received by or is in the possession of elected members, and contains details of the sanctions that the Council may impose if an individual breaches the code. The [Code of Conduct](#) (PDF) is available on our website.

Codes of conduct for community board members are optional. Neither the Tawa Community Board nor the Makara/Ohariu Community Board has adopted a code of conduct.

Mayor

The Mayor is elected by the city as a whole and as one of the elected members shares the same responsibilities as other members of the Council.

The Mayor has specific responsibility for:

- providing leadership to elected members and to the people of Wellington City
- leading the development of the Council's plans (including the Long-term Plan and the Annual Plan), policies and budgets for consideration by the members of the Council
- in exercising this leadership role, the Mayor has the power to:
 - appoint the Deputy Mayor
 - determine the number of committees and subcommittees, their terms of reference and composition
 - appoint the chairs of these committees and subcommittees.

The Mayor also has the following roles:

- presiding at Council meetings -the Mayor is responsible for ensuring the orderly conduct of business during meetings (as determined by Standing Orders)
- advocating on behalf of the community -this may involve promoting the community and representing its interests. Such advocacy will be most effective where it is carried out with the knowledge and support of the Council
- primary spokesperson for the Council
- ceremonial head of the Council
- fulfilling the responsibilities of a Justice of the Peace (ex-officio)
- lead liaison with Central Government
- leading projects relating to transport and urban development
- leading other major projects
- Other roles as delegated in the Terms of Reference and Delegations (Appendix 3)

Deputy Mayor

The Deputy Mayor is appointed by the Mayor at the first meeting of the Council. Under usual circumstances, the Deputy Mayor exercises the same roles as other elected members. If the Mayor is absent or incapacitated, the Deputy Mayor must perform all of the responsibilities and duties, and may exercise the powers of the Mayor (as summarised above). The Deputy Mayor may be removed from office by resolution of Council.

Portfolio Leader

For the 2019/2022 term the Council has appointed each councillor with specific responsibilities as portfolio leaders. Through this role they will:

- Facilitate policy discussions regarding portfolio matters
- Play a leadership role in the development of policy and strategy under that portfolio
- Enhance relationships with key stakeholders
- Collaborate with committee chairs and other portfolio leaders

The portfolio leaders and their area of focus are as follows:

Portfolio Leaders	Area of Focus
Mayor Andy Foster	Transport and Urban Development <ul style="list-style-type: none"> • Spatial Plan and District Plan • Let's Get Wellington Moving • New funding tools (Including central government funding)
Deputy Mayor Sarah Free	Governance Associate Transport <ul style="list-style-type: none"> • Let's Get Wellington Moving (associate) • Walking • Cycling • Public Transport Infrastructure
Cr Diane Calvert	Economic Development
Cr Jenny Condie	Associate Transport <ul style="list-style-type: none"> • Parking • Rooding • Safety • Traffic Resolutions
Cr Jill Day	Māori Partnerships Associate Community Well-being <ul style="list-style-type: none"> • Children • Play spaces and programmes
Cr Fleur Fitzsimons	Community Well-Being <ul style="list-style-type: none"> • Social Housing and Housing Partnerships • Libraries and Community Facilities • Community Services • Public Health
Cr Laurie Foon	Waste Free Wellington Associate Economic <ul style="list-style-type: none"> • Sustainable small business
Cr Rebecca Matthews	Community Engagement <ul style="list-style-type: none"> • Consultation, information and engagement

	<p>Associate Community Well-Being</p> <ul style="list-style-type: none"> • Living Wage • Disability
Cr Teri O' Neill	<p>Natural Environment</p> <ul style="list-style-type: none"> • Parks, beaches and open spaces • Conservation attractions <p>Associate Community Well-Being</p> <ul style="list-style-type: none"> • Homelessness
Cr Iona Pannett	<p>Associate Urban Development</p> <ul style="list-style-type: none"> • District Plan (shared with Mayor Foster) • Civic Square • CBD Apartments Resilience • Insurance • Weathertight buildings • Building Resilience • Heritage • Consenting - One stop shop • Place-making and Community-led planning (shared with Cr Rush)
Cr Tamatha Paul	<p>Climate Change</p> <p>Associate Community Well-Being</p> <ul style="list-style-type: none"> • City Safety and Youth
Cr Sean Rush	<p>Associate Urban Development</p> <ul style="list-style-type: none"> • Place-making and Community-led Planning (Shared with Cr Pannett) • Urban Development Agency • Property • Alternative energy <p>Infrastructure (3 Waters)</p>
Cr Malcolm Sparrow	<p>Associate Resilience</p> <ul style="list-style-type: none"> • Community Resilience and Emergency Preparedness
Cr Simon Woolf	<p>Sport and Recreation</p>
Cr Nicola Young	<p>Arts, Culture and Events</p> <p>Associate Urban Development</p> <ul style="list-style-type: none"> • Central city projects <p>Associate Economic Development</p> <ul style="list-style-type: none"> • Civic and Global Partnerships

5. Governance structure

A number of different decision making bodies exist to ensure that the Council can make decisions that are inclusive and efficient. These include full Council meetings as well as various committees, community boards, and advisory groups.

Detailed information about the following committees, subcommittees, community boards, and advisory groups, including links to meeting calendars, can be found on our website ([Council and Committees](#)).

Council

Meetings of the full Council hold the highest authority in the Council decision making structure. The full Council meets monthly and is chaired by the Mayor. It would be inefficient for all decision making to happen at full Council, and so it has delegated many of its powers to various committees and groups, or individuals such as the Mayor or Chief Executive.

Some powers of the Council cannot be delegated. These include the power to make a rate, the power to make a bylaw, and the power to adopt an Annual Plan, Long-term Plan, or Annual Report. In addition, the Council has decided to retain some powers that could be delegated. A full list of delegations is available in the [Terms of Reference and Delegations](#) (PDF) document, which can be found on our website.

Standing committees and subcommittees

The Council reviewed the structure of its committees and subcommittees following the 2019 local elections. It is the responsibility of the Mayor (as required by section 41A of the Local Government Act 2002) to lead this process. The Council retains the power to revisit the structure.

The structure adopted for the 2019-2022 triennium is based on two committees of the whole – Strategy and Policy, and Annual Plan/Long-term Plan. The voting membership of both comprises the Mayor and all Councillors. Two Iwi mana whenua entities, Te Rūnanga o Toa Rangatira Incorporated representing Ngāti Toa, and Taranaki Whānui ki te Upoko o te Ika a Māui, can send representatives as non-voting members of these committees.

The role of the Strategy and Policy Committee is to set the broad vision and direction of the city, determine what needs to be done to achieve that vision, and set in place strategies, policies, and work programmes to achieve it. The Strategy and Policy Committee meets three times a month (or as required) and is chaired by Councillor Jill Day.

The role of the Annual Plan/Long-term Plan Committee is to give effect to the strategic direction and outcomes determined by the Strategy and Policy Committee by setting levels of service and budget. It does this primarily by overseeing the development of the Annual

Plan and Long-term Plan. More information on these plans can be found in section 12 of this document. This committee is chaired by Deputy Mayor Sarah Free and meets as required.

In addition, there are several other committees and subcommittees.

The CEO Performance Review Committee has responsibility for the effective monitoring of the Chief Executive Officer's performance and recommending to Council the outcome of any recruitment and selection process relating to the Chief Executive. The committee is chaired by Councillor Diane Calvert and meets as required.

The Regulatory Processes Committee has responsibility for conducting the regulatory functions of Council. It is chaired by Councillor Malcolm Sparrow and meets monthly.

The Council-Controlled Organisations Subcommittee is responsible for communicating the Council's priorities and strategic outcomes to council-controlled organisations (CCO's) and ensuring that CCO's deliver these. It is chaired by Councillor Jenny Condie and meets when required.

The Finance, Audit and Risk Subcommittee oversees the work of Council relating to the areas of risk management, statutory reporting, internal and external audit, assurance, and monitoring of compliance with laws and regulations (including health and safety). It is chaired by Councillor Diane Calvert and meets quarterly.

The Grants Subcommittee is responsible for the effective allocation and monitoring of the Council's grants. It is chaired by Councillor Fleur Fitzsimons and meets when required.

The Safer Speeds Hearing Subcommittee is responsible for hearing submission from the public on the proposed 30 km/h speed limit in the city centre. It is chaired by Councillor Jenny Condie and meets when required.

The Council also participates in the following Joint Committees with other Councils from around the region.

- Te Awarua o Porirua Harbour and Catchment Joint Committee
- Wastewater Treatment Plant and Landfill Joint Committee
- Wellington Region Climate Change Working Group
- Wellington Region Waste Management and Minimisation Plan Joint Committee
- Wellington Regional Amenities Fund Joint Committee
- Wellington Regional Strategy Committee
- Wellington Regional Transport Committee
- Wellington Water Committee
- Whaitua te Whanganui-a-tara

Community boards

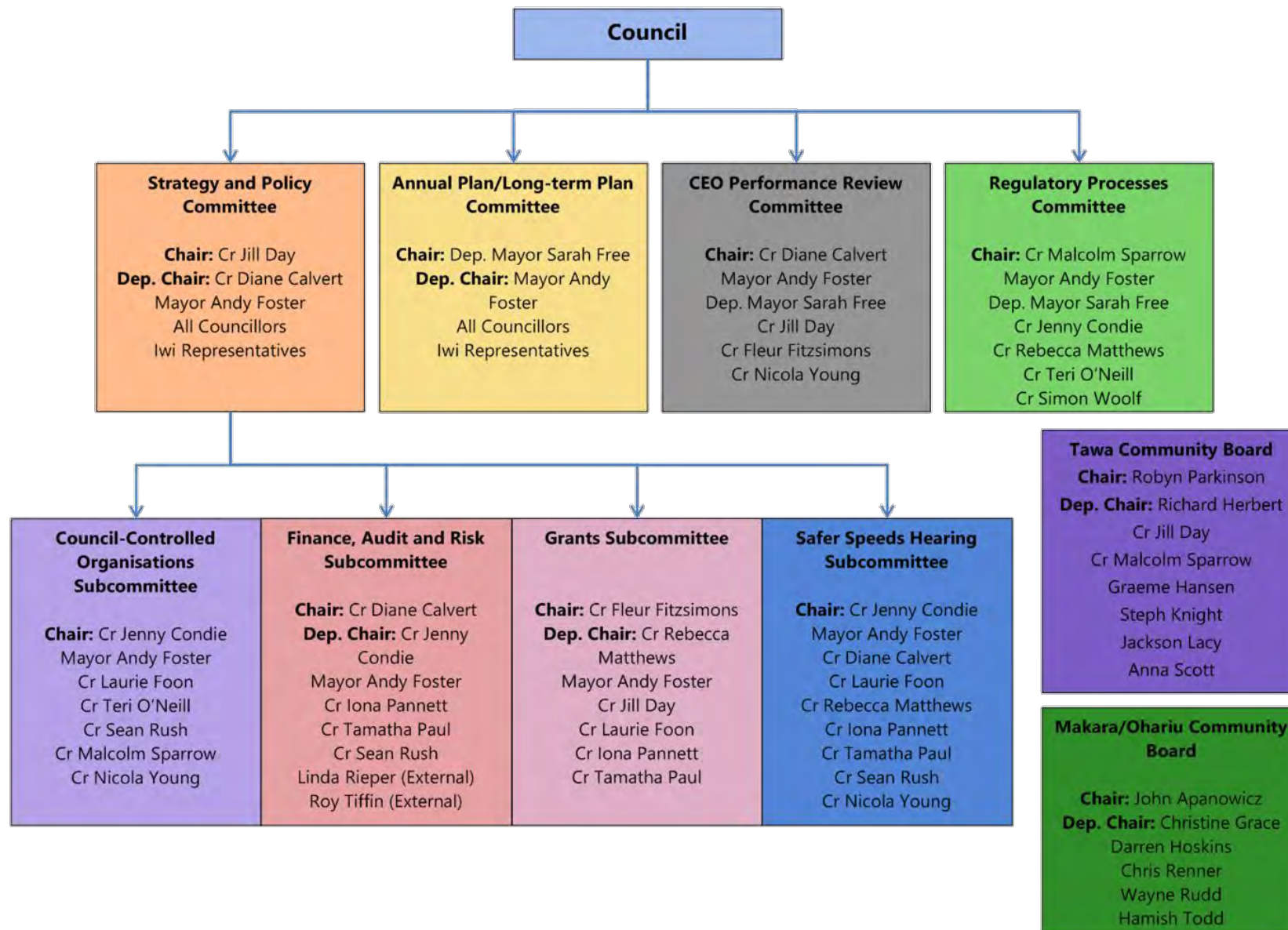
Wellington has two Community Boards representing Makara/Ohariu and Tawa respectively. Community Boards consist of six members elected alongside the Council at the local elections. In addition, two Councillors from the Takapū/Northern Ward are appointed to the Tawa Community Board. These boards are constituted under section 49 of the Local Government Act 2002 to:

- represent and act as an advocate for the interests of their community
- consider and report on any matter referred to it by the Council and any issues of interest or concern to the community board
- maintain an overview of services provided by the Council within the community
- make an annual submission to the Council on expenditure in the community
- communicate with community organisations and special interest groups
- undertake any responsibilities delegated by the Council

Tawa Community Board normally meets on the second Thursday of each month at 7pm in the Boardroom, Tawa Community Centre.

Makara/Ohariu Community Board normally meets on a Thursday at 7.30pm, six weekly, alternating between the Makara Hall and Ohariu Hall.

The committee and community board structure and membership is shown in the following diagram:



Reference and Advisory Groups

The Council has five formally constituted reference or advisory groups with their own terms of reference. These are:

- Accessibility Advisory Group (AAG) - meets monthly
- Pacific Advisory Group (PAG) - meets monthly
- Youth Council – meets fortnightly
- Environmental Reference Group (ERG) – meets monthly
- Safe and Sustainability Transport Reference Group (SASTRG) – meets as required

Broadly, the role of the groups is to provide feedback and advice to Council on strategy/policy development, planning and service delivery as well as being an information conduit to and from the Council.

Each group is supported by a Council officer and a Councillor is also formally assigned to each group and attends meetings. The groups report back to Council through the Strategy and Policy Committee.

Other committees: District Licensing Committee

In addition to the committees listed above, a District Licensing Committee is appointed to administer the Council's alcohol licensing framework as required by the Sale and Supply of Alcohol Act 2012. This committee makes decisions on licensing matters as required by this Act.

As required by the Act, the Council has appointed the following qualified people to the District Licensing Committee:

Chairpersons:

Bill Acton (Commissioner)	Kate Thomson (Commissioner)
Sir Douglas Kidd (Commissioner)	Rex Woodhouse (Commissioner)
Rachel Palu (Commissioner)	

Members:

Bill Acton	Rachel Palu
Andrew Beck	Kiri Rikihana
Saar Cohen-Rohen	Simon Tendeter
Zoe Doole	Kate Thomson
Sir Douglas Kidd	Luke Tuffs
Sandra Kirby	Rex Woodhouse
Brad Olsen	

Council controlled organisations

In order to achieve its objectives for Wellington, the Council has established several Council-controlled organisations (CCOs) and Council organisations (COs) –Wellington Regional Economic Development Agency (WREDA), Wellington Cable Car Ltd, Wellington Museums Trust, Basin Reserve Trust, Karori Sanctuary Trust (ZEALANDIA), Wellington Water Limited, Wellington Zoo Trust and Wellington Regional Stadium Trust.

These organisations were set up to independently manage Council facilities, or to deliver significant services and undertake significant developments on behalf of the Wellington community. Where necessary, the Council funds the organisations.

Organisation	Purpose
Wellington Museums Trust	<p>The Wellington Museums Trust operates six visitor experiences for the Council:</p> <ul style="list-style-type: none">• Capital E,• Space Place at Carter Observatory,• City Gallery Wellington,• Nairn Street Cottage,• Wellington Museum, and• Cable Car Museum <p>The group trades as Experience Wellington and also supports the operation of the New Zealand Cricket Museum and Hannah Playhouse.</p> <p>Website: www.experiencewellington.org.nz</p>
Wellington Cable Car Ltd	<p>The Cable Car is an iconic part of Wellington’s tourism attractions and today the service transports over 1 million passengers a year including commuters, students and visitors to the city. The Cable Car runs continuously throughout the day with trips run every 10 minutes and after 8 pm every 15 minutes, no reservation is required.</p> <p>The Cable Car is situated at the end of the Cable Car Lane, off Lambton Quay in the heart of Wellington City and provides a unique form of public transport from the city to the suburb of Kelburn and the Wellington Botanic Garden. The precinct is also the gateway to other attractions including Space Place at Carter Observatory, the Cable Car Museum and the free shuttle to ZEALANDIA.</p> <p>Website: www.wellingtoncablecar.co.nz</p>

**Wellington
Regional Economic
Development
Agency Ltd**

Wellington Regional Economic Development Agency Ltd is the regional economic development agency for the lower North Island, combining the economic development activities of Wellington City Council and Greater Wellington Regional Council to advance the prosperity and liveability of the Wellington region.

The company combines the political and commercial clout of the region to drive innovation and economic activity, and enhance the region's reputation as a centre of world-class film, IT, education, arts, food and tourism. It brings together the major events, and the functions and activities done in the past by the following agencies:

- Grow Wellington
- Positively Wellington Tourism
- Venues Wellington

Website: www.wellingtonnz.com

**Wellington Zoo
Trust**

The Wellington Zoo Trust manages Wellington's award winning Zoo, home to native and exotic animals, and is recognised for expertise in animal welfare, conservation, visitor experience and sustainability.

The Zoo delivers learning sessions to thousands of children a year to grow their understanding of animals and the natural world. It also partners with conservation organisations for at-risk species from New Zealand and around the world and to advocate for animals and save wildlife and wild places. Wellington Zoo treats hundreds of native animals a year at The Nest Te Kōhanga the Zoo's animal hospital and centre for wildlife health services and is the world's first carboNZero certified Zoo.

Website: www.wellingtonzoo.com

Basin Reserve Trust

The Basin Reserve Trust is responsible for the operation and management of Wellington's Basin Reserve. The day to day operational activities are carried out by Cricket Wellington under a management agreement with the Trust. The Trust is comprised of four members, two elected by Wellington City Council including the chairperson and two members elected by Cricket Wellington.

The Trust was established to:

- manage the Basin Reserve for recreational activities and the playing of cricket for the residents of Wellington
- contribute to the events programme for Wellington
- operate as a successful not-for profit undertaking
- preserve and enhance the heritage value of the Basin Reserve.

Website: www.basinreserve.nz

Karori Sanctuary Trust

Karori Sanctuary Trust manages the ongoing conservation and restoration work at Zealandia, works with local organisations and community groups to support local biodiversity, provides educational experiences, and connects people to New Zealand's unique natural heritage.

The Trust:

- manages a 225ha conservation estate, home to dozens of native species
- promotes conservation and advocates for New Zealand's native wildlife
- works with local groups to improve biodiversity across the Wellington region
- partners with leading educational institutions to facilitate world-class environmental research
- facilitates educational programmes and resources to thousands of young people around the Wellington region.

Website: www.visitzealandia.com

Wellington Water Ltd

Wellington Water manages all Wellington, Hutt, Upper Hutt and Porirua councils' drainage and water services.

Wellington Water:

- provides water services to customers in Wellington, Lower Hutt, Upper Hutt and Porirua
- maintains the water, wastewater and stormwater infrastructure for the Wellington, Hutt, Upper Hutt and Porirua city councils
- is jointly owned by the four city councils and Greater Wellington Regional Council
- was formed by the merger of Capacity Infrastructure Services and Greater Wellington Regional Council's water supply group in September 2014.

Website: www.wellingtonwater.co.nz

Wellington Regional Stadium Trust

The Wellington Regional Stadium Trust was established to build and manage the region's stadium. The Trust is not a Council-controlled Organisation, but is a trust jointly settled by Wellington City Council and Greater Wellington Regional Council. The relationship between the Trust and this Council operates in a manner similar to a Council-controlled Organisation.

The Trust owns, operates and manages the stadium which provides high quality facilities for a range of sports. The stadium also hosts a range of musical and cultural sponsored events, it hosts a variety of

trade shows and plus various community events.

The Trust's board of trustees is jointly appointed by Greater Wellington Regional Council and this Council.

Website: www.skystadium.co.nz

Further information on any of the above can be obtained from our website ([Council-controlled Organisations](#)).

6. Liaison with Māori

The Council has established a range of governance and participation mechanisms that enable the Council to meet its obligations and responsibilities under the Treaty of Waitangi to local iwi and the wider Māori community.

The Council's relationship with local iwi is defined through separate memoranda of understanding with Te Rūnanga o Toa Rangatira Incorporated representing Ngāti Toa, and with Taranaki Whānui ki te Upoko o te Ika a Māui as signed by the mandated post-settlement governance entity Chairperson and Deputy Chairperson of Port Nicholson Block Settlement Trust.

The memoranda outline how local iwi participate in Council matters relating to protocol, policy, regulatory and service delivery matters.

Iwi entities have seats at the Strategy and Policy Committee and the Annual Plan/Long-term Plan Committee.

There is a Council-Iwi Leaders Quarterly Forum and bi-annual Mayor/Chairs Hui.

Perhaps more complex engagement is with the 90 percent of Māori who live, work and play in Wellington who do not whakapapa to our iwi partners and are therefore not directly represented by these mandated organisations, who do however recognise the iwi mana whenua role as kaitiaki for all who live within their takiwā/rohe.

To better understand the wider Māori community the Council may host focus groups during the year – this is dependent on what projects are happening. The Council engages in Māori community events via community grants. The Council also has a monthly e-newsletter Nōna te Ao that members of the public may subscribe to on our website. The Council is currently reviewing how arrangements with external advisory groups may improve our community engagement responsibilities, including Māori community.

7. Meeting Procedures

The legal requirements for Council meetings are set down in the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987 (LGOIMA).

All Council and committee meetings must be open to the public unless there is reason to consider some item in a 'public excluded' session. Although meetings are open to the public, members of the public do not have speaking rights unless prior arrangements are made (contact Democratic Services at the Council prior to 12 noon the day before the meeting). For more information about [speaking at meetings](#) see our website.

LGOIMA contains a list of the circumstances where councils may consider items with members of the public excluded from the meeting (these circumstances generally relate to protection of personal privacy, professionally privileged or commercially sensitive information, and the maintenance of public health, safety and order). The Council agenda is a public document, although parts may be withheld if the public excluded circumstances apply to those parts.

The Mayor or committee chair is responsible for maintaining order at meetings and may, at his or her discretion, order the removal of any member of the public for disorderly conduct, or remove any member of Council who does not comply with Standing Orders.

Minutes of meetings must be kept as evidence of the proceedings of the meeting. These must be made publicly available, subject to the provisions of LGOIMA.

For an ordinary meeting of Council, at least 5 days' public notice of the meeting must be given. In most circumstances, the upcoming month's meetings are publicly notified before the start of the month. Extraordinary meetings generally can be called with three working days' notice or 24 hours' notice in some circumstances. Details of meeting times and locations further in the future are available on the Council website.

During meetings the Mayor and councillors must follow standing orders (a set of procedures for conducting meetings). The Council may suspend sections of its standing orders by a vote of 75 percent of the members present. The [Wellington City Council Standing Orders](#) (PDF) are available on our website.

8. Management structure and the relationship between management and elected members

The Local Government Act 2002 requires the Council to employ a Chief Executive whose responsibilities are to employ other staff on behalf of the Council, implement Council decisions and provide advice to the Council. Under the Local Government Act the Chief Executive is the only person who may lawfully give instructions to a staff member. Any complaint about individual staff members should therefore be directed to the Chief Executive, rather than the Mayor or councillors.

The Chief Executive is supported by an Executive Leadership Team or ELT, as shown in the below chart. All Council staff can be contacted by phoning the contact centre on 04 499

4444 and requesting to speak to the relevant person. Information about Council directorates can be found on our website ([Executive Leadership Team](#)).

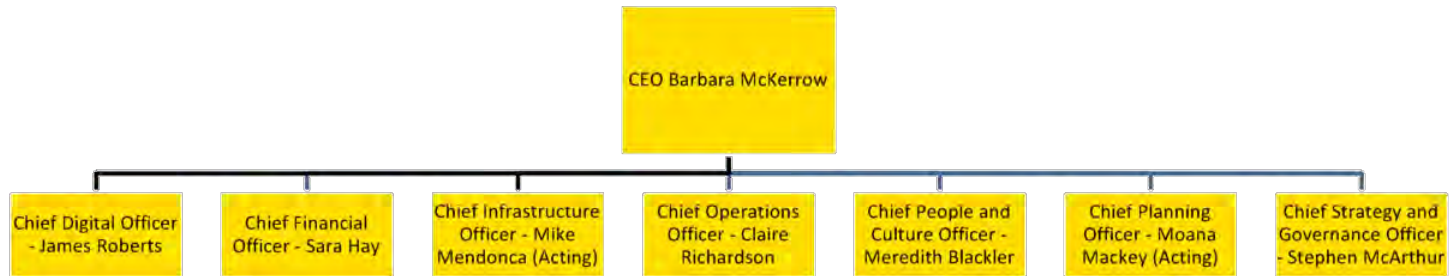
Chief Executive's responsibilities

The Chief Executive has some specific responsibilities under the Local Government Act 2002. There are responsible to the local authority for:

- implementing the decisions of the local authority
- providing advice to members of the local authority and to its community boards
- ensuring that all responsibilities, duties and powers delegated to him or her or to any person employed by the local authority, or imposed or conferred by an Act, regulation or bylaw, are properly performed or exercised
- ensuring the effective and efficient management of the activities of the local authority
- facilitating and fostering representative and substantial elector participation in elections and polls
- maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the local authority
- providing leadership for the staff of the local authority
- employing, on behalf of the local authority, the staff of the local authority
- negotiating the terms of employment of the staff of the local authority

To ensure the effective operation of Council business the Chief Executive has also been delegated a range of powers by the Council. More information can be found in our [Terms of Reference and Delegations](#) (PDF).

ELT Structure



9. The electoral system and the opportunity to change that system

Wellington City Council currently elects its members under the Single Transferable Voting (STV) system whereby electors rank the candidates in order of preference. The number of votes needed for a candidate to be elected (called the quota) depends on the number of positions to be filled and the number of valid votes cast. The election of candidates to fill all vacancies is achieved first by the counting of first preferences, then by a transfer of a proportion of the votes received by any candidate where the number of votes for that candidate is in excess of the quota. If sufficient candidates do not receive the quota then the lowest polling candidate is excluded and these votes are transferred in accordance with the voters' second preferences. This process is continued for as many iterations as necessary.

Under the Local Electoral Act 2001, a council can resolve to change the electoral system it uses to elect its members or can it can conduct a binding poll. Alternatively, 5% of electors can initiate a poll by signing a petition demanding that a poll be held. If a poll of electors is held to determine the electoral system to be used, the system that is chosen cannot be changed for at least the next two triennial local authority elections, i.e. if a poll has been held on the issue, a council cannot change its electoral system for one election and then change back to the previous system for the next election.

Wellington City Council held a poll of electors on this issue in November 2002. The result was in favour of changing the electoral system from First Past the Post (FPP) to the STV. A further poll was held in September 2008, which resulted in retaining STV. The 2013, 2016 and 2019 triennial local authority elections were held using STV. The Council now has the option of reviewing which system it wishes to use for the 2022 and subsequent elections.

To introduce a change to the electoral system for the 2022 triennial election and the subsequent election (i.e. for a minimum of two triennial elections), a Council decision is required no later than 12 September 2020. Public notice will be given no later than 19 September 2020 advising of the right of electors to demand a poll on the electoral system to be used for the election of the Council and its community boards. The Council may also resolve, no later than 21 February 2021, to hold a poll on the matter.

10. Representation Arrangements

The Council has chosen to elect its councillors under the ward system and has done so since 1986. It is a legislative requirement that the Mayor be elected by the electors of the city as a whole. The Council last reviewed its representation arrangements in 2018. This review changed the ward names to have dual Māori/English names. Minor amendments were also made to the previous ward boundaries but Wellington City continues to be divided into five wards and have 14 elected councillors (excluding the Mayor) to represent those wards. The Council will review its representation arrangements in 2023/2024 at the latest.

Wards, number of members and area covered

The names, area covered and the number of councillors for each ward are:

Ward	Members	Area
Takapū/Northern Ward	3	Churton Park, Glenside, Grenada North, Grenada Village, Horokiwi, Johnsonville, Newlands, Ohariu, Paparangi, Takapu Valley, Tawa, and Woodridge
Onslow/Western Ward	3	Broadmeadows, Crofton Downs, Kaiwharawhara, Ngauranga, Khandallah, Ngaio, Karori, Makara, Makara Beach, Northland, Wadestown, and Wilton
Pukehinau/Lambton Ward	3	Aro Valley, Highbury, Kelburn, Mt Cook, Mt Victoria, Oriental Bay, Pipitea, Te Aro, Thorndon, and Wellington Central
Paekawakawa/Southern Ward	2	Berhampore, Brooklyn, Island Bay, Kingston, Mornington, Newtown, Owhiro Bay, Southgate, and Vogeltown
Motukairangi/Eastern Ward	3	Breaker Bay, Hataitai, Houghton Bay, Karaka Bay, Kilbirnie, Lyall Bay, Maupuia, Melrose, Miramar, Moa Point, Rongotai, Roseneath, Seatoun, and Strathmore Park

Community boards

Both community boards have six members elected triennially by the electors in the respective communities. In addition to its six elected members, Tawa Community Board has two appointed members. These members are appointed by the Council and must be councillors who have been elected by the electors of the ward in which the community board is located (Takapū/Northern Ward for Tawa Community Board). The Makara/Ohariu Community Board does not have any appointed members. The boards elect their own chairpersons at their first meeting after the triennial election.

The Council last reviewed its community board structures in 2018 as part of its review of representation arrangements for the 2019 local authority elections. Apart from a minor alteration in the boundaries of the Makara/Ohariu Community Board, the Council decided not to make any changes to the existing structure or to establish any new community boards at that stage. In 2015, the Council made a minor change in the boundary of the Tawa Community Board. The Council will be required to carry out its next full review of community boards in 2023/2024 at the latest, the results of which will take effect at the 2025 local elections.

Outside of this review of community boards (which the Council is required to undertake every time a representation review is carried out), electors can request the formation of a new community board. This is done by a process similar to the reorganisation process described later in this document. Further information on these requirements can be found in Schedule 6 of the Local Government Act 2002.

Representation reviews

The Council is required to review its representation arrangements at least once every six years. This review must consider the following:

- the number of elected members it should have (every territorial authority must have at least six members and no more than 30 members, including the Mayor).
- whether the elected members (other than the Mayor) are to be elected across the city as a whole (at large), whether the city will be divided into wards for electoral purposes or whether there will be a mix of 'at large' and 'ward' representation. The Mayor must be elected at large.
- if election by wards is preferred, then the boundaries and names of those wards and the number of members that will represent each ward.
- whether to have community boards and if so how many, their boundaries and membership, and whether to subdivide a community for electoral purposes.

The Council must follow the procedure set out in the Local Electoral Act 2001 when conducting this review, and should also follow guidelines published by the Local Government Commission. The Act gives the public the right to make a written submission to the Council on any notified proposal, and the right to be heard in support of their submission if they so wish.

They also have the right to appeal any decisions made by the Council on the above to the Local Government Commission, which will make a binding decision on the appeal. Further details on the matters that the Council must consider in reviewing its membership and basis of election can be found in the Local Electoral Act 2001 (Part 1A, sections 19A–19ZI).

The Council conducted a review of its representation arrangements in 2018 in time for the 2019 local authority elections. It is therefore required to carry out another review in 2023/24, in time for the 2025 elections.

Māori wards

The Local Electoral Act 2001 also gives the Council the ability to establish separate wards for Māori electors. The Council may resolve to create separate Māori wards or conduct a poll on the matter. Alternatively, the community may demand that a binding poll be held. The demand for a poll can be initiated by a petition signed by 5% of the number of electors who were enrolled as eligible to vote at the previous local authority election. Any separate Māori representation under the Local Government Act 2002 is required to be based on enrolment on the Māori electoral roll.)

During the last representation review in 2018 the Council did not choose to introduce Māori wards. To introduce Māori wards for the 2022 triennial election the Council would have to make a decision by 23 November 2020. If a poll is to be demanded, this must be done by 28 February 2021. Any poll must be held before 23 May 2022. The Council may decide, or a poll may be demanded or conducted at a later date, but this would only take effect from the 2022 triennial election.

If a decision is made to introduce separate Māori wards, the number of Māori wards into which a council can be divided is derived by dividing the Māori electoral population within the council area by the sum of the general electoral population and the Māori electoral population (the total residential population) and then multiplying this by the number of councillors (excluding the Mayor). Fractions in this calculation are rounded down if less than half and rounded up if over a half. If the result of the calculation totals less than a half, then Māori wards cannot be introduced.

- The Māori electoral population is the number of residents enrolled on the Māori roll, plus a proportion of those residents of Māori descent who are not enrolled or who are under 18.
- The general electoral population refers to the total residential population (at the time of the last census) except for the Māori electoral population.

The most recent statistics show that Wellington City has a Māori electoral population of 8,844 and a general electoral population of 193,896. Adding these together gives a total residential population of 202,740. This would allow for one Māori ward.

$8,844 \text{ (Māori electoral population)} / 202,740 \text{ (total residential population)} = 0.04362$

$0.04362 \times 14 \text{ (Councillors excluding the Mayor)} = 0.6107$

The reorganisation process

A reorganisation application is separate to a representation review which as described above looks at governance arrangements within the Council.

Schedule 3 of the Local Government Act 2002 sets out procedures which must be followed for local government reorganisation proposals to do any or all of the following:

- amalgamate districts or regions
- create a new district or region
- dissolve a district or region
- make changes to the boundaries of a district or region
- transfer a particular function or functions to another council
- create a unitary authority.

The procedures are started by an application to the Chief Executive of the Local Government Commission from one or more affected local authorities, a group of at least 10% of electors in the affected area, or the Minister of Local Government.

Further information can be found in the Local Government Act 2002.

11. Key approved planning and policy documents and the process for their development and review

Long-term Plan

The Council develops a Long-term Plan every three years which sets the long-term direction for the Council and Wellington. It provides a forecast of the activities that are expected to be delivered in the next three years and projections for those in following years.

The plan provides the basis for Council's work and is subject to consultation. It details: the outcomes that Council's activities contribute to; the associated cost of providing those; and the indicators that will be used to measure the Council's performance. The next Long-term Plan will be adopted for the year beginning 2021/22.

Annual Plan

The Council produces the Annual Plan in years two and three of the Long-term Plan. The Annual Plan confirms what activities will take place in the particular year, the expected cost and how they will be funded.

Annual Report

The Annual Report presents an account of the Council's performance over the financial year from 1 July to 30 June. It outlines what the Council committed to during the year, and how it delivered on those activities, providing accountability to ratepayers.

Policies and planning documents

In addition to the above, the Council has a number of other strategy documents and plans, policies, and asset management plans.

Policies are documents that outline the Council's approved statements of position, or bases for action, which represent the organisation's position on specific issues as an entity to the city and general public, or in the face of legislative requirements.

Asset management plans are planning documents covering the Council's infrastructural assets that ensure a required level of service is maintained at the lowest total cost over the long term. The plans cover all aspects of an asset – policy, management, finance and engineering.

Council policies and plans are developed through consultation with relevant stakeholders and then approved by the Council. Policies and plans are periodically reviewed as and when appropriate; for example when required by legislation, or in accordance with a timeframe within the document itself, or in response to a specific request from the Council.

The Council also has a District plan, which is the primary document used to manage land use and development within the Council's territorial boundaries. The Council is required to review the plan in full every 10 years, although it is updated through regular plan changes.

For further information on other such documents, please contact the Wellington City Council's Policy team by phoning 04 499 4444.

For more information about [policies and plans](#) see our website.

12.Consultation Policies

Significance and Engagement Policy

The Local Government Act 2002, gave councils the opportunity to set thresholds and identify triggers that would signify project 'significance' which would then inform the level of engagement and/or consultation with the community on a particular issue. The Wellington City Council decided to merge two separate policies (Significance and Engagement) and formally adopted the Significance and Engagement Policy in November 2014. This was subsequently amended and the revised policy adopted with the adoption of the Long Term Plan in June 2018.

The Council's Significance and Engagement Policy is a central reference document for our community and staff. The policy:

- sets out how the significance of an issue will be determined by council staff and decisions makers; and
- how the degree of significance will influence the types of engagement methods and communications channels used and level of engagement the community can expect from Council.

The significance of a decision is assessed according to the likely impact of that decision on:

- the current and future wellbeing of the city;
- any persons who are likely to be particularly affected by, or interested in, the issue, proposal, decision, or matter;
- the capacity of Council to perform it, and the financial and other costs of doing so.

Engagement is the broad term which covers the interactions between the Council and Wellingtonians, communities (of place, interest or identity), and other stakeholders. It can happen in a number of ways, all of which provide a solid platform for engagement to occur. This includes:

- how the Council undertakes everyday services and activities
- the relationships that the Council develops and maintains with communities
- the range of consultation processes it uses when a decision is to be made.

The Council has made a public commitment to how it engages. It commits to:

- Te Tiriti o Waitangi/Treaty of Waitangi
- listen first and seek to understand
- engage early
- seek diverse perspectives
- build commitment and contributions to advance Wellington City
- give and earn respect
- build trust
- transparency
- report back
- monitor and evaluate

Further information on the [Significance and Engagement Policy](#) can be viewed on our website.

Special Consultative Procedure

The Council is currently required to use the Special Consultative Procedure in some situations. The procedure sets out minimum requirements that guarantee the public has a chance to contribute before key decisions are made.

The Special Consultative Procedure consists of the following three steps:

1. Preparation of a statement of proposal.
The Council must prepare a description of the proposed decision or course of action. This is known as the statement of proposal. If the Council considers it necessary for public understanding, it must also create a summary of the statement of proposal. Both of these documents must be made available as widely as is reasonably practical.
2. Give public notice.
The Council must publish a notice of the proposal and of the consultation being undertaken. The Council must allow at least one month (from the date of the notice) for submissions to be made.
3. Provide an opportunity for people to present their views.
If people want to present their views on the proposal then the Council must give them a reasonable opportunity to do so.

The Special Consultative Procedure must be used before making the following decisions:

- to adopt or amend the Long-term Plan
- to adopt an annual plan
- to adopt, amend or review a bylaw
- to adopt funding and financial policies
- to prescribe fees
- to adopt an assessment of water and sanitary services (unless included in the Long-term Plan)
- to transfer a responsibility, duty, or power to another public authority (for example, to a regional council via Local Government Act, to another authority under the Building Act 2004, or to other organisations under the Resource Management Act 1991)
- to adopt a policy on the early repayment of rates
- to adopt a rates replacement proposal
- to establish a Council-controlled organisation
- to set or change administrative charges under the Resource Management Act 1991

13. Local legislation conferring powers on Wellington City Council

In addition to the legislation that applies to all local authorities, Wellington City Council is bound by some local legislation (Acts that apply specifically to it).

These Acts enable past actions of the Council, which were not provided for by the legislation governing the Council at that time. The full list of legislation is noted in Appendix One for reference.

Bylaws

In addition to this legislation, the Council has adopted the Wellington Consolidated Bylaw 2008 plus four other bylaws to address a range of matters within the city. The bylaws in force are:

Wellington Consolidated Bylaw 2008 (the overall bylaw came in to effect on 1 July 2008, the date that the most recent amendment came in to effect is noted below)

- Part 1 Introduction
- Part 2 Animals (25 August 2016)
- Part 3 Fire and Smoke Nuisance (29 November 2018)
- Part 4 Alcohol Control (12 December 2018)
- Part 5 Public Places (30 May 2018)
- Part 6 Speed Limits (11 December 2009)
- Part 7 Traffic (16 December 2015)
- Part 8 Water Services (29 August 2012)
- Part 9 Waste Management (18 December 2008)
- Part 10 Structures in Public Places – Verandas (19 August 2015)

Collection & Transportation of Waste Bylaw 2014 (most recent amendment effective from 6 Nov 2014)

Wellington Trade Waste Bylaw 2016 (most recent amendment effective from 11 May 2016)

Public Health Bylaw (Public Pools) 2019 (most recent amendment effective 26 June 2019)

Alcohol Fees Bylaw 2019 (effective from 1 October 2019)

These [bylaws](#) are available on the Wellington City Council website.

14. Diversity Management

Wellington City Council is committed to creating a diverse and inclusive workforce that represents our community.

The Council is an active member of the Equal Employment Opportunities Trust and the Equal Employment Opportunities Trust Employers Group.

This enables us to better serve the wide-ranging needs of our customers by representing, understanding, and supporting them appropriately.

To achieve this we will:

- Attract and retain a diverse workforce – people who bring different experiences, talents, and perspectives to our Council.
- Continue to build our culture where everybody feels valued and respected for their whole selves and are empowered to fully contribute.

Our Diversity and Inclusion Strategy and programme of work will ensure that we are successful in achieving our diversity and inclusion aspirations.

The Council is an active member of Diversity Works NZ.

15. Requests for official information

Under the Local Government Official Information and Meetings Act 1987 (LGOIMA) any person may request information from the Council. Individuals can also request their own 'personal information' under the Privacy Act 1993. You do not have to specify that your request is being made under LGOIMA or the Privacy Act when making a request.

Once a request is made the Council must advise on whether the request will be granted. The Council must reach a decision to grant or refuse a request, wherever practicable, up to but no later than 20 working days, although there are circumstances where this time-frame may be extended.

The information will be supplied if it is held by the Council unless good reason for withholding exists under LGOIMA and the information is not outweighed by the 'public interest' test under LGOIMA.

The LGOIMA set out the reasons for withholding information. These include that if releasing the information would:

- prejudice maintenance of the law
- endanger the safety of any person
- compromise the privacy of any person
- disclose confidential or commercial information that may prejudice a third party
- cause offence to tikanga Māori or would disclose the location of waahi tapu
- prejudice public health or safety
- compromise legal professional privilege
- disadvantage the local authority while carrying out negotiations or commercial activities
- allow information to be used for improper gain or advantage

The LGOIMA also sets out the reasons for requests to be refused, these include:

- the information will soon be publically available
- the information does not exist or cannot be found
- the information cannot be made available without substantial collation or research

Where a request is refused or information is withheld the Council must give its reasons and advise the person making the request that there is a right to have the decision reviewed by an Ombudsman.

The Council is entitled to charge for official information using the Council's charging policy which is in line with the charging guidelines for Official Information Act requests provided by the Ministry of Justice.

A request may be made in any form and communicated by any means. However, so that we can ensure any request is dealt with as quickly as possible, we ask that you direct your request towards the appropriate business unit or use one of the following methods:

- Online** – [Information request form](#)
- Email** – informationrequests@wcc.govt.nz
- Phone** – 04 499 4444
- Post** – Assurance
Wellington City Council
PO Box 2199
Wellington 6140
New Zealand

More information about [requests for official information](#) is available on our website.

16. Appendix One: Local legislation conferring powers on Wellington City Council

TITLE OF ACT	REFERENCE NO.
Local Legislation Act 1926	1926, No. 61, s. 28
Local Legislation Act 1927	1927, No. 58, s. 41
Local Legislation Act 1928	1928, No. 48, s.s. 25, 70
Local Legislation Act 1929	1929, No. 21, s. 50
Local Legislation Act 1930	1930, No. 39, s. 32
Local Legislation Act 1931	1931, No. 43, s.s. 18, 45 & 49
Local Legislation Act 1932-33	1932-33, No. 47, s.s. 23 & 28
Local Legislation Act 1933	1933, No. 46, s.s. 12, 57,
Local Legislation Act 1934	1934, No. 33, s.s. 11 & 13
Local Legislation Act 1935	1935, No. 33, s.s. 8, 9, 12, 21 & 39
Local Legislation Act 1936	1936, No. 54, s.s. 15, 16, 17, 18, 62 & 66
Local Legislation Act 1937	1937, No. 25, s. 24
Local Legislation Act 1938	1938, No. 18, s.s. 18 & 29
Local Legislation Act 1939	1939, No. 25, s. 53
Local Legislation Act 1940	1940, No. 16, s.s. 8 & 12
Local Legislation Act 1941	1941, No. 23, s.s. 21 & 38
Local Legislation Act 1942	1942, No. 17, s.s. 15, 16, & 37
Local Legislation Act 1944	1944, No. 23, s.s. 12 & 30
Local Legislation Act 1946	1946, No. 39, s. 12
Local Legislation Act 1947	1947, No. 56, s. 37
Local Legislation Act 1948	1948, No. 67, s. 11
Local Legislation Act 1949	1949, No. 35, s.s. 11, 17, 31 & 32
Local Legislation Act 1951	1951, No. 69, s.s. 11 & 22

Local Legislation Act 1952	1952, No. 68, s. 20
Local Legislation Act 1953	1953, No. 106, s.s. 22 & 42
Local Legislation Act 1954	1954, No. 57, s. 10
Local Legislation Act 1959	1959, No. 92, s. 29
Local Legislation Act 1961	1961, No. 127, s. 28
Local Legislation Act 1962	1962, No. 117, s. 19
Local Legislation Act 1963	1963, No. 138, s. 42
Local Legislation Act 1964	1964, No. 117, s. 28
Local Legislation Act 1967	1967, No. 148, s.s. 27 & 28
Local Legislation Act 1968	1968, No. 131, s. 10
Local Legislation Act 1972	1972, No.38,s. 13&22
Local Legislation Act 1974	1974, No. 147, s. 10
Local Legislation Act 1975	1975, No. 126, s.s. 22 & 23
Local Legislation Act 1979	1979, No. 142, s. 10
Local Legislation Act 1980	1980, No. 160, s. 10
Local Legislation Act 1983	1983, No. 8, s. 5
Local Legislation Act 1985	1985, No. 77, s. 5
Local Legislation Act 1992	1992, No. 103,s.4&5
Onslow Borough Drainage Empowering Act 1906	1906, No. 36(L)
Reclamation Within the Harbour of Wellington Act 1887	1887, No. 2(L)
Reserves & Other Disposal & Public Bodies Empowering Act 1906	1906, No. 60, s. 46
Reserves & Other Disposal & Public Bodies Empowering Act 1907	1907, No. 72, s.s. 26, 27, 28 & 54

Reserves & Other Disposal & Public Bodies Empowering Act 1910	1910, No. 80, s.s. 84, 85 & 86
Reserves & Other Disposal & Public Bodies Empowering Act 1912	1912, No. 46, s.s. 39, 42 & 67
Reserves & Other Disposal & Public Bodies Empowering Act 1914	1914, No. 70, s.s. 41, 42, 51, 55 & 98
Reserves & Other Disposal & Public Bodies Empowering Act 1915	1915, No. 68, s.s. 50 & 140
Reserves & Other Disposal & Public Bodies Empowering Act 1916	1916, No. 14, s.s. 46, 47, 81 & 102
Reserves & Other Disposal & Public Bodies Empowering Act 1917	1917, No. 26, s.s. 52, 53, 58, 61 & 63
Reserves & Other Disposal & Public Bodies Empowering Act 1918	1918, No. 23, s.s. 46, 47 & 48
Reserves & Other Disposal & Public Bodies Empowering Act 1919	1919, No 54, s.s. 1 1 1 & 1 12
Reserves & Other Lands Disposal & Public Bodies Empowering Act 1920	1920, No. 75, s. 110
Reserves & Other Lands Disposal & Public Bodies Empowering Act 1921-22	1921-22, No. 59, s.s. 92 & 93
Reserves & Other Lands Disposal & Public Bodies Empowering Act 1922	1922, No. 50, s.s. 45, 106 & 107
Reserves & Other Lands Disposal & Public Bodies Empowering Act 1923	1923, No. 35, s.s. 67, 72 & 76
Reserves & Other Lands Disposal & Public Bodies Empowering Act 1924	1924, No. 55, s.s. 1 13, 126, 132 & 133
Reserves & Other Lands Disposal & Public Bodies Empowering Act 1925	1925, No.46
Reserves & Other Lands Disposal Act 1932-33	1932-33, No. 46, s. 9
Reserves & Other Lands Disposal Act 1934	1934, No. 32, s. 8 & 21

Reserves & Other Lands Disposal Act 1935	1935, No. 30, s. 19
Reserves & Other Lands Disposal Act 1936	1936, No. 49, s. 23
Reserves & Other Lands Disposal Act 1938	1938, No. 19, s.s. 34, 37 & 38
Reserves & Other Lands Disposal Act 1940	1940, No. 13, s. 12
Reserves & Other Lands Disposal Act 1944	1944, No. 22, s. 22
Reserves & Other Lands Disposal Act 1945	1945, No. 31, s. 13
Reserves & Other Lands Disposal Act 1946	1946, No. 34, s. 20
Reserves & Other Lands Disposal Act 1949	1949, No. 34, s.s. 22, 29 & 36
Reserves & Other Lands Disposal Act 1952	1952, No. 69, s. 37
Reserves & Other Lands Disposal Act 1953	1953, No. 107, s. 2
Reserves & Other Lands Disposal Act 1954	1954, No. 58, s. 7
Reserves & Other Lands Disposal Act 1955	1955, No. 49, s.s. 6 & 18
Reserves & Other Lands Disposal Act 1956	1956, No. 53, s. 7
Reserves & Other Lands Disposal Act 1958	1958, No. 108, s. 23
Reserves & Other Lands Disposal Act 1962	1962, No. 49, s. 3
Reserves & Other Lands Disposal Act 1963	1963, No. 128, s. 3
Reserves & Other Lands Disposal Act 1964	1964, No. 118, s. 14
Reserves & Other Lands Disposal Act 1966	1966, No. 102, s. 11
Reserves & Other Lands Disposal Act 1972	1972, No. 124, s. 4
Special Powers & Contracts Act 1886	1886, No. 16(L)
Te Aro Reclamation Act 1879	1879, No 6(P)
Thorndon Reclamation Act 1882	1882, No. 14(L)
Wellington and Karori Sanitation and Water Supply Act 1912	1912, No. 17(L)
Amendment	1915, No. 7(L)
Wellington Botanic Garden Vesting Act 1891	1891, No. 18(L)

Wellington City and Suburban Districts Ambulance Transport Service Act 1927	1927, No. 7(L)
Wellington City Betterment Act 1900	1900, No. 8(L)
Wellington City Council (Local Elections) Empowering Act 1974	1974, No. 6(L)
Wellington City (Cuba Street Mall) Empowering Act 1967	1967, No. 1(L)
Wellington City Drainage Empowering Act 1894	1894, No. 6(L)
Wellington City Empowering Act 1889	1889, No. 14(L)
Wellington City Empowering Act 1897	1897, No. 14(L)
Amendments	1908, No. 39(L), s. 11
Wellington City Empowering Act 1908	1908, No. 39(L)
Amendments	1915, No. 3(L), s. 2
Wellington City Empowering Act 1908 Amendment Act 1915	1915, No. 3(L)
Wellington City Empowering Act 1917	1917, No. 4(L)
Amendments	1929, No. 12(L), s. 4 1935, No. 4(L)
Wellington City Empowering Act 1925	1925, No. 1 (L)
Wellington City Empowering Act 1926	1926, No. 9(L)
Amendments	1930, No. 13(L), s. 5
Wellington City Empowering Act 1928	1928, No. 22(L)
Wellington City Empowering Act 1930	1930, No. 13(L)
Amendments	1940, No. 4(L), s. 4
Wellington City Empowering Act 1931	1931, No. 9(L)
Wellington City Empowering & Amendment Act 1912	1912, No. 20(L)

Amendments	1924, No. 19(L), s.12
	1951, No. 6(L)
	1954, No. 10(L)
Wellington City Empowering & Amendment Act 1922	1922, No. 18(L)
Amendments	1930, No. 13(L), s. 5
Wellington City Empowering & Amendment Act 1924	1924, No. 19(L)
Amendments	1927, No. 4(L)
	1929, No. 12(L), s 12
	1954, No. 10(L)
Wellington City Empowering & Amendment Act 1927	1927, No. 4(L)
Wellington City Empowering & Amendment Act 1929	1929, No. 12(L)
Wellington City Empowering & Amendment Act 1935	1935, No. 4(L)
Wellington City Empowering & Amendment Act 1938	1938, No. 10(L)
Wellington City Empowering & Amendment Act 1940	1940, No. 4(L)
Wellington City Empowering & Amendment Act 1951	1951, No. 6(L)
Wellington City Empowering & Amendment Act 1954	1954, No. 10(L)
Wellington City Leasing Act 1900	1900, No. 20(L)
Wellington City Leasing Act 1904	1904, No. 12(L)
Wellington City Milk Supply Act 1919	1919, No. 17(L)

Wellington City Reclamation & Empowering Act 1906	1906, No. 28(L)
Wellington City Reclamation & Public Baths Act 1898	1898, No. 13(L)
Wellington City Recreation Ground Act 1903	1903, No. 23(L)
Wellington City Reserves Act 1872	1872, No. 13
Wellington City Sanitation Loan Empowering Act 1892	1892, No. 2(L)
Wellington City Streets Act 1899	1899, No. 9(L)
Wellington City Streets Act 1905	1905, No. 42(L)
Wellington (City) Streets Empowering Act 1909	1909, No. 25(L)
Wellington Corporation and College Land Exchange Act 1888	1888, No. 10(L)
Wellington Corporation and Harbour Board Streets and Lands Act 1892	1892, No. 23(L)
Amendments	1900, No. 12(L), s. 5
Wellington Corporation and Hospital Contributors Exchange Act 1895	1895, No. 18(L)
Wellington Corporation Land Exchange Act 1900	1900, No. 12(L)
Wellington Corporation Leaseholds Act 1885	1885, No. 9(L)
Wellington Corporation Leasing Act 1903	1903, No. 37(L)
Wellington Harbour Board and Corporation Empowering Act 1898	1898, No. 7(L)
Wellington Harbour Board and Corporation Land Act 1880	1880, No. 21(L)
Wellington Harbour Board and Wellington City Council Vesting and Empowering Act 1987	1987, No. 5(L)

Wellington Harbour Board Empowering Act 1912	1912, No. 11(L)
Wellington Harbour Board Land and Reclamation Act 1883	1883, No. 15(L)
Wellington Harbour Board Reclamation and Empowering Act 1908	1908, No. 40(L)
Wellington Hospital Contributors Empowering Act 1903	1903, No. 7(L)
Wellington Queen's Wharf and Store Sales Act 1881	1881, No. 2(L)
Wellington Reclaimed Land Act 1871	1871, No. 24
Wellington Regional Water Board Act 1972	1972, No. 3(L)
Wellington Waterworks Act 1871	1871, No. 3(P)
Wellington Town Belt Act 2016	2016, No.1(L)

PROPOSED ROAD CLOSURE

Purpose

1. This report asks the Council to approve the temporary closure of roads to enable filming to take place.

Summary

2. Applications have been made to temporarily close roads for the following filming:
Whina Sunday 6 September 2020 Postponement dates: Sunday 13 September 2020 or Sunday 20 September 2020.

Recommendation/s

That the Council:

1. Receive the information.
2. Agree to close the following roads and sections of the roads for filming (listed below) to vehicles and cycles only, subject to the conditions listed in the proposed Road Closure Impact Reports:
 - a. Whina Sunday 6 September 2020. Postponement dates: 13 September 2020 or Sunday 20 September 2020
 - i. Lane Closure 8:00am to 1:00pm
Corner Lambton Quay and Whitmore Street to Molesworth Street to Hill Street
Slip Lane Bowen Street to Lambton Quay
 - ii. Road Closure 8:00am to 1:00pm
Kate Sheppard Place (Molesworth Street to Mulgrave Street)
 - iii. Road Closure 2:00pm to 7:00pm
Stout Street (Lambton Quay to Whitmore Street)
Ballance Street (Lambton Quay to Stout Street)
Ballance Street (Maginnity Street to Stout Street).
3. Note that recommendations in this report should not be amended without first carrying out further consultation with affected parties and verification from the Council's Traffic Engineer that the amendment is not likely to cause unreasonable impact on traffic.

Background

3. The Council receives numerous requests throughout the year for public roads to be closed for public and private events. In order for the closures to have an effect, under Schedule 10 of the Local Government Act 1974, Council approval is required.

Discussion

4. The authority to approve requests for road closures is made under Schedule 10, clause 11e, of the Local Government Act 1974 and the Transport (vehicular Traffic Road Closure) Regulations 1965. This authority is delegated to the Regulatory Processes Committee. Due to the timing of the event, the Council is being asked to approve the temporary road closure.

Options

5. This report has been prepared in accordance with the procedures that were approved by the Regulatory Processes Committee on 15 December 2010. In summary these are:
 - An event organiser applies for a road closure where proposed events require one.
 - Council officers receive the proposal and assess the merits and need for a road closure.
 - The Council advertise its intention to close the road in the public notice column of the local newspaper and on social media.
 - Together with the event organiser. Council officers ensure consultation with affected stakeholders are carried out and a communication plan is formulated.
 - Any objections are followed up and resolved as far as practical.
 - The event organiser works together with Council officers who modify any plan in response to public submissions and prepare an impact report for the Committee.
 - Council officers recommend any conditions that should apply to the approval.
 - The Committee deliberates on the proposed road closure.
 - A Council officer notifies the event organiser of the Committee's decision.
 - If the proposed closure is approved, Council officers ensure the event organisers follow the agreed communications plan including notifying the public and affected parties. The event is also monitored to ensure the traffic management plan is adhered to and any associated conditions are followed to keep the public safe and to avoid any unreasonable impact on traffic.

Next Actions

6. This event is a one off, and event organisers apply for permissions when required.

Attachments

- | | | |
|---------------|---|---------|
| Attachment 1. | Whina Impact Report ↓  | Page 68 |
| Attachment 2. | Whina Advert ↓  | Page 71 |
| Attachment 3. | Whina Map ↓  | Page 72 |

Author	Maria Taumaa, Street Activities Coordinator
Authoriser	Jacqui Austin, Team Leader Street Activities and Audit Coordination Sean Woodcock, Customer, Compliance and Business Service Manager, Transport Infrastructure Mike Mendonca, Acting Chief Infrastructure Officer

SUPPORTING INFORMATION

Engagement and Consultation

Council intention to consider the proposed temporary road closures was notified through an advertisement in the Dominion Post, Facebook, Twitter and Have Your Say. These advertisements invited the public to make submissions on the proposed road closures. Letter drops to residents and retailers also done on Friday 7 and Saturday 8 August 2020.

Film organisers have also consulted the following government agencies and associated organisations:

New Zealand Police

NZTA

Fire and Emergency New Zealand

Wellington Free Ambulance

Public Transport Operators

Relevant Council Business units, eg Roothing, Communications, WREDA

Any correspondence received in response to the proposed closures has been included in the attached impact reports.

The City Events Team has assessed the proposed events with regard to their contribution towards Council strategies and policies. The proposed events support the Council's strategy of being the "Events Capital" and will contribute to the economic success of the city.

Treaty of Waitangi considerations

There are no Treaty of Waitangi implications.

Financial implications

The administration of events is managed under Project C481. There are no unforeseen costs associated with these events.

Policy and legislative implications

A Council Traffic engineer has assessed the proposed road closures with regard to the expected impact on traffic. This information is part of the impact reports.

Risks / legal

There are no risk or legal implications directly arising from this report.

Climate Change impact and considerations

There are no climate change impact or considerations directly arising from this report.

Communications Plan

Residents and Retailers affected by the Road Closures will be notified by letter drop or contacted by the event organiser.

Letter drops to residents and retailers also done on Friday 7 and Saturday 8 August 2020.

Another letter drop will be done a week before the filming starts.

Health and Safety Impact considered

Health and Safety is covered by the event management plan submitted to Council for approval prior to the event. This is assessed together with the traffic management plan to ensure the event and associated road closures are managed safely.

REGULATORY PROCESSES COMMITTEE

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PROPOSED TEMPORARY ROAD CLOSURE – IMPACT REPORT

WHINA

SUNDAY 6 SEPTEMBER 2020 8.00 AM TO 7.00 PM

**POSTPONEMENT DATES: SUNDAY 13TH SEPTEMBER OR SUNDAY 20
SEPTEMBER 2020**

1. Description of Event

The film about Dame Whina, one of Aotearoa's most revered figures, is being produced by GFC (North) Limited in association with the New Zealand Film Commission.

Dame Whina worked tirelessly to improve living standards and indigenous rights for Maori, particularly Maori women.

The film depicts various historical events in Dame Whina's life including the 1975 land march from Te Hapua to the very heart of democracy at parliament buildings in Wellington.

Whina is a love story that explores universal themes of whanau, children, marriage, community and above all, love – the love of land and of people in equal measure.

The proposed road closures to vehicles and cyclists, are as follows: Whina: Sunday 6 September 2020 8.00 am to 1.00 pm

Lane Closure 8.00 am to 1.00 pm

- Lambton Quay (Corner Lambton Quay and Bowen Street to Molesworth Street to Hill Street). Parking Restrictions will apply.
- Slip Lane Closed Bowen Street and Lambton Quay/Whitmore to Molesworth Street to Hill Street. Parking Restrictions will apply.

Road Closed 5.00 am to 1.00pm

- Kate Sheppard Place (from Molesworth Street to Mulgrave Street)

Road Closed 2.00 pm to 7.00pm

- Stout Street (Lambton Quay to Whitmore Street)
- Ballance Street (Lambton Quay to Stout Street)
- Ballance Street (Maginnity Street to Stout Street)

Please refer to the map attachment for further detail.

Pedestrian access will not be restricted, and emergency services will have immediate access to the area if required. Public transport operators have been notified of the proposed closure

2. Events Directorate Support

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The Events Directorate has no connection with and no objection to this event.

3. Proposal Notice and Consultation

The public notice advertising that the Council is proposing to consider this closure was notified via the following channels:

- Dominion Post, 12 August 2020
- Social Media, 17 August 2020
- Twitter, 17 August 2020
- Facebook, 17 August 2020
- Have your say, 17 August 2020
- A letter drop was also done on Friday the 7th and Saturday the 8th of August 2020 to Residents and Retailers in the road closure streets. (A second letter drop will be done the week before the filming is done.)

The New Zealand Police and the Ministry of Transport (NZTA) will be advised closer to the event by way of phoning the watch tower at central police station and NZTA will be notified by way of the traffic management.

4. Objections

The event organiser has advised the New Zealand Police and the Ministry of Transport, no objections have been received.

There have been no objections to this road closure request.

5. Traffic Impact Assessment

Prior Closures

The road closure is proposed under the powers provided to Council under the Local Government Act 1974, section 342. Stopping and closing of roads, schedule 10: Local Government Act 1974, Section 342, Schedule 10

Traffic Impact

Council officers consider that the proposed closure, if implemented according to an approved traffic management plan, is not likely to impede traffic unreasonably subject to the conditions listed below.

Conditions:

- The road closure is valid from 8.00 am to 7.00 pm on Sunday 6 September 2020 or the Rain Dates.
- The event organiser is to notify the public via letter drop to affected parties, advanced signage and media releases.
- The event organiser is responsible for safety (pedestrian and traffic) within the closed area.
- The event organiser is to provide marshals at all road closure ends to ensure that public safety (interaction of traffic and spectators) is not compromised. This is essential where road closures transition from partial to full closures and vice versa.

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- The event organiser is to ensure emergency services (Police, Fire and Ambulance Services) have been consulted with and the Traffic Management Plan (TMP) includes all their specific requirements.
- The event organiser is to ensure that the affected property and business owners along the road closures are advised and consulted with.
- The event organiser must have a health and safety plan, which covers how emergency vehicles are required to enter the road closure site if required 10 days before the event.
- The event organiser is to provide full details of the TMP to Council for approval no later than ten (10) working days prior to the event.
- Information signs must be installed ten (10) working days before the event.
- The event organiser must provide Council with an event hazard/risk management plan ten (10) working days prior to the event that describes in full how the event organiser will manage all health and safety risks associated with the event.
- The event organiser is to provide access to all properties affected by the road closures for the parade assembly.
- The event organiser is to work with the public transport operators to provide alternative public transport routes and bus stops along the proposed partial and full closures.
- Detour routes are to be provided with adequate signage during the road closure period.
- The event organiser is to provide adequate detour routes to provide access for affected residents and businesses during the event, within the health and safety plan.
- The event organiser must organise a debrief session (minutes must be taken) as close as possible after the event with all affected parties. These findings must be recorded and distributed to attending parties.
- This proposed road closure is subject to the government covid-19 guideline announcements regarding events of this nature. Government timelines and amount of people allowed to congregate will dictate any postponement date should it be required.

However, the Council reserves the right to modify this opinion at any time. If, in the opinion of the Council, the closure may or does impede traffic unreasonably, any approval granted by the regulatory processes committee may be revoked and the event organiser may be required to open the road at the direction of a suitably qualified Council officer in charge of traffic.

Attachments

- Map of proposed closure
- Copy of Dom Post Public notice

Prepared By

Maria Taumaa

Street Activities Coordinator

Approved By

Jacqui Austin

Team Leader Street Activities and Audit Coordination

Proposal to Close Roads

The Council Committee Meeting will meet on Thursday 27 August 2020 to consider the following temporary road closures for this filming.

Whina Sunday 6 September 2020 with Rain Day being Sunday the 13 September 2020 and Sunday 20 September 2020.

Lane Closure 8.00 am to 1.00 pm
Lambton Quay (Corner Lambton Quay and Bowen to Molesworth Street to Hill Street).

Slip Lane closed Bowen Street and Lambton Quay
Parking restrictions will apply

Road Closed 8.00 am to 1.00 pm

Kate Sheppard Place (from Molesworth Street to Mulgrave Street)

Road Closure 2.00 pm to 7.00 pm

Stout Street (Lambton Quay to Whitmore Street)

Ballance Street (Lambton Quay to Stout Street)

Ballance Street (Maginnity Street to Stout street)

Any person objecting to a proposed road closure must

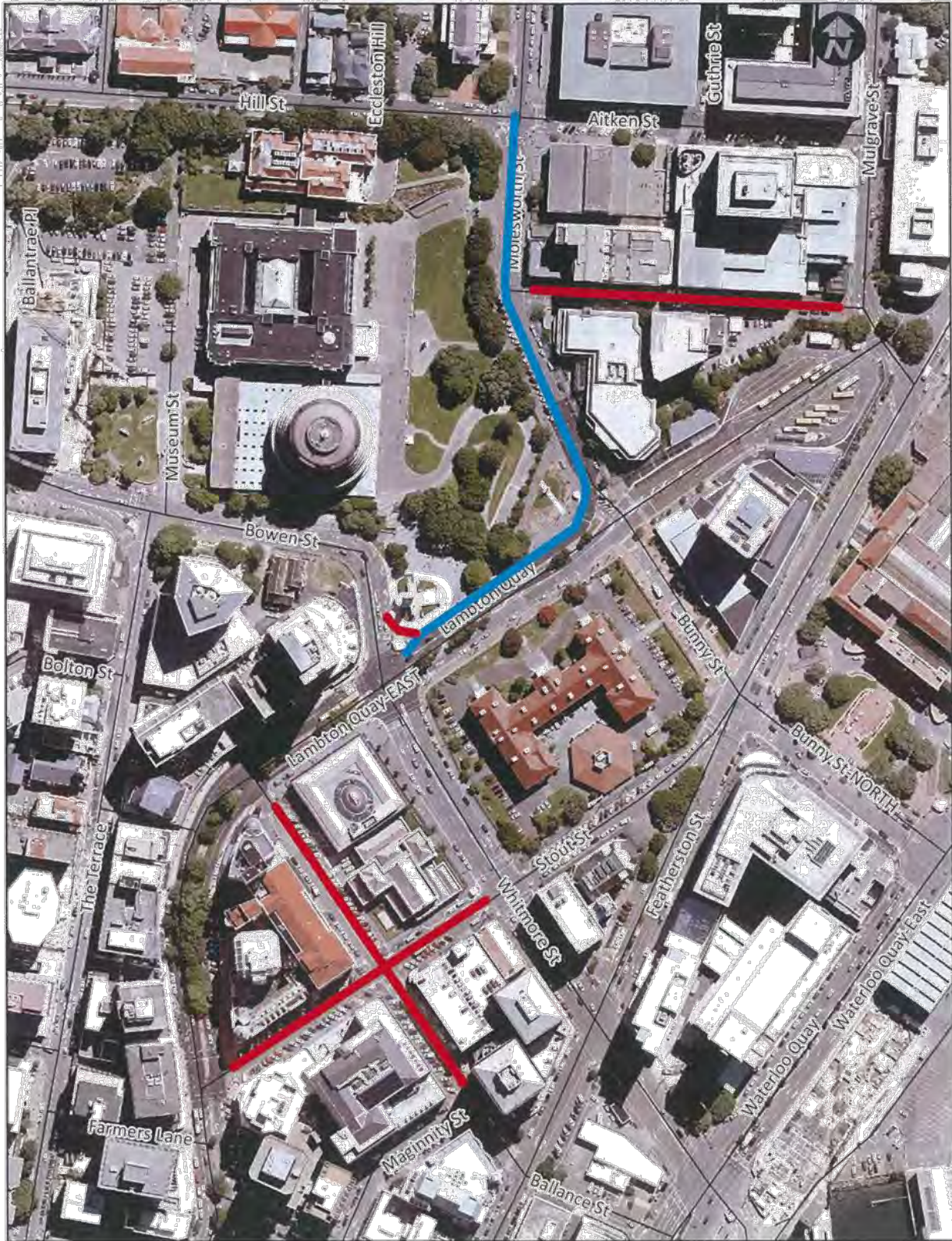
Contact the City Council in writing before 4pm, Friday 21 August 2020. Please send correspondence to Street Activities at mailing address P O Box 2199 Wellington or by email Street.activities@wcc.govt.nz

This proposed road closure is subject to the Government Covid-19 guidelines regarding events of this nature.

Wellington City Council
P O Box 2199, Wellington 6142
Wellington 04 473 7373

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The Dominion Post 12 Aug 2020



Whina
 Sunday 6th September 2020 with Rain Day being Sunday 13th September and Sunday 20th September 2020
Road Closures Red
Lane Closure Blue



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MAP PRODUCED BY:
 Wellington City Council
 101 Wakefield Street
 WELLINGTON, NZ

ORIGINAL MAP SIZE: A4
 AUTHOR: 16/09/20
 DATE: 14/09/20
 REFERENCE:

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ANNUAL REPORT TO THE ALCOHOL REGULATORY AUTHORITY (ARLA) FOR THE PERIOD 1 JULY 2019 TO 30 JUNE 2020

Purpose

1. This report asks the Council to approve the content of the Wellington District Licensing Committee (DLC) annual report to the Alcohol Regulatory Licensing Authority (ARLA) for the period 1 July 2019 to 30 June 2020.

Summary

2. Under the Sale and Supply of Alcohol Act 2012 (The Act) Council is required to submit an annual report for the period 1 July 2019 to 30 June 2020 on the operations of its District Licensing Committee (DLC) to the Alcohol Regulatory Licensing Authority (ARLA).
3. This is a request for Council's approval to submit the attached report to ARLA by its deadline of 31 August 2020.
4. The report complies with the requirements of the Act and ARLA. The report will be published on Council's website and distributed to stakeholders.

Recommendation/s

That the Council:

1. Receive the information.
2. Agree that this annual report may be submitted to the Alcohol Regulatory Licensing Authority.

Background

5. The DLC is appointed by Council under the Act to deal with alcohol licensing matters for the District. Each year the DLC must provide an annual report to ARLA detailing its proceedings and operations over the previous year. The reporting period for each year is 1 July to 30 June. ARLA is a specialist tribunal that deals with appeals made against decisions of DLCs. ARLA specifies the form and content for DLC reports under the Act. ARLA reports annually to Parliament and considers the content of DLC reports when it does so.

Discussion

6. A couple of points to note from the DLC report to ARLA for the period 1 July 2019 to 30 June 2020 are:

- The refusal of an application for an off –licence (bottle store). This application for a bottle store in Khandallah attracted a significant number of objections (over 500). This was attributed to the Khandallah community mobilising and presenting a co-ordinated number of objections which included individual submissions and a signed petition. The hearing was held over four days in August and included a number of objections from Councillors. The objections were based primarily around the impact on the amenity and good order of the locality if the licence were granted. The licence application was refused.
 - The impact of the COVID-19 pandemic. As a result of the lockdown period, hearings were put on hold. Many licence applications were also put on hold as a result of the police and the Ministry of Health being granted longer reporting periods as their resources were diverted to COVID-19 related operations.
7. Decisions made by the Wellington DLC must be published and we do this online at www.nzlii.org where decisions of all the major New Zealand courts and tribunals can be found.

Next Actions

8. Once approved by Council the DLC annual report to ARLA will be submitted online. A copy of the report will be made public on the Council's website. Copies will also be distributed to interested stakeholders and legal deposit copies will be sent to relevant libraries.

Attachments

Attachment 1. ARLA report 2019/20 [↓](#) 

Page 76

Author	Helen Jones, Manager Public Health Group
Authoriser	Mark Pattemore, Manager City Consenting and Compliance Moana Mackey, Acting Chief Planning Officer

SUPPORTING INFORMATION

Engagement and Consultation

This is a regulatory report as required by the Sale and Supply of Alcohol Act 2012 and therefore does not require consultation.

Treaty of Waitangi considerations

There are no Treaty of Waitangi considerations directly arising from this report.

Financial implications

There are no costs related to the production of this report

Policy and legislative implications

As stated above, this report is a legal requirement for all Territorial Authorities.

Risks / legal

There are no risk or legal implications directly arising from this report.

Climate Change impact and considerations

There are no climate change impact considerations directly arising from this report.

Communications Plan

See paragraph 8 above.

Health and Safety Impact considered

There are no healthy and safety considerations directly arising from this report.

Questions:

1. Please provide the name of your District Licensing Committee.
Wellington District Licensing Committee
2. Please provide the name, email, and contact phone number of your Committee's Secretary.
Gwen Mans
gwen.mans@wcc.govt.nz
021 418 636
3. Please name each of your licensing inspectors and provide their email and contact phone number.

Kay Sedcole Chief Licensing Inspector	Kay.sedcole@wcc.govt.nz	021 247 9732
Joanne Burt	Joanne.burt@wcc.govt.nz	021 227 8272
Philma Whelan	Phil.whelan@wcc.govt.nz	027 334 6616
Karen Binnie	Karen.Binnie@wcc.govt.nz	027 803 0032
Nick Wright	Nick.wright@wcc.govt.nz	021 227 8036
Lewis Howells	Lewis.howells@wcc.govt.nz	021 227 8304

4. The following questions relate to the number of licences and managers' certificates your Committee issued and refused in the 2019-2020 financial year.

Note: the 2019-2020 financial year runs from 1 July 2019 to 30 June 2020.

Licences 2019-2020

In the 2019-2020 year, how many 'on licences' did your Committee issue? (#)

65

In the 2019-20 year, how many applications for 'on licences' did your Committee refuse? (#)

0

In the 2019-20 year, how many 'off licences' did your Committee issue? (#)

16

In the 2019-20 year, how many applications for 'off licences' did your Committee refuse? (#)

1

In the 2019-20 year, how many club licences did your Committee issue? (#)

2

In the 2019-20 year, how many applications for club licences did your Committee refuse? (#)

0

Manager's certificates 2019-2020

In the 2019-20 year, how many managers' certificates did your Committee issue? (#)

587

In the 2019-20 year, how many applications for managers' certificates did your Committee refuse? #

1

In the 2019-20 year, how many applications for managers' certificates were withdrawn? #

3

Licence renewals 2019-2020

In the 2019-20 year, how many licence renewals did your Committee issue? (#)

190

In the 2019-20 year, how many licence renewals did your Committee refuse? #

1

5. Please comment on any changes or trends in the Committee's workload in 2019-20.

There have been no significant changes in the DLC workload when compared to previous years

6. Please comment on any new initiatives the Committee has developed/adopted in 2019-2020.

The DLC chairs have been working on developing best practice to ensure that public objectors are treated in a consistent way. The Secretary to the DLC has been collaborating with a representative from the Health Promotion Agency who are funding a project to make public participation in licence applications more transparent and less intimidating. This has been via a review of information on Wellington City Council's website and determining the best way to inform the public when a licence application has been submitted

7. Has your Committee developed a Local Alcohol Policy?

No

8. Please comment on the manner in which Covid-19 has impacted on DLC operations.

Comment box

- During the lockdown period we were unable to hold any hearings
- We saw a drop off in the number of specials being processed as events were cancelled
- We noticed an increase in off licence applications as premises sought alternative ways to keep their businesses afloat (through online delivery options)
- Due to the pandemic response legislation – a backlog of applications were unable to be processed – as a result of the increase in reporting times for the Ministry of Health and the police

9. Please comment on the ways in which you believe the Sale and Supply of Alcohol Act 2012 is achieving its object. Note: the object of the Sale and Supply of Alcohol Act 2012 is that:

- the sale, supply, and consumption of alcohol should be undertaken safely and responsibly; and*
- the harm caused by the excessive or inappropriate consumption of alcohol should be minimised.*
- to what extent, if any, do you consider that achievement of the object of the Act may have been affected by the Covid-19 pandemic?*
- d)*

The Act is achieving its objective through enabling community participation in the licensing application process. We have observed a growing increase in the number of public objections to applications. This has resulted in a small number of applications being refused but can also be observed through licences being granted with lesser licensing hours or through the applicant negotiating with objectors to reach licensing conditions that are agreeable to both sides.

During the COVID lockdown period there was some ambiguity over a few issues which would have benefited from national guidance such as the appropriateness of premises

displaying on site public notices during lockdown. Some central guidance on whether on - licence holders could be permitted to deliver alcohol alongside food deliveries would have avoided a great deal of misunderstanding or misinterpretation of the Act.

Thank you for completing your annual report.

3. Committee Reports

REPORT OF THE REGULATORY PROCESSES COMMITTEE MEETING OF 12 AUGUST 2020

Members: Mayor Foster (not present – apologies accepted), Councillor Condie, Councillor Free, Councillor Matthews, Councillor O'Neill, Councillor Sparrow (Chair), Councillor Woolf.

The Regulatory Processes Committee recommends:

PROPOSED ROAD STOPPING - LAND ADJOINING 2 AND 4 RANGIORA AVENUE, KAIWHARAWHARA, AND SALE OF LAND UNDER THE LOCAL GOVERNMENT (2002) RATING ACT

Recommendation/s

That the Council:

1. Declare that approximately 559m² (subject to survey) of unformed legal road land in Rangiora Avenue, Kaiwharawhara, Wellington, shown outlined red on Attachment 2 (the Land), and adjoining 2 and 4 Rangiora Avenue (being Lot 1 DP 484403 held on ROT 686286, and Lot 2 DP 484403 held on ROT 686287) is not required for a public work and is surplus to Council requirements.
2. Agree for an application to be made to the Wellington District Court pursuant to sections 77 – 83 of the Local Government (Rating) Act 2002 for an order to declare the land at 4D Rangiora Avenue, Kaiwharawhara, Wellington, shown outlined blue on Attachment 3 (Estate land), (being Lot 1 DP 343158 held on ROT 177124) abandoned and authorising Council to sell it.
3. Agree to stop and dispose of the Land and dispose the Estate Land referred to above.
4. Delegate to the Chief Executive Officer the power to conclude all matters in relation to the Local Government (Rating) Act 2002 process and the road stopping and disposal, including all legislative matters, issuing relevant public notices, declaring the road stopped, negotiating the terms of sale or exchange, impose any reasonable covenants, and anything else necessary.
5. Note that if objections are received to the road stopping, and the applicant wishes to continue, a further report will be presented to the Regulatory Processes Committee for consideration.

-
6. Note the Estate Land's sale is dependent on the Court's decision.

Attachments

Nil

REPORT OF THE STRATEGY AND POLICY COMMITTEE MEETING OF 13 AUGUST 2020

Members: Mayor Foster, Councillor Calvert (Deputy Chair), Councillor Condie, Councillor Day (Chair), Councillor Fitzsimons, Councillor Foon, Councillor Free, Councillor Matthews, Councillor O'Neill, Councillor Pannett, Councillor Paul, Councillor Rush, Councillor Sparrow, Councillor Woolf, Councillor Young.

The Strategy and Policy Committee recommends:

THE GIFTING OF THE NAME PAEKĀKĀ

Recommendation/s

That the Council:

1. Adopt the name Paekākā as a name for the area that includes Wellington Botanic Garden, Anderson Park and Bolton Street Cemetery.

Attachments

Nil

REPORT OF THE STRATEGY AND POLICY COMMITTEE MEETING OF 20 AUGUST 2020

Members: Mayor Foster, Councillor Calvert (Deputy Chair), Councillor Condie, Councillor Day (Chair), Councillor Fitzsimons, Councillor Foon, Councillor Free, Councillor Matthews, Councillor O'Neill, Councillor Pannett, Councillor Paul, Councillor Rush, Councillor Sparrow, Councillor Woolf, Councillor Young.

The Strategy and Policy Committee recommends:

A. PARKING POLICY - POST CONSULTATION

Recommendation/s

That the Council:

1. Adopt the proposed Parking Policy as per Attachment 1.
2. Revoke the following three existing policies, once the new consolidated Parking Policy 2020 is adopted and new guidelines are published: the Parking Policy 2007; the Mobility Parking Policy 2005 and the Car Share Policy 2016.



B. DANGEROUS AND INSANITARY BUILDINGS POLICY REPORT BACK

Recommendation/s

That the Council:

1. Adopt the proposed Dangerous and Insanitary Buildings Policy (Attachment 2).

Attachments

- | | | |
|---------------|--|----------|
| Attachment 1. | Parking Policy 2020 ↓  | Page 84 |
| Attachment 2. | Proposed Dangerous and Insanitary Buildings Policy ↓  | Page 125 |

The Parking Policy 2020

August 2020

Contents

1.	Purpose of the parking policy	3
2.	Introduction	4
2.1	Our future city	4
2.2	What is our role in parking and where does the parking policy fit?	5
2.2.1	How does parking fit with the transport hierarchy and the draft Spatial Plan?	6
2.2.2	How does parking fit with the District Plan?	7
2.2.3	How does parking fit with a Place and Movement Framework?	7
2.2.4	How does parking fit with other Council decision-making?	8
2.2.5	How does the parking policy fit with Te Tiriti o Waitangi (the Treaty of Waitangi)?	8
3.	The parking problem	9
3.1	What is causing the parking problems?	9
3.1.2	Parking supply is decreasing	9
3.1.3	Access needs are not always met	10
3.1.4	Climate change	10
3.1.5	The value of parking is not fully recognised	11
3.1.6	Parking management should be tailored to local areas	11
3.2	Summary: what do these factors mean for parking management?	12
4.	The Parking Policy	11
4.1	Parking policy objectives	11
4.2	Parking policy principles	12
4.3	How we will know we are successful	14
4.4	Parking space hierarchy – how we will prioritise parking	15
4.5	Area-based approach – how will we implement the new policy	18
4.6	Our parking management tools – how we will manage demand and supply	18
5.	Ensuring access for all	29

Glossary

Active transport modes – non-motorised forms of transport that use human physical activity to move, such as walking and cycling.

Area-based approach – a holistic and integrated approach to an area of the city that has acute parking issues.

Carbon emissions – Transport-related carbon dioxide emissions.

Central city – includes the Golden Mile, Thorndon Quay, the Parliament precinct/ Molesworth street area of Thorndon, Cuba street area as far as Webb Street and Kent/ Cambridge Terraces, and part of Oriental Bay to the band rotunda.

Exponentially – the hourly price increases every additional hour of stay.

Let's Get Wellington Moving – a joint initiative between Wellington City Council, Greater Wellington Regional Council and the NZ Transport Agency. It focuses on the area from Ngauranga Gorge to the airport, encompassing the Wellington Urban Motorway and connections to the central city, Wellington Regional Hospital and the eastern and southern suburbs.

Micro-mobility – small, light vehicles like bicycles, electric scooters and electric bicycles. Does not include mobility aids or powered or unpowered wheelchairs.

Multi-occupied dwelling – a dwelling occupied as a house share of three or more unrelated adults, such as a student flat-share or group of young professionals.

On-street parking – parking your vehicle on the street as opposed to in a garage, parking building or on a driveway. On-street parking in urban areas is often paid parking and/or has time restrictions.

Off-street parking – parking your vehicle anywhere that is not a street, such as a garage, parking building or on a driveway. Can be indoors or outdoors, and be private or commercial parking.

Parking designations – a parking area marked by signage and/or road markings that is restricted to a vehicle type and/or valid permit-holders only, for example, loading zones, mobility parking spaces, taxi stands, residents' parking.

Pedestrians/Walking – people moving about in the physical space for transportation, wellness and fun, whether this is with or without a mobility device/aid such as a wheelchair, walking frame, pram or stick.

Short-stay parking – time limited parking spaces of three hours or less.

Urban design features – street trees, footpath buildouts, sculptures, seating and similar features that enhance public spaces.

User pays – a pricing approach where consumers (users) pay the full cost of the goods or services that they use.

1. Purpose of the parking policy

The parking policy sets the objectives and principles for the management of Council-controlled on-street and off-street parking, and how parking supports achieving the vision for Wellington.

It covers Council-controlled off-street parking, mobility parking, car share parking, loading zones, taxi stands, short-stay parking, parking for residents, buses and coaches, motorcycles, electric vehicle charging and on-street parking for bicycles and micro-mobility (eg, e-scooters).

The Council is not the only provider of parking. For example, in the central city, the Council manages 14 percent of the total estimated parking supply and private providers make up the rest. This policy recognises that Council parking is part of a complex travel and transport system. When the Council makes parking management decisions, we will need to consider private parking supply, how it is managed and the Council's role to address the gaps in the overall parking market.

This document outlines the Council's role and how we manage our parking supply. The parking policy is designed to manage parking pressures over the next 10 to 20 years as our city grows, and as our transport infrastructure is improved to support city development.

2. Introduction

Parking is an important part of our city life. It is part of how many people access our city and its services.

Our expectations for parking have been built on our increased reliance on private vehicles over the past century. However, we are already operating in a constrained environment. The supply of Council-controlled parking spaces, particularly in the central city, has decreased for a number of reasons, and our population and car ownership is growing. This has resulted in challenges and pressure points for parking, which we need to balance.

As we look to the future, we need to consider the expected trends and how we want to shape our city. We will need to change how we move into and around the city and the effect this has on how we use our streets, including parking spaces.

2.1 Our future city

The Council's vision for Wellington is built around people and communities. The future city will be a place where people and goods can easily move to and through the city, based on a transport system that can accommodate moving more people using fewer vehicles. We have also taken an environmental and resilience leadership role and have set a goal to be a zero-carbon capital by 2050.

As our city changes and evolves over time, we want to make sure we don't lose what makes our city special for so many people – its dynamic compact urban form that offers the lifestyle, entertainment, retail and amenities of a much bigger city.

In addition to being a place of creativity, exploration and innovation, we want to ensure the central city continues to support the regional economy.

2.2 What is our role in parking and where does the parking policy fit?

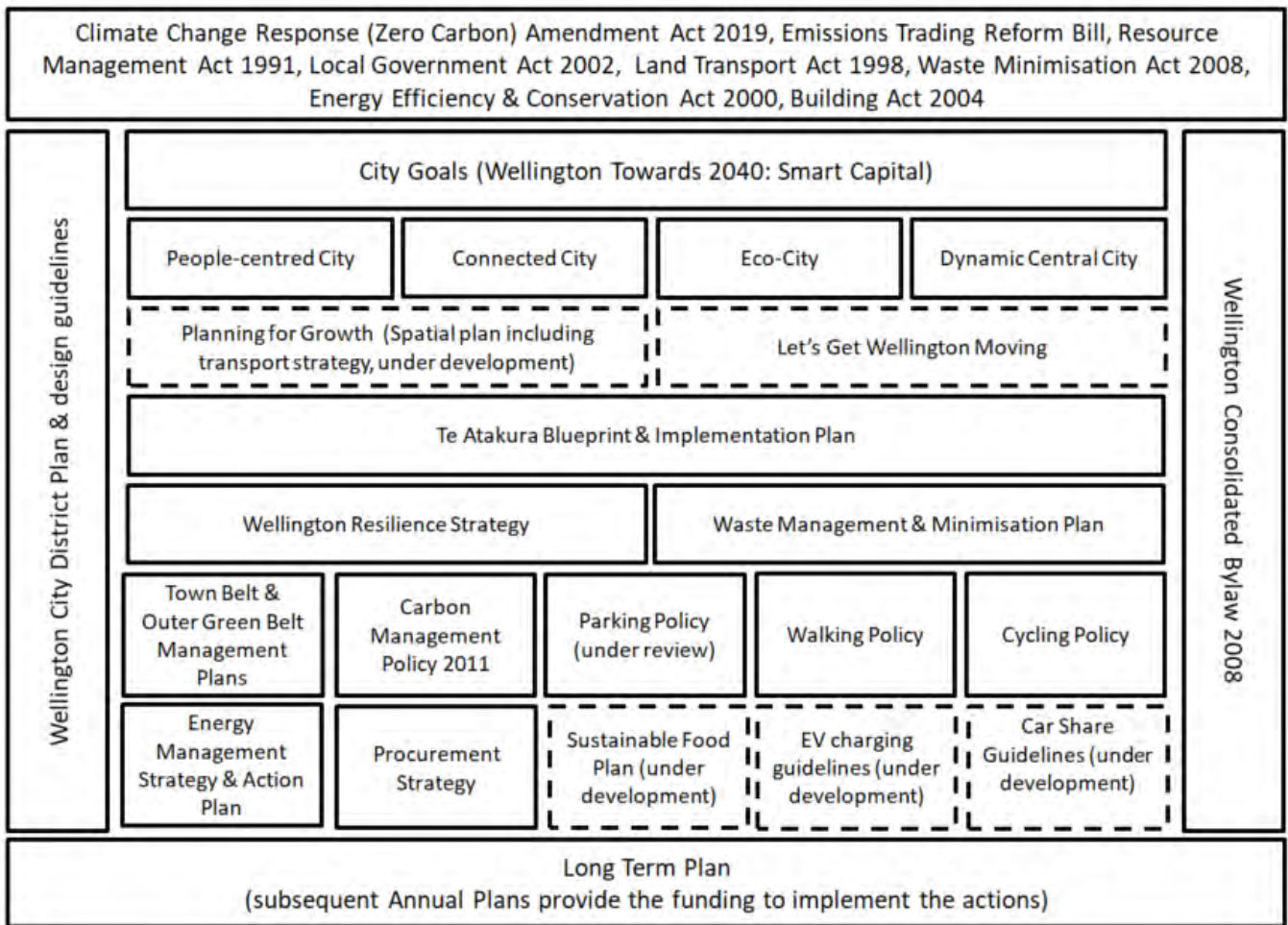
The Land Transport Act 1998 gives the Council power to impose parking controls as a road controlling authority. We are responsible for managing road space for various purposes, including parking. We also have an enforcement role.

As a local authority, we also take into account the current and future interests of the community when making decisions. One of our core roles is the provision of public goods.

Parking restrictions are implemented through Council's traffic bylaw and through the traffic resolution process. Those parking controls set by the Wellington Consolidated Bylaw 2008 Part 7: Traffic, are enforced through infringement fees. The infringement fees are set through the Land Transport (Offences and Penalties) Regulations 1999 administered by the Ministry of Transport.

Our parking policy helps enable these roles. It sets the objectives and principles for parking in the city for the future in a way that supports our broader objectives of preparing the city for population growth, making the city more people friendly, supporting economic growth including retail, hospitality and tourism and moving more people using fewer vehicles in the future.

The parking policy replaces the Parking Policy 2007, the Mobility Parking Policy 2005 and the Car Share Policy 2016. New operational guidelines or protocols will be developed, where required, to clarify day-to-day parking management activities.



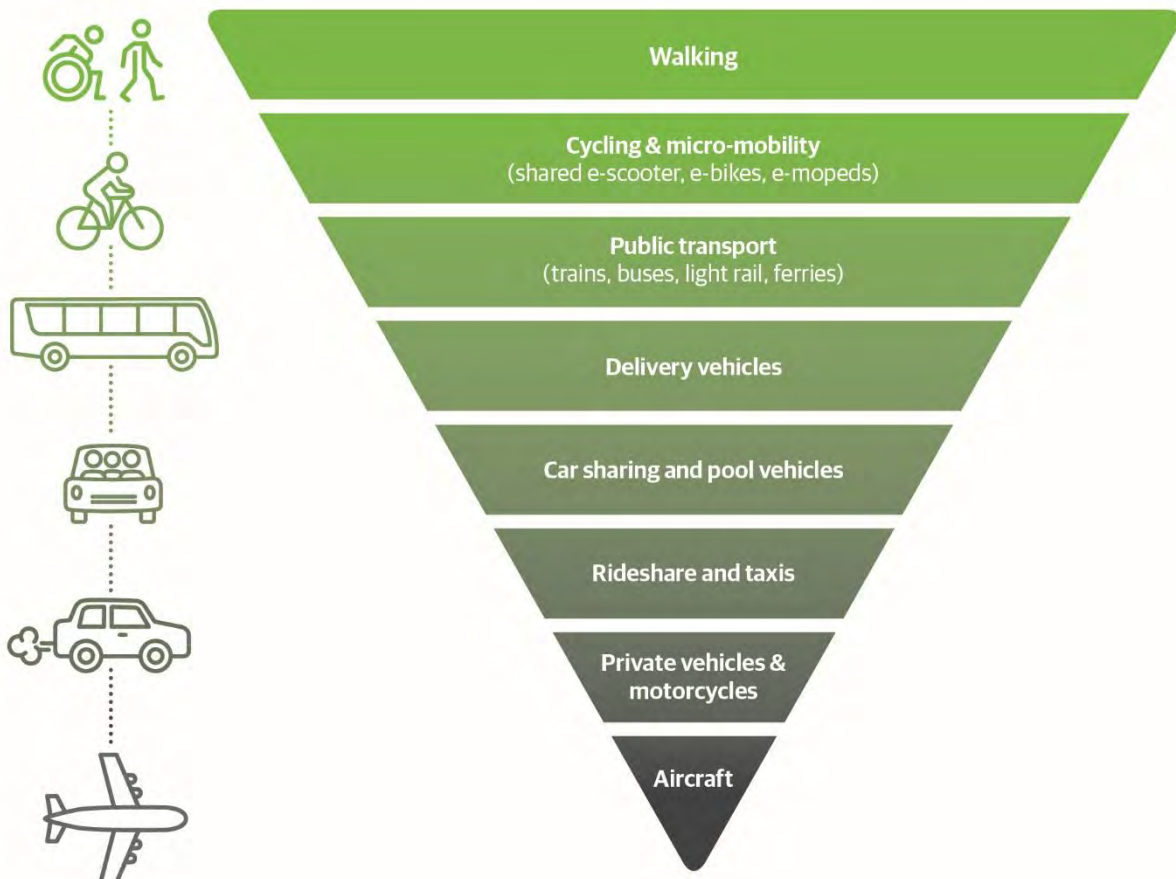
This diagram provides a snapshot of the travel and transport system related documents that guide Council decision-making. There are other documents on different issues and topics of equal importance.

2.2.1 How does parking fit with the transport hierarchy and the draft Spatial Plan?

The transport hierarchy from the Te Atakura First to Zero: Wellington’s blueprint for a Zero Carbon Capital is below. A key aspect of this hierarchy is that active modes of transport, such as walking and cycling, and public transport have the highest priority. This means that when we are making decisions on using road space, they take a higher priority to parking. This is reflected in the parking priorities set out in the parking policy.

The draft Spatial Plan, currently in development, will provide the strategic direction for where urban development will occur in the future and how this will influence our transport decisions, whether they are operational priorities, investment in new infrastructure or changes to our District Plan and other planning and regulatory tools.

Our transport system and land use plans need to be realigned to achieve the sustainable future people have told us they want – where we live and work influences how we move so it is important that these priorities are aligned. The draft Spatial Plan is an integrated land use and transport strategy which-aims to move more people with fewer vehicles by focusing future growth to areas that are close in proximity to key public transport routes, and where there are opportunities for walking and cycling over other forms of transport.



2.2.2 How does parking fit with the District Plan?

The Resource Management Act 1991 requires Council to have a District Plan in place which sets out how land use and development will be managed. The Council can set its District Plan to control the use of private land for car parking alongside decisions on how public land, including roads, is best used. This can influence the supply, design and use of off-street and private parking. Currently, the District Plan has no minimum car parking rules in some areas including the central city, business (mixed use and industrial) and centres zones. A developer or landowner can choose to provide car parking if desired, in response to market demand.

On 23 July 2020, the Government gazetted the National Policy Statement on Urban Development 2020 (NPS-UD). It came into effect on 20 August 2020 replacing the National Policy Statement on Urban Development Capacity 2016. The NPS-UD states that a territorial authority, such as Wellington City Council, must change its district plan to remove any effect of requiring a minimum number of car parks to be provided for a particular development, land use, or activity, other than in respect of accessible car parks. This includes objectives, policies, rules and assessment criteria. These changes must be made within 18 months of the NPS-UD coming into effect.

This means for future new development in the city, including outside of the central city, there will be no minimum off-street parking requirement, except for accessible car parks.

The Planning for Growth programme and District Plan review provides a timely opportunity to implement this new requirement to support the parking policy.

2.2.3 How does parking fit with a Place and Movement Framework?

Wellington's roads and streets provide a wide range of benefits to the city, often within a physically constrained space. How we use and design our roads and streets directly influences place identity, accessibility, public health, inclusivity, sustainability and economic growth, whilst enabling for efficient and safe movement.

A tool that can be used for transport network planning is a Place and Movement Framework. A Place and Movement Framework complements the transport hierarchy and the parking space hierarchy by ensuring place, land-use and mode choice are given equal consideration. It guides decision-making by categorising the streets **within different areas of the city. The framework assigns both a "place" value and a "movement" value to each street** – for example, are they places that have specific character where people want to spend time and socialise, or are they streets that move a significant volume of people through an area to connect to a different destination?

Streets are classified along a spectrum of place and movement in a matrix and this determines how they are designed and how space is allocated to different uses (sitting, dwelling/relaxing, walking, cycling and moving using all other forms of public and private transport).

For example, if the street type is classified as predominantly for movement then it may be more likely that on-street parking is removed or reduced to provide for safe and efficient movement of pedestrians and Public Transport; whereas low volume traffic streets and streets with lower place value may be a more suitable location for some on-street parking.

We are in the process of developing a Place and Movement Framework for Wellington City as part of the Let's Get Wellington Moving work programme.

2.2.4 How does parking fit with other Council decision-making?

The scope of the parking policy is limited to applying parking management tools and allocating of space for parking. However, the objectives of the policy cannot be met without this policy also being considered within other wider Council decisions about new development and facilities, infrastructure and changes to the public transport network that are made by Greater Wellington Regional Council. For example, decisions about the location of a new Council facility, such as a library or sportsfield, will be made with access and suitability of public transport front of mind.

2.2.5 How does the parking policy fit with Te Tiriti o Waitangi (the Treaty of Waitangi)?

The Council's Te Tiriti obligations are a requirement of the Resource Management Act 1991 and Local Government Acts 1974 and 2002. For example, the Resource Management Act requires the Council to consider matters of significance to tangata whenua, such as:

- the principles of the Treaty of Waitangi and their application to the management of resources [section 8]
- recognition and protection of Māori and their culture and traditions with their ancestral lands, waters, sites, wāhi tapu and other taonga** [section 6(e)]
- having particular regard to the exercise of kaitiakitanga or the iwi exercise of guardianship over resources [section 7(a)]
- recognition of any planning document recognised by an iwi authority [section 74(2)b]
- the obligation to consult with iwi over consents, policies and plans.

The Council and local iwi have Memoranda of Understanding in place with Taranaki Whānui ki Te Upoko o Te Ika (Taranaki Whānui) and Te Rūnanga o Toa Rangatira Incorporated (Toa Rangatira).

The memoranda provide the framework for strategic relationships between the iwi groups and the Council, enabling our iwi partners to contribute to council decision making. This will be a particular focus of the Planning for Growth programme.

Council Parking Services staff also receive training on Te Tiriti and its role in New Zealand's regulatory environment.

3. The parking problem

3.1 What is causing the parking problems?

3.1.1 Our city is growing in size and parking demand is increasing

Wellington will be home to another 50,000 to 80,000 residents by 2043, with nearly half of the growth in the central city and existing suburban centres. That is the equivalent of the Masterton and Porirua populations being added within our existing city boundaries. Wellington **region's** population is also projected to grow and, therefore, more workers will commute into the city from the wider region. **Planning for Growth Spatial Plan is the Council's planning framework that will determine how and where the city will grow over the next 30 years to accommodate this growth.**

More recently there has been increased urbanisation: more people living in the central city and inner-city suburbs increases the pressure on parking space availability. People increasingly expect to be able to walk, shop, dine and spend time in places that are attractive and safe.

To accommodate this population growth, we need a more efficient transport system that makes better use of our limited road space. This means moving more people using fewer vehicles; using public transport more; more people walking and cycling and fewer people driving and parking in busy areas.

Other factors that effect parking demand include:

- an ageing population
- average number of cars per household
- changes to the retail and hospitality sector – how and where we shop and when, where and how we spend our leisure time
- changes in patterns of commuting, such as working from home, more demand for park and ride options and the growing uptake of micro-mobility (electric scooters and bicycles), car sharing and ridesharing.

3.1.2 Parking supply is decreasing

Over time, the supply of Council-controlled parking spaces, particularly in the central area, has decreased. This is due to:

- the loss of parking buildings from earthquake damage.
- reallocating on-street road space to support national¹, regional² and city priorities for pedestrian-focused developments and to support active and public transport. We are implementing a cycle network programme to create cycleways that will **make it easier and safer for people biking and walking. In addition, the Let's Get**

¹ The Government Policy Statement on Land Transport 2018.

² Wellington Regional Public Transport Plan and Wellington Regional Land Transport Plan.

Wellington Moving \$6.8 billion work programme will create a significantly improved transport system over time. To achieve this, we need to start creating space along some key transport routes. It will mean removing some on-street parking spaces and prioritising the on-street space that is left. This will allow for a more effective public transport system with faster and more regular services. It will also mean we can drive less as other transport options (including cycling) will provide greater choices for us all.

- Reprioritising Council-managed off-street parking for other purposes, such as the temporary, but medium-term, relocation of the Royal New Zealand Ballet to the Michael Fowler Centre car park.
- Supporting initiatives to decrease carbon emissions and congestion by providing more space for electric-vehicle charging stations, car share and micro-mobility.

As a consequence of parking demand increasing and parking supply decreasing, the competition for road space is on the rise. The challenges and pressure points vary around the city and are different depending on the time of day and day of the week. In addition to competition for road space between road users, there is competition between users of the parking system, for example, residents, commuters and shoppers.

3.1.3 Access needs are not always met

Wellington is a people-centred city and we want to enable everyone to contribute and participate, including those that do not drive. As well as those that choose not to drive, many people face social and physical barriers and we need to ensure the city is accessible for all. For those who find active and public transport does not meet their needs, such as disabled people, older people, and parents with young children, their expectation is for an accessible city where they can readily access facilities, goods and services when and where they need to. The reality is that this expectation is not always met.

3.1.4 Climate change

In June 2019 Wellington declared a climate emergency and set the goal to become a zero-carbon capital by 2050. This means the Council will put protecting our environment and climate change at the front and centre of decision-making. We anticipate that we need to significantly reduce carbon emissions between 2020 and 2030.

Road vehicle emissions comprise **approximately 38 percent of the city's carbon emissions**. How we manage parking can support many of the proposed emissions reduction initiatives such as:

- prioritising road space for active and public transport modes
- allocating more on-street parking spaces for car share vehicles
- electric vehicle charging facilities and pick up/drop off areas for ride share services
- providing micro-mobility parking to encourage their uptake.

The price of parking can also be used to influence how often and where people drive.

3.1.5 The value of parking is not fully recognised

Pricing of most Council-controlled parking is not fully user pays. The price at the meter or for the permit does not take in to account the full costs of parking vehicles, such as the lost opportunity to use the space for something else, the lost amenity and the cost on the environment.

Price can also exclude people who cannot afford to pay for parking at all.

Parking fees did not change between 2009 and 2017. As a result, how we set parking fees or the outcome from any price change is not always clear to the community. We need a clear pricing methodology that is linked to the parking policy's objectives.

3.1.6 Parking management should be tailored to local areas

Parking issues often involve factors such as transport issues, urban planning decisions, the topography, and the nature of local business, services and facilities. Parking management also needs to consider the relationship between both the on-street and nearby off-street parking.

If we do not consider all these factors, parking in some areas may not achieve:

- the best use of the space
- maximising the number of spaces per area
- the ideal turnover of cars per space
- the ideal occupancy rate for the space.

Using a tailored and 'whole-of-system' approach is called area-based parking management.

3.2 Summary: what do these factors mean for parking management?

There is tension between competing interests of parking availability, using public space and parking affordability.

Demand is **increasing** due to:

- population growth
- an aging population
- increasing car ownership rates per household, and
- business growth in the city centre.

Council supply is **decreasing** due to:

- the loss of parking buildings from earthquake damage
- reallocating road space to better allow for national, regional and city priorities to support pedestrian-focused developments, and increase travel using active and public transport
- reprioritising Council-managed off-street parking for other purposes, and
- supporting initiatives to decrease carbon emissions and congestion

People often expect parking when and where they need it, at a reasonable price, but the Council on-street parking supply is decreasing and is expected to continue to decrease. Many areas of the city have complex and challenging parking issues because of this.

Some people are keen and able to switch to using active or public transport but the incentives (or conversely disincentives) to make this change are often not strong enough to do so. For many people, driving a private vehicle and parking is still cheaper, easier and more convenient than using other types of transport.

To achieve the type of the city we want, our parking needs to change. We need to make sure that parking aligns more clearly with our strategic fit diagram on page 5 of this document. The Policy provides guidance on how to balance these challenges.

4. THE PARKING POLICY

The policy is made up of the following components:

- parking objectives – what we want to achieve
- guiding principles – how we will make parking decisions
- parking space hierarchy – how we will prioritise parking in different areas of the city
- area-based approach – how we will take an area-by-area approach to making parking changes in the city.

The policy will be supported by parking management tools – how we manage demand and supply in different parts of the city. This includes the enforcement of parking rules through the Wellington Consolidated Bylaw 2008 Part 7: Traffic.

4.1 Parking policy objectives

The parking policy objectives set out **what** we want to achieve – now and into the future. The objectives are designed to guide the Council when it makes parking decisions.

Cities are complex and Wellington is in the process of moving from a transport system that is car dependent to one where active (eg, walking and cycling) and public transport will play a bigger role. There is a natural tension between some objectives, and this is unavoidable. Parking decisions will often require trade-offs between competing demands. One of the most difficult trade-offs is between immediate private/individual benefits and changes that benefit the wider community and the community of the future.

The objectives (in no particular order):

- **Support shift in type of transport used** – facilitate a shift to using active (eg, walking and cycling) and public transport through parking management and pricing, to move more people driving fewer vehicles.
- **Support safe movement** – facilitate the safe and efficient movement of people and goods by focusing on people moving along transport corridors rather than people parking or storing stationary vehicles.
- **Support business wellbeing** – ensure parking management and pricing controls support economic activity in the central city, suburban centres and mobile trades and services.
- **Support city place-making, amenity and safety** – ensure on-street parking design and placement supports overall city amenity, safety, community building, heritage, creative arts, good urban design outcomes and attractive streetscapes.
- **Support access for all** – ensure disabled people, older people, people who are pregnant, and people with babies can access the city, Council facilities, and venues. This will be achieved, in part, through an improvement in mobility parking across the city.
- **Support move to becoming an eco-city** – facilitate the uptake of car sharing, electric vehicles and other transport with low carbon emissions. Manage parking and incentivise a decrease in vehicle use to contribute to a reduced carbon

emissions, better water quality, air quality, stormwater management and biodiversity outcomes.

- **Deliver service excellence and a safe working environment** – provide a high standard of customer service for people who use Council parking spaces to support users to make well-informed parking decisions. This includes introducing self-service and automated processes for all parking charges and permits to improve the parking experience (as technology allows) and improving the availability of parking information. Ensure a safe working environment for those who deliver the parking service.

4.2 Parking policy principles

The parking policy principles set out how we will apply and manage the policy.

The principles (in no particular order):

Principle A: make iterative parking changes that are linked to improvements in the overall transport system, specifically improvements to public transport, walking and cycling. Any parking management changes will consider the effect that related changes in revenue will have on ratepayers.

The city is in a period of transition where significant investment is being made to do this, but it will take time.

Consequently, changes to how parking is provided and managed need to be made incrementally over time, in consultation with effected communities, and support and be aligned to improvements in the overall public and active transport system.

The changes also need to consider the broader context of the Council's funding, and the effect any changes could have on ratepayers.

Principle B: manage the decreasing supply of Council- controlled parking by prioritising how space is used and who uses the spaces to achieve an optimum level of use.

We have developed a parking space hierarchy for different parts of the city to ensure that limited parking supply is prioritised appropriately. The parking space hierarchy forms a key part of the new parking policy. See the next section for more details.

Principle C: ensure that access to the city centre, Council facilities and suburban centres is inclusive and prioritises people who can't use active and/or public transport, and those that do not drive.

The parking policy prioritises on-street and off- street mobility parking spaces and supports designated parking spaces for a broader group, for example, older people, people who are pregnant, and people with babies at Council parking buildings and facilities where there is known demand and it is practicable to do so.

Principle D: parking is priced at a level that achieves policy objectives, is consistent with broader transport objectives and supports Let's Get Wellington Moving.

The overall approach to pricing favours making smaller pricing changes more frequently over larger infrequent changes. The Council will ensure that any increases are reasonable, justifiable, well communicated, and linked to policy objectives. The pricing methodology will be based on achieving the best use and highest priority uses for the parking spaces. Pricing will better reflect the demand, the land value and the opportunity and environmental costs of providing parking.

Principle E: support local area-based parking plans where there is evidence-based need and community support.

Introduce area-based planning to ensure more holistic travel and transport planning that supports the best possible mix of active and public transport, off-street and on-street parking, and footpath and vehicle usage. A more joined-up approach will consider the use of the on and off-street space for pedestrians, active and public transport, and vehicles.

From time to time parking issues arise that require a tailored approach for an area of the city. The area surrounding the airport – where there was significant overflow of airport parking – is a recent example of that. In the future, any significant change to the transport infrastructure in a particular area will affect the provision of parking and also require a 'whole-of-transport-system' approach.

Local area-based parking plans would provide guidance to improve transport services and manage parking based on local circumstances. The Council could then make decisions on transport and parking management based on evidence and select from a wide range of tools to achieve the best use of the space.

Local area-based parking plans should be developed in discussion with the local community and residents, key employers, service providers and business stakeholders to consider local issues and ensure collaboration with others to resolve problems.

Principle F: primarily focus the Council's role on prioritising existing space, not on increasing parking supply. This includes considering alternative higher-value use of the land currently used for parking.

In the central city, the Council is a small provider of parking supply and management. In the long term the National Policy Statement for Urban Development will influence the supply of parking with new developments and the Council can influence the provision, design and location of off-street parking through the District Plan. In the short-term the Council is focusing on prioritising the use and the users of the 14 percent of central area parking spaces it controls, and parking more generally in the rest of the city.

From time to time, the Council may provide additional temporary parking to support the Let's Get Wellington Moving work programme.

Principle G: provide accessible and timely (and where necessary, real-time) information on parking space location, availability, price, regulation and penalties.

The congestion resulting from driving around the city searching for a vacant and appropriate parking space can be reduced by improving the level of and accessibility to parking information so that parking users can make informed choices about their travel and parking options.

Parking space occupancy and compliance can also be improved by providing more information and making it easier for drivers to find that information.

Principle H: align Council business operations and relevant policies with the parking policy and report annually on performance.

To ensure that related transport and land-use policies and guidance give effect to the parking policy and to ensure the Council can determine whether it is managing its parking effectively and efficiently, it will monitor long-term outcome indicators of its business operations plus performance measures to ensure objectives are being met. Where they are not being met, the Council can make the necessary changes to how parking is being managed.

4.3 How we will know we are successful

To help clarify the intent of the objectives and principles, the following long-term measures and indicators will show the impact the policy is having. The desired trend is indicated.

Primary measures directly attributable to implementing the parking policy:

- Ratio of residents' parking permits to spaces** - decrease
- Number of mobility parks – increase
- Mobility parks design meets Council guidelines – increase
- Number of car share spaces – increase
- Number of EV charging spaces – increase
- Non-user parking at parks, sports, recreation and other community facilities designated parking during opening hours decreases

Secondary measures indirectly attributable to implementing the parking policy:

- Car usage rates - decrease
- Travel times on key routes – decrease
- Public transport, walking, cycling and micro-mobility trips – increase
- Retail spend – maintain / increase
- Retail foot traffic – increase
- Proportion of road corridor used for parking – decreases

Plus continue to report, through the Annual Report process, on the following three performance measures:

- Parking utilisation - improves
- Residents' satisfaction of parking availability** – improves
- Residents' perception of enforcement fairness** – improves.

4.4 Parking space hierarchy – how we will prioritise parking

As Wellington city grows, the demand for the limited supply of on-street and Council off-street space will also grow. This demand must be managed to reduce congestion and ensure reasonable access for all.

As parking demands vary in different locations throughout the city, we have set priorities for the types of area:

- key transport routes
- the central area (central business district)
- suburban town centres – such as the shopping precincts of Kilbirnie, Johnsonville, Tawa, Karori etc
- city fringe areas
- residential streets
- our parks, sports, recreation and other community facilities
- Council-managed off-street parking.

This pressure will be highest in business and retail centres where there are concentrations of public services, and at recreation facilities. Improvements to support active and public transport will require extra road space to operate safely and efficiently.

We have developed a parking space hierarchy that supports the transport priorities to guide us when we are making parking provision decisions and allocating parking spaces. The parking space hierarchy describes which types of parking have the highest and lowest priorities in different areas. It also sets out the priority level for that type of parking space, not the amount of spaces. For example, mobility parking is a high priority in most areas but not all spaces available will be mobility parking spaces.

Location	Highest priority	High priority	Medium priority	Low priority	Lower priority	Lowest priority
Key transport routes	Safe and efficient movement of people and goods (footpaths, bus lanes, cycleways, no stopping zones/clearways, construction and maintenance works)	Bus stops		Urban design features Mobility Loading zones Bicycle/micro-mobility Car share Electric-vehicle charging Short-stay (car & motorcycle) SPSV*/taxi stands Coach and bus (short stay)	Residents Commuter (car & motorcycle) Coach and bus (long stay)	The lowest priority across all areas is Long stay parking of private non-motorised vehicles (trailers, towed caravans, boats), advertising vehicles, heavy commercial vehicles and motorhomes
Central city (does not include the bus interchange)		Bus stops Mobility Urban design features Bicycle/micro-mobility Loading zone Short-stay (car & motorcycle) Car share	SPSV*/taxi stands Electric-vehicle charging	Coach and bus (short stay) Coach and bus (long-stay)	Residents Commuter (car & motorcycle)	
Suburban centres (shopping precincts)		Bus stops Mobility Urban design features Bicycle/micro-mobility Short stay (car & motorcycle) Car share	Loading zones SPSV*/taxi stands Electric-vehicle charging	Coach and bus (short stay)	Residents Commuter (car & motorcycle) Coach and bus (long stay)	
City fringe and inner city suburbs		Bus stops Urban design features Residents Car share Bicycle/micro-mobility	Mobility Electric-vehicle charging Short-stay (car & motorcycle)	Loading zones Coach and bus (short stay)	SPSV*/taxi stands Commuter (car & motorcycle) Coach and bus (long stay)	

Outer residential areas		Bus stops Urban design features Residents	Car share Mobility Electric-vehicle charging Coach and bus (short stay)	Short-stay parks (car & motorcycle) Loading zones	Bicycle/micro-mobility SPSV*/taxi stands Commuter (car & motorcycle) Coach and bus (long stay)	
Council parks, sports, recreation and community facilities off-street parking ³		Bicycle/micro-mobility Mobility Short-stay (car & motorcycle) Coach and bus (short and long stay) Urban design features	Electric-vehicle charging	Car share SPSV*/taxi stands	Loading zones Residents Commuter (car & motorcycle)	
Council's off-street parking	N/A	Bicycle/micro-mobility Mobility Short-stay (car & motorcycle) Coach and bus (short and long stay) Urban design features	Car share Electric-vehicle charging Commuter (car & motorcycle)		Loading zones Bus stops Residents SPSV*/taxi stands	

³ Note the following exemption - Council land held under the Reserves Act 1977 and the Wellington Town Belt Act 2016 can only be used for recreation and other reserves purposes

4.5 Area-based approach – how will we implement the new policy

As suburbs in Wellington City are a mix of more than one type of parking area, an integrated approach (area-based plan) will need to consider, at a minimum, the following:

- Planning for Growth and the review of the District Plan
- the private and commercial off-street parking supply and demand
- current rates of illegal parking such as overstaying, non-payment and parking on the footpaths.
- the needs of schools and early childhood centres
- current and proposed transport system improvements
- current and proposed location of amenities
- current occupancy and turnover rates.

The area-based plans would be developed in discussion with local communities. It is important the community is involved in the development of options but decisions must be evidence-based.

The timing for developing and implementing each area- based plan will be based on the following triggers:

- **Let's** Get Wellington Moving project delivery timeframes
- Wellington City Council Network Connections, Bus Priority and other significant transport projects
- significant public health and safety risks
- technological capability and improvements
- high rates of illegal parking such as overstaying, non-payment and parking on the footpaths.

4.6 Our parking management tools – how we will manage demand and supply

The Council's priority is to improve active and public transport infrastructure to decrease single occupancy private vehicle use and, therefore, decrease the demand for parking. Although significant funding is earmarked for this, the shift in travel behaviour takes time and the demand for parking still needs to be managed. When parking demand exceeds parking supply, we will use a range of parking management tools to address these issues.

The parking management tools will be introduced incrementally, depending on the need and what parking management system is already in place.

For example, if the parking problem is already severe, and lower interventions are already in place, the intervention for a severe level will be applied. The parking management tools seek to achieve the parking space hierarchy for the affected area.

The price of parking will be used to get the best use of spaces (optimal occupancy

and turnover) while parking designations, and permit schemes or restrictions will be used to provide spaces for priority parking use types – such as mobility parking, car share parking and loading zones.

An ongoing activity that will complement the parking management tools detailed in the following tables is to explore options with partner organisations to increase active and public transport use, such as travel demand management planning incentives, and bus scheduling. Due to the varied timeframes for implementing improvements to active and public transport some parking management changes will need to be made as a transitional measure.

Please refer to the specific area-based parking management plan, as they are developed, for the area designation and information on other supporting transport changes.

4.6.1 Approach for pricing Council parking

The most important tool to manage parking is the fee paid by parking space users, whether this is an hourly rate, the price of a permit or a discount or subsidy. Pricing remained unchanged from 2009 until 2017, although the Council increased the area where fees are charged, and it has not always been clear to the community how those fees have been derived or what the outcome is from the price change. Long term, the parking policy, as it is implemented, will shift to a more demand-based and dynamic approach to pricing and will link to the objectives and parking space hierarchy.

For example, we will introduce a new hourly rate or a higher hourly rate in areas where short-stay parking is a high priority and vehicles currently park for long periods of time. To encourage people to move on from parking spaces within a reasonable time,⁴ the hourly rate will increase exponentially over time. Parking time restrictions will be removed. If the turnover of vehicles is not high enough to provide adequate access to retail, services and entertainment, the hourly rate will be increased.

Conversely, in areas where parking occupancy is very low, either at all times or only at certain times of the day or week, the hourly rate will be decreased to encourage people to move from parking in areas of high demand to the areas of low demand.

This parking approach is a mix of demand-responsive parking and exponential parking charges.

The shift to a new pricing approach for the city is dependent on amending the current Wellington Consolidated Bylaw 2008 Part 7: Traffic and securing funding for new parking infrastructure and technology. In the short-term, pricing could reflect demand. When pricing could be introduced or when current prices need to change is explained in more detail in the following area-specific parking hierarchies.

⁴ A reasonable time frame will be determined as part of the implementation of a new demand responsive pricing regime. This may vary in different parts of the city


In addition, it is proposed the Council reviews who is paying to use the street space to ensure all users of street space are charged appropriately and fairly. This includes consideration of appropriate charges for commercial use of street space such as taxi stands, loading zones, private bus/coach parking, micro-mobility and car share scheme parking. Where certain use types need to be encouraged, charging may be low or temporarily removed until the incentive is no longer required.

4.6.2 Parking management tools for key transport routes

Key transport routes⁵ include roads and streets where there are higher priority transport requirements, such as public transport over on-street parking. On these roads, on-street parking will need to be reduced or removed; either during peak traffic hours only or at all times, to create the road space for dedicated bus lanes or other forms of active and public transport.

The following parking management tools will be implemented over time based on the parking space hierarchy for key transport routes outlined in section 4.4.

⁵ Key transport routes have not been identified in the policy to provide for flexibility as bus and other public transport routes may change over time. Please refer to the specific area-based plan for the detail on area designation.



Parking management issue	Parking management tools	
On-street parking is impeding vehicle movement on key transport routes during peak hours. For example, peak hour bus journeys take longer due to vehicles parked on the street.	Introduce a clearway to restrict parking during the peak hours only.	 <p>Intervention hierarchy based on level of effect: Low to severe</p>
On-street parking is frequently impeding vehicle movement on a key transport route in peak and off-peak hours.	Remove on-street parking from the key transport route. Reassign parking designations in the side streets, if required, following the relevant parking space hierarchy.	
Demand for parking in side streets off the key transport route increases.	Introduce time restrictions.	
Following the introduction of time restrictions, demand for parking in side streets off the key transport route increases.	Introduce parking charges.	
There is limited alternative parking in the side streets off the key transport route.	Consider increasing off-street parking supply. This may be through shared parking arrangements with existing private or commercial parking facilities or the creation of a new parking facility. New parking facilities may or may not be managed by the Council and may be a short or long-term solution.	

4.6.3 Parking management tools for the central city

The use of on-street short-stay parking is important to support access to the retail, service and entertainment sectors in the central city. The management of demand needs to be agile to respond both in price and parking restrictions to enable people to access parking when and where it is needed. There is a large supply of non-Council off-street parking in this area which provides for long-stay parking, allowing our short stay on-street parking to be purposely targeted. This applies to the on-street space for four and two-wheeled vehicles (typically both cars and motorcycles/mopeds).

There are distinct parking zones in the central city based on parking space occupancy and vehicle turnover patterns. To make the best use of parking spaces (not over or under-occupied), the price per hour needs to be high enough to reduce demand when occupancy is over 85 percent and low enough to maintain average occupancy above 50 percent. The parking space designations need to be actively managed to ensure that the highest priority parking types are available where possible.

The following parking management tools will be implemented over time based on the parking space hierarchy for the central city as outlined in section 4.4



Existing pay-by-space parking for four-wheeled vehicles		
Parking management issue	Parking management tools	
<i>High demand scenario</i>		
Demand for parking is minor or alternative private off-street parking is available.	Accept effects.	 Intervention hierarchy based on level of effect: Low to severe 
Demand for parking increases and overstaying and/or non-payment is becoming frequent.	Increase enforcement to increase compliance.	
Demand for parking is high (occupancy of spaces is consistently over 85 percent, turnover is low, duration of stay regularly exceeds three hours, and non-compliance is high).	1. Increase hourly charge during the periods of high occupancy. 2. Extend charging timeframe to times of the day and week where demand is increasing. 3. Introduce exponential pricing to encourage turnover.	
Demand for parking continues even where exponential charges are in place.	Increase the hourly rates during the periods of high occupancy (over 85 percent).	
Demand for parking continues to occur and price increases have not sufficiently reduced demand (occupancy continues to regularly exceed 85 percent).	Consider shared use agreements with private parking providers.	
<i>Low demand scenario</i>		
Low occupancy of on-street short-stay parking (occupancy of spaces is consistently under 50 percent).	Decrease the hourly rate during the periods of low occupancy.	Intervention hierarchy based on level of effect: Low to significant
Low occupancy of on-street short-stay parking continues despite decreasing hourly rate (occupancy of spaces continues to be consistently under 50 percent).	Reduce the charging timeframe;	


The following management tools for motorcycle parking are similar to those for four-wheeled vehicles.

Competition for motorcycle parking is already high and as competition for public on-street road space increases, it is expected that long-stay or commuter motorcycle parking in the central city will need to shift to commercial off-street parking facilities. It is likely that time restrictions or pricing will need to be introduced to manage demand.

The Council will prioritise short-stay parking and access to facilities and services in the city for motorcycles over long-stay or commuter parking.

The management tools will apply bay by bay and not necessarily be applied to all motorcycle parking bays in all locations in the central city at the same time. The management tool used will reflect the demand and use pattern in that area, which will vary during the day and during the week.

Parking for motorcycles at on-street motorcycle parking bays		
Parking management issue	Parking management tools	
<i>High demand scenario</i>		
Demand for motorcycle parking is minor or alternative private off-street parking is available and being used.	Accept effects.	 Intervention hierarchy based on level of effect: Low to severe 
Demand for motorcycle parking increases and inappropriate parking more common (such as parking on the footpath).	Increase enforcement to increase compliance.	
Demand for motorcycle parking is high (occupancy of spaces is consistently over 85 percent, turnover is low, duration of stay regularly exceeds three hours, and non-compliance is high).	Introduce time restrictions to prioritise short-stay parking of motorcycle and to increase turnover of spaces during the periods of highest occupancy.	
Demand for motorcycle parking remains high, (occupancy of spaces is consistently over 85 percent, turnover is low, duration of stay regularly exceeds three hours, and non-compliance is high).	<ol style="list-style-type: none"> 1. Introduce a parking charge proportional to the road space used per motorcycle during the periods of highest occupancy. 2. Extend charging timeframe to times of the day or week where demand is increasing. 3. Introduce exponential pricing to encourage turnover. 	


Demand for motorcycle parking continues even where exponential charges are in place.	Increase the hourly rates during the periods of high occupancy (over 85 percent).	
Demand for motorcycle parking continues to occur and price increases have not sufficiently reduced demand (occupancy continues to regularly exceed 85 percent).	Consider shared use agreements with private parking providers or other ways to increase motorcycle parking space supply.	
Low demand scenario		
Low occupancy of on-street motorcycle parking at certain times of the day or day of the week (occupancy of bay space is consistently under 50 percent).	Explore opportunities for shared use of the space at times of low demand.	 <p>Intervention hierarchy based on level of effect: Low to significant</p>
Where charges are in place: Low occupancy of on-street motorcycle parking (occupancy of bay spaces is consistently under 50 percent).	Decrease the hourly rate during periods of low occupancy.	
Where time restrictions are in place: Low occupancy of on-street short-stay motorcycle parking continues despite decreasing hourly rate (occupancy of spaces continues to be consistently under 50 percent).	Reduce charging timeframe or time restriction.	
After removing time restrictions and charges: Low occupancy of on-street motorcycle parking (occupancy of bay space continues to be consistently under 50 percent).	Consider whether the location and/ or provision of the motorcycle bay is appropriate. Apply the parking space hierarchy for the central city when determining future use of the road space.	




4.6.4 Parking management tools for suburban centres

Our suburban centres are active retail destinations and important for local community services. Parking has tended to be less stringently managed and supply is more readily available in these areas. However, with an increasing population and placing a higher priority on active and public transport over parking on key transport routes, it is expected that parking will be more constrained in the future. Increased tools to manage demand are expected to be needed and are described as follows.

As the population grows, the National Policy Statement for Urban Development 2020 may create a demand shift for more on-street parking, over the next few decades, in areas with good access to public transport.

The following parking management tools will be implemented gradually over time based on the parking space hierarchy for suburban centres as outlined in section 4.4.

Parking management issue	Parking management tools	
<i>High demand scenario</i>		
Demand for parking is minor or alternative private off-street parking is available.	Accept effects.	 <p>Intervention hierarchy based on level of impact: Low to severe</p>
Demand for parking increases and overstaying and/or non-payment is becoming frequent.	Increase enforcement to increase compliance.	
Demand for parking is high (occupancy of spaces is often over 85 percent, turnover is low, turnover of spaces is low, and non-compliance is high).	<ol style="list-style-type: none"> 1. Introduce or reduce (if in place) time limit restrictions. 2. Increase enforcement to ensure compliance. 	
Demand for parking continues to increase, (occupancy of spaces is consistently over 85 percent, turnover is low, duration of stay regularly exceeds current time restriction, and non-compliance is high).	Introduce charges when parking occupancy is high.	
Demand for parking occurs during time periods outside of current charging	Extend charging timeframe into new time periods.	

Parking management issue	Parking management tools	
<i>High demand scenario</i>		
timeframe (occupancy of spaces is consistently over 85 percent, non-compliance is high).		
Demand for parking continues to occur and price increases have not sufficiently reduced demand (occupancy continues to regularly exceed 85 percent).	Consider shared use agreements with private parking providers or other ways to increase parking space supply.	
<i>Low demand scenario</i>		
Low occupancy of on-street short-stay parking occurs (occupancy of spaces is consistently under 50 percent at evenings and weekends).	Decrease the hourly rate during the periods of low occupancy.	 Intervention hierarchy based on level of effect: Low to significant 
Low occupancy of on-street short-stay parking continues despite decreasing hourly rate (occupancy of spaces continues to be consistently under 50 percent).	Reduce charging timeframe for parking.	
Low occupancy of on-street short-stay parking continues despite reducing charging timeframe and decreasing hourly rate (occupancy of spaces continues to be consistently under 50 percent).	Remove parking charges and any time restrictions.	

4.6.5 Parking management tools for city fringe and inner-city suburbs

There are many parking pressures in the city fringe and inner-city suburbs and often there is limited commercial and private off-street parking. Residents' parking schemes prioritise residents to park on the street, and coupon parking schemes allow commuters to park close to the city relatively cheaply.

As the population grows, the National Policy Statement for Urban Development 2020 may create a demand shift for more on-street parking, over the next few decades, in areas with good access to public transport.


The parking policy introduces a two-stage approach with changes based on the severity of the parking situation. Firstly, where the effect is moderate, the demand can be managed by making changes to the existing scheme. Secondly, if the demand continues or where the effect is severe, introduce the new scheme.

The new scheme is based on a short stay (P120) approach with "resident exempt" permits for eligible residents. This follows the Auckland Transport model introduced gradually from 2016 and enables short-stay visits for tradespeople and visitors at the same time as discouraging daily commuters parking in the city fringe where it conflicts with residents.

It is anticipated that over time all inner-city suburbs, including Newtown, will need to change to the new scheme.

The following parking management tools will be implemented gradually over time based on the parking space hierarchy for city fringe areas as outlined in section 4.4.

Before any new resident-exempt parking scheme can be introduced, funding will need to be secured for a new permitting system and the supporting technology infrastructure. Operational guidelines for a new resident-exempt scheme will be developed and amendments made to the Consolidated Wellington Bylaw 2008 Part 7: Traffic to ensure compliance and enforcement of a new scheme. Once a new scheme is in place, the pre-2020 schemes will be known as 'legacy' residents' parking schemes.

Parking management issue	Parking management tools	
<i>Stage One: parking demand or conflict is minor to moderate, and a current residents' scheme exists</i>		
Demand for parking is minor or alternative private off-street parking supply is adequate.	Accept effects.	
Demand for parking is moderate, turnover is low and there is conflict between users.	<ol style="list-style-type: none"> 1. Increase monitoring and enforcement to ensure compliance with the scheme. 2. Reduce, relocate or remove coupon parking in zones where it conflicts with residents and apply the parking space hierarchy priorities for city fringe to reallocate the parking spaces for active transport and low carbon vehicles. 	
Demand for parking remains moderate; turnover remains low and there is increasing conflict between users.	<ol style="list-style-type: none"> 1. Restrict permits to households where there is no off-street parking (availability of off-street parking determined by whether there is a kerb crossing to a residential address and/ or a valid encroachment license). 2. Reduce permits to households where there is no off-street parking to one permit each. 	
<i>Stage two: parking demand or conflict is significant – introduce new scheme</i>		
Demand for parking is significant (eg, ratio of permits issued to available parking spaces is higher than 2: 1). Parking turnover is too low to provide short-stay access for residents. Parking conflict between users is significant. Residents' scheme and coupon permit infringements are high.	<p>Introduce new residents' parking scheme as per below.</p> <p>The introduction of a new scheme will require community consultation and the implementation of a new permitting system.</p>	Intervention hierarchy based on level of effect: Low to severe

Design for a new residents' parking scheme

The introduction of a scheme to an area will be guided by the ratio of households with off-street parking to households with no off-street parking. We will consider introducing a resident-exempt parking scheme in those areas and streets where the proportion of households without any off-street parking exceeds 40 percent.⁶

The following priorities will be applied until the exemption permit limit (85 percent of total available spaces) is reached.⁷

1. Mobility permit holders (with residents parking permits for all mobility permit holders in a household)
2. Electric vehicle owners with no off-street parking
3. Pre-1930s houses or pre-1940s apartments with no off-street parking
4. Other pre-2020 dwellings with no off-street parking (those built after the 1940s but before 2020)
5. Businesses located within the parking zone
6. Second permits for priority dwellings as follows:
 - a) multi-occupied dwellings pre-1930s with no off-street,
 - b) multi-occupied dwelling no off-street
 - c) businesses within the zone with no off-street parking
7. First permit for all existing dwellings with one or more off-street parking space
8. First permit for all dwellings built after 2020
9. Second permits for all other dwellings

following the priorities above until cap is reached.

The new scheme design would be tailored to address specific parking objectives or overcome particular parking issues:

Scheme issue	Scheme design feature
Insufficient on-street parking for residents with no off-street parking and for visitors. Competition for space with daily, predominantly weekday, commuters.	Move and/or reduce the amount of coupon parking. Increase supply for residents and parking turnover for short-stay visitors. In high-demand areas, this may include pay-by-space parking. Provide street space for micro-mobility parking, mobility parks, and car share scheme spaces.

⁶ Based on 2019/20 data as the baseline and categorises off-street capacity to include any of the following: a driveway via a kerb crossing; a garage (whether or not it is actively being used to store a vehicle) or an encroachment licence issued for the purpose of parking. Current data to be used at the time of implementing any new scheme.

⁷ The priority ranking does not determine the number of parking spaces allocated. Multi-occupied dwellings will receive two exemption permits where other criteria are met.


Scheme issue	Scheme design feature
<p>Large resident parking zone areas resulting in people driving within zone to be closer to the central city/shops/ other amenities or people “storing” secondary cars away from their home.</p>	<p>Design smaller exemption zone areas.</p>
<p>Enable closer management of supply and demand, but with enough scope to support short-term visitors and tradespeople.</p>	<p>Cap on overall permits available (85 percent of spaces available). Set annual application and renewal date and only issue permits for 12 months (with refund option for those moving out of an area).</p>
<p>Improve scheme administration efficiency and costs. Inappropriate use of permits. Provide reasonable access by private vehicle for visitors and tradespeople.</p>	<p>Cease the suburban trade permit scheme. Provide a set number of one-day coupons for residents in residential parking zones per annum visitors and tradespeople can use. Introduce online applications and permits.</p>
<p>Support accessibility for disabled residents with limited alternative transport options.</p>	<p>Price differentials possible for:</p> <ul style="list-style-type: none"> •mobility permit holders discount option •multiple permit holders, second permit more expensive.

4.6.6 Parking management tools for outer residential areas

With population growth and the increased use of public transport there is sometimes pressure on Greater Wellington Regional Council’s off-street park and ride facilities causing overspill into surrounding residential streets. There are also informal park and ride situations where people are driving part way to a transport hub, and parking on the street before using public transport. They are often parking for more than four hours on streets close to a bus stop or train station.

In most residential streets in the city this does not cause any conflict with businesses, Council recreation or community facilities, or residents because there are sufficient commercial and private off-street capacity (more than 40 percent of businesses and households have access to off-street parking) to meet the needs of the high priority parking. However, in some streets, at some times of the day or days of the week, the overspill leads to conflict, restricts access or compromises the safety of road users.

The following parking management tools will be implemented based on the parking space hierarchy for residential areas as outlined in section 4.4.

Parking management issue	Parking management tools	
Overspill activity has a minor effect on parking in neighbouring streets.	Accept overspill.	 <p>Intervention hierarchy based on level of effect: Low to severe</p>
Overspill activity has a moderate effect on parking in neighbouring streets.	<ol style="list-style-type: none"> 1. Increase monitoring and enforcement to discourage illegal parking activity. 2. Introduce time restrictions. 	
<p>Overspill activity has a significant effect on parking in neighbouring streets.</p> <p>Overspill parking is creating a safety hazard, preventing access for emergency and service vehicles.</p> <p>Illegal parking activity is high (such as parking on the footpath).</p>	<ol style="list-style-type: none"> 1. Introduce parking restrictions and clearways. 2. Introduce a charging regime to manage demand. 	


4.6.7 Parking management tools for Council parks, and sports, recreation and other community facilities

The Council often has off-street parking at many of its sports, recreation and community facilities. They are for the customers and users of Council facilities, reserves, open spaces and sportsfields. These have tended to be managed locally and as required by relevant legislation,⁸ but with increased parking pressure in some areas there needs to be agreed tools to manage demand, especially where this demand is conflicting with the users of the facilities.

At some sites and at some times of the day or week there is overspill on to the surrounding streets, which can have an effect, not only to those trying to access the facility, but also with residents or businesses. Therefore, the parking management tools for the relevant on-street parking area must be considered in conjunction with the parking management tools for this type of off-street parking.


The following parking management tools will implemented based on the parking space hierarchy for Council facilities as outlined in section 4.4.

Note that the parking space hierarchy for this area is for the off-street parking only. Therefore, changes to support active and public transport use to a Council facility, such as a new bus stop close by, need to be considered using the relevant on-street parking space hierarchy.

Parking management issue	Parking management tools	
Demand for parking for users and visitors is minor or alternative on-street parking is available and not leading to conflict with other priority parking space users (such as residents in a residential area).	Accept effects.	 Intervention hierarchy based on level of effect: Low to severe
Demand for parking for users and visitors are resulting in more than 85 percent occupancy rates at peak facility times and low parking space turnover.	Introduce a time restriction suitable to the use of the facility (such as a swimming pool, P120 ⁹ , during swimming pool opening hours).	
Demand for parking for users and visitors occurs during time restriction period (occupancy of spaces is consistently over 85 percent, turnover is low, duration of stay regularly exceeds current time restriction, non-compliance is high, dangerous parking	Introduce compliance and enforcement measures to deter misuse, such as clamping, towage or fines. Introduce access barriers to the parking areas and restrict access to	

⁸ Wellington Town Belt Act 2016 and the Reserves Act 1977

⁹ Time restrictions for the mobility parking spaces may be longer.

behaviour increases).	users/visitors of the facility only during opening/peak use times.	
Demand for parking for users and visitors continues to occur during time restriction period despite compliance and enforcement measures (occupancy of spaces is consistently over 85 percent, turnover is low, duration of stay regularly exceeds current time restriction, non-compliance is high, dangerous parking behaviour increases).	Introduce parking charges for users.	
Demand for parking for users and visitors occurs during facility opening hours and price increases have not sufficiently reduced demand (occupancy regularly exceeds 85 percent, turnover is low, duration of stay regularly exceeds current time restriction, non-compliance is high, dangerous parking behaviour increases).	Consider increasing off-street parking supply. This may be through shared parking arrangements with existing private or commercial parking facilities or the creation of a new parking facility. Any new parking facility may or may not be managed by the Council and may be a short or long-term solution.	

Note: There is no management measure for the Council’s other off-street parking facilities. The Clifton Terrace parking building is owned by Waka Kotahi NZ Transport Agency, therefore the Council has limited influence over how it is managed. Waterfront parking is managed under the Wellington Waterfront

Framework that states that any parking on the waterfront is to support people who visit, live and work on the waterfront and not for commuters. If at any time in the future the management of other off-street parking facilities is moved to Wellington City Council then this parking management tool and associated parking space hierarchy will be applied.

5. Ensuring access for all

A mobility parking permit allows you to park in mobility car parks for longer than the time restriction. Normal parking charges generally still apply.

We are not proposing to change the existing concession for mobility permit holders, which is, to park:

- for one hour over any time restriction of 30 minutes or longer
- one hour over the time that the permit holder has paid for.

This recognises the extra time needed to get to and from destinations.

The method of payment must be accessible and easy to use. Therefore we will continue to provide a meter that accepts coins at each mobility car park.

We will continue to encourage the use of Smart Park (a prepaid electronic meter). In those areas where demand-responsive pricing is introduced, this pricing approach will not be applied to the designated mobility parking spaces in that zone. Instead, a flat hourly rate will apply and the usual concessions outlined above.

This is because mobility parking space need, use and demand does not follow the same pattern as other parking spaces and people with mobility issues do not have the choice to park in a low demand parking space or as readily change their travel plans to avoid peak charge periods.

Monitoring and enforcement of appropriate mobility parking space usage by valid permit-holders only will increase and improve. This is subject to securing funding for technology and infrastructure change.

Note, the implementation of this pricing approach is subject to securing available technology.

Proposed amended Dangerous and Insanitary Buildings policy

- 1. INTRODUCTION**
- 2. POLICY OBJECTIVES**
- 3. POLICY PRINCIPLES**
- 4. PRIORITIES**
- 5. HERITAGE BUILDINGS**
- 6. GENERAL APPLICATION**
- 7. RECORD KEEPING**

1. INTRODUCTION

This policy was developed in response to requirements set out in the Building Act 2004 (BA04).

This policy has a tenure of five years from the adoption date before it must be reviewed.

This policy was developed using the special consultative procedure under the Local Government Act 2002 which included discussion with principal Council stakeholders, principal external stakeholders, adjacent territorial authorities, the Greater Wellington Regional Council, and the public.

Amendments to this policy must also be made in accordance with the special consultative procedure.

2. POLICY OBJECTIVES

The policy's objective is to discharge BAO4 responsibilities for dangerous, insanitary and affected buildings. The policy indicates the Council's general approach and its priorities in performing its functions in relation to dangerous, insanitary and affected buildings. The policy also expressly deals with the performance of those functions in relation to buildings that are also heritage buildings.

It is the building owner's responsibility to ensure that buildings comply with the BAO4 requirements. The Council can give no assurance or guarantee that any building is safe or sanitary at any time. There may be a wide range of reasons that cause a building to become dangerous or insanitary, including extreme weather events or sea level rise as a result of climate change.

The Council's responsibility is to ensure that when dangerous or insanitary conditions are found, the danger is reduced or removed and the owner takes action to prevent the building from remaining dangerous or insanitary. Where an owner fails to take steps to address the dangerous or insanitary state of a building, the Council may exercise its powers to take those steps on the owner's behalf and to seek to recover any resulting costs from the owner.

This policy applies to all buildings, even if a building consent, code compliance certificate or other form of certificate (such as a certificate of acceptance or a certificate for public use) has been issued previously. This is because, the current use and/or maintenance of the building, events affecting building performance (such as fire or natural hazard events), or the state of nearby buildings can all impact on the health and safety of building occupants.

Note that consultation will be undertaken with mana whenua when deciding on the future of a dangerous or insanitary building if demolition is being considered.

This may take place through existing Resource Consent processes or Archaeological Authorities (managed by Heritage New Zealand) or a Council initiated process that reflects timeframe and legislative requirements.

3. POLICY PRINCIPLES

This policy has been developed considering the purpose and principles of the BA04 which, amongst other things, seek to ensure that:

- people who use buildings can do so safely without endangering their health

- people who use a building can escape from the building if it is on fire.

4. PRIORITIES

The Council will respond promptly to a complaint about a building and will inspect the building to assess its dangerous or insanitary status. The assessment will determine whether immediate or urgent action is necessary, and confirm if the building is or is not dangerous or insanitary. If an immediate response is needed, Section 129 of the BA04 gives the Council options to take action.

In general, 10 days is a minimum period for any danger to be removed or the insanitary conditions to be fixed – unless the situation requires immediate rectification.

5. HERITAGE BUILDINGS

The Council's Heritage Policy 2010, its District Plan and section 6 (f) of the Resource Management Act 1991 (RMA) reflect that historic heritage is a matter of national importance. Those documents collectively anticipate that work on a heritage building will be done in a manner that protects its heritage values.

Except in emergencies where demolition constitutes emergency works under sections 330 and 330A of the RMA, heritage buildings (outlined in District Plan Schedules) in Wellington City cannot be demolished without Resource Consent. These emergency works can be done where any sudden event means that a building is likely to cause loss of life, injury or serious property damage (for example, if a building wholly or partially collapses).

The BA04 requires that if a building is listed under the Heritage New Zealand Pouhere Taonga Act 2014 (HNZPTA 2014) we send a copy of any notice issued under section 124 of the BA04 to Heritage New Zealand (HNZ). Council will work closely and consult with HNZ **for buildings that are listed in the New Zealand Heritage List/Rārangi Kōrero.**

If demolition is proposed to a building that was constructed before 1900, the archaeological provisions of the HNZPTA 2014 apply. Seek advice from the HNZ on any other permission required under the HNZPTA 2014.

Additional consents may be required for work affecting buildings subject to Heritage Orders, and buildings that are subject to heritage covenants and encumbrances.

The owner(s) of a heritage building that is identified as dangerous or insanitary should **consult with Council's heritage advisors when developing a scheme of works to address** the building's dangerous or insanitary aspects.

6. GENERAL APPLICATION

The Council's general approach is outlined below:

1. Detect

When a complaint is received or a Council officer observes a potentially dangerous or insanitary condition:

- the event is recorded on the Council's databases
- the building records are searched if time allows

- an inspection is arranged.

2. Assess

The building is assessed to determine:

- if there has been any illegal building work and/or an unauthorised change of use
- the standard of maintenance of specified systems for fire safety, water supply and other systems
- the state of repair of the building structure, services and passive fire protection
- the safety level offered by the building compared to any **relevant “acceptable solution”**¹⁰.

A decision as to whether the building is dangerous or insanitary, and if dangerous or insanitary whether any other buildings should consequently be regarded as affected buildings, is made by an authorised Council officer who may obtain expert advice where appropriate and options to reduce or remove the danger or to fix the insanitary conditions are explored.

3. Act

When a building is determined to be dangerous and/or insanitary, the Council will contact the building owner or their agent to discuss remedial options. In some cases the urgency of the situation may not allow the Council to contact the building owner.

The building owner can agree to complete the work within a specified time, otherwise the Council can issue a notice to require the work be done to reduce or remove the danger or to fix the insanitary conditions.

If there is immediate danger to building users, the Council can arrange the work to remove the danger or fix the insanitary conditions and recover costs from the owner.

When a building (Building A) is determined to be dangerous, the Council will contact the owner/s of any adjacent, adjoining or nearby building (Building B) i.e. an 'affected building' as defined in section 121A of the BA04. The Council will provide the Building B owner with a copy of any notice issued for Building A under section 124(2)(c) or (d) of the BA04. The Council will also provide the Building B owner with information relating to the Council's monitoring and enforcement actions in relation to Building A. The Council may, at its discretion, exercise any of its powers under section 124(2)(a), (b) or (d) in relation to Building B.

4. Monitor

The building will be re-inspected to confirm the required actions have been completed or a written notice has been complied with.

5. Enforce

If dangerous or insanitary conditions continue, the Council will issue further notices requiring the owner to carry out the remedial work. Where a notice has been issued that restricts the type of entry to the building, only one further notice may be issued.

¹⁰ An acceptable solution is a document issued by the Ministry of Business, Innovation and Employment as one way of compliance with the Building Code.

Continued failure to comply with a notice can lead to prosecution or an infringement notice being served.

Another option is the Council arranges the work and recovers the costs from the building owner, in accordance with the process set out in section 126 of the BA04.

Where immediate danger to the safety of people is likely, or immediate action is necessary to fix insanitary conditions, the Council's Chief Executive may exercise his or her discretion to issue a warrant under section 129 of the BA04.

7. RECORD KEEPING ON THE LIM

The following information will be recorded on the Land Information Memorandum (LIM) for a property:

- where dangerous and insanitary conditions, or affected building status, are confirmed but not resolved
- any outstanding written notice under section 124(2) of the BA04, along with explanatory information of the BA04's requirements.

Information is not included on a LIM when dangerous or insanitary conditions, and affected building status, have been resolved. Note information about those matters may still be made available in response to a request for information in accordance with the Local Government Official Information and Meetings Act 1987.

4. Public Excluded

Recommendation

That the Council:

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
4.1 Public Excluded Report of the Strategy and Policy Committee Meeting of 6 August 2020	7(2)(a) The withholding of the information is necessary to protect the privacy of natural persons, including that of a deceased person. 7(2)(j) The withholding of the information is necessary to prevent the disclosure or use of official information for improper gain or improper advantage.	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.
4.2 Public Excluded Report of the Strategy and Policy Committee Meeting of 13 August 2020	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.	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.