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# Local Governance Statement 2022-2025

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Guide for the community on Council processes

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## Record of Amendments

Version	Date	Resolution	Summary of Amendments
1	28/02/2023		
2	19/10/2023		Update to committee structure and membership
3	08/04/2024	<a href="#">Te Kaunihera o Pōneke   Council – 29 February 2024</a>	Update to committee structure and membership

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](mailto:democracy.services@wcc.govt.nz) or see our website [www.wellington.govt.nz](http://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

[www.wellington.govt.nz](http://www.wellington.govt.nz)

### Phone

04 499 4444 (24 hours, 7 days)

### Email

[info@wcc.govt.nz](mailto:info@wcc.govt.nz)

### Postal address

PO Box 2199, Wellington 6140, Aotearoa

### Service centre

Mon – Fri, 8:00am – 5:00 pm

12 Manners Street, Te Aro

### Head office

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, Grants

TE WHANGANUI-A-TARA MĀORI WARD



**Councillor Nīkau Wi Neera**

Chair: Grants  
Member: Council, SCEC, LTPFPC, EIC, EIHP, SCEHP

PAEKAWAKAWA/SOUTHERN GENERAL WARD



**Councillor Nureddin Abdurahman**

Chair: SCEHP  
Deputy Chair: SCEC  
Member: Council, LTPFPC, EIC, Regs, EIHP



**Deputy Mayor Laurie Foon**

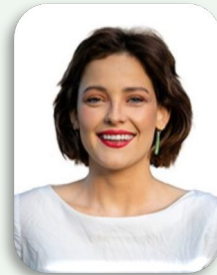
Deputy Chair: Council, CEPRC  
Member: SCEC, LTPFPC, EIC, Grants

MOTUKAIRANGI/EASTERN GENERAL WARD



**Councillor Sarah Free**

Chair: Regs  
Member: Council, SCEC, LTPFPC, EIC, EIHP, SCEHP



**Councillor Teri O'Neill**

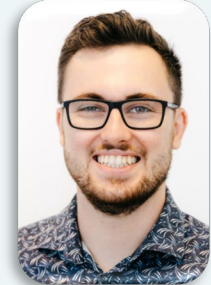
Chair: SCEC  
Member: Council, LTPFPC, EIC, CEPRC, Grants, SCEHP



**Councillor Tim Brown**

Chair: EIC, EIHP  
Member: Council, SCEC, LTPFPC, CEPRC, Grants

PUKEHĪNAU / LAMBTON GENERAL WARD



**Councillor Geordie Rogers**

Member: Council, SCEC, LTPFPC, EIC, Regs



**Councillor Iona Pannett**

Member: Council, SCEC, LTPFPC, EIC, ARC, SCEHP



**Councillor Nicola Young**

Deputy 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, EIHP



**Councillor John Apanowicz**

Deputy Chair: LTPFPC  
Member: Council, SCEC, EIC, ARC, SCEHP

WHARANGI/ONSLOW-WESTERN GENERAL WARD



**Councillor Diane Calvert**

Member: Council, SCEC, LTPFPC, EIC, Regs



**Councillor Rebecca Matthews**

Chair: LTPFPC  
Deputy Chair: EIC  
Member: Council, SCEC, CEPRC, ARC, EIHP



**Councillor Ray Chung**

Member: Council, SCEC, LTPFPC, EIC, Regs, ARC, SCEHP

# 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

EIHP = Environment and Infrastructure Hearings Panel

SCEHP = Social, Cultural, and Economic Hearings Panel

## 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 Tim Brown. 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, subcommittees, and hearings panels 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 Nīkau Wi Neera and meets when required.

The Environment and Infrastructure Hearings Panel has responsibility for hearing oral submissions (if required) on all consultations and engagements that will come to the Kōrau Tūāpapa | Environment and Infrastructure Committee for decision. It is chaired by Councillor Tim Brown and meets as required.

The Social, Cultural, and Economic Hearings Panel has responsibility for hearing oral submissions (if required) on all consultations and engagements that will come to the Kōrau Mātinitini | Social, Cultural, and Economic Committee for decision. It is chaired by Councillor Nureddin Abdurahman and meets as 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:

# Council Committee Structure

## Te Kaunihera o Pōneke | Council

**Chair:** Mayor Whanau

**Deputy Chair:** Deputy Mayor Foon

**Membership:** Mayor Whanau and all councillors

### Kōrau Tūāpapa | Environment and Infrastructure Committee

**Chair:** Cr Brown

**Deputy Chair:** Cr Matthews

**Membership:** Mayor Whanau, all councillors, Tā kai Here representatives Pou iwi Liz Kelly and Pou iwi Holden Hohaia

### Environment and Infrastructure Hearings Panel

**Chair:** Cr Brown

**Membership:** Cr Free, Cr Randle, Cr Abdurahman, Cr Matthews, Cr Wi Neera

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

**Chair:** Cr Matthews

**Deputy Chair:** Cr Apanowicz

**Membership:** Mayor Whanau, all councillors, Tā kai Here representatives Pou iwi Liz Kelly and Pou iwi Holden Hohaia

### Kōrau Mātinitini | Social, Cultural, and Economic Committee

**Chair:** Cr O'Neill

**Deputy Chair:** Cr Abdurahman

**Membership:** Mayor Whanau, all councillors, Tā kai Here representatives Pou iwi Liz Kelly and Pou iwi Holden Hohaia

### Social, Cultural, and Economic Hearings Panel

**Chair:** Cr Abdurahman

**Membership:** Cr O'Neill, Cr Apanowicz, Cr Chung, Cr Pannett, Cr Free, Cr Wi Neera

### Pitau Pūmanawa | Grants Subcommittee

**Chair:** Cr Wi Neera

**Deputy Chair:** Cr Young

**Membership:** Mayor Whanau, Deputy Mayor Foon, Cr Brown, Cr O'Neill, Tā kai Here representative Pou iwi Holden Hohaia

### Koata Hātepe | Regulatory Processes Committee

**Chair:** Cr Free

**Deputy Chair:** Cr McNulty

**Membership:** Mayor Whanau, Cr Abdurahman, Cr Calvert, Cr Chung, Cr Rogers, Tā kai Here representative Pou iwi Liz Kelly

### Unaunahi Māhirahira | Audit and Risk Committee

**Chair:** Bruce Robertson (external appointee)

**Deputy Chair:** Cr Randle

**Membership:** Mayor Whanau, Cr Apanowicz, Cr Chung, Cr Matthews, Cr Pannett, Tā kai Here representative Pou iwi Liz Kelly, Wendy Venter (external appointee)

### Mākara / Ōhāriu Community Board

**Chair:** Mark Reed

**Deputy Chair:** Darren Hoskins

**Membership:** Christine Grace, Chris Renner, Wayne Rudd, Hamish Todd

### Unaunahi Ngaio | Chief Executive Performance Review Committee

**Chair:** Mayor Whanau

**Deputy Chair:** Deputy Mayor Foon

**Membership:** Cr Matthews, Cr O'Neill, Cr Brown

### Tawa Community Board

**Chair:** Jill Day

**Deputy Chair:** Miriam Moore

**Membership:** Cr McNulty, Cr Randle, Rachel Allan, Tim Davin, Liz Langham, Jackson Lacy

### Tawa Community Board Grants Committee

**Chair:** Jackson Lacy

**Membership:** Rachel Allan, Miriam Moore, Jill Day, Tim Davin

## 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 Mātinitini | 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.

<b>Organisation</b>	<b>Purpose</b>
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<b>Wellington Museums Trust</b>	The Wellington Museums Trust operates six visitor experiences for the Council:
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- Capital E,
- Space Place at Carter Observatory,
- City Gallery Wellington,
- Nairn Street Cottage,
- Wellington Museum, and
- Cable Car Museum

The group trades as Experience Wellington and also supports the operation of the New Zealand Cricket Museum and Hannah Playhouse.

Website: [www.experiencewellington.org.nz](http://www.experiencewellington.org.nz)

<b>Wellington Cable Car Ltd</b>	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.
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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.

Website: [www.wellingtoncablecar.co.nz](http://www.wellingtoncablecar.co.nz)

**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](http://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](http://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](http://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](http://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](http://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](http://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

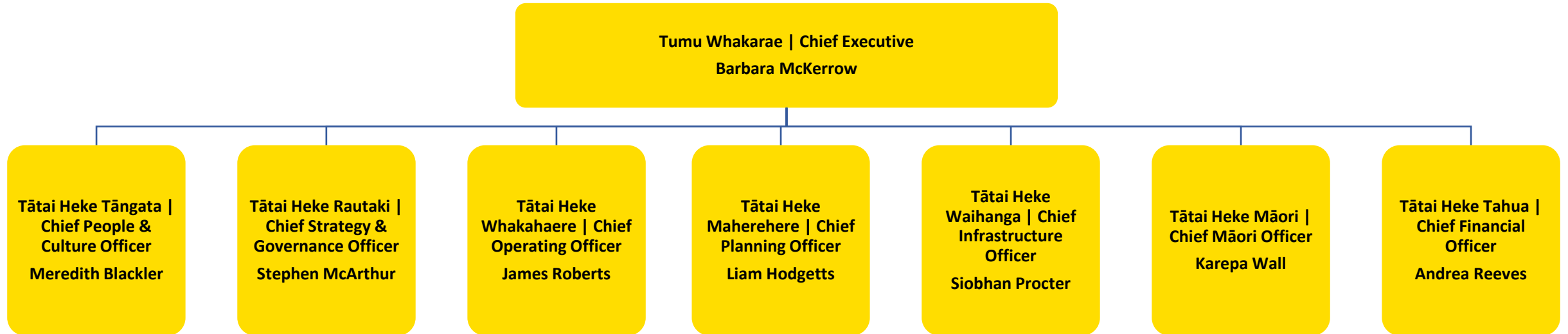
The Chief Executive has some specific responsibilities under the Local Government Act 2002.

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.
Pukehinau/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–19ZI).

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) =  $0.04359 \times 15$

(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 policies (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:

<b>Online</b>	Information request form
<b>Email</b>	<a href="mailto:informationrequests@wcc.govt.nz">informationrequests@wcc.govt.nz</a>
<b>Phone</b>	04 499 4444
<b>Post</b>	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

<b>TITLE OF ACT</b>	<b>REFERENCE NO.</b>
Local Legislation Act 1926	1926, No. 61, s. 28
Local Legislation Act 1927	1927, No. 58, s. 41
Local Legislation Act 1928	1928, No. 48, s.s. 25, 70
Local Legislation Act 1929	1929, No. 21, s. 50
Local Legislation Act 1930	1930, No. 39, s. 32
Local Legislation Act 1931	1931, No. 43, s.s. 18, 45 & 49
Local Legislation Act 1932-33	1932-33, No. 47, s.s. 23 & 28
Local Legislation Act 1933	1933, No. 46, s.s. 12, 57,
Local Legislation Act 1934	1934, No. 33, s.s. 11 & 13
Local Legislation Act 1935	1935, No. 33, s.s. 8, 9, 12, 21 & 39
Local Legislation Act 1936	1936, No. 54, s.s. 15, 16, 17,18, 62 & 66
Local Legislation Act 1937	1937, No. 25, s. 24
Local Legislation Act 1938	1938, No. 18, s.s. 18 & 29
Local Legislation Act 1939	1939, No. 25, s. 53
Local Legislation Act 1940	1940, No. 16, s.s. 8 & 12
Local Legislation Act 1941	1941, No. 23, s.s. 21 & 38
Local Legislation Act 1942	1942, No. 17, s.s. 15, 16, & 37
Local Legislation Act 1944	1944, No. 23, s.s. 12 & 30
Local Legislation Act 1946	1946, No. 39, s. 12
Local Legislation Act 1947	1947, No. 56, s. 37
Local Legislation Act 1948	1948, No. 67, s. 11
Local Legislation Act 1949	1949, No. 35, s.s. 11, 17, 31 & 32
Local Legislation Act 1951	1951, No. 69, s.s. 11 & 22
Local Legislation Act 1952	1952, No. 68, s. 20
Local Legislation Act 1953	1953, No. 106, s.s. 22 & 42



Local Legislation Act 1954	1954, No. 57, s. 10
Local Legislation Act 1959	1959, No. 92, s. 29
Local Legislation Act 1961	1961, No. 127, s. 28
Local Legislation Act 1962	1962, No. 117, s. 19
Local Legislation Act 1963	1963, No. 138, s. 42
Local Legislation Act 1964	1964, No. 117, s. 28
Local Legislation Act 1967	1967, No. 148, s.s. 27 & 28
Local Legislation Act 1968	1968, No. 131, s. 10
Local Legislation Act 1972	1972, No.38, s. 13&22
Local Legislation Act 1974	1974, No. 147, s. 10
Local Legislation Act 1975	1975, No. 126, s.s. 22 & 23
Local Legislation Act 1979	1979, No. 142, s. 10
Local Legislation Act 1980	1980, No. 160, s. 10
Local Legislation Act 1983	1983, No. 8, s. 5
Local Legislation Act 1985	1985, No. 77, s. 5
Local Legislation Act 1992	1992, No. 103, s.4&5
Onslow Borough Drainage Empowering Act 1906	1906, No. 36(L)
Reclamation Within the Harbour of Wellington Act 1887	1887, No. 2(L)
Reserves & Other Disposal & Public Bodies Empowering Act 1906	1906, No. 60, s. 46
Reserves & Other Disposal & Public Bodies Empowering Act 1907	1907, No. 72, s.s. 26, 27, 28 & 54
Reserves & Other Disposal & Public Bodies Empowering Act 1910	1910, No. 80, s.s. 84, 85 & 86
Reserves & Other Disposal & Public Bodies Empowering Act 1912	1912, No. 46, s.s. 39, 42 & 67
Reserves & Other Disposal & Public Bodies Empowering Act 1914	1914, No. 70, s.s. 41, 42, 51, 55 & 98

Reserves & Other Disposal & Public Bodies Empowering Act 1915	1915, No. 68, s.s. 50 & 140
Reserves & Other Disposal & Public Bodies Empowering Act 1916	1916, No. 14, s.s. 46, 47, 81 & 102
Reserves & Other Disposal & Public Bodies Empowering Act 1917	1917, No. 26, s.s. 52, 53, 58, 61 & 63
Reserves & Other Disposal & Public Bodies Empowering Act 1918	1918, No. 23, s.s. 46, 47 & 48
Reserves & Other Disposal & Public Bodies Empowering Act 1919	1919, No 54, s.s. 1 1 1 & 1 12
Reserves & Other Lands Disposal & Public Bodies Empowering Act 1920	1920, No. 75, s. 110
Reserves & Other Lands Disposal & Public Bodies Empowering Act 1921-22	1921-22, No. 59, s.s. 92 & 93
Reserves & Other Lands Disposal & Public Bodies Empowering Act 1922	1922, No. 50, s.s. 45, 106 & 107
Reserves & Other Lands Disposal & Public Bodies Empowering Act 1923	1923, No. 35, s.s. 67, 72 & 76
Reserves & Other Lands Disposal & Public Bodies Empowering Act 1924	1924, No. 55, s.s. 1 13, 126, 132 & 133
Reserves & Other Lands Disposal & Public Bodies Empowering Act 1925	1925, No.46
Reserves & Other Lands Disposal Act 1932-33	1932-33, No. 46, s. 9
Reserves & Other Lands Disposal Act 1934	1934, No. 32, s. 8 & 21
Reserves & Other Lands Disposal Act 1935	1935, No. 30, s. 19
Reserves & Other Lands Disposal Act 1936	1936, No. 49, s. 23
Reserves & Other Lands Disposal Act 1938	1938, No. 19, s.s. 34, 37 & 38
Reserves & Other Lands Disposal Act 1940	1940, No. 13, s. 12
Reserves & Other Lands Disposal Act 1944	1944, No. 22, s. 22
Reserves & Other Lands Disposal Act 1945	1945, No. 31, s. 13
Reserves & Other Lands Disposal Act 1946	1946, No. 34, s. 20

Reserves & Other Lands Disposal Act 1949	1949, No. 34, s.s. 22, 29 & 36
Reserves & Other Lands Disposal Act 1952	1952, No. 69, s. 37
Reserves & Other Lands Disposal Act 1953	1953, No. 107, s. 2
Reserves & Other Lands Disposal Act 1954	1954, No. 58, s. 7
Reserves & Other Lands Disposal Act 1955	1955, No. 49, s.s. 6 & 18
Reserves & Other Lands Disposal Act 1956	1956, No. 53, s. 7
Reserves & Other Lands Disposal Act 1958	1958, No. 108, s. 23
Reserves & Other Lands Disposal Act 1962	1962, No. 49, s. 3
Reserves & Other Lands Disposal Act 1963	1963, No. 128, s. 3
Reserves & Other Lands Disposal Act 1964	1964, No. 118, s. 14
Reserves & Other Lands Disposal Act 1966	1966, No. 102, s. 11
Reserves & Other Lands Disposal Act 1972	1972, No. 124, s. 4
Special Powers & Contracts Act 1886	1886, No. 16(L)
Te Aro Reclamation Act 1879	1879, No 6(P)
Thorndon Reclamation Act 1882	1882, No. 14(L)
Wellington and Karori Sanitation and Water Supply Act 1912	1912, No. 17(L)
Amendment	1915, No. 7(L)
Wellington Botanic Garden Vesting Act 1891	1891, No. 18(L)
Wellington City and Suburban Districts Ambulance Transport Service Act 1927	1927, No. 7(L)
Wellington City Betterment Act 1900	1900, No. 8(L)
Wellington City Council (Local Elections) Empowering Act 1974	1974, No. 6(L)
Wellington City (Cuba Street Mall) Empowering Act 1967	1967, No. 1(L)
Wellington City Drainage Empowering Act 1894	1894, No. 6(L)
Wellington City Empowering Act 1889	1889, No. 14(L)
Wellington City Empowering Act 1897	1897, No. 14(L)

Amendments	1908, No. 39(L), s. 11
Wellington City Empowering Act 1908	1908, No. 39(L)
Amendments	1915, No. 3(L), s. 2
Wellington City Empowering Act 1908 Amendment Act 1915	1915, No. 3(L)
Wellington City Empowering Act 1917	1917, No. 4(L)
Amendments	1929, No. 12(L), s. 4
	1935, No. 4(L)
Wellington City Empowering Act 1925	1925, No. 1 (L)
Wellington City Empowering Act 1926	1926, No. 9(L)
Amendments	1930, No. 13(L), s. 5
Wellington City Empowering Act 1928	1928, No. 22(L)
Wellington City Empowering Act 1930	1930, No. 13(L)
Amendments	1940, No. 4(L), s. 4
Wellington City Empowering Act 1931	1931, No. 9(L)
Wellington City Empowering & Amendment Act 1912	1912, No. 20(L)
Amendments	1924, No. 19(L), s.12
	1951, No. 6(L)
	1954, No. 10(L)
Wellington City Empowering & Amendment Act 1922	1922, No. 18(L)
Amendments	1930, No. 13(L), s. 5
Wellington City Empowering & Amendment Act 1924	1924, No. 19(L)
Amendments	1927, No. 4(L)
	1929, No. 12(L), s 12
	1954, No. 10(L)
Wellington City Empowering & Amendment Act	1927, 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, No. 20(L)

Wellington City Leasing Act 1904, No. 12(L)

Wellington City Milk Supply Act 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, No. 23(L)

Wellington City Reserves Act 1872, No. 13

Wellington City Sanitation Loan Empowering Act 1892, No. 2(L)  
1892

Wellington City Streets Act 1899, No. 9(L)

Wellington City Streets Act 1905, No. 42(L)

Wellington (City) Streets Empowering Act 1909, No. 25(L)

Wellington Corporation and College Land Exchange Act 1888, No. 10(L)  
1888

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