

**Absolutely Positively
Wellington City Council**

Me Heke Ki Pōneke

Ordinary Meeting of Te Kaunihera o Pōneke | Council Agenda

9:30am Thursday, 9 March 2023
Ngake (16.09), Level 16, Tahiwī,
113 The Terrace, Wellington



MEMBERSHIP

Mayor Whanau (Chair)
Deputy Mayor Foon (Deputy Chair)
Councillor Abdurahman
Councillor Apanowicz
Councillor Brown
Councillor Calvert
Councillor Chung
Councillor Free
Councillor Matthews
Councillor McNulty
Councillor O'Neill
Councillor Pannett
Councillor Paul
Councillor Randle
Councillor Wi Neera
Councillor Young

Have your say!

You can make a short presentation to the Councillors, Committee members, Subcommittee members or Community Board members at this meeting. Please let us know by noon the working day before the meeting. You can do this either by phoning 04-803-8337, 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.

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1. Meeting Conduct

1.1 Karakia

The Chairperson will open the meeting with a karakia.

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

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

There are no minutes to confirm.

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 31.2 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

APPROVAL OF LOCAL GOVERNANCE STATEMENT FOR 2022-2025 TRIENNIUM

Kōrero taunaki | Summary of considerations

Purpose

1. This report to Te Kaunihera o Pōneke | Council asks the Council to approve Te Kaunihera o Pōneke | Wellington City Council Local Governance Statement (the Statement) for the 2022-2025 triennium.

Strategic alignment with community wellbeing outcomes and priority areas

Aligns with the following strategies and priority areas:

- Sustainable, natural eco city
 - People friendly, compact, safe and accessible capital city
 - Innovative, inclusive and creative city
 - Dynamic and sustainable economy
- Strategic alignment with priority objective areas from Long-term Plan 2021–2031**
- Functioning, resilient and reliable three waters infrastructure
 - Affordable, resilient and safe place to live
 - Safe, resilient and reliable core transport infrastructure network
 - Fit-for-purpose community, creative and cultural spaces
 - Accelerating zero-carbon and waste-free transition
 - Strong partnerships with mana whenua

Relevant Previous decisions

Some of the content of the Local Governance Statement derives from the governance structure adopted by Te Kaunihera o Pōneke | Council at its meetings on 26 October 2022 and 16 November 2022.

Significance

The decision is **rated low significance** in accordance with schedule 1 of the Council's Significance and Engagement Policy.

Financial considerations

- Nil Budgetary provision in Annual Plan / Long-term Plan Unbudgeted \$X

Risk

- Low Medium High Extreme

Author	Leteicha Lowry, Democracy Advisor
Authoriser	Sean Johnson, Democracy Team Leader Jennifer Parker, Democracy Services Manager Stephen McArthur, Chief Strategy & Governance Officer

Taunakitanga | Officers' Recommendations

Officers recommend the following motion

That Te Kaunihera o Pōneke | Council:

- 1) Receive the information.
- 2) Approve the Wellington City Council Local Governance Statement for the 2022-2025 triennium.
- 3) Delegate to the Chief Executive the authority to update the Statement during the remainder of the 2022-2025 triennium to reflect any legislative, organisational, or editorial changes, as well as changes based on amendments passed at this meeting.

Whakarāpopoto | Executive 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 governance statement within six months following each triennial local authority election.
4. For this triennium it was required to be updated by 8 April 2023.

Takenga mai | Background

5. The Council is required by section 40 of the Local Government Act 2022 to prepare and make publically available a local governance statement, within six months after each triennial local authority election.
6. The Act requires the local governance statement to include information on:
 - the functions, responsibilities, and activities of the local authority; and
 - any local legislation that confers powers on the local authority; and
 - 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; and
 - the electoral system and the opportunity to change it; and
 - representation arrangements, including the option of establishing Māori wards or constituencies, and the opportunity to change them; and
 - members' roles and conduct (with specific reference to the applicable statutory requirements and code of conduct); and
 - governance structures and processes, membership, and delegations; and
 - meeting processes (with specific reference to the applicable provisions of the Local Government Official Information and Meetings Act 1987 and standing orders); and
 - consultation policies; and
 - policies for liaising with, and memoranda or agreements with, Māori; and

- the management structure and the relationship between management and elected members; and
- the remuneration and employment policy, if adopted; and
- equal employment opportunities policy; and
- key approved planning and policy documents and the process for their development and review; and
- systems for public access to it and its elected members; and
- processes for requests for official information.

Kōrerorero | Discussion

7. The adopted Terms of Reference and Delegations for the 2022-2025 triennium state that the delegation to approve the Local Governance Statement is retained by Te Kaunihera o Pōneke | Council.

Kōwhiringa | Options

8. Council could choose to approve the Local Governance Statement as written, or with amendments.
9. Council must adopt a Local Governance Statement by 8 April 2023.

Whai whakaaro ki ngā whakataunga | Considerations for decision-making

Alignment with Council's strategies and policies

10. The Statement includes information about some of Council's key strategies and policies.

Engagement and Consultation

11. As a governance decision of Council, no engagement or consultation is needed on the Statement. The Statement includes information about the engagement and consultation processes of Council.

Implications for Māori

12. The Statement includes information about the way Council partners with Māori.

Financial implications

13. There are no direct financial implications arising from this Statement.

Legal considerations

14. Approving a Local Governance Statement fulfills one of Council's obligations under the Local Government Act 2002. It contains all of the information required under that Act, as listed in paragraph 6.

Risks and mitigations

15. If a statement is not agreed at this meeting, then there are no other meetings of Te Kaunihera o Pōneke | Council prior to the statutory deadline for agreeing a statement.

Disability and accessibility impact

16. An accessible version of the Statement will be uploaded to Te Kaunihera o Pōneke | Wellington City Council's website.

Climate Change impact and considerations

17. As a governance decision of Council there is no direct climate change impact or considerations.

Communications Plan

18. The Statement will be published to Te Kaunihera o Pōneke | Wellington City Council's website

Health and Safety Impact considered

19. As a governance decision of Council there is no direct health and safety impact.

Ngā mahinga e whai ake nei | Next actions

20. The Statement will continue to be updated over the 2022-2025 triennium as appropriate.

Attachments

Attachment 1. Local Governance Statement 2022-2025 [↓](#) 

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Local Governance Statement 2022-2025

Guide for the community on Council processes



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Me Heke Ki Pōneke

Record of Amendments

Version	Date	Resolution	Summary of Amendments
1	28/02/2023		

Some terms are used interchangeably within this document. For avoidance of doubt, unless otherwise specified:

- “Te Kaunihera o Pōneke | Wellington City Council”, “the Council”, and “te Kaunihera” refer to the territorial authority and organisation that is Wellington City Council.
- “Te Kaunihera o Pōneke | Council” and “full Council” refer to the governing body, comprised of 15 Councillors and the Mayor, and elected in accordance with the Local Electoral Act 2001.

What is a local governance statement?

This Local Governance Statement provides information about how Te Kaunihera o Pōneke | Wellington City Council makes decisions and engages with the residents of Wellington City (Pōneke).

The Council (te Kaunihera) 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. Te Kaunihera 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 te Kaunihera
- governance structure and processes
- the way elected members make decisions
- the way elected members relate to each other and to the management of te Kaunihera
- electoral arrangements
- public access to key individuals and official information
- key policies of the local authority
- local legislation effecting te Kaunihera

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 contact Democracy Services at te Kaunihera at democracy.services@wcc.govt.nz or see our website www.wellington.govt.nz.

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1. Functions, responsibilities, and activities of Te Kaunihera o Pōneke | Wellington City Council

The purpose of Te Kaunihera o Pōneke | Wellington City Council is to enable democratic local decision-making and action by, and on behalf of, communities and to promote the social, economic, environmental, and cultural well-being of Pōneke in the present and future.

In meeting its purpose, Te Kaunihera o Pōneke | 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 Te Kaunihera o Pōneke | Wellington City Council

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

Website	Postal address
www.wellington.govt.nz	PO Box 2199, Wellington 6140, Aotearoa
Phone	Service centre
04 499 4444 (24 hours, 7 days)	Mon – Fri, 8:00am – 5:00 pm 12 Manners Street, Te Aro
Email	Head office
info@wcc.govt.nz	Mon – Fri, 8:30am – 5:00 pm 113 The Terrace, Wellington Central

3. Your Kaunihera

Your Kaunihera, as the governing body, consists of the Mayor and 15 Councillors and is elected, along with all other Councils in Aotearoa, every three years during the local body elections. The Mayor is elected by the city at large, whereas the Councillors are elected by specific areas of the city called wards. In addition, the Councillors are appointed to various committees and subcommittees where they are called on to make decisions for the city.

Te Kaunihera o Pōneke | Council (full Council) may appoint members who are not councillors to committees and subcommittees (but not to Te Kaunihera o Pōneke | Council). Two representatives of our Tākai Here partners are appointed to te Kaunihera’s committees and subcommittees for the 2022-2025 triennium.

This information is summarised in the following 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.

MAYOR



Mayor Tory Whanau
 Chair: Council, CEPRC
 Member: SCEC, LTPFPC, EIC, ARC, Regs, Grants

TĀKAI HERE REPRESENTATIVES



Pouiwi Liz Kelly
 Member: SCEC, LTPFPC, EIC, ARC, Regs



Pouiwi Holden Hohaia
 Member: SCEC, LTPFPC, EIC, Regs

TE WHANGANUI-A-TARA MAORI WARD



Councillor Nikau Wi Neera
 Deputy Chair: Grants
 Member: Council, SCEC, LTPFPC, EIC

PAEKAWAKAWA/SOUTHERN GENERAL WARD



Councillor Nureddin Abdurahman
 Deputy Chair: SCEC
 Member: Council, LTPFPC, EIC, Regs



Deputy Mayor Laurie Foon
 Deputy Chair: Council, CEPRC
 Member: SCEC, LTPFPC, EIC, Grants


MOTUKAIRANGI/EASTERN GENERAL WARD



Councillor Sarah Free
 Chair: Regs
 Member: Council, SCEC, LTPFPC, EIC




Councillor Teri O'Neill
 Chair: SCEC
 Member: Council, LTPFPC, EIC, CEPRC, Grants

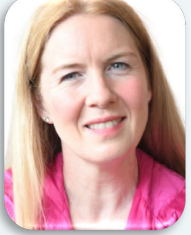


Councillor Tim Brown
 Deputy Chair: EIC
 Member: Council, SCEC, LTPFPC, Grants

PUKEHINAU / LAMBTON GENERAL WARD



Councillor Tamatha Paul
 Chair: EIC
 Member: Council, SCEC, LTPFPC, CEPRC, Regs




Councillor Iona Pannett
 Member: Council, SCEC, LTPFPC, EIC, ARC




Councillor Nicola Young
 Chair: Grants
 Member: Council, SCEC, LTPFPC, EIC


TAKAPŪ/NORTHERN GENERAL WARD



Councillor Ben McNulty
 Deputy Chair: Regs
 Member: Council, SCEC, LTPFPC, EIC




Councillor Tony Randle
 Deputy Chair: ARC
 Member: Council, SCEC, LTPFPC, EIC




Councillor John Apanowicz
 Deputy Chair: LTPFPC
 Member: Council, SCEC, EIC, ARC

WHARANGI/ONSLOW-WESTERN GENERAL WARD



Councillor Diane Calvert
 Member: Council, SCEC, LTPFPC, EIC, Regs



Councillor Rebecca Matthews
 Chair LTPFPC
 Member: Council, SCEC, EIC, CEPRC, Grants



Councillor Ray Chung
 Member: Council, SCEC, LTPFPC, EIC, ARC

Key

Council = Te Kaunihera o Pōneke | Council

EIC = Kōrau Tūāpapa | Environment and Infrastructure Committee

LTPFPC = Kōrau Tōtōpū | Long-term Plan, Finance, and Performance Committee

SCEC = Kōrau Mātinitini | Social, Cultural, and Economic Committee

Regs = Koata Hātepe | Regulatory Processes Committee

ARC = Unaunahi Māhirahira | Audit and Risk Committee

CEPRC = Unaunahi Ngaio | Chief Executive Performance Review Committee

Grants = Pītau Pūmanawa | Grants Subcommittee

4. Members' roles and conduct

Elected members

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

- the development and adoption of te Kaunihera policy;
- monitoring the performance of te Kaunihera against its stated objectives and policies
- prudent stewardship of te Kaunihera resources
- employment of the Tumu Whakarae (Chief Executive)

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 Te Kaunihera o Pōneke | Wellington City Council's Standing Orders, the governing body of Council can only act by majority decisions at meetings. Any individual member (including the Mayor) has no authority to act on behalf of the governing body unless this is specifically provided for by statute, or full 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 Tumu Whakarae (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 the responsibility of Councillors as directors.

All Councillors are required to adhere to te Kaunihera's adopted Code of Conduct for Elected Members. This code sets out te Kainihera's understanding and expectations of how the Mayor and Councillors will relate to one another, to staff (kaimahi), the media, and the 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 te Kaunihera 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 Mākara/Ōhāriu 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 elected members of te Kaunihera. The Mayor is a member of each committee of Council.

The Mayor has specific responsibility for:

- providing leadership to elected members and to the people of Pōneke.
- leading the development of te Kaunihera's plans (including the Long-term Plan and the Annual Plan), policies and budgets for consideration by the members of the governing body.
- 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 full 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 te Kaunihera.
- primary spokesperson for te Kaunihera.
- ceremonial head of the governing body.
- 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.

Deputy Mayor

The Deputy Mayor is appointed by the Mayor. Should the Mayor choose not to appoint the deputy mayor, the deputy mayor is elected by full 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 Te Kaunihera o Pōneke | Council.

5. Governance structure

A number of different decision-making bodies exist to ensure that te Kaunihera can make decisions that are inclusive and efficient. These include full Te Kaunihera o Pōneke | Council meetings as well as various committees, subcommittees, 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](#).

Te Kaunihera o Pōneke | Council

Meetings of the full Council hold the highest authority in te Kaunihera's decision making structure. Te Kaunihera o Pōneke | Council meets six-weekly 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 Te Kaunihera o Pōneke | 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, Te Kaunihera o Pōneke | 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 structure adopted for the 2022-2025 triennium is based on three committees of the whole – Kōrau Mātinitini | Social, Cultural, and Economic Committee, Kōrau Tōtōpū | Long-term Plan, Finance, and Performance Committee, and Kōrau Tūāpapa | Environment and Infrastructure Committee. The voting membership of committees of the whole comprises the Mayor, all ward Councillors, and two representatives of our Tākai Here partners. Each committee has the delegated authority to make decisions within its area of focus.

The Kōrau Mātinitini | Social, Cultural, and Economic Committee meets six-weekly and is chaired by Councillor Teri O'Neill. Its area of focus includes Māori strategic outcomes, arts, culture, and community services, social housing, city events, parking, parks, sport and recreation, community resilience, and economic development. The Kōrau Mātinitini | Social, Cultural, and Economic Committee is additionally responsible for and decisions regarding open space and reserves.

The Kōrau Tōtōpū | Long-term Plan, Finance, and Performance Committee meets six-weekly and is chaired by Councillor Rebecca Matthews. Its area of focus includes, long-term planning and annual planning, financial oversight, procurement policy, oversight for Council-controlled Organisations and WellingtonNZ, and asset management plans.

The Kōrau Tūāpapa | Environment and Infrastructure Committee meets six-weekly and is chaired by Councillor Tamatha Paul. Its area of focus includes RMA matters, housing, climate change response and resilience, Council property, waste management and minimisation, transport, infrastructure, capital works programme delivery, and three waters. The Kōrau Tūāpapa | Environment and Infrastructure Committee is additionally responsible for decisions regarding the district plan.

In addition to the committees of the whole, there are several other committees and subcommittees within the decision-making structure.

The Koata Hātepe | Regulatory Processes Committee has responsibility for conducting the regulatory functions of Te Kaunihera o Pōneke | Council. It is chaired by Councillor Sarah Free and meets six-weekly.

The Unaunahi Ngaio | Chief Executive Performance Review Committee has responsibility for the effective monitoring of the Chief Executive Officer's performance and recommending to full Council the outcome of any recruitment and selection process relating to the Tumu Whakarae (Chief Executive). The committee is chaired by Mayor Tory Whanau and meets as required.

The Unaunahi Māhirahira | Audit and Risk Committee oversees the work of te Kaunihera relating to the areas of risk management, statutory reporting, internal and external audit and assurance, and monitoring of compliance with laws and regulations (including health and safety). It is chaired by independent chair Bruce Robertson and meets quarterly.

The Pītau Pūmanawa | Grants Subcommittee is responsible for the effective allocation and monitoring of te Kaunihera's grants. It is chaired by Councillor Nicola Young and meets when required.

The Council also participates in the following Joint Committees with other councils from around the region:

- Regional Transport Committee
- Wellington Regional Leadership Committee
- Wastewater Treatment Plant and Landfill Joint Committee
- Wellington Water Committee
- Wellington Region Waste Management and Minimisation Plan Joint Committee

Community boards

Wellington has two Community Boards representing Mākara/Ōhāriu and Tawa respectively. Community Boards consist of six members elected alongside the Councillors during the triennial local body elections. In addition, two Councillors from the Takapū/Northern General 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 te Kaunihera and any issues of interest or concern to the community board
- maintain an overview of services provided by te Kaunihera within the community
- make an annual submission to te Kaunihera on expenditure in the community
- communicate with community organisations and special interest groups
- undertake any responsibilities delegated by the Council

The Mākara/Ōhāriu Community Board, chaired by Mark Reed, normally meets on a Thursday at 7pm, six-weekly, alternating between the Mākara Hall and Ōhāriu Hall.

The Tawa Community Board, chaired by Jill Day, normally meets on the third Monday of each month at 7pm in the Boardroom at Tawa Community Centre. The Tawa Community Board has established for the 2022-2025 triennium the Tawa Community Board Grants Committee, which administers the Tawa Community Grants Fund and is chaired by Jackson Lacy.

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



Reference and Advisory Groups

Te Kaunihera 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 (YC) – meets fortnightly
- Environmental Reference Group (ERG) – meets monthly
- Takatāpui and Rainbow Advisory Council (TRAC) - meets monthly

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

Each group is supported by an officer of te Kaunihera and an Executive Leadership Team (ELT) member, and a Councillor is also formally assigned to each group and attends meetings. The groups report back to Council through the Kōrau Mātinini | Social, Cultural, and Economic Committee.

Other committees: District Licensing Committee

In addition to the committees listed above, a District Licensing Committee is appointed to administer the Te Kaunihera o Pōneke | Wellington City 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:

Commissioners

Bill Acton
Rachel Palu

Kate Thomson
Rex Woodhouse

List members

Bill Action
Saar Cohen-Rohen
Sandra Kirby
Brad Olsen
Rachel Palu

Juliet Philpott
Simon Tendeter
Kate Thomson
Rex Woodhouse

Council controlled organisations

In order to achieve its objectives for Pōneke, the Council has established several Council-controlled organisations (CCOs) and Council organisations (COs). These are Wellington Regional Economic Development Agency (trading as Wellington NZ), 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 facilities of te Kaunihera, or to deliver significant services and undertake significant developments on behalf of the Pōneke community. Where necessary, te Kaunihera 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 Pōneke’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 required.</p> <p>The Cable Car is situated at the end of the Cable Car Lane, off Lambton Quay in the heart of Pōneke 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 (trading as Wellington NZ) is the regional economic development agency for the lower North Island, combining the economic development activities of Te Kaunihera o Pōneke | Wellington City Council and Te Pane Matua Taiao | 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 Aotearoa 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 Pōneke'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 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 Aotearoa'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, Porirua and South Wairarapa
- maintains the water, wastewater and stormwater infrastructure for the Wellington, Hutt, Upper Hutt and Porirua city councils, and South Wairarapa District Council.
- is jointly owned by the above 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 (trading as Sky Stadium) 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. Māori partnerships

Te Kaunihera has established a range of governance and participation mechanisms that enable it to meet its obligations and responsibilities under Te Tiriti o Waitangi/Treaty of Waitangi and the Local Government Act 2002 to local iwi and the wider Māori community. Te Kaunihera's relationship with local iwi is defined through the [Tākai Here](#) partnership agreement with Te Rūnanga o Toa Rangatira, Taranaki Whānui ki Te Upoko o te Ika / Port Nicholson Block Settlement Trust, and Te Rūnanganui o Te Āti Awa ki te Upoko o Te Ika a Māui.

The agreement outlines how local iwi and te Kaunihera work together in the best interest of hapori and communities towards the sustainable prosperity of Wellington, including matters relating to protocol, policy, regulatory and service delivery matters. Iwi have dedicated Mana Whenua seats on the Te Kaunihera o Pōneke | Council, and all committees and sub-committees of Council. There is a Council-Iwi Leaders Quarterly Tākai Here Forum.

Perhaps more complex engagement is with the 90% 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 hosts focus groups during the year – this is dependent on what projects are happening. Te Kaunihera 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.

7. Meeting procedures

The legal requirements for Council meetings are set out 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 Democracy Services at the Council prior to 12 noon the day before the meeting). For more information about [attending and/or 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 chairperson presiding at a meeting is responsible for maintaining order at that meeting and may, at their discretion, order the removal of any member of the public for disorderly conduct, or remove any member of te Kaunihera 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 te Kaunihera, 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). Te Kaunihera may suspend sections of its standing orders by a vote of not less than 75% of the members present and voting. Te Kaunihera o Pōneke | Wellington City Council [Standing Orders](#) (PDF) are available on our website.

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

The Local Government Act 2002 (LGA) requires te Kaunihera 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 LGA 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 chart below. All Council kaimahi (staff) can be contacted by phoning the contact centre on 04 499 4444 and requesting to speak to the relevant person. Information about Council groups can be found on our website.

Chief Executive's responsibilities

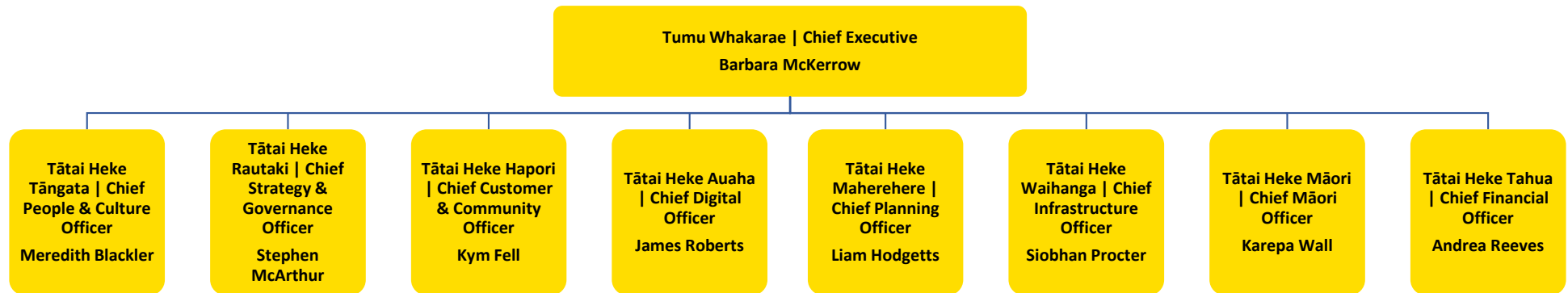
The Chief Executive has some specific responsibilities under the Local Government Act 2002.

They are responsible to their 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 te Kaunihera. More information can be found in our [Terms of Reference and Delegations](#) (PDF).

Executive Leadership Team (ELT) Structure



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

Te Kaunihera o Pōneke | 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 until all positions are filled.

Under the Local Electoral Act 2001, a council can resolve to change the electoral system it uses to elect its members or 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.

Te Kaunihera 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 STV. A further poll was held in September 2008, which resulted in retaining STV. The 2022 triennial local authority elections were held using STV.

Te Kaunihera has the option of reviewing which system it wishes to use for the 2025 and subsequent local authority elections. To introduce a change to the electoral system for the 2025 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 2023. Public notice will be given no later than 19 September 2023 advising of the right of electors to demand a poll on the electoral system to be used for the election of the governing body, Council, and its community boards. Te Kaunihera may also resolve, no later than 21 February 2024, to hold a poll on the matter.

10. Representation arrangements

Te Kaunihera has chosen to elect its councillors under a 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. Te Kaunihera last reviewed its representation arrangements in 2021 ahead of the 2022 local elections.

This review determined Pōneke to be divided into six wards and have 15 elected councillors (excluding the Mayor) to represent those wards. This included the addition of the Te Whanganui-a-Tara Māori ward, the establishment of which was agreed to by the governing body, Council in May (Haratua) 2021.

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 General Ward	3	Churton Park, Glenside, Grenada North, Grenada Village, Horokiwi, Johnsonville, Newlands, Ohariu, Paparangi, Takapu Valley, Tawa, and Woodridge.
Wharangi/Onslow-Western General Ward	3	Broadmeadows, Crofton Downs, Kaiwharawhara, Ngauranga, Khandallah, Ngaio, Karori, Makara, Makara Beach, Northland, Wadestown, and Wilton.
Pukehīnau/Lambton General Ward	3	Aro Valley, Highbury, Kelburn, Mt Cook, Mt Victoria, Oriental Bay, Pipitea, Te Aro, Thorndon, and Wellington Central.
Paekawakawa/Southern General Ward	2	Berhampore, Brooklyn, Island Bay, Kingston, Mornington, Newtown, Owhiro Bay, Southgate, and Vogeltown.
Motukairangi/Eastern General Ward	3	Breaker Bay, Hataitai, Houghton Bay, Karaka Bay, Kilbirnie, Lyall Bay, Maupuia, Melrose, Miramar, Moa Point, Rongotai, Roseneath, Seatoun, and Strathmore Park.
Te Whanganui-a-Tara Māori Ward	1	The Māori electoral population in all of Wellington City.

Community boards

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

Te Kaunihera last reviewed its community board structures in 2021 as part of its review of representation arrangements for the 2022 local authority elections. Apart from adding macrons to the name of the Mākara/Ōhāriu 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. Te Kaunihera will be required

to carry out its next full review of community boards in 2026/2027 at the latest, the results of which will take effect at the 2028 local elections.

Outside of this review of community boards (which te Kaunihera 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

Te Kaunihera 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

Te Kaunihera 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 te Kaunihera 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 te Kaunihera 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–19Z1).

Te Kaunihera conducted a review of its representation arrangements in 2021 in time for the 2022 local authority elections. It is therefore required to carry out another review in 2026/27, in time for the 2028 elections.

Māori wards

During the last representation review in 2021 the Council established a Māori ward for the first time, the Te Whanganui-a-Tara Māori Ward. The Local Electoral Act 2001 gives te Kaunihera the ability to establish separate wards for Māori electors by resolution, or have a non-binding poll of electors on the subject. Any separate Māori representation under the Local Government Act 2002 is required to be based on the enrolment on the Māori electoral roll.

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 9,290 and a general electoral population of 203,800. Adding these together gives a total residential population of 213,090. This would allow for one Māori ward.

$9,290$ (Māori electoral population) / $213,090$ (total residential population) = 0.04359×15

(councillors excluding the mayor) = 0.654 (rounds up to one Māori ward member)

The reorganisation process

A reorganisation application is separate to a representation review. Schedule 3 of the Local Government Act 2002 sets out procedures which must be followed for local government reorganisation proposals which can 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

Te Kaunihera develops a Long-term Plan every three years which sets the long-term direction for Te Kaunihera and Pōneke. 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 te Kaunihera'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 2024.

Annual Plan

Te Kaunihera produces an 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 te Kaunihera 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, te Kaunihera 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. 29 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 Te Kaunihera. 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. Te Kaunihera o Pōneke | Wellington City Council decided to merge two separate polices (Significance and Engagement) and formally adopted the Significance and Engagement Policy in November 2014. This was subsequently amended, and the revised policy was adopted with the adoption of the Long-Term Plan in June 2018.

Te Kaunihera's Significance and Engagement Policy is a central reference document for our community and kaimahi. The policy:

- sets out how the significance of an issue will be determined by kaimahi 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 te Kaunihera

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 te Kaunihera to perform it, and the financial and other costs of doing so.

Engagement is the broad term which covers the interactions between te Kaunihera 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 te Kaunihera undertakes everyday services and activities
- the relationships that te Kaunihera develops and maintains with communities
- the range of consultation processes it uses when a decision is to be made.

Te Kaunihera 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 Pōneke
- 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

Te Kaunihera 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
Te Kaunihera must prepare a description of the proposed decision or course of action. This is known as the statement of proposal. If te Kaunihera considers it necessary for public understanding, it must also create a summary of the statement of proposal. Both documents must be made available as widely as is reasonably practical.
2. Give public notice
Te Kaunihera must publish a notice of the proposal and of the consultation being undertaken, and 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 te Kaunihera 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 Te Kaunihera o Pōneke | Wellington City Council

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

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

Bylaws

In addition to this legislation, te Kaunihera 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 into effect on 1 July 2008, the date that the most recent amendment came into effect is noted below):

Part 1	Introduction (26 February 2020)
Part 2	Animals (25 August 2016)
Part 3	Fire and Smoke Nuisance (29 November 2018)
Part 4	Alcohol Control (12 December 2018)
Part 6	Speed Limits (11 December 2009)
Part 8	Water Services (29 August 2012)
Part 10	Structures in Public Places – Verandahs (22 August 2022)

Solid Waste Management and Minimisation Bylaw (25 January 2021)

Traffic and Parking Bylaw (26 August 2021)

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 2021 (effective from 30 June 2021)

Public Places Bylaw 2022 (25 August 2022)

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

14. Diversity and inclusion

Te Kaunihera o Pōneke | Wellington City Council is committed to creating an inclusive culture where all kaimahi feel they belong, can be their best, and thrive.

A diverse, inclusive culture that supports us all to stay well reflects our Council values, and will help us become a high performing organisation. Diversity in our workforce that reflects the diversity of the communities we serve also creates a stronger connection with our customers, helping us better understand their needs and support them.

Our Inclusion Strategy, Kia oke tapatahi tātou (Together we thrive), launched in November (Whiringa-ā-rangi) 2021, outlines our plan to build a diverse, inclusive, equitable workplace that positively impacts kaimahi wellbeing.

Through Kia oke tapatahi tātou we are focused delivering initiatives that support the strategy's four pillars:

- Growing the capability of all kaimahi - across diversity, inclusion, and wellbeing.
- Creating a diverse, safe, inclusive, and accessible workplace.
- Building equitable and inclusive policies, processes, enabling services, and systems.
- Ensuring our te Kaunihera community is cared for and well

Te Kaunihera is an active member of Diversity Works New Zealand (formerly the Equal Employment Opportunities Trust).

15. Requests for official information and personal information

Under the Local Government Official Information and Meetings Act 1987 (LGOIMA) any person may request official information from te Kaunihera. Individuals can also request their own 'personal information' under the Privacy Act 2020. 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 te Kaunihera must advise on whether the request will be granted, and must reach a decision to grant or refuse a request, as soon as practicable, but no later than 20 working days. There are, however, grounds where the timeframe can be extended.

The information shall be provided if it is held by te Kaunihera 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 publicly 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, te Kaunihera must give its reasons and advise the person making the request that there is a right to have the decision reviewed by an Ombudsman. Similarly, some of the above grounds apply to the Privacy Act and right of review is via the Privacy Commissioner.

Te Kaunihera 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. Te Kaunihera cannot charge for Privacy Act requests.

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.

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)

Te Kaunihera o Pōneke | Wellington City Council

Local Governance Statement

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, No. 4(L)

1927

Wellington City Empowering & Amendment Act 1929, No. 12(L)
1929

Wellington City Empowering & Amendment Act 1935, No. 4(L)
1935

Wellington City Empowering & Amendment Act 1938, No. 10(L)
1938

Wellington City Empowering & Amendment Act 1940, No. 4(L)
1940

Wellington City Empowering & Amendment Act 1951, No. 6(L)
1951

Wellington City Empowering & Amendment Act 1954, No. 10(L)
1954

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, No. 28(L)
1906

Wellington City Reclamation & Public Baths Act 1898, No. 13(L)
1898

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, No. 2(L)
1892

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 1888, No. 10(L)
Exchange Act 1888

Wellington Corporation and Harbour Board 1892, No. 23(L)
Streets and Lands Act 1892

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)

RESOURCE MANAGEMENT ACT 1991 - DELEGATIONS TO OFFICERS

Kōrero taunaki | Summary of considerations

Purpose

1. This report to Te Kaunihera o Pōneke | Council seeks approval of powers delegated to officers in the capacity of either a Consenting Authority or a Territorial Authority as defined under the Resource Management Act 1991 (RMA). The report also informs Council of associated delegated powers under the Local Government Acts 1974 and 2002, Sale and Supply of Alcohol Act 2012, and the Wellington Consolidated Bylaw.

Strategic alignment with community wellbeing outcomes and priority areas

Aligns with the following strategies and priority areas:

- Sustainable, natural eco city
- People friendly, compact, safe and accessible capital city
- Innovative, inclusive and creative city
- Dynamic and sustainable economy

Strategic alignment with priority objective areas from Long-term Plan 2021–2031

- Functioning, resilient and reliable three waters infrastructure
- Affordable, resilient and safe place to live
- Safe, resilient and reliable core transport infrastructure network
- Fit-for-purpose community, creative and cultural spaces
- Accelerating zero-carbon and waste-free transition
- Strong partnerships with mana whenua

Relevant Previous decisions

N/A

Significance

The decision is **rated low significance** in accordance with schedule 1 of the Council's Significance and Engagement Policy. The decision sought is consistent with existing delegations.

Financial considerations

Nil

Budgetary provision in Annual Plan / Long-term Plan

Unbudgeted \$X

Risk

Low

Medium

High

Extreme

2. Approval of this Schedule of delegations will ensure that decisions are made by appropriately delegated officers and mitigate against the risk of legal challenge.

Author	Richard Leverington, Manager Risk and Assurance
Authoriser	Mark Pattermore, Manager, Consenting and Compliance Liam Hodgetts, Chief Planning Officer

Taunakitanga | Officers' Recommendations

Officers recommend the following motion

That Te Kaunihera o Pōneke | Council:

- 1) Receive the information
- 2) Note that the Resource Management Act 1991 delegations to officers are consistent with those agreed by Council on 20 November 2019
- 3) Agree to the Schedule of delegations to officers as set out at Attachment 1

Takenga mai | Background

Delegations

1. The Local Government Act 2002 governs the decision making of local authorities. The Act provides a local authority with the power to delegate some of its responsibilities, duties or powers, while others specifically cannot be delegated.
2. Under the RMA, operational delegations must be made from the Council **directly** to officers. This is because the RMA prohibits sub-delegation (from the Chief Executive, for example).

Resource Management Act 1991

3. Council has many functions under the RMA. To ensure the efficient and effective discharge of these statutory functions, the RMA provides for them to be exercised by Council itself, officers, or hearing commissioners.
4. The proposed operational delegations are set out in Attachment 1. These reflect current delegations which have been in place since November 2013.
5. Changes to the Schedule have been made to:
 - reflect current organisation structure and position titles;
 - remove references to the now repealed Housing Accords and Special Housing Areas Act 2013; and
 - remove a specific delegation related to the refund of money which is now included in Council's financial Delegations policy.

Kōwhiringa | Options

6. Council can choose to agree to the Schedule of Delegations as proposed by officers, or to alter the delegations.

Whai whakaaro ki ngā whakataunga | Considerations for decision-making

Alignment with Council's strategies and policies

7. These Delegations provide for a number of decisions to be made that are required under various Council strategies and policy.

Engagement and Consultation

8. The recommendations are **rated low significance** in accordance with schedule 1 of the Council's Significance and Engagement Policy. The decision sought is consistent with previous delegations.

Implications for Māori

9. Delegations of RMA powers to specific officers have no direct implications for Māori.

Financial implications

10. There are no financial implications arising from this paper

Legal considerations

11. Under the RMA, operational delegations must be made from the Council directly to officers as the RMA prohibits sub-delegation.

Risks and mitigations

Approval of this Schedule of delegations will ensure that decisions are made by appropriately delegated officers and mitigate against the risk of legal challenge.

Disability and accessibility impact

12. The Schedule of delegations is technical in nature. As such there is no impact on disability or accessibility.

Climate Change impact and considerations

13. There are no direct climate change impacts arising from this paper. The Schedule enables Council officers to consider climate change matters when making delegated consenting decisions.

Communications Plan

14. Not required

Health and Safety Impact considered

15. Not applicable

Ngā mahinga e whai ake nei | Next actions

16. Subject to Council's approval of the Delegations schedule, it will be shared with officers in Council's consents and compliance team.

Attachments

Attachment 1. Schedule of RMA delegations to officers [↓](#) 

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Delegations of Authority from Wellington City Council to a Consent Planner

The following table sets out the powers and functions that are delegated to the individuals who are appointed in the role of (or in the event of a restructure, the person who carries out a role that is the same or substantially the same as):

- Consent Planner
- Resource Consents Team Leader
- Resource Consents Manager
- Manager City Consenting and Compliance
- Chief City Planner

The powers are performed in the capacity of either a Consenting Authority or a Territorial Authority as defined under either the Resource Management Act 1991 (**RMA**), Local Government Acts, Sale and Supply of Alcohol Act 2012, and the Wellington Consolidated Bylaw 2008.

In addition to the below delegations, those persons appointed to the position of Consent Planner, Resource Consents Team Leader, Resource Consents Manager, Manager City Consenting & Compliance or Chief Planning Officer are delegated any other powers or functions of Wellington City Council under the RMA necessary to process and issue resource consent applications or cancellation of resource consents, and process and make recommendations to requiring authorities on notices of requirement.

Note: In this delegation, all references to “application for resource consent” shall be read as including applications for a change or cancellation of consent conditions and an extension of time under the RMA.

Section Summary	Delegate Role
1. To grant an extension of existing use rights.	Chief Planning Officer
	Manager City Consenting & Compliance
	Resource Consents Manager
	Resource Consents Team Leader
2. To require payment of any charges or costs, or any additional charges, and provide an estimate of any additional charges	Consent Planner (Resource consents)
	Chief Planning Officer
	Manager Consenting & Compliance
	Resource Consents Manager with sign off from one of the Resource Consents Team Leaders
3. To remit the whole or part of a charge, or discount charges or make any other decision which reduces the charges imposed under the RMA	Resource Consents Team Leader with sign off from the Resource Consents Manager or another Resource Consents Team Leader
	Consent Planner with sign off from the Resource Consents Manager or a Resource Consents Team Leader
	Chief Planning Officer
	Manager Consenting & Compliance
4. To waive any requirement or waive/extend a time period specified in the RMA and waive the need to provide officer's reports to other parties, in accordance with the requirements for waivers and extensions.	Resource Consents Manager
	Chief Planning Officer
	Manager Consenting & Compliance
	Resource Consents Manager with sign off from an additional Consent Planner or above
5. Making directions prior to a hearing s41B and s41C	Consent Planner (Resource consents) with sign off from Team Leader or above
	Resource Consents Team Leader
	Resource Consents Manager with sign off from an additional Consent Planner or above
	Manager Consenting & Compliance
6. Making orders regarding the protection of sensitive information (whether there is a hearing or not).	Consent Planner (Resource consents) with sign off from Team Leader or above
	Resource Consents Team Leader
	Resource Consents Manager
	Manager Consenting & Compliance
7. To require preparation of a report on information provided by an applicant or person who made a submission on an application for a resource consent, review of a resource	Chief Planning Officer
	Manager Consenting & Compliance
	Resource Consents Manager

Section Summary	Delegate Role
consent, or application to change or cancel a condition of a resource consent.	Resource Consents Team Leader
8. To exercise all powers necessary to process applications in respect of deemed permitted boundary activities.	Consent Planner (Resource consents) Chief Planning Officer Consent Planner (Resource consents) with sign off from an additional Consent Planner or above Manager Consenting & Compliance Resource Consents Manager with sign off from an additional Consent Planner or above Resource Consents Team Leader with sign off from an additional Consent Planner or above
9. Undertake all regulatory functions required of the Council under the RMA in relation to called in matters or matters to be determined by the Environment Court by way of direct referral.	Chief Planning Officer Manager Consenting & Compliance
10. To determine the completeness of an application for resource consent and associated applications, and whether to reject or accept that application.	Chief Planning Officer Manager Consenting & Compliance Resource Consents Manager Resource Consents Team Leader Consent Planner (Resource Consents)
11. To defer an application for resource consent pending further resource consents.	Chief Planning Officer Manager Consenting & Compliance Resource Consents Manager Resource Consents Team Leader Consent Planner (Resource consents)
12. To exercise all powers necessary before proceeding with a hearing and during a hearing of an application for resource consent and all associated applications and functions	Chief Planning Officer Manager Consenting & Compliance Resource Consents Manager Resource Consents Team Leader Consent Planner (Resource consents)
13. To make decisions on the notification of an application for or a review of a resource consent (including subdivision consents), and any other applications or reviews under the RMA that require consideration of notification.	Chief Planning Officer Manager Consenting & Compliance Resource Consents Manager with sign off from an additional Consent Planner or above Resource Consents Team Leader with sign off from an additional Consent Planner or above

Section Summary	Delegate Role
	Consent Planner (Resource consents) with sign off from an additional Consent Planner or above
14. To exercise all powers necessary before proceeding with a hearing and during a hearing of an application for resource consent and all associated applications and functions, including: Deciding if a hearing is necessary despite there being no submitter wanting to be heard and no request from the applicant	Chief Planning Officer
	Manager Consenting & Compliance
	Resource Consents Manager
	Resource Consents Team Leader
15. Considerations the consenting authority must have regard to when considering an application for a resource consent and any submissions received	Chief Planning Officer
	Manager Consenting & Compliance
	Resource Consents Manager
	Resource Consents Team Leader
16. To exercise all powers necessary to: a. process applications; and b. issue decisions and impose conditions where no hearing is required.	Consent Planner (Resource consents)
	Chief Planning Officer
	Manager Consenting & Compliance
	Resource Consents Manager
17. To allow a consent holder to continue to operate under their current resource consent where that resource consent will expire within 3 to 6 months and the consent holder has applied for a new consent for the same activity.	Resource Consents Team Leader
	Chief Planning Officer
	Manager Consenting & Compliance
	Resource Consents Manager with sign off from one of the Resource Consents Team Leaders
18. To lapse applications made under the RMA lodged prior to 10 August 2005	Resource Consents Team Leader with sign off from the Resource Consents Manager or a Resource Consents Team Leader
	Resource Consents Team Leader
	Consent Planner with sign off from the Resource Consents Manager or a Resource Consents Team Leader
	Resource Consents Team Leader
19. To exercise all powers and functions necessary in relation to the review of and/or cancellation of any resource consent.	Resource Consents Team Leader
	Chief Planning Officer
	Manager Consenting & Compliance
	Resource Consents Manager

Section Summary	Delegate Role
20. To exercise all powers and functions necessary to change the conditions of a resource consent (other than any condition as to the duration of the consent)	Chief Planning Officer
	Manager Consenting & Compliance
	Resource Consents Manager with sign off from an additional Consent Planner or above
	Resource Consents Team Leader with sign off from an additional Consent Planner or above Consent Planner (Resource consents) with sign off from an additional Consent Planner or above
21. To complete any work in respect of which any bond is given and to raise a charge to cover any excess.	Resource Consents Manager
22. To issue an amended resource consent correcting minor mistakes or defects in the original consent.	Chief Planning Officer
	Manager Consenting & Compliance
	Resource Consents Manager with sign off from an additional Consent Planner or above
	Resource Consents Team Leader with sign off from an additional Consent Planner or above Consent Planner (Resource consents) with sign off from an additional Consent Planner or above
23. To determine and exercise all powers relating to the surrender of resource consents.	Chief Planning Officer
	Manager Consenting & Compliance
	Resource Consents Manager
	Resource Consents Team Leader
24. To process and make decisions on existing use certificate requests. To grant an extension of existing use rights. A person may request the consent authority to issue a certificate that— (a) describes a use of land in a particular location; and (b) states that the use of the land was a use of land allowed by section 10 on the date on which the authority issues the certificate; and (c) specifies the character, intensity, and scale of the use on the date on which the authority issues the certificate.	Chief Planning Officer
	Manager Consenting & Compliance
	Resource Consents Manager with sign off from an additional Consent Planner or above
	Resource Consents Team Leader with sign off from an additional Consent Planner or above Consent Planner (Resource consents) with sign off from an additional Consent Planner or above
25. To approve, request changes to or waive the need for an outline plan. To decide whether to decline the removal of a part of a designation.	Chief Planning Officer
	Manager Consenting & Compliance
	Resource Consents Manager with sign off from an additional Consent Planner or above

Section Summary	Delegate Role
	Resource Consents Team Leader with sign off from an additional Consent Planner or above Consent Planner (Resource consents) with sign off from an additional Consent Planner or above
26. To receive a notice of requirement by a requiring authority or heritage protection authority on behalf of Wellington City Council.	Chief Planning Officer Manager Consenting & Compliance Resource Consents Manager Resource Consents Team Leader Consent Planner (Resource consents)
27. To make decisions on the notification of notices of requirement (for both designations and heritage protection orders), alterations to designations, alterations to heritage protection orders, and any other applications or reviews under the RMA that require consideration of notification.	Chief Planning Officer Manager Consenting & Compliance Resource Consents Manager with sign off from an additional Consent Planner or above Resource Consents Team Leader with sign off from an additional Consent Planner or above Consent Planner (Resource consents) with sign off from an additional Consent Planner or above
28. To exercise all powers necessary to: a.process notices; and b.make recommendations to the requiring authority or heritage protection authority; on notices of requirement (for both designations and heritage protection orders), and alterations to designations and heritage protection orders, where no hearing is required.	Chief Planning Officer Manager Consenting & Compliance Resource Consents Manager with sign off from an additional Consent Planner or above Resource Consents Team Leader with sign off from an additional Consent Planner or above Consent Planner (Resource consents) with sign off from an additional Consent Planner or above
29. To exercise all powers necessary for applications for extension of time for designations and heritage protection orders.	Chief Planning Officer Manager Consenting & Compliance Resource Consents Manager with sign off from one of the Resource Consents Team Leaders Resource Consents Team Leader with sign off from the Resource Consents Manager or another Resource Consents Team Leader

Section Summary	Delegate Role
	Consent Planner (Resource consents) with sign off from Team Leader or above
30. The conditions on which a subdivision consent may be granted	Chief Planning Officer Manager Consenting & Compliance Resource Consents Manager Resource Consents Team Leader Consent Planner (Resource consents)
31. To issue certificates under section 226 of the RMA and process and decide on applications to vary or cancel esplanade strips and exercise all other statutory powers in respect of subdivisions under the RMA (including powers relating to access strips).	Chief Planning Officer Manager Consenting & Compliance Resource Consents Manager with sign off from an additional Consent Planner or above Resource Consents Team Leader with sign off from an additional Consent Planner or above Consent Planner (Resource consents) with sign off from an additional Consent Planner or above
32. To issue certificates under section 226 of the RMA and process and decide on applications to vary or cancel esplanade strips and exercise all other statutory powers in respect of subdivisions under the RMA (including powers relating to access strips).	Chief Planning Officer Manager Consenting & Compliance Resource Consents Manager with sign off from an additional Consent Planner or above Resource Consents Team Leader with sign off from an additional Consent Planner or above Consent Planner (Resource consents) with sign off from an additional Consent Planner or above
33. To make decisions on objections to decisions on an application for a resource consent, where:	Chief Planning Officer Manager Consenting & Compliance Resource Consents Manager with sign off from an additional Consent Planner or above Resource Consents Team Leader with sign off from an additional Consent Planner or above Consent Planner (Resource consents) with sign off from an additional Consent Planner or above

Delegations of Authority from Wellington City Council to a Subdivision Compliance Officer

The following powers and functions are delegated to the individuals who are appointed in the role of Subdivision Compliance Officer in the Subdivision Compliance Team.

Please note that:

- the signature of one resource consent planner is required when exercising the delegated powers highlighted in **yellow**;
- the signature of the Team Leader, Earthworks and Subdivision Compliance, Team Leader, Compliance and Monitoring and Manager of Compliance and Advice is required when exercising the delegated powers highlighted in **pink**;
- A signature of Subdivision Compliance Officer (SCO) should be made with the signature of a second SCO or a team leader or manager (unless the delegation states only a single signature is required) for 1-10 and 18-19 below.

Under the Resource Management Act 1991 (RMA):

Online certification (or document)

1. To decide whether to approve a survey plan and to certify that a survey plan has been approved under the RMA, including certifying that an allotment is in accordance with the requirements and provisions of the district plan;
2. To decide whether to issue a certificate that conditions of subdivision consent have been complied with, or otherwise provided for, prior to the deposit of the survey plan under the RMA;
3. In the case of a subdivision of land to be affected by the grant of a cross lease or company lease, or by the deposit of a unit plan, to decide whether buildings comply, or will comply, with the provisions of the building code described in Section 116A of the Building Act 2004, and to issue a certificate under the RMA;
4. To decide whether to endorse a survey plan with a certificate that a covenant against a transfer of allotments has been entered into and to sign any such covenant on behalf of the Council under the RMA;

Document

5. To decide whether to issue a consent notice under the RMA;
6. To decide whether to issue a completion certificate and to decide on extensions to the period to which the certificate relates, under the RMA;
7. To exercise all powers necessary to take administer and refund bonds under the RMA;
8. To decide whether to issue a certificate that an allotment is in accordance with the district plan, a proposed district plan or a permission granted under the Town and Country Planning Act 1977, under the RMA. This delegation may be exercised by one officer;
9. To decide whether to approve plans or execute legal documents relating to esplanade reserves, esplanade strips and access strips, under the RMA;
10. To certify, on a survey plan, an existing interest is to remain affecting a reserve to vest in the Council under the RMA. Prior to making a decision, advice shall be sought from Parks, Sport and Recreation;

Document, or online authorisation, to cancel, revoke or consent

11. To decide whether to vary or cancel any condition imposed in a consent notice under the RMA;
12. To decide whether to cancel any covenant against a transfer of allotments and to endorse or certify that any such covenant has been cancelled under the RMA;
13. To decide whether to cancel a condition requiring amalgamation of allotments and to endorse or certify the cancellation of any such condition under the RMA;
14. To decide whether to consent to the surrender, merger or variation of an easement under the RMA;
15. To decide whether to revoke a condition of a subdivision consent requiring an easement under the RMA and to endorse or certify the cancellation under the RMA;

Fees

16. To require payment of additional charges under the RMA and to allow for the refund of charges where the total charge is below the amount provided for in the standard application fee, excluding refunds of the standard application fee;
17. To remit charges under the RMA, or discount charges or make any other decision which reduces charges imposed under the RMA. The exercise of this delegation must be in accordance with the financial delegations to remit from the Chief Executive.

Unit Titles Act 2010 (UTA)

18. Online certification or document To decide whether to certify that a unit plan is consistent with a proposed unit development plan under the UTA;
19. To decide whether to certify that every building on a unit plan has been erected, and the boundaries of every unit and the common property can be physically measured, and every principal unit conforms to the definition of principal unit, under the UTA;

Local Government Act 1974 and 2002 (LGA 1974, LGA 2002)

20. To decide whether to cancel a building line restriction under the LGA 1974;
21. To decide whether to withhold a certificate under section 224(c) of the Resource Management Act 1991, until a development contribution is paid, under the LGA 2002;
22. To require payment of additional charges and to allow for the refund of charges where the total charge is below the amount provided for in the standard application fee under the LGA 2002;
23. To exercise the general power of entry under section 171 of the Local Government Act 2002.

Note:

No delegation is required to authorise a survey plan for a right of way (LINZ require it to be authorised online). Section 348 of the LGA 1974 only requires the permission of the Council, which is given by planning officers.

Land Transfer Act 1952 (LTA)

Documents

24. To decide whether to execute on behalf of the Council an interest in an easement in gross under the LTA;
25. To decide whether to execute on behalf of the Council an interest in an esplanade strip under the LTA;
26. To decide whether to consent to a surrender or partial surrender of a right of way subject to conditions of consent under the LTA;

Public Works Act 1981 (PWA)

Documents

27. To decide whether a compensation certificate has been performed or otherwise discharged under the PWA;

Building Act 2004 (BA)

Documents

28. To decide whether to issue and authenticate a certificate that states an allotment shall only be transferred or leased in conjunction with one or more other allotments under the BA;
29. To decide whether to remove a restriction on the transfer or lease of allotments under the BA and to issue and authenticate any certificate required;

Consent as an Encumbrancee/Covenantee

Documents

30. To decide whether to consent on behalf of the Council as an encumbrancee/covenantee to the deposit of a unit plan under the UTA;

31. To decide whether to consent on behalf of the Council as an encumbrancee/covenantee to the registration of a document under the Land Transfer Act 2017;

Note:

Examples are the introduction of unit title ownership, the variation of a mortgage, the registration of an easement, and the variation or surrender of an easement. The Council's interest in the property usually concerns heritage protection and advice is sought from a heritage planner. The consent of Council as an encumbrancee requires the use of the Council common seal.

General Authority

32. To use the Council common seal and exercise authority to sign documents physically or electronically on behalf of the Council that are consistent with the role of subdivision compliance officer as they relate to the Resource Management Act 1991, Unit Titles Act 2010, Local Government Act 2002, Building Act 2004, Land Transfer Act 1952 and the Public Works Act 1981;
33. To use the Council common seal and exercise authority to sign documents on behalf of the Council, on the request of the Team Leader Compliance and Monitoring or the Manager Compliance and Advice, in relation to conditions of land use consent under the Resource Management Act 1991;
34. To apply the Council common seal to any Council document to authenticate a copy of it, or part of it.

The delegation of these powers and functions to the Subdivision Compliance Officer shall only continue in effect while that person remains a Subdivision Compliance Officer of the Council or until the delegation is revoked.

This delegation replaces all existing delegations to the Subdivision Compliance Officer from the Council, Chief Executive, or such other officer as permitted by law.

Signed by

_____]
on behalf of Wellington City Council

_____ Date

Delegations of Authority from Wellington City Council to a Compliance and Monitoring Officer

The following powers and functions are delegated to the individuals who are appointed in the role of Compliance and Monitoring Officer in the Compliance and Monitoring Team. This includes Environmental Enforcement Officers, Environmental Noise Officers (council noise officers), Noise Officers (contractors) and Planning Technicians (Building Consents). These powers and functions are performed in the capacity of an enforcement officer as defined under the Resource Management Act 1991 (**RMA**), the Local Government Act 2002 (**LGA**) and the Building Act 2004.

Please note that:

- approval by a warranted Enforcement Officer is required for all sections as highlighted in **green** (such approval must be recorded in writing);
- consultation with the Team Leader Compliance and Monitoring is required for all sections highlighted in **yellow**;
- approval of the Team Leader Compliance and Monitoring is required for all sections as highlighted in **pink**.

Enforcement, investigation and monitoring compliance

Under the RMA:

A council officer that is appointed as a Compliance Monitoring Officer is authorised as an enforcement officer under section 38 of the RMA to carry out the following functions and powers under the RMA:

1. To exercise all of the powers of an enforcement officer under the RMA (including powers of entry), including:

- a. **issuing any statutory notices, including abatement and infringement notices and excessive noise directions under the RMA;**

- b. taking steps necessary to cause noise to be reduced to a reasonable level, and when accompanied by a constable, seizing and impounding the noise source, rendering inoperable or making unusable any noise source contributing to excessive noise.
- c. making decisions on the return of any seized or impounded property.

2. To process and issue decisions on applications to change or cancel an abatement notice;

3. To invoke emergency work provisions;

4. To require payment of any additional charges under section 36(5) of the RMA with the approval of the Team Leader Compliance and Monitoring or the Manager Compliance and Advice;

5. To remit charges under the RMA, or discount charges or make any other decision which reduces charges imposed under the RMA. The exercise of this delegation must be in accordance with the financial delegations to remit from the Chief Executive;

6. To exercise all powers necessary to make and issue decisions in respect of deemed permitted marginal or temporary activities.

Under the LGA

A council officer that is appointed as a Compliance Monitoring Officer is authorised as an enforcement officer under section 177 of the LGA to exercise all of the powers of an enforcement officer under the LGA (including the powers of entry, removal of works and seizure) and includes issuing any notices under the LGA 2002 and/or any regulations or bylaws made under that Act.

The delegation of these powers and functions to the role of Compliance and Monitoring Officer shall only continue in effect while that person remains Compliance and Monitoring Officer of the Council or until the delegation is revoked.

This delegation replaces all existing delegations under the RMA and LGA to the role of Compliance and Monitoring Officer from the Council, Chief Executive, or such other officer as permitted by law.

Signed by

[_____]

on behalf of Wellington City Council

Date

Delegations of Authority from Wellington City Council to the District Planning Manager

The following powers and functions are delegated to the individuals who are appointed in the role of District Planning Manager in the District Planning Team. The powers are performed in the capacity of a Territorial Authority as defined under the Resource Management Act 1991.

Setting the District Plan and Policy

- a) To exercise all powers necessary to initiate, consult on and prepare a proposed plan, change or variation for public notification;
- b) To exercise all powers necessary to publicly notify and serve notice of a proposed plan, change or variation after review and approval of it by the Kōrau Tūāpapa | Environment and Infrastructure Committee;
- c) To prepare a summary of decisions sought by submitters on a proposed plan, change or variation and to give notice as required by clause 7 of the First Schedule of the RMA;
- d) To invite any submitters on a proposed plan, change or variation to meet with the Council or any other person for the purpose of clarifying or facilitating the resolution of any matter relevant to the proposed plan, change or variation;
- e) To give public notice of the withdrawal of any proposed plan, change or variation if the withdrawal is approved by the Kōrau Tūāpapa | Environment and Infrastructure Committee;
- f) To exercise all powers necessary to publicly notify and serve notice of any decision on a proposed plan, change or variation, and any recommendation on a notice of requirement or requirement for a heritage order requested as part of any proposed plan, change or variation;
- g) To alter the proposed plan, change or variation on notice from a requiring authority or heritage protection authority under clause 13 of the First Schedule of the RMA;
- h) To amend a proposed plan, variation or change under clause 16 or 20A of the First Schedule of the RMA;
- i) To engage in the resolution of appeals on a proposed plan, change or variation, subject to authorisation of any resolution by the City Strategy Committee;

- j) Once a proposed plan, change or variation is finally approved by the Council, give public notice of the date it shall become operative;
- k) To engage in discussions on, and agree a consultation process, under clause 3A of the First Schedule of the RMA;
- l) To exercise all powers necessary to facilitate the private plan change process, subject to the overall management of the Kōrau Tūāpapa | Environment and Infrastructure Note: the Kōrau Tūāpapa | Environment and Infrastructure Committee makes the decision to accept, adopt or reject private plan change requests under clause 25 of the First Schedule of the RMA, and the Council approves the Hearing Commissioners' recommendation on a private plan change.
- m) The power to amend the District Plan and any proposed district plan to address a duplication or conflict of rules contained in national environmental standards under s 44A;
- n) The power to amend the District Plan and any proposed district plan if a national policy statement directs that:
 - a. the District Plan or any proposed district plan include specific objectives and policies set out in the statement; or
 - b. the District Plan or any proposed district plan objectives and policies give effect to objectives and policies specified in the national policy statement; or
 - c. it is necessary to make the District Plan or any proposed district plan consistent with any constraint or limit set out in national policy statements under s 55(2);
- o) The power to amend the District Plan and any proposed district plan if a national planning standard directs that specific provisions be included in the District Plan or any proposed district plan, and ensure that the District Plan or any proposed district plan is consistent with any constraint or limit placed on the content of the District Plan or any proposed district plan by the national planning standard under ss 581(2) and (3);
- p) The discretion to initiate the process set out in Schedule 1 where a national planning standard directs that a number of specific provisions in the national planning standard may be incorporated into the District Plan and any proposed district plan under ss 581(4), (5) and (6);
- q) The power to amend the District Plan and any proposed district plan to include a designation as if it were a rule in accordance with the requirement and state the name of the requiring authority that has the benefit of the designation under s 175;
- r) Where a requiring authority or heritage protection authority gives notice that it no longer wants:

-
- a. a designation or heritage protection order; or
 - b. part of a designation or heritage protection order and a Consent Planner, acting in accordance with their delegated power, decides not to decline the removal of the part of the designation or heritage protection order;
 - c. the power to amend the District Plan and any proposed district plan to remove the designation, part of the designation, heritage protection order or part of the heritage protection order under ss 182 and 196;
 - s) The power to amend the District Plan and any proposed district plan to note the transfer of responsibility for a heritage order where the responsible Minister publishes a notice in the Gazette of a transfer of responsibility for an existing heritage order to another heritage protection authority under s 195C;
 - t) The power to amend the District Plan when the Environment Court makes a direction that the District Plan be amended under s 292;
 - u) The power to amend, without using the process in Schedule 1 of the RMA, the operative District Plan to correct any minor errors under cl 20A of Schedule 1.

The delegation of these powers and functions to the District Planning Manager shall only continue in effect while that person remains in that role of the Council or until the delegation is revoked.

This delegation replaces all existing delegations to the District Planning Manager from the Council, Chief Executive, or such other officer as permitted by law.

Signed by

on behalf of Wellington City Council

Date

APPLICATION FROM NGĀTI KAHUNGUNGU KI WAIRARAPA TO BECOME A MANA WHENUA PARTNER AND JOIN THE WELLINGTON WATER COMMITTEE

Kōrero taunaki | Summary of considerations

Purpose

1. This report to Te Kaunihera o Pōneke | Council requests consideration of the application from Ngāti Kahungungu ki Wairarapa to become a Mana Whenua Partner and join the Wellington Water Committee.

Strategic alignment with community wellbeing outcomes and priority areas

Aligns with the following strategies and priority areas:

- Sustainable, natural eco city
- People friendly, compact, safe and accessible capital city
- Innovative, inclusive and creative city
- Dynamic and sustainable economy

Strategic alignment with priority objective areas from Long-term Plan 2021–2031

- Functioning, resilient and reliable three waters infrastructure
- Affordable, resilient and safe place to live
- Safe, resilient and reliable core transport infrastructure network
- Fit-for-purpose community, creative and cultural spaces
- Accelerating zero-carbon and waste-free transition
- Strong partnerships with mana whenua

Relevant Previous decisions

Outline relevant previous decisions that pertain to the decision being considered in this paper.

Significance

The decision is **rated low significance** in accordance with schedule 1 of the Council's Significance and Engagement Policy.

Financial considerations

Nil

Budgetary provision in Annual Plan / Long-term Plan

Unbudgeted \$X

Risk

| Low

| Medium

| High

| Extreme

Author	Chris Mathews, Manager Waste, Water and Resilience
Authoriser	Siobhan Procter, Chief Infrastructure Officer

Taunakitanga | Officers' Recommendations

Officers recommend the following motion

That Te Kaunihera o Pōneke | Council:

- 1) Receive the information
- 2) Agree that Ngāti Kahungungu ki Wairarapa Tamaki Nui a Rua Treaty Settlement Trust be appointed as a Mana Whenua Partner Entity (MPWE) as specified in the Shareholders and Partners Agreement for Wellington Water Limited.

Whakarāpopoto | Executive Summary

2. The progress of the Ngāti Kahungungu ki Wairarapa Tamaki nui a rua Trust's treaty settlement now enables them to request formal membership of the Wellington Water committee and they have done this.
3. Their application was considered at the December 2022 meeting of the Wellington Water Committee, and it was unanimously agreed that the application would be recommended to each of the shareholding Councils.
4. Agreement is now being sought from each shareholding Council.

Takenga mai | Background

5. The Wellington Water shareholders amended the Wellington Water governance documents in 2019 to allow for iwi representation.
6. Since that time, the Wellington Water Committee has been operating a governance structure providing for genuine Māori representation. Wellington Water's governance documents reflect an inclusive approach.
7. The Shareholders Agreement allows a Māori authority to seek to be recognised as a Mana Whenua Partner Entity. Upon joint approval by the shareholders, the Mana Whenua Partner Entity can nominate a person to be a Wellington Water Committee member (which the shareholders must unanimously appoint). A Mana Whenua Partner Entity must be a Māori authority within the geographical area in which the Wellington Water Company operates.
8. The relevant Māori authority will become a Mana Whenua Partner Entity upon acceding to the Shareholders Agreement by way of a deed of accession.
9. Two Māori authorities are currently represented on the Wellington Water Committee; Ngāti Toa Rangatira and Taranaki Whānui ki te Upoko o Te Ika.
10. Up until now the Wairarapa iwi have not been in a position to be formally represented on the Wellington Water Committee. Instead, the Chair of the Māori Committee of the South Wairarapa District Council has had observer status on the committee.

Kōrerorero | Discussion

11. Rangitāne have yet to apply for Mana Whenua Partner Entity status on Wellington Water so the Chair of the South Wairarapa District Council's Māori Committee will attend as an observer until Rangitāne have formally joined the committee.
12. Should be application the application from Ngāti Kahungungu ki Wairarapa Tamaki Nui a Rua Treaty Settlement Trust be agreed by the shareholding Councils, Andrea Rutene will be their nominated representative.

Kōwhiringa | Options

13. Agree that Ngāti Kahungungu ki Wairarapa Tamaki Nui a Rua Treaty Settlement Trust be appointed as a Mana Whenua Partner Entity (MPWE) as specified in the Shareholders and Partners Agreement for Wellington Water Limited.
14. Decline to support the application of Ngāti Kahungungu ki Wairarapa Tamaki Nui a Rua Treaty Settlement Trust to be appointed as a Mana Whenua Partner Entity (MPWE) as specified in the Shareholders and Partners Agreement for Wellington Water Limited.

Whai whakaaro ki ngā whakataunga | Considerations for decision-making

Alignment with Council's strategies and policies

15. N/A

Engagement and Consultation

16. N/A

Implications for Māori

17. The inclusion of Ngāti Kahungungu ki Wairarapa Tamaki Nui a Rua Treaty Settlement Trust on the Wellington Water Committee is a further sign of the maturing of the iwi/Council relationships in the region.

Financial implications

18. N/A

Legal considerations

19. N/A

Risks and mitigations

20. N/A

Disability and accessibility impact

21. N/A

Climate Change impact and considerations

22. N/A

Communications Plan

23. N/A

Health and Safety Impact considered

24. N/A

Ngā mahinga e whai ake nei | Next actions

25. N/A

Attachments

Nil

ACTIONS TRACKING

Kōrero taunaki | Summary of considerations

Purpose

Briefly outline the purpose of the paper

1. This report provides an update on the past actions agreed by Te Kaunihera o Pōneke | Council at its previous meetings.

Strategic alignment with community wellbeing outcomes and priority areas

Aligns with the following strategies and priority areas:

- Sustainable, natural eco city
 - People friendly, compact, safe and accessible capital city
 - Innovative, inclusive and creative city
 - Dynamic and sustainable economy
- Strategic alignment with priority objective areas from Long-term Plan 2021–2031**
- Functioning, resilient and reliable three waters infrastructure
 - Affordable, resilient and safe place to live
 - Safe, resilient and reliable core transport infrastructure network
 - Fit-for-purpose community, creative and cultural spaces
 - Accelerating zero-carbon and waste-free transition
 - Strong partnerships with mana whenua

Relevant Previous decisions

Financial considerations

- Nil Budgetary provision in Annual Plan / Long-term Plan Unbudgeted \$X

Risk

- Low Medium High Extreme

Author	Alisi Puloka, Democracy Advisor
Authoriser	Stephen McArthur, Chief Strategy & Governance Officer

Taunakitanga | Officers' Recommendations

Officers recommend the following motion

That Te Kaunihera o Pōneke | Council:

1. Receive the information.

Whakarāpopoto | Executive Summary

2. This report lists the dates of previous Council meetings and the items discussed at those meetings.
3. Each clause within the resolution has been considered separately and the following statuses have been assigned:
 - In progress: Resolutions with this status are currently being implemented.
 - Completed: Clauses which have been completed, either by officers subsequent to the meeting, or by the meeting itself (i.e. by receiving or noting information).
4. All in progress actions will be included in the subsequent monthly updates but completed actions will only appear once.

Takenga mai | Background

5. At the 13 May 2021 Council meeting, the recommendations of the Wellington City Council Governance Review were endorsed and agreed to be implemented.
6. The purpose of this report is to ensure that all resolutions are being actioned over time. It does not take the place of performance monitoring or full updates. The committee could resolve to receive a full update report on an item if it wishes.

Kōrerorero | Discussion

7. Of the 50 resolutions of Te Kaunihera o Pōneke | Council in December 2022:
 - 37 are complete
 - 13 are in progress
8. 63 in progress actions have been carried forward from the previous action tracking report. 58 are still in progress.
9. Further detail is provided in Attachment One.

Attachments

Attachment 1. [Actions Tracking](#)  

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Date	ID	Title	Clause number	Clause	Status	Comment
30/06/2021	2	2.5 Implementation of Parking Charges	7	Request officers to investigate off-street parking opportunities with both council and privately run public parking buildings for evening and weekend parking throughout the year.	In progress	Under investigation
26/08/2021	3	2.1 Aho Tini 2030 Arts, Culture & Creativity Strategy and Action Plan	6	Agree that officers report back to Council with an update on the timeline and programme for major Council controlled venues reopening including any future planned maintenance and upgrade proposals.	In progress	The St James Theatre has now reopened. The Wellington Town Hall is still under construction and expected to reopen in early 2025. Preliminary work is underway on possible upgrades to both the Opera House and the TSB Arena including Shed 6, but the work is not sufficiently advanced to make plans for either venue yet.
26/08/2021	4	2.1 Aho Tini 2030 Arts, Culture & Creativity Strategy and Action Plan	7	Agree officers to report back to Committee by March 2022 on how better access to Council venues and community facilities can be achieved for the local arts and creative community groups and audiences. The review should include whether the venues and community facilities subsidies are equitable across the city and are the most appropriate mechanism of support and whether other models could better support the local community, arts and creative sectors; and local audiences.	In progress	As updated in previous meetings, initial date proved unworkable due to Covid/internal resource issues. Work is now underway and brief/scope has been finalised. Project between Creative Capital, WellingtonNZ and Economic & Commercial.
26/08/2021	6	2.2. Annual Dog Control Report 2020-21	4	Agree that officers report back through the Animal Bylaw/Dog Policy process later this year on metrics for the objectives set out in the Annual Dog Report.	In progress	Review underway
26/08/2021	7	2.2. Annual Dog Control Report 2020-21	5	Request officers working on Dog Policy meet with Capital Kiwi to better understand the release of Kiwi this year in Wellington, in order to strategically utilise Animal Control resource.	In progress	Review Underway
26/08/2021	8	2.2. Annual Dog Control Report 2020-21	6	Request officers bring back options for better resourcing of Animal Control in order to help protect our wildlife. Resourcing could include partnership opportunities, shared resourcing and fee reallocation and/or increase, as well as investigating the provision of off-leash dog facilities.	In progress	Review Underway
26/08/2021	9	2.6 Strategy and Policy Work Programme	3	Note that once agreed, the programme will be included in the relevant Committee Forward Programmes.	In progress	Will be reviewed with the incoming Council
30/09/2021	13	2.6 Michael Fowler Centre Carpark Long Term Ground Lease	3	Agree to delegate to the Chief Executive to conclude negotiations and agree terms which, when viewed as a whole, are no less favourable to Council than those detailed in Attachment 1a.	In progress	Negotiations continuing.
30/09/2021	14	3.1.1 Report of the Pūrora Hātepe Regulatory Processes Committee Meeting of 8 September 2021 PROPOSED ROAD STOPPING - KNIGGES AVENUE, TE ARO	2	Agree to dispose of the Land.	In progress	Road stopped, waiting on new title to arrange settlement.
30/09/2021	15	3.1.2 Report of the Pūrora Hātepe Regulatory Processes Committee Meeting of 8 September 2021 PROPOSED ROAD STOPPING – LAND ADJOINING 20 AMRITSAR STREET, KHANDALLAH	2	Agree to dispose of the Land.	Completed	Settlement occurred 8 November 2022

28/10/2021	21	2.1 Tākina Operating Arrangements	5	Agree for officers to work with Te Papa Tongarewa on the implementation of Living Wage for staff working within Tākina Events, and to bring this plan and related costs back to Council prior to the opening of Tākina.	In progress	Currently on the forward programme for the 2022-2025 triennium.
28/10/2021	22	2.3 Representation Review Final Proposal	6	Agree to recommend to the incoming Council elected in 2022 that another representation review be conducted in 2024.	In progress	We plan to bring a paper seeking Council direction on this in 2023.
25/11/2021	25	3.1 Report of the Pūroro Hātepe Regulatory Processes Committee Meeting of 10 November 2021 PROPOSED ROAD STOPPING - LAND ADJOINING 3 SHORT STREET, VOGELTOWN	2	Agree to dispose of the Land by sale or partial exchange for approximately 3m2 of the owners adjoining land currently part of 3 Short Street (Section 47 Owhiro District held on ROT WN22D/110, the Applicant's Land).	In progress	No exchange, road stopping only. Possibly on hold or will be withdrawn.
15/12/2021	27	3.1 The Gifting of the name Te Aro Mahana	2	Agree to formally recognise the gift of the name Te Aro Mahana for the new play area within Frank Kitts Park and accordingly name the newly developed play area Te Aro Mahana.	In progress	The name will be formally gifted when the play area is ready to be opened.
24/02/2022	31	3.1 Report of the Pūroro Rangaranga Social, Cultural and Economic Committee Meeting of 3 February 2022	2	Agree to dispose of the Land, in order to give effect to the exchange.	In progress	The Council land being disposed is one entire isolation strip, and part of another isolation strip. Subdivision resource consent was needed to separate the part strip. That consent was obtained on 10/02/2023, the surveyor is now waiting for LINZ to approve the survey plan. Once the plan is approved settlement can take place. Settlement expected to be completed in March 2023.
31/03/2022	35	2.1 WCC should promote a local bill to repeal the Wellington City Milk-supply Act 1919	2	Ask that the Mayor write to Parliament requesting that repealing the Wellington City Milk Supply Act 1919 be included in an appropriate future omnibus Bill.	In progress	
31/03/2022	38	4.2 Report of the Pūroro Waihangā Infrastructure Committee Meeting of 23 March 2022: PROPOSED DISPOSAL - PART OF 39 CHAPMAN STREET, JOHNSONVILLE	2	Agree to dispose of the Land to the adjoining owner at 15 Chesterton Street, Johnsonville.	In progress	Owner has draft sale and purchase to review. Waiting on outcome for rezoning submission for the PDP.
28/04/2022	39	3.1 Report of the Pūroro Tahua Finance and Performance Committee Meeting of 17 February 2022: WATER ACTIVITIES RATES SETTING	1	Approve debt funding the revenue loss, if necessary, resulting from the errors in the Water rates settings.	In progress	The Finance team is prepared to action this following the adoption of the 22/23 Annual Report
28/04/2022	40	3.1 Report of the Pūroro Tahua Finance and Performance Committee Meeting of 17 February 2022: WATER ACTIVITIES RATES SETTING	2	Agree that, should debt funding be required, any underlying surplus at the end of the 2022/23 Financial Year be used to pay down that debt as the first priority, and include further options for repayment term and funding source.	In progress	
28/04/2022	41	3.1 Report of the Pūroro Tahua Finance and Performance Committee Meeting of 17 February 2022: WATER ACTIVITIES RATES SETTING	3	Agree that, should any debt funding be required, that debt funding should be over 10 years.	In progress	The Finance team is prepared to action this following the adoption of the 22/23 Annual Report
28/04/2022	42	3.1 Report of the Pūroro Tahua Finance and Performance Committee Meeting of 17 February 2022: WATER ACTIVITIES RATES SETTING	4	Note that, any repayment of the shortfall will be included from the 2023/24 rating year.	In progress	

28/04/2022	43	3.2 Report of the Pūroro Waihanga Infrastructure Committee Meeting of 27 April 2022 LAND DISPOSAL (ISOLATION STRIPS) - HANSON STREET SERVICE LANE, MOUNT COOK	2	Agree to dispose of the Land to the adjoining owner of 25 Hanson Street (Lot 1 DP 358660, ROT 238839), for amalgamation with that property.	In progress	Surveyor now lodged subdivision resource consent.
31/03/2022	44	4.1 Report of the Pūroro Tahua Finance and Performance Committee Meeting of 17 March 2022: DEVELOPMENT CONTRIBUTIONS POLICY REPORT BACK ON CONSULTATION AND FINAL VERSION FOR APPROVAL	3	Note that the Policy will be reviewed in time for the 2024 Long-Term Plan and at that time reserves acquisition will be fully included.	In progress	In Progress - draft due Q3 2023/24.
30/06/2022	54	3.2 Report of the Pūroro Maherehere Annual Plan/Long-Term Plan Committee Meeting of 1 June 2022: Town Hall Development Update	1.a	1) Agree to increase the capex budget for the Town Hall project to \$182.4m through the following detailed budget adjustments: a. Move existing contingency balance of \$10.3m (Activity 2117) in 2022/23 to the Town Hall Project (Activity 2076) in 2023/24,	In progress	
30/06/2022	55	3.2 Report of the Pūroro Maherehere Annual Plan/Long-Term Plan Committee Meeting of 1 June 2022: Town Hall Development Update	1.b	1) Agree to increase the capex budget for the Town Hall project to \$182.4m through the following detailed budget adjustments: b. Increase the above by \$1.7m to represent the full balance of the agreed contingency in the budget,	In progress	
30/06/2022	56	3.2 Report of the Pūroro Maherehere Annual Plan/Long-Term Plan Committee Meeting of 1 June 2022: Town Hall Development Update	1.c	1) Agree to increase the capex budget for the Town Hall project to \$182.4m through the following detailed budget adjustments: c. Increase the Town Hall project budget by the addition project budget requirement of \$37.1m, \$24m in 2023/24 and \$13.1m in 2024/25.	In progress	
30/06/2022	67	2.1 Reserves Act 1977 : Easements over Duncan Park and Play Area (Tawa)	2	Agree to grant stormwater and wastewater easements, pursuant to Section 48 of the Reserves Act 1977, to the owners of 324 and 326 Main Road, Tawa, over Council recreation reserve land at Duncan Park and Play Area, being part of Lot 26 Deposited Plan 15397 and held on ROT WN790/45.	In progress	The Applicant will implement the pipes as part of the building project. The builder will contact Reserves Planner prior to this work to arrange a Temporary Vehicle Access Permit from the Park Ranger team. The easement areas will be surveyed and legalised after the pipes have been laid and the reserve reinstated.
30/06/2022	68	2.1 Reserves Act 1977 : Easements over Duncan Park and Play Area (Tawa)	3	Delegate to the Chief Executive the power to carry out all steps to effect the easements.	In progress	
30/06/2022	69	2.1 Reserves Act 1977 : Easements over Duncan Park and Play Area (Tawa)	4	Note that the works within the easement areas will be subject to the relevant bylaw, building and/or resource consent requirements.	In progress	
30/06/2022	70	2.1 Reserves Act 1977 : Easements over Duncan Park and Play Area (Tawa)	5	Note that the works to install the stormwater and wastewater lateral pipes will proceed in accordance with final Parks, Sport and Recreation agreement to all reserve management, work access and reinstatement plans.	In progress	

30/06/2022	2.1 Reserves Act 1977 : Easements over Duncan Park and 71 Play Area (Tawa)	6	Note that under the Instrument of Delegations for Territorial Authorities dated 12 July 2013, the Minister of Conservation has delegated the authority to grant easements over reserve land under Section 48 of the Reserves Act 1977 to Council.	In progress	
30/06/2022	2.1 Reserves Act 1977 : Easements over Duncan Park and 72 Play Area (Tawa)	7	Note that approval to grant these easements will be conditional on: a. The applicant being responsible for all costs associated with the creation of the easements, including any of Council's fair and reasonable costs. b. The requirement for public notice under Section 48(2) of the Reserves Act 1977 being waived as the reserve is not likely to be materially altered or permanently damaged and the rights of the public are not likely to be permanently affected by the granting of these easements.	In progress	
30/06/2022	3.4.1 Report of the Pūroro Hātepe Regulatory Processes Committee Meeting of 8 June 2022: Background to Oral Submissions and Decision on Objections to Proposed 74 Road Stopping – 24 Cave Road, Houghton Bay.	2	Delegate to the Chief Executive Officer the power to approve and conclude any action relating to Environment Court proceedings, if required.	In progress	All objectors have now withdrawn. If the applicant wants to conclude the road stopping process the proposal will need to be amended by preparing a new survey office plan. Currently waiting for the applicant to confirm that they want to continue.
30/06/2022	78 2.2 Sludge Minimisation Facility Business Case	2	Note status of the project a. Land Acquisition – negotiations are continuing and will revert to Council for approval. b. Early Contractor Involvement is progressing. c. Applications for a Notice of Requirement, and resource consents are required to be lodged in July 2022 in order to meet the timeframe for operation of the plant by 2026. d. Progression of the IFF solution including timing, structure and beneficiary analysis and allocation. e. We will come back in December 2022 for approval of the funding arrangement under the Infrastructure Funding and Financing Act 2020 and approval to proceed with the project.	Completed	
30/06/2022	79 2.2 Sludge Minimisation Facility Business Case	3	Delegate to Chief Executive Officer all powers and functions under the Resource Management Act 1991 necessary to: a. Issue a notice of requirement (NOR) to alter Designation 58 in order to provide for the construction, operation and maintenance of the proposed new Sludge Minimisation Facility at Moa Point; and	Completed	
30/06/2022	80 2.2 Sludge Minimisation Facility Business Case	4	Request officers bring back to Council options for sludge disposal, in the event that the Sludge Minimisation Facility cannot be built in time to meet the 2026 deadline.	In progress	

6/07/2022	2.2 Let's Get Wellington Moving: MRT/SHI Preferred Programme Option	105	20	Endorse LGWM on behalf of partners, including mana whenua, preparing a proposal for a Specified Development Project with Kainga Ora, noting that LGWM will report back to partners with final recommendations on a Specified Development Project proposal.	In progress	Work with Kainga Ora on an Specified Development Project is underway.
6/07/2022	2.2 Let's Get Wellington Moving: MRT/SHI Preferred Programme Option	113	28	Note that the LGWM will regularly report back to partner shareholding governing bodies against progress milestones in the preparation of the Detailed Business Case	In progress	LGWM will regularly report back to partners.
25/08/2022	2.2 Decision on Shelly Bay Road upgrade options following community engagement	641	1	Receive the information	In progress	
25/08/2022	2.2 Decision on Shelly Bay Road upgrade options following community engagement	642	2	Note that the Developer has been granted a resource consent for the development which includes a requirement to upgrade Shelly Bay Road in accordance with a particular design (the "consented design"). This is the design that will be implemented unless Council determines to do further upgrade works.	In progress	
25/08/2022	2.2 Decision on Shelly Bay Road upgrade options following community engagement	643	3	Note that officers have investigated the upgrade of Shelly Bay Road, including undertaking key stakeholder engagement, in accordance with the resolution of Council at the meeting of 27 September 2017 (Resolution 'X').	In progress	
25/08/2022	2.2 Decision on Shelly Bay Road upgrade options following community engagement	644	4	Note that the public engagement shows strong community support for a Shelly Bay Road upgrade which provides a higher level of service for walkers and cyclists than is provided for under the consented design.	In progress	
25/08/2022	2.2 Decision on Shelly Bay Road upgrade options following community engagement	645	5	Note that upgrade options are impacted by the physical constraints of Shelly Bay Road, and that Council has contractual requirements under the Development Agreement (DA) which require any roading upgrade works to be completed in accordance with an agreed programme.	In progress	
25/08/2022	2.2 Decision on Shelly Bay Road upgrade options following community engagement	646	6	Note that any upgrade options which meet Waka Kotahi design guidance will require significant planning and lead in times. Due to WCC's contractual obligations under the DA, options that meet this requirement will likely only be able to be physically implemented after the consented design has been completed.	In progress	
25/08/2022	2.2 Decision on Shelly Bay Road upgrade options following community engagement	647	7	Note the high level initial cost estimates for a design that meets both the Waka Kotahi guidelines and the aspirations of the Great Harbour Way range from \$13.6m up to \$30.4m.	In progress	
25/08/2022	2.2 Decision on Shelly Bay Road upgrade options following community engagement	648	8a	Agree that: The Shelly Bay Road upgrade will be comprised of the work undertaken by the Developer to deliver the consented design, followed by any localised upgrades which will be delivered by WCC within the existing road corridor and the current \$2.4m LTP budget. The WCC work will prioritise active transport modes and aim to enhance the recreational value of Shelly Bay Road as part of Te Motu Kairangi.	In progress	

25/08/2022	649	2.2 Decision on Shelly Bay Road upgrade options following community engagement	8b	<p>Agree that: Officers will further explore the long-term opportunities to upgrade Shelly Bay Road in such a way that will enable the road to meet Waka Kotahi design guidance (as a minimum) and the Great Harbour Way plan (as an aspiration), noting that:</p> <p>(i) No opex costs have been set aside for this work; (ii) Given lead in times, these opportunities will not be able to be implemented until after their consented design has been delivered; and (iii) As no budget (other than the initial \$2.4m capex) is included for any of these options in the long term plan, all options would be subject to future Council decision making processes. (iv) Request an initial report be undertaken in time for the 2023/4 Draft Annual Plan to request any necessary feasibility funding, noting that, until any funding is provided, there would be no resources to progress this part of the work.</p>	In progress	
25/08/2022	650	2.2 Decision on Shelly Bay Road upgrade options following community engagement	8c	<p>Agree that: Officers to start the process to investigate a 30km/hr speed limit on Shelly Bay Rd between the Miramar cutting and the Shelly Bay development, either through the Speed Management Review process or the standard speed review process, whichever is faster.</p>	In progress	
25/08/2022	651	2.2 Decision on Shelly Bay Road upgrade options following community engagement	9	<p>Note that, given the constraints identified and the levels of community interest in achieving a higher level of service, officers have also investigated how to improve the level of service for active mode users (beyond that provided by the consented design), without delivering a shared path that meets Waka Kotahi design guidance. This has included consideration of the process by which any such change could be delivered. .</p>	In progress	
25/08/2022	653	2.2 Decision on Shelly Bay Road upgrade options following community engagement	10	<p>Agree that officers will progress localised upgrades to the consented design in accordance with the discussion contained below.</p>	In progress	
25/08/2022	670	3.1 Report of the Pūroro Hātepe Regulatory Processes Committee Meeting of 10 August 2022: Proposed Road Stopping - Land Adjoining 28 Hapua Street, Hataitai	2	<p>Agree to dispose of the Land.</p>	In progress	Legal agreement being drafted
25/08/2022	672	3.2 Report of the Pūroro Waihanga Infrastructure Committee Meeting of 24 August 2022: Public Places Bylaw 2022	1	<p>Adopt the new Public Places Bylaw 2022 and, in doing so, revoke Part 5 (Public Places) and Part 10 (Structures in Public Places – Verandahs) of the Wellington City Consolidated Bylaw 2008.</p>	Completed	
25/08/2022	673	4.1 Sludge Minimisation Facility Project Funding	All Clauses	<p>All clauses - public</p>	In progress	

30/09/2021	692	4.1 Mākara Cemetery - potential land acquisition	All clauses	All clauses - public	In progress	
29/09/2022	704	2.3 Annual Report on Income received from and costs incurred in alcohol licensing	2	Adopt the Annual Report of Alcohol licensing income and costs for the year 2021-2022	In progress	
29/09/2022	710	2.4 Development Contributions Remission Request for 4 Oxford Terrace	5	Agree to increase the budget for Social and Recreational Grant Pool (1124) in the year which Development Contribution relating to this development falls due and debt fund this grant at the time.	In progress	
29/09/2022	711	2.4 Development Contributions Remission Request for 4 Oxford Terrace	6	Agree to reduce the budget for the Environmental and Accessibility Fund (1220) by \$383k in order to fund the above grant.	In progress	
29/09/2022	729	3.1 Report of the Pūroro Rangaranga Social, Cultural and Economic Committee meeting of 1 September 2022: Circa Funding Request	1	Agree to allocate \$200,000 in the 2022/2023 financial year for Circa Theatre's building upgrade.	In progress	
29/09/2022	754	4.2 Public Excluded Report of the Pūroro Waihanga Infrastructure Committee Meeting of 24 August 2022: Land Acquisition – Glenside Road, Glenside	All clauses	All clauses	Completed	This acquisition and legalisation is now completed. Settlement took place on 7 February 2023, and the subject land has been declared Road.
29/09/2022	755	4.1 Land Acquisition Taranaki Street	All clauses	All clauses	In progress	
16/11/2022	886	2.2 Governance Arrangements for the 2022/2025 Triennium	4	Authorise the mayor and deputy mayor to grant a power of attorney to the chief executive, to enable her to execute deeds, provided the document falls within the chief executive's delegation.	In progress	
16/11/2022	925	3.1 CHP transition: Trustee appointments	All clauses	All clauses	Completed	
16/11/2022	926	3.2 Local Government Funding Agency Annual General Meeting Voting	All clauses	All clauses	Completed	
15/12/2022	1095	2.2 CHP Transition: Trust Deed Approval	1	Receive the information	Completed	
15/12/2022	1096	2.2 CHP Transition: Trust Deed Approval	2	Approve the attached Trust Deed, noting the names of the final mana whenua appointed Trustees will be included when these appointments are confirmed.	Completed	
15/12/2022	1097	2.2 CHP Transition: Trust Deed Approval	3	Delegate to the Mayor and the Deputy Mayor the authority to sign the Trust Deed on behalf of the Council (as the Settlor) and settle the Trust jointly with the six Initial Trustees (once the final mana whenua appointed Trustees have been confirmed).	Completed	
15/12/2022	1098	2.2 CHP Transition: Trust Deed Approval	4	Note all six Initial Trustees are expected to be appointed by mid-December (with such appointments beginning on the date on which the Trust is settled) and the Trust will be settled as soon as practicable after that (i.e., before Christmas) to enable the transition to continue to progress on agreed timeframes.	Completed	

15/12/2022	1099	2.2 CHP Transition: Trust Deed Approval	5	Note the Trust will be settled with a temporary working name and officers will report back to Council with a recommendation for a permanent name.	Completed	
15/12/2022	1100	2.2 CHP Transition: Trust Deed Approval	6	Agree that \$0.5m of establishment funds will be gifted to the Trust following settlement to meet early transition costs (with further settlement funds to be gifted when the full Board is in place).	In progress	Will be transferred when Trust bank account set up
15/12/2022	1102	2.2 CHP Transition: Trust Deed Approval	7	Note the next update on the CHP transition will be reported to the Social, Cultural and Economic Committee on 2 March 2023 and will include: a. Further advice on the lease and funding agreements between the CHP and Council, including recommendations of City Housing sites for the property component of the capitalisation b. Further advice on the relationship and oversight framework between the CHP and Council c. Further advice requested in relation to the August 2022 resolutions on rent setting, the Mayor's Taskforce recommendation 6d, and allocation of places to tenants not on the public housing register, following advice from the regulatory authority d. Any other updates or issues relevant to the progression of the transition plan.	Completed	
15/12/2022	1109	2.1 Te Matapihi Design Scope and Funding	1	Receive the information.	Completed	
15/12/2022	1111	2.1 Te Matapihi Design Scope and Funding	2	Note that, for the Council meeting on 21 July 2020, a Statement of Proposal for the Future of the Central Library was prepared. The preferred option for consultation was Option C 'High Level Remediation i.e. a highly resilient and strengthened central library. The cost estimate range for the preferred option "Option C – High Level Remediation" was between \$174.4 million and \$199.8 million.	Completed	
15/12/2022	1113	2.1 Te Matapihi Design Scope and Funding	3	Note that in April 2021 it was agreed to extend the design scope and provide additional funding of \$10.4 million in the 2021-31 LTP to extend the floor plate of each of levels three and four, and to progress sustainability initiatives to achieve a 5 Green Star design rating.	Completed	
15/12/2022	1114	2.1 Te Matapihi Design Scope and Funding	4	Note that \$178.7 million for "Option C – High Level Remediation" and the additional \$10.4 million noted in Recommendation 3 were agreed to in June 2021 with the adoption of the 2021-31 Long Term Plan.	Completed	
15/12/2022	1116	2.1 Te Matapihi Design Scope and Funding	5	Note that new guiding design principles were established in April 2021, directing the Te Matapihi project to design a future focused visitor experience that represents Pōneke's unique cultural identity and integrates specific services including City Archive, Customer Service and Experience Wellington's Capital E.	Completed	

15/12/2022	1117	2.1 Te Matapihi Design Scope and Funding	6	Note that no budgetary adjustments have been made to enable the implementation of the April 2021 guiding design principles (Recommendation 5).	Completed
15/12/2022	1118	2.1 Te Matapihi Design Scope and Funding	7	Note that the budget requests articulated in this report are informed by the 100% Developed Design Estimate which is a combination of design and real construction costs.	Completed
15/12/2022	1119	2.1 Te Matapihi Design Scope and Funding	8	Note that the Te Matapihi project is on plan for practical completion in August 2025 and opening in quarter one calendar year 2026.	Completed
15/12/2022	1120	2.1 Te Matapihi Design Scope and Funding	9	Note that while the building is undergoing significant construction activity, the project will address renewal requirements including roof and façade remediation, compliance and futureproofing works. Scheduling of these works will be addressed via the 2023/24 Annual Plan process.	Completed
15/12/2022	1121	2.1 Te Matapihi Design Scope and Funding	10	Note that the Te Matapihi project is required to comply with new building code legislation introduced in November 2022 and that there is a need for additional budget as a result.	Completed
15/12/2022	1122	2.1 Te Matapihi Design Scope and Funding	11	Agree to increase the Te Matapihi budget by \$505,000 to ensure the building is compliant with new legislative building code requirements.	Completed
15/12/2022	1123	2.1 Te Matapihi Design Scope and Funding	12	Agree to increase the Te Matapihi project budget by \$6.5 million to design, build and install a range of cultural elements and enhancements that reflect Pōneke's diverse cultural identity (Strategy and Policy Committee 15 April 2021 meeting resolution applies).	Completed
15/12/2022	1124	2.1 Te Matapihi Design Scope and Funding	13	Agree to increase the Te Matapihi project budget by \$5 million to deliver specialist creative spaces and facilities required to deliver the integrated service model, including Capital E (Strategy and Policy Committee 15 April 2021 meeting resolution applies).	Completed
15/12/2022	1125	2.1 Te Matapihi Design Scope and Funding	14	Note that the above increases will be required in the following years: •BY 2023/24 \$9,005,000 •BY 2024/25 \$3,000,000	Completed
15/12/2022	1126	2.1 Te Matapihi Design Scope and Funding	15	Note that the above budget increases will be debt funded, the corresponding depreciation and interest costs will be updated via the annual plan process.	Completed
15/12/2022	1127	3.1 Report of Te Kaunihera o Pōneke Council meeting of 29 September 2022: 2021/22 Annual Report and Audit Process	1	Receive the information.	Completed
15/12/2022	1128	3.1 Report of Te Kaunihera o Pōneke Council meeting of 29 September 2022: 2021/22 Annual Report and Audit Process	2	Agree the changes to the text of the Annual Report, per the attached document, tabled at the meeting.	Completed
15/12/2022	1137	2.3 Statements of Expectation to Council-Controlled Organisations	1	Receive the information.	Completed

15/12/2022	1138	2.3 Statements of Expectation to Council-Controlled Organisations	2	Agree that the Statement of Expectations in terms of section 64B of the Local Government Act 2002 will outline Council's strategic direction and its enduring expectations of Council-controlled Organisations.	Completed	
15/12/2022	1139	2.3 Statements of Expectation to Council-Controlled Organisations	3	<p>following organisations:</p> <p>a. Basin Reserve Trust, including the following addition: ☑The Basin Reserve Trust continues to recognise and support the use of the Reserve as green public space and a vital connection in the walking and cycling network for the city.”</p> <p>b. Marori Sanctuary Trust</p> <p>c. Wellington Cable Car Limited</p> <p>d. Wellington Museums Trust, including the following revision: ☑To help enable the Trust to return to financial viability after a challenging COVID period, Council will work with the Trust to review its operating and funding model. The review will ensure that it is fit for purpose and enable the Trust to deliver on Council expectations and provide the best possible outcome for Wellington. Any major changes to the funding of our CCOs will need to be considered as part of the next LTP”</p> <p>e. Wellington Regional Economic Development Agency Ltd, including the following revision: ☑The Council expects WellingtonNZ to work in partnership with the Council on the achievement of the Economic Wellbeing Strategy, with Agree that officers will prepare Statements of Expectation incorporating the directions of Te Kaunihera o Pōneke Council for signing by the Chair of the Kōrau Tōtōpū Long-Term Plan, Finance & Performance Committee.</p>	Completed	
15/12/2022	1140	2.3 Statements of Expectation to Council-Controlled Organisations	4	Agree that officers will prepare Statements of Expectation incorporating the directions of Te Kaunihera o Pōneke Council for signing by the Chair of the Kōrau Tōtōpū Long-Term Plan, Finance & Performance Committee.	Completed	
15/12/2022	1141	2.4 Wellington Triennial Agreement	1	Receive the information.	Completed	
15/12/2022	1142	2.4 Wellington Triennial Agreement	2	Agree to the draft Triennial Agreement 2022-2025 in Attachment 1.	Completed	
15/12/2022	1143	2.4 Wellington Triennial Agreement	3	Delegate to the Mayor the authority to make any minor amendments required as a result of minor changes requested by other local authorities in the region as part of the adoption process.	Completed	
15/12/2022	1144	2.4 Wellington Triennial Agreement	4	Authorise the Mayor to sign the Agreement on behalf of the Council.	In progress	The Triennial Agreement is on the agenda for the February Mayoral Forum meeting, following that Carterton District Council will provide the final version for signing.
15/12/2022	1145	2.5 Request to seek expressions of interest for additional District Licensing Committee members and to reappoint an existing member	1	Receive the information.	In progress	
15/12/2022	1146	2.5 Request to seek expressions of interest for additional District Licensing Committee members and to reappoint an existing member	2	Agree to give permission to seek expressions of interest for additional members of the District Licensing Committee (DLC).	In progress	
15/12/2022	1147	2.5 Request to seek expressions of interest for additional District Licensing Committee members and to reappoint an existing member	3	Agree to re-appoint Sandra Kirby as a list member.	In progress	

15/12/2022	1150	2.6 New Ground Lease - Wellington Tennis Club Incorporated	1	Receive the information.	Completed	
15/12/2022	1151	2.6 New Ground Lease - Wellington Tennis Club Incorporated	2	Approve, pursuant to the Wellington Town Belt Act 2016 and the Leases Policy for Community and Recreation Groups, a new ten-year lease with one right of renewal for an additional ten years for the courts located at 182a Alexandra Road, Newtown, to Wellington Tennis Club Incorporated.	Completed	
15/12/2022	1152	2.6 New Ground Lease - Wellington Tennis Club Incorporated	3	Approve, pursuant to the Reserves Act 1977 and the Leases Policy for Community and Recreation Groups, a new ten-year lease with one right of renewal for an additional ten years for the courts located at 21 Wesley Road, Kelburn, to Wellington Tennis Club Incorporated.	Completed	
15/12/2022	1153	2.6 New Ground Lease - Wellington Tennis Club Incorporated	4	Agree that legal and advertising costs are met by the lessee (where applicable).	Completed	
15/12/2022	1154	2.7 Actions Tracking	1	Receive the information	Completed	
15/12/2022	1155	2.8 Forward Programme	1	Receive the information	Completed	
15/12/2022	1156	3.2 Report of the Kōrau Tūāpapa Environment and Infrastructure Committee Meeting of 8 December 2022: 2021/22 CAPITAL CARRY-FORWARD AND CAPITAL PROGRAMME RESCHEDULING	1	Agree budget changes as detailed in the "Budget Changes" ledger of appendix 1 – "Recommended Capital Plan".	Completed	Capital Plan updated in the revised budget. This will be reported against through future Quarterly and Annual Reporting.
15/12/2022	1157	3.3.1 Report of the Koata Hātepe Regulatory Processes Committee Meeting of 14 December 2022: NEW GROUND LEASE FOR VICTORIA BOWLING CLUB	1	Approve a new lease pursuant to the Wellington Town Belt Act 2016 for Victoria Bowling Club Incorporated for a 10-year term with a further renewal term of 10 years.	In progress	
15/12/2022	1158	3.3.2 Report of the Koata Hātepe Regulatory Processes Committee Meeting of 14 December 2022: PROPOSED ROAD STOPPING – LAND ADJOINING 76 ADJOINING 76 ORANGI KAUPAPA ROAD, NORTHLAND	1	Declare the 239m2 (subject to survey) of unformed legal road land in Orangi Kaupapa Road (the Land), adjoining 76 Orangi Kaupapa Road (Lot 9 DP 549446, held on ROT 946215), is not required for a public work and is surplus to Council's operational requirements.	In progress	Council's Māori Partnerships now engaging with iwi to confirm any interest, as the Road land proposed to be stopped is near a site of significance to Maori. 'Any interest' does not mean purchase as the subject land could only be sold to the owner of the adjoining property.
15/12/2022	1159	3.3.2 Report of the Koata Hātepe Regulatory Processes Committee Meeting of 14 December 2022: PROPOSED ROAD STOPPING – LAND ADJOINING 76 ADJOINING 76 ORANGI KAUPAPA ROAD, NORTHLAND	2	Agree to dispose of the Land subject to Council first approaching Taranaki Whānui ki te Upoko o te Ika, and then Ngati Toa, to gauge their interest in the land proposed for disposal.	In progress	Council's Māori Partnerships now engaging with iwi to confirm any interest, as the Road land proposed to be stopped is near a site of significance to Maori. 'Any interest' does not mean purchase as the subject land could only be sold to the owner of the adjoining property.
15/12/2022	1160	3.3.2 Report of the Koata Hātepe Regulatory Processes Committee Meeting of 14 December 2022: PROPOSED ROAD STOPPING – LAND ADJOINING 76 ADJOINING 76 ORANGI KAUPAPA ROAD, NORTHLAND	3	Delegate to the Chief Executive Officer the power to conclude all matters in relations to the road stopping and disposal of the Land, including all legislative matters, issuing relevant public notices, declaring the road stopped, negotiating the terms of the sale or exchange, imposing any reasonable covenants, and anything else necessary.	In progress	Council's Māori Partnerships now engaging with iwi to confirm any interest, as the Road land proposed to be stopped is near a site of significance to Maori. 'Any interest' does not mean purchase as the subject land could only be sold to the owner of the adjoining property.
15/12/2022	1197	4.2 Progressing the Sludge Minimisation Facility	All clauses	All clauses	In progress	

15/12/2022	1212	4.1 City Car Parking Capacity and Revenue	All clauses All clauses	In progress	
15/12/2022	1219	4.4 Land Acquisition - Aotea Quay	All clauses All clauses	In progress	
15/12/2022	1224	4.3 Frank Kitts Park Playground Update	All clauses All clauses	In progress	

FORWARD PROGRAMME

Kōrero taunaki | Summary of considerations

Purpose

Briefly outline the purpose of the paper

1. This report provides the Forward Programme for Te Kaunihera o Pōneke | Council for the next two meetings.

Strategic alignment with community wellbeing outcomes and priority areas

Aligns with the following strategies and priority areas:

- Sustainable, natural eco city
- People friendly, compact, safe and accessible capital city
- Innovative, inclusive and creative city
- Dynamic and sustainable economy

- Strategic alignment with priority objective areas from Long-term Plan 2021–2031**
- Functioning, resilient and reliable three waters infrastructure
- Affordable, resilient and safe place to live
- Safe, resilient and reliable core transport infrastructure network
- Fit-for-purpose community, creative and cultural spaces
- Accelerating zero-carbon and waste-free transition
- Strong partnerships with mana whenua

Relevant Previous decisions

Financial considerations

- Nil Budgetary provision in Annual Plan / Long-term Plan Unbudgeted \$X

Risk

- Low Medium High Extreme

Author	Alisi Puloka, Democracy Advisor
Authoriser	Stephen McArthur, Chief Strategy & Governance Officer

Taunakitanga | Officers' Recommendations

Officers recommend the following motion

That Te Kaunihera o Pōneke | Council:

1. Receive the information.

Whakarāpopoto | Executive Summary

2. The Forward Programme sets out the reports planned for Te Kaunihera o Pōneke | Council meetings that require consideration.
3. The Forward Programme is a working document and is subject to change on a regular basis.

Kōrerorero | Discussion

4. Thursday 20 April 2023:

- Adoption of new Code of Conduct
- Election Matters
- Request to seek approval to appoint preferred candidates to the District Licensing Committee

Thursday 1 June 2023 – no items currently confirmed for this meeting.

Thursday 29 June 2023:

- Adoption of the 2023-24 Annual Plan

Attachments

Nil

3. Committee Reports

REPORT OF THE KŌRAU TŪĀPAPA | ENVIRONMENT AND INFRASTRUCTURE COMMITTEE MEETING OF 2 FEBRUARY 2023

Members: Mayor Whanau (not present at time of voting), Deputy Mayor Foon, Councillor Abdurahman, Councillor Apanowicz, Councillor Calvert (absent – apology accepted), Councillor Brown (Deputy Chair), Councillor Chung, Councillor Free, Holden Hohaia, Liz Kelly, Councillor Matthews, Councillor McNulty, Councillor O'Neill, Councillor Pannett, Councillor Paul (Chair), Councillor Randle, Councillor Wi Neera, Councillor Young.

The Committee recommends:

REVOCATION OF THE SPEED LIMITS BYLAW

Recommendation/s

That Te Kaunihera o Pōneke | Council

- 1) Agree that the Speed Limits Bylaw be revoked.

Agenda and minutes of the Kōrau Tūāpapa | Environment and Infrastructure Committee are available here: <https://wellington.govt.nz/your-council/meetings/committees/environment-and-infrastructure-committee/2023/02/02>

Attachments

Nil

4. Public Excluded

Recommendation

That the Te Kaunihera o Pōneke | 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 Land Acquisition Opportunities - Outer Green Belt	<p>7(2)(i) The withholding of the information is necessary to enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations).</p> <p>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.</p>	<p>s48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7.</p>