

ORDINARY MEETING

OF

WELLINGTON CITY COUNCIL

AGENDA

Time: 9:30am
Date: Wednesday, 28 March 2018
Venue: Committee Room 1
Ground Floor, Council Offices
101 Wakefield Street
Wellington

MEMBERSHIP

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

Have your say!

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

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Nil	

1 Meeting Conduct

1.1 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.

1.2 Announcements by the Mayor

1.3 Conflict of Interest Declarations

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

1.4 Confirmation of Minutes

The minutes of the meeting held on 1 March 2018 will be put to the Council for confirmation.

1.5 Items not on the Agenda

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

Matters Requiring Urgent Attention as Determined by Resolution of the Wellington City Council

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.

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

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.

1.6 Public Participation

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

2. General Business

REPRESENTATION REVIEW FOR THE 2019/2022 LOCAL BODY ELECTIONS

Purpose

1. The purpose of this report is for Council to resolve an initial proposal for its review of representation arrangements (number of councillors, wards, etc.) that will apply for the 2019 and 2022 triennial elections.

Summary

2. The Local Electoral Act 2001 (LEA) requires local authorities to undertake a review of their representation arrangements at least once every six years. The Council carried out its last review in 2012 (for the 2013 and 2016 triennial elections) and is therefore required to undertake another review in 2018 (for the 2019 and 2022 triennial elections).
3. Current representation arrangements are the mayor (elected at large), 14 councillors (elected from five wards) and 12 community board members (elected to two community boards). Two of the five wards (Eastern and Lambton Wards) do not comply with the fair representation criteria (+/-10% rule).
4. Council has held a number of workshops over the last few months to discuss and consider the relevant issues when undertaking a review (identifying communities of interest, ensuring fair and effective representation and reviewing community boards), and considered four options.
5. The preferred option is to retain 14 councillors elected from five wards (plus the mayor), with slightly modified ward boundaries to better reflect communities of interest (specifically uniting the Brooklyn suburb into one ward) and fairer representation (specifically the Southgate suburb). However, the preferred option is marginally non-compliant with the +/- 10% rule for two of the five wards (Eastern and Southern Wards), which means, if the initial becomes the final proposal without change, the review will ultimately be determined by the Local Government Commission.
6. It is proposed that current ward names be retained with te reo names included.

Recommendation/s

That the Council:

1. Receive the information.
2. Agree, in accordance with sections 19H and 19J of the Local Electoral Act 2001, to adopt as its initial proposal for the review of representation arrangements:
 - i. Wellington City Council comprising 14 councillors elected under the ward system, plus the mayor elected at large;
 - ii. Wellington City Council be divided into five wards, these being:
Motukairangi / Eastern Ward (3 councillors) being the existing ward comprising the area delineated on SO Plan 37887 (Breaker Bay, Hataitai,

Houghton Bay, Karaka Bays, Kilbirnie, Lyall Bay, Maupuia, Miramar, Moa Point, Rongotai, Roseneath, Seatoun and Strathmore Park) with the addition of Southgate, the proposed boundaries of which are shown on [Attachment 3](#);

Paekawakawa / Southern Ward (2 councillors) being the existing ward comprising the area delineated on SO Plan 37888 (Berhampore, part Brooklyn, Island Bay, Kingston, Mornington, Newtown, Owhiro Bay and Vogeltown) with the exclusion of Southgate and the inclusion of the balance of Brooklyn, the proposed boundaries of which are shown on [Attachment 4](#);

Pukehīnau / Lambton Ward (3 councillors), being the existing ward comprising the area delineated on SO Plan 37886 (Aro Valley, Highbury, Kelburn, Mt Cook, Mt Victoria, Oriental Bay, Pipitea, Te Aro, Thorndon and Wellington Central) with the exclusion of part of Brooklyn, the proposed boundaries of which are shown on [Attachment 5](#);

Takapū / Northern Ward (3 councillors) being the existing ward comprising the area delineated on SO Plan 37883 (Churton Park, Glenside, Grenada North, Grenada Village, Horokiwi, Johnsonville, Newlands, Ohariu, Paparangi, Takapū Valley, Tawa and Woodridge) with the addition of a small part of Ohariu, the proposed boundaries of which are shown on [Attachment 6](#);

Wharangi / Onslow-Western Ward (3 councillors) being the existing ward comprising the area delineated on SO Plan 335633 (Broadmeadows, Crofton Downs, Kaiwharawhara, Karori, Khandallah, Makara, Makara Beach, Ngaio, Ngauranga, Northland, Wadestown and Wilton) with the exclusion of part of Brooklyn and a small part of Ohariu, the proposed boundaries of which are shown on [Attachment 7](#);

- iii. two community boards electing 12 members, these being:

Makara/Ohariu Community Board (6 members elected from the community at large) being the existing community board area comprising the area delineated on LG-047-2013-Com-1 deposited with the Local Government Commission, with the exclusion of parts of Brooklyn and Owhiro Bay, the proposed boundaries of which are shown on [Attachment 8](#) (boundaries to match the proposed ward boundaries);

Tawa Community Board (6 members elected from the community at large plus two councillors representing the Takapū / Northern Ward as appointed by Council) being the existing community board area comprising the area delineated on LG-047-2015-Com-1 deposited with the Local Government Commission, the proposed boundaries of which are shown on [Attachment 9](#);

- iv. the reason the total number of councillors is proposed to remain at 14 (plus the mayor) is to provide effective representation to Wellington residents and ratepayers;
- v. the reasons for the ward boundary alterations are to better reflect communities of interest (specifically uniting the suburb of Brooklyn into one ward) and fairer representation (specifically the Southgate suburb);
- vi. as two of the proposed wards are marginally non-compliant with fair representation (+/- 10% rule), if the initial proposal is confirmed by Council as its final proposal, the proposal must be treated as an appeal under

section 19V (5) of the Local Electoral Act 2001 and referred to the Local Government Commission following the appeal/objection period;

- vii. the above initial proposal be submitted for formal public consultation, including inviting submissions in the period 4 April to 4 May 2018.

Background

7. The Local Electoral Act 2001 (LEA) requires every local authority to undertake a review of their representation arrangements at least once every six years. These reviews are to determine the number of councillors to be elected, the basis of election for councillors and, if this includes wards, the boundaries and names of these wards. Reviews also include whether there are to be community boards and if so, arrangements for these boards. Representation arrangements must provide fair and effective representation for individuals and communities.
8. Council last reviewed its representation arrangements before the 2013 triennial elections and is therefore required to undertake a review before the 2019 triennial elections.
9. Current representation arrangements, in addition to the mayor elected at large, are 14 councillors elected from five wards, and 12 community board members elected to two community boards:

Ward	Councillors
Eastern	3
Southern	2
Lambton	3
Northern	3
Onslow-Western	3

Community Board	Members
Makara/Ohariu	6
Tawa	6 *

* plus two appointed members
(councillors from the Northern Ward)

10. Current representation arrangements were confirmed by the Local Government Commission's determination dated 3 April 2013. These arrangements also applied for the 2007 and 2010 triennial elections.
11. The Local Government Commission issued guidelines for local authorities when undertaking a review of representation arrangements must be taken into consideration.
12. Council has previously considered the choice of electoral system and resolved to retain the STV electoral system on 30 August 2017, which will apply for the 2019 triennial election.
13. Workshops were held to consider the review of representation arrangements with Council on 29 August 2017, 12 December 2017 and 27 February 2018, and with the Makara/Ohariu Community Board on 1 February 2018 and the Tawa Community Board on 8 February 2018.

Discussion

14. Part 1A of the LEA sets out the requirements for a representation arrangements review. Issues that a local authority are required to consider include:

- whether councillors (other than the mayor) are to be elected by electors of the district at large, by electors of two or more wards, or in some cases by a mix of electors of the district at large and by electors of wards;
- the proposed number of councillors to be elected in each category (as a whole/ward/mixture - if applicable);
- the proposed name and boundaries for each ward (if Council agrees to elect its members under the ward system);
- whether there should be communities and community boards, and if so, the nature of a community and structure of a community board;
- whether one or more communities should be constituted;
- whether any community should be abolished or united with another community;
- whether the boundaries of a community should be altered;
- whether a community should be subdivided for electoral purposes;
- the number of members of a community board (including the number elected and appointed);
- whether members of a community board to be elected by electors of a community at large, or by electors of two or more subdivisions, or by electors of each ward (if a community comprises two or more wards);
- the name, boundaries and number of members of each subdivision of a community (if adopted).

15. In undertaking a representation arrangements review, the following key principles must be considered:
- communities of interest
 - effective representation
 - fair representation (+/- 10% rule)
16. The Local Government Commission guidelines on undertaking a representation arrangements review contains the following information:

Communities of interest

- not defined in legislation and may mean different things to different people
- essential part of review process
- one definition describes it as a three-dimensional concept
 - perceptual – a sense of belonging to a clearly defined area or locality
 - functional – the ability to meet with reasonable economy the community's requirements for comprehensive physical and human resources
 - political – the ability of the elected body to represent the interests and reconcile the conflicts of all its members
- sense of community identity and belonging can be influenced by geographic features such as distinctive physical and topographical features
- community of interest can be identified by access to goods and services needed every day
- rohe or takiwa of local iwi and hapu may also be factors
- dependence on shared facilities (schools, recreational, retail, cultural)

- must be able to be defined as a single geographical area ie a physical boundary must be able to be defined

Effective representation

- once communities of interest have been defined by geographical boundaries, need to consider how these communities will be most effectively represented
- does each community of interest require separate representation?
- can communities of interest be grouped together to achieve effective representation?
- is effective representation best achieved by an at large system, a ward system or a mixed system?
- if at large - how many members would provide effective representation for the district as a whole?
- if wards - how many members for each ward would provide effective representation?
- should there be communities and community boards?
- ward and community board boundaries to coincide with mesh block boundaries

Fair representation

- population equity (plus/minus 10% of average representation) – applies to wards and subdivisions of community boards.

17. The process to follow when undertaking a representation arrangements review is:
 - a. identify the city's communities of interest;
 - b. determine the effectiveness of members by looking at the overall number of members, whether they represent the city at large or from wards or by a mixture, in order that members are effective (are able to listen to and represent constituents effectively);
 - c. investigate whether there should be community boards, and if so, the number, boundaries, number of members, whether they be subdivided, etc.;
 - d. determine that members fairly represent their constituents by ensuring the average population ratio is no more than a +/- 10% variance.
18. Informal preliminary consultation was undertaken in October 2017 where a survey of Council's Capital Views research panel was undertaken. Of the 1,300 members polled, 456 responded (35%). In summary:
 - 40% wanted a ward system, 41% wanted a mixed system (wards/at large), 15% wanted an at large system
 - where the ward system was chosen, 64% wanted no changes to current wards
 - where the wards/mixed system was chosen, 51% wanted no changes to the current wards
 - where the mixed system was chosen, 38% wanted no changes to wards
 - 62% wanted no changes to ward names (except for te reo names added)
 - 47% thought 12-14 councillors about right number
 - 41% wanted Tawa Community Board retained
 - 46% wanted Makara/Ohariu Community Board retained
 - 43% did not want any new community boards

More detailed analysis of the responses is at the end of this report (Supporting Information).

19. The city is currently divided into five wards and Council considers that the current ward structure still largely reflects the city's communities of interest. However, the review of representation arrangements provides the opportunity for Council to adjust some ward boundaries by correcting a current split community (uniting the suburb of Brooklyn into one ward) and aligning a suburb (Southgate) with another ward to provide fairer representation. Council also considers the two current community boards provide an appropriate local interface with these two communities.
20. The population of the city is 212,700 (Estimated Resident Population as at 30 June 2017), and it is considered that 14 councillors plus the mayor is sufficient in providing effective representation to constituents (access and availability, member workload, etc.). Council also considers that six community board members each for both the Makara/Ohariu and Tawa Community Boards (plus two appointed members to the Tawa Community Board) also provide effective representation (access and availability) to these local communities.

The requirement that the average number of resident population to councillors (for wards) should not exceed +/- 10% must be taken into account when undertaking a representation arrangements review. The latest population estimates (as at 30 June 2017) for each current ward are:

Ward	Pop	Cllrs	Ave	Fits Rule	% Variation
Eastern	39,200	3	13,067	No	-13.95%
Southern	28,900	2	14,450	Yes	-4.85%
Lambton	52,000	3	17,333	No	+14.14%
Northern	47,900	3	15,967	Yes	+5.14%
Onslow-Western	44,600	3	14,867	Yes	-2.1%

Note 1: 212,700 / 14 councillors = 15,193 (+/- 10% range being 13,674 – 16,712)

Note 2: the population by ward totals 212,600 rather than 212,700, the difference due to rounding of estimates.

21. For the current ward arrangements, three of the five comply with the +/- 10% rule, and two fall outside the criteria (Eastern Ward -13.95% [over-represented] and Lambton Ward +14.14% [under-represented]). Where a territorial authority considers that non-compliance with the +/- 10% rule would divide a community of interest between wards (or there are isolated or island communities), then the territorial authority may exceed the +/- 10% rule, but this must be treated as an appeal under section 19V (5) of the Local Electoral Act 2001. This means it must be referred to the Local Government Commission following the appeal/objection period.

Options

22. Council at its earlier workshops considered four options:

Option 1 (status quo)

- 14 councillors (plus the mayor) elected from the five current wards, six community board members elected to both the Makara/Ohariu and Tawa Community Boards (plus two appointed members to the Tawa Community Board).

- This option did not address the issue of split communities of interest and does not comply with the +/- 10% rule (Eastern Ward -13.95% and Lambton Ward +14.14% - see table above).
- Refer [Attachment 1](#) (maps of current boundaries for wards and community boards).

Option 2 (modified status quo)

- 14 councillors (plus the mayor) elected from the five largely current wards, six community board members elected to both the Makara/Ohariu and Tawa Community Boards (plus two appointed members to the Tawa Community Board).
- This option addresses the issue of split communities of interest but is marginally non-compliant with the +/- 10% rule (Eastern Ward -11.3% [over-represented] and Southern Ward +10.3% [under-represented]):

Ward	Pop	Cllrs	Ave	Fits Rule	% Variation
Motukairangi / Eastern	40,430	3	13,477	No	-11.3%
Paekawakawa / Southern	33,510	2	16,755	No	+10.3%
Pukehīnau / Lambton	46,120	3	15,373	Yes	+1.2%
Takapū / Northern	48,030	3	16,010	Yes	+5.4%
Wharangi / Onslow-Western	44,610	3	14,870	Yes	-2.1%

Note 1: 212,700 / 14 councillors = 15,193 (+/- 10% range being 13,674 – 16,712)

- Of the above proposed wards, three of the five comply with the +/- 10% rule, and two are marginally outside the criteria. Because this option is marginally non-compliant with the +/- 10% rule, if it is confirmed by Council as its initial proposal (and then as the final proposal) it must be treated as an appeal under section 19V (5) of the Local Electoral Act 2001. This means it must be referred to the Local Government Commission following the appeal/objection period. Where this occurs, the Commission has indicated that local authorities must be able to demonstrate that compliance of this rule would divide a community of interest between wards.
- The boundaries of both community boards are proposed to be adjusted to align to the boundaries of the wards.
- Refer [Attachments 2–9](#) (maps of proposed boundaries for wards and community boards).

Option 3 (mixed system)

- 14 councillors (plus the mayor), with five councillors elected at large and nine councillors elected from three wards (three councillors per ward), six community board members elected to both the Makara/Ohariu and Tawa Community Boards (plus two appointed members to the Tawa Community Board).
- Combining three wards (Eastern with Southern; Lambton with part of Onslow-Western; Northern with part of Onslow-Western) and having a total of 14 councillors does not align with the findings of the preliminary consultation (64% wanted no change to current wards), but does comply with the +/-10% rule.

Ward	Pop *	Cllrs	Ave	Fits Rule	% Variation
Eastern / Southern	71,168	3	23,723	Yes	+2.1%
Lambton / pt Onslow-Western	67,369	3	22,456	Yes	-3.34%
Northern / pt Onslow-Western	70,568	3	23,523	Yes	+1.24%

Note 1: 212,700 / 9 councillors = 23,633 (+/- 10% range being 21,270 – 25,996)

Note 2: (*) 2017 Statistics New Zealand figures by suburb are unavailable; we used .id website figures which are within 1.7% of Statistics New Zealand figures.

Option 4 (reduced wards, matching community boards)

- 14 councillors (plus the mayor) elected from three wards (two wards with five councillors, one ward with four councillors), six community board members elected to each of the three community boards (boundaries matching the new wards).
- Combining three wards (Eastern with Southern; Lambton with part of Onslow-Western and part of Northern; part of Northern with part of Onslow-Western) and having 14 councillors does not align with the findings of the preliminary consultation (64% wanted no change to current wards), but does comply with the +/-10% rule.

Ward	Pop *	Cllrs	Ave	Fits Rule	% Variation
Eastern / Southern / Brooklyn	73,113	5	14,623	Yes	-2.1%
Lambton / pt Onslow-Western / Ohariu	77,534	5	15,507	Yes	+3.82%
Northern / pt Onslow-Western	58,458	4	14,615	Yes	-2.15%

Note 1: 212,700 / 14 councillors = 15,193 (+/- 10% range being 13,674 – 16,712)

Note 2: (*) 2017 Statistics New Zealand figures by suburb are unavailable; we used .id website figures which are within 1.7% of Statistics New Zealand figures.

23. At Council's workshop on 27 February 2018, the preferred option for the initial proposal was Option 2 (modified status quo).
24. Council also requested advice from local iwi regarding dual-naming of the wards. Following consultation, the following dual names are recommended:
 - a. Motukairangi / Eastern Ward
 - b. Paekawakawa / Southern Ward
 - c. Pukehīnau / Lambton Ward
 - d. Takapū / Northern Ward
 - e. Wharangi / Onslow-Western Ward
25. Accordingly, in accordance with sections 19H and 19J of the Local Electoral Act 2001 the following initial proposal is recommended for adoption:
 - i. Wellington City Council comprising 14 councillors elected under the ward system, plus the mayor elected at large;
 - ii. Wellington City Council be divided into five wards, these being:

Motukairangi / Eastern Ward (3 councillors) being the existing ward comprising the area delineated on SO Plan 37887 (Breaker Bay, Hataitai, Houghton Bay, Karaka Bays, Kilbirnie, Lyall Bay, Maupuia, Miramar, Moa Point, Rongotai, Roseneath, Seatoun and Strathmore Park) with the addition of Southgate, the proposed boundaries of which are shown on [Attachment 3](#);

Paekawakawa / Southern Ward (2 councillors) being the existing ward comprising the area delineated on SO Plan 37888 (Berhampore, part Brooklyn, Island Bay, Kingston, Mornington, Newtown, Owhiro Bay and Vogeltown) with the exclusion of Southgate and the inclusion of the balance of Brooklyn, the proposed boundaries of which are shown on [Attachment 4](#);

Pukehīnau / Lambton Ward (3 councillors), being the existing ward comprising the area delineated on SO Plan 37886 (Aro Valley, Highbury, Kelburn, Mt Cook, Mt Victoria, Oriental Bay, Pipitea, Te Aro, Thorndon and Wellington Central) with the exclusion of part of Brooklyn, the proposed boundaries of which are shown on [Attachment 5](#);

Takapū / Northern Ward (3 councillors) being the existing ward comprising the area delineated on SO Plan 37883 (Churton Park, Glenside, Grenada North, Grenada Village, Horokiwi, Johnsonville, Newlands, Ohariu, Paparangi, Takapū Valley, Tawa and Woodridge) with the addition of a small part of Ohariu, the proposed boundaries of which are shown on [Attachment 6](#);

Wharangi / Onslow-Western Ward (3 councillors) being the existing ward comprising the area delineated on SO Plan 335633 (Broadmeadows, Crofton Downs, Kaiwharawhara, Karori, Khandallah, Makara, Makara Beach, Ngaio, Ngauranga, Northland, Wadestown and Wilton) with the exclusion of part of Brooklyn and a small part of Ohariu, the proposed boundaries of which are shown on [Attachment 7](#);

- iii. two community boards electing 12 members, these being:

Makara/Ohariu Community Board (6 members elected from the community at large) being the existing community board area comprising the area delineated on LG-047-20103-Com-1 deposited with the Local Government Commission, with the exclusion of parts of Brooklyn and Owhiro Bay, the proposed boundaries of which are shown on [Attachment 8](#) (boundaries to match the proposed ward boundaries);

Tawa Community Board (6 members elected from the community at large plus two councillors representing the Takapū / Northern Ward as appointed by Council) being the existing community board area comprising the area delineated on LG-047-2015-Com-1 deposited with the Local Government Commission, the proposed boundaries of which are shown on [Attachment 9](#);

- iv. the reason the total number of councillors is proposed to remain at 14 (plus the mayor) is to provide effective representation to Wellington residents and ratepayers;
- v. the reasons for the ward boundary alterations are to better reflect communities of interest (specifically uniting the suburb of Brooklyn into one ward) and fairer representation (specifically the Southgate suburb);
- vi. as two of the proposed wards are marginally non-compliant with fair representation (+/- 10% rule), if the initial proposal is confirmed by Council as its final proposal, the proposal must be treated as an appeal under section 19V (5) of the Local Electoral Act 2001 and referred to the Local Government Commission following the appeal/objection period;

- vii. the above initial proposal be submitted for formal public consultation, including inviting submissions in the period 4 April to 4 May 2018.

Next Actions

26. Council, at its meeting on 28 March 2018, is to resolve an initial proposal of its review of representation arrangements for public consultation.
27. The formal consultative process involves the ability for the public to make submissions on the representation arrangements review.
28. The consultative process will include:
- a Statement of Proposal (explanation of the submission process, outline the proposal and rationale for it including maps to show changes and Q and A section);
 - formal submission form;
 - consultation web page and Consult 24 process;
 - a flyer with detail of the proposed changes delivered to people living in areas affected by the boundary changes;
 - email for residents' associations;
 - consultation launch media release;
 - email address for submissions;
 - social media postings;
 - one public meeting;
 - monitoring, and where necessary, responding to social media and mainstream media.
29. The Communications and Engagement Plan developed for this project identifies key stakeholders as those living in areas where boundaries are changing. It identified the project as having a low significance and an IAP2 rating – to consult and to involve those most closely affected.
30. Any submissions received over the submission period (4 April 2018 – 4 May 2018) will need to be considered by Council during May 2018 before a final proposal is resolved on 30 May 2018.
31. Under the provisions of the LEA, following a Council resolution of its initial proposal, a proposed timetable is recommended as follows:

Action	Date	Legislative provision
Council initial proposal	28 March 2018	s19H LEA
Public notice of initial proposal	4 April 2018	s19M LEA
Public submission period	4 April 2018 – 4 May 2018	s19M LEA
Submissions heard	May 2018	s19M LEA
Council resolution of final proposal	30 May 2018	s19N LEA
Public notice of final proposal	13 June 2018	s19N LEA

Public appeals/objection period	13 June 2018 – 13 July 2018	s19N LEA
Forward material to LGC	August 2018	s19Q LEA
Determination by LGC	By 10 April 2019	s19R LEA

Attachments

Attachment 1.	Current boundaries for wards and community boards ↓	Page 21
Attachment 2.	Proposed boundaries for all wards ↓	Page 29
Attachment 3.	Proposed boundaries for Motukairangi / Eastern Ward ↓	Page 30
Attachment 4.	Proposed boundaries for Paekawakawa / Southern Ward ↓	Page 31
Attachment 5.	Proposed boundaries for Pukehīnau / Lambton Ward ↓	Page 32
Attachment 6.	Proposed boundaries for Takapū / Northern Ward ↓	Page 33
Attachment 7.	Proposed boundaries for Whārangi / Onslow-Western Ward ↓	Page 34
Attachment 8.	Proposed boundaries for Makara/Ohariu Community Board ↓	Page 35
Attachment 9.	Proposed boundaries for Tawa Community Board ↓	Page 36

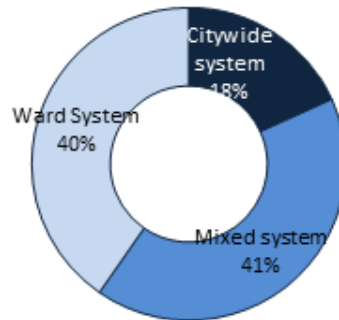
Author	Anusha Guler, Head of Governance
Authoriser	Kane Patena, Director Governance and Assurance

SUPPORTING INFORMATION

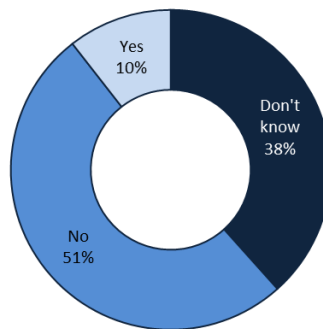
Engagement and Consultation

Informal preliminary consultation was undertaken in October 2017 where a survey of Council's Capital Views research panel was undertaken. Of the 1,300 members polled, 456 responded (35%). A summary of the responses is:

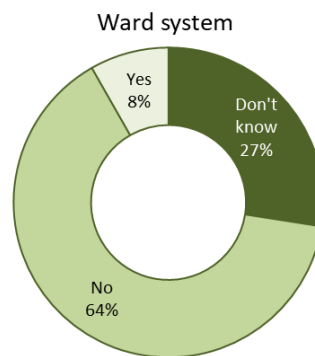
Q. Should councillors be elected 'at large', wards or mix?



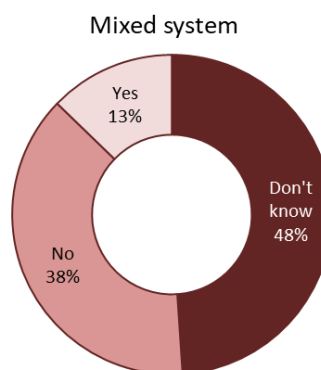
Q. Those that chose the ward or mix system, should the ward system be changed?



Q. Those that chose the ward system, should there be changes to the current wards?



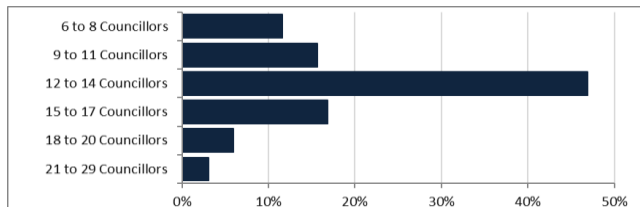
Q. Those that chose a mix system, should there be changes to current wards?



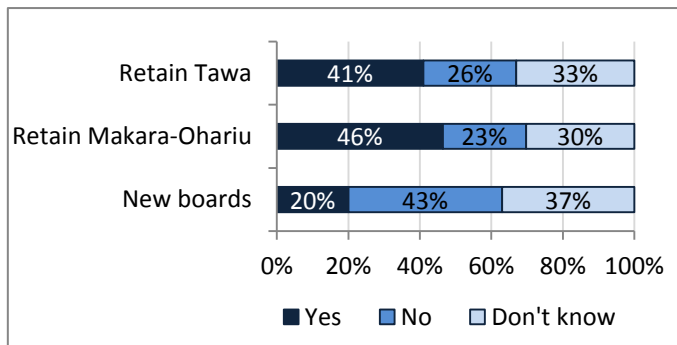
Q. Should current ward names be changed?

Ward name change	
Yes	11%
No	62%
Don't know	27%

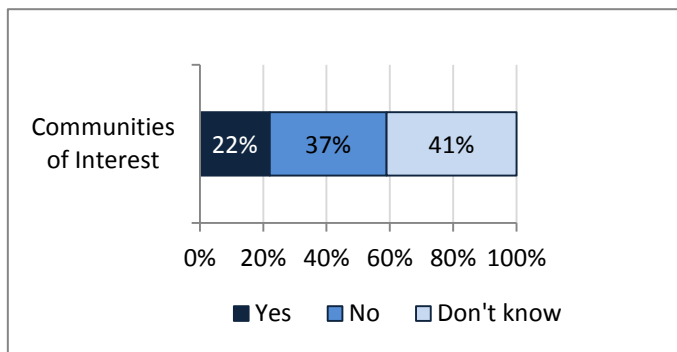
Q. What is the right number of councillors?



Q. Should the current community boards be retained? Should new community boards be established?



Q. Were there any communities of interest that Council should be taking into account in the review?



Treaty of Waitangi considerations

Local iwi has been approached for advice local iwi regarding the proposed dual-naming of the wards.

Financial implications

The project has been budgeted for in Democracy Services 2017/2018 budgets.

Policy and legislative implications

The Local Electoral Act 2001 (LEA) requires every local authority to undertake a review of their representation arrangements at least once every six years. Part 1A of the LEA sets out the requirements for a representation arrangements review.

Risks / legal

There are no legal implications identified as the final decision rests with the Local Government Commission.

Climate Change impact and considerations

There are no climate change implications to this decision.

Communications Plan

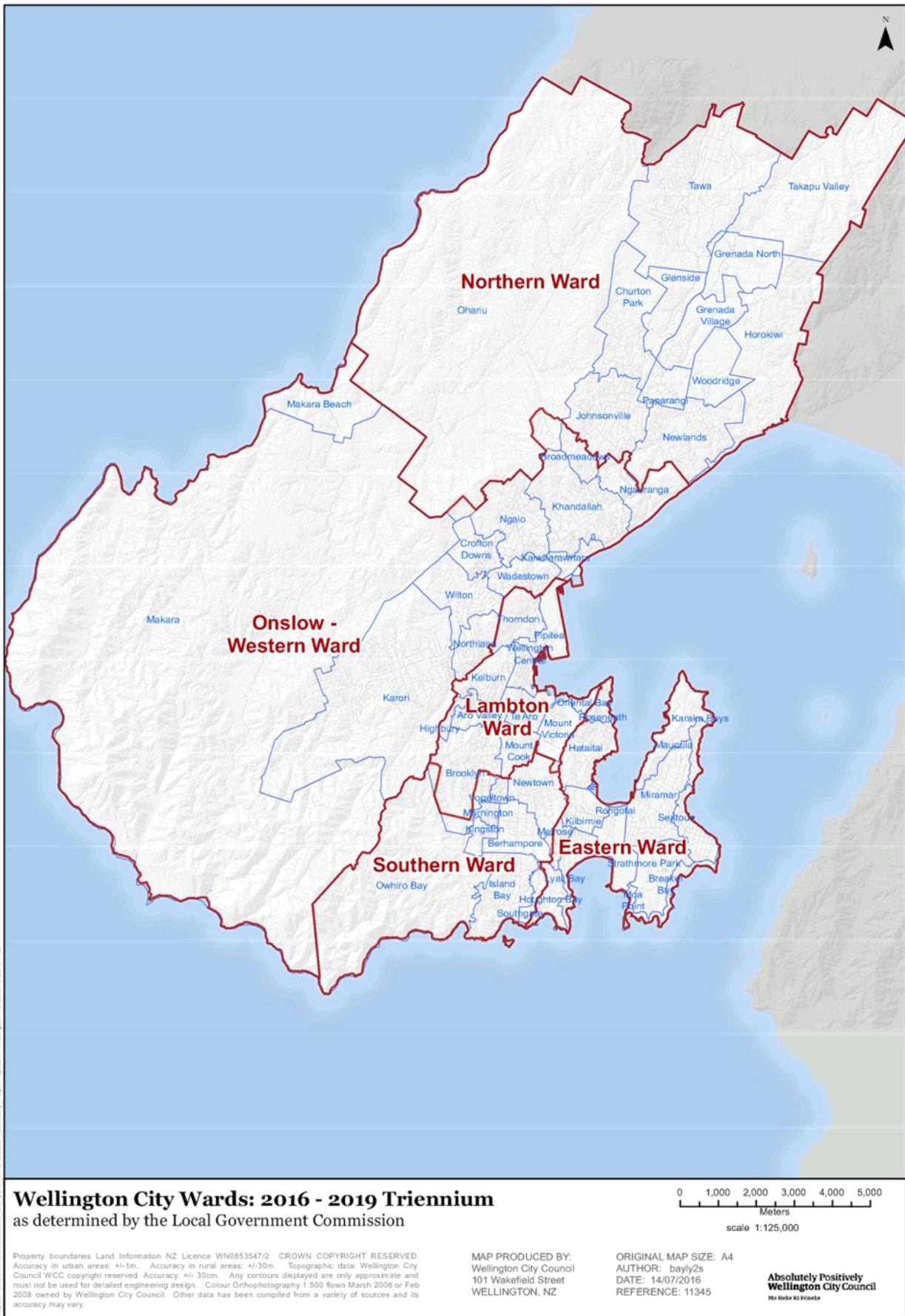
The “initial” proposal will be publicly notified and will be open to public submissions and hearings before a final decision is made.

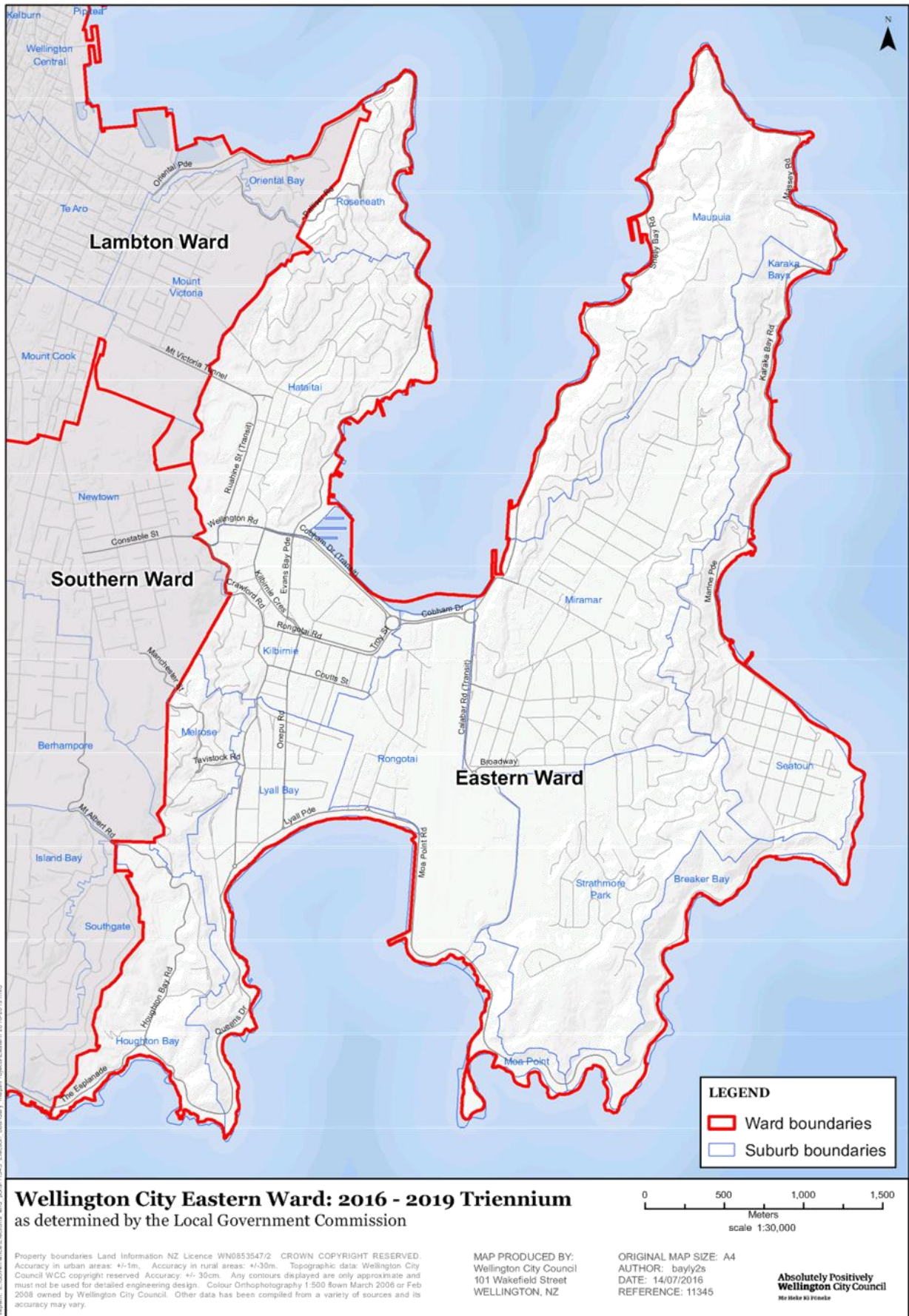
The consultative process will include:

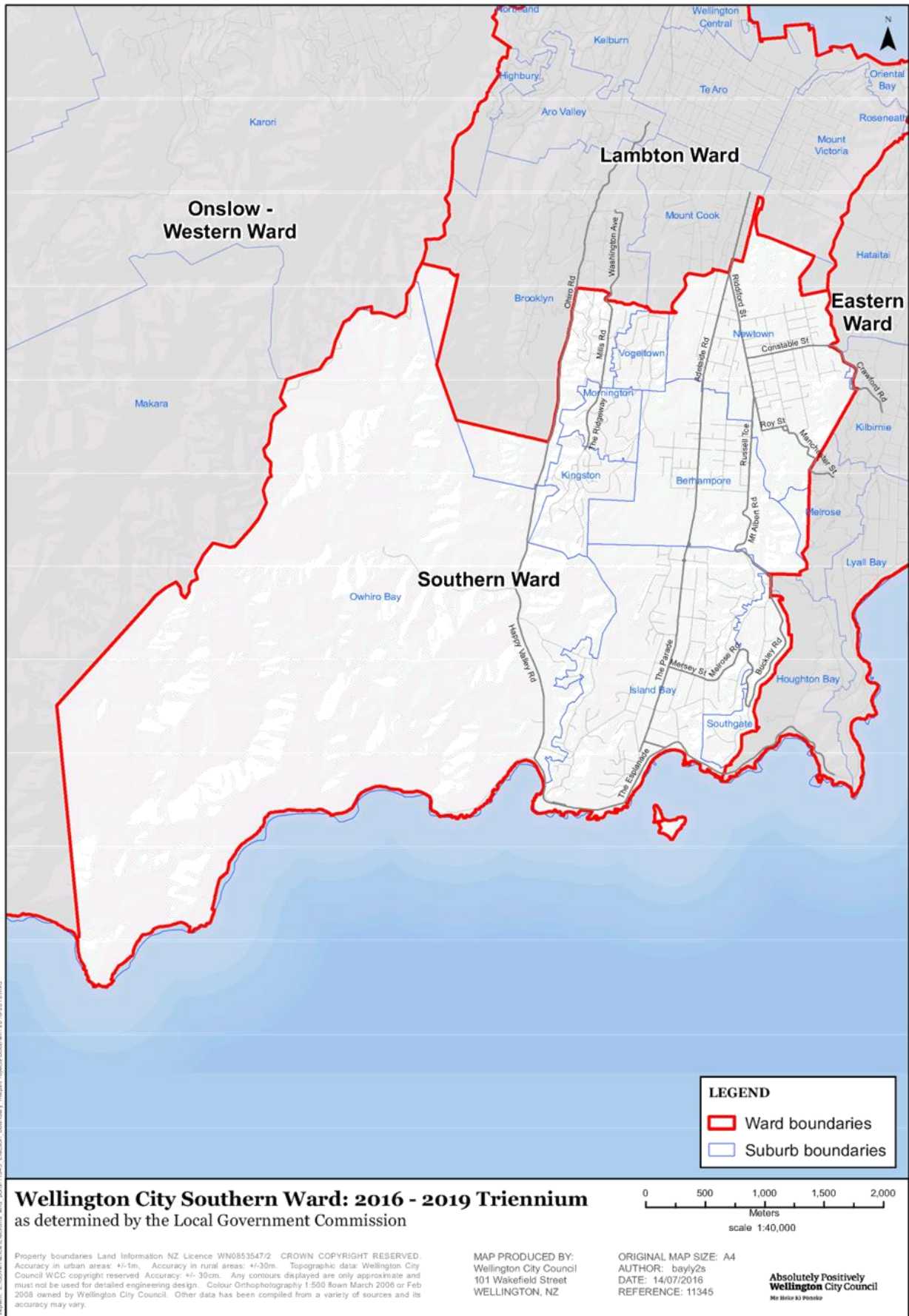
- a Statement of Proposal (explanation of the submission process, outline the proposal and rationale for it including maps to show changes and Q and A section);
- formal submission form;
- consultation web page and Consult 24 process;
- a flyer with detail of the proposed changes delivered to people living in areas affected by the boundary changes;
- email for residents' associations;
- consultation launch media release;
- email address for submissions;
- social media postings;
- one public meeting;
- monitoring, and where necessary, responding to social media and mainstream media.

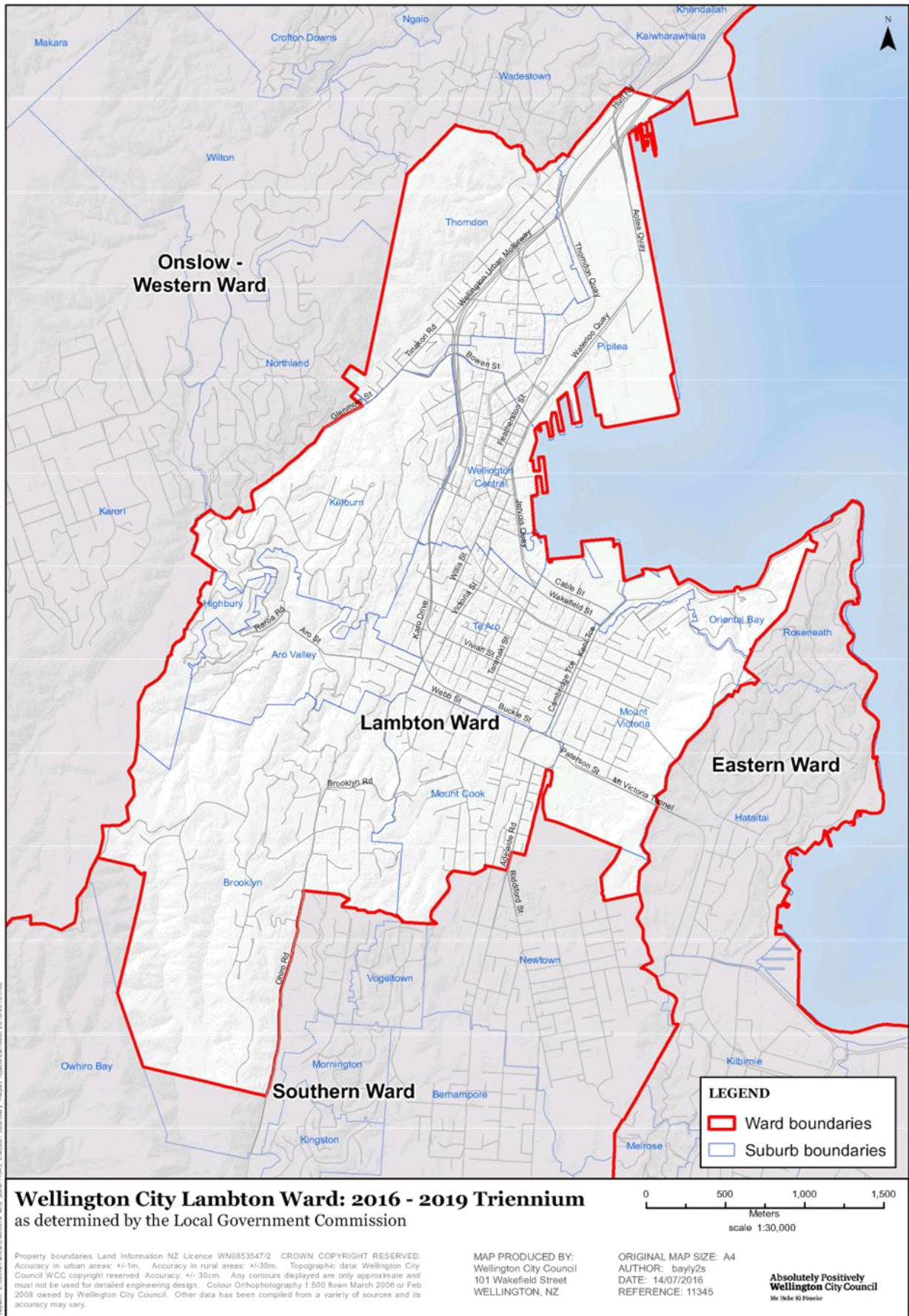
Health and Safety Impact considered

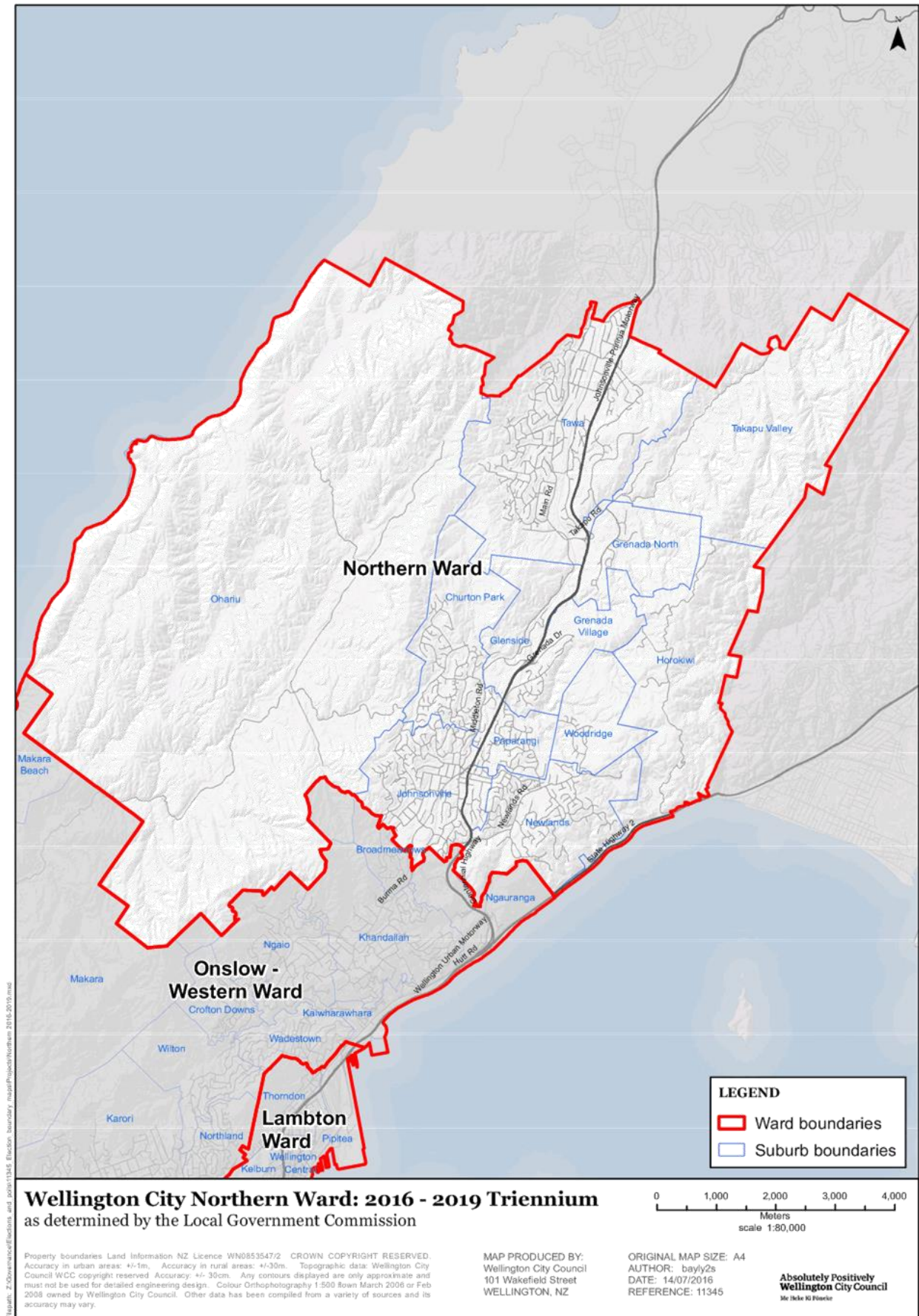
There are no Health and Safety implications.

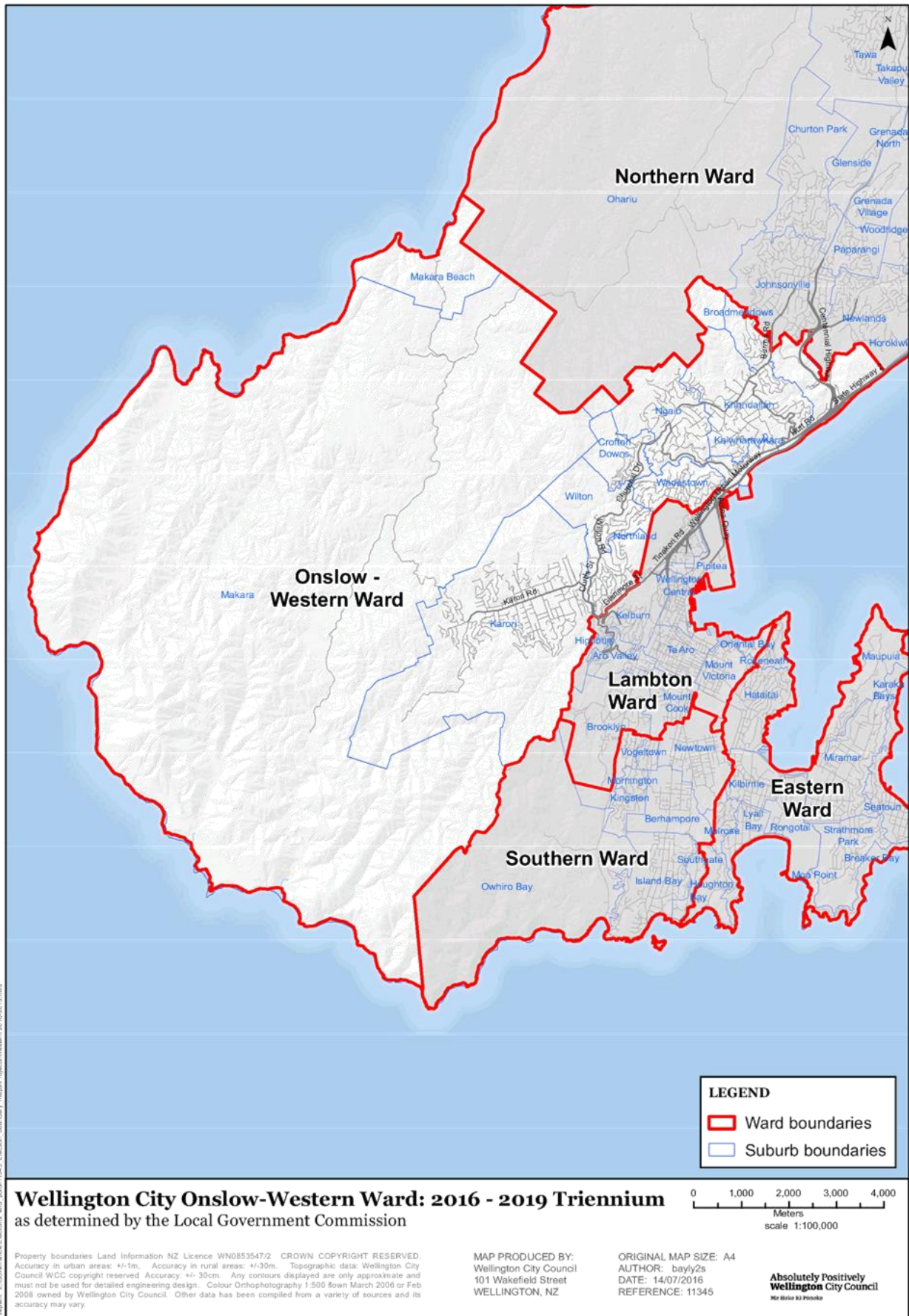


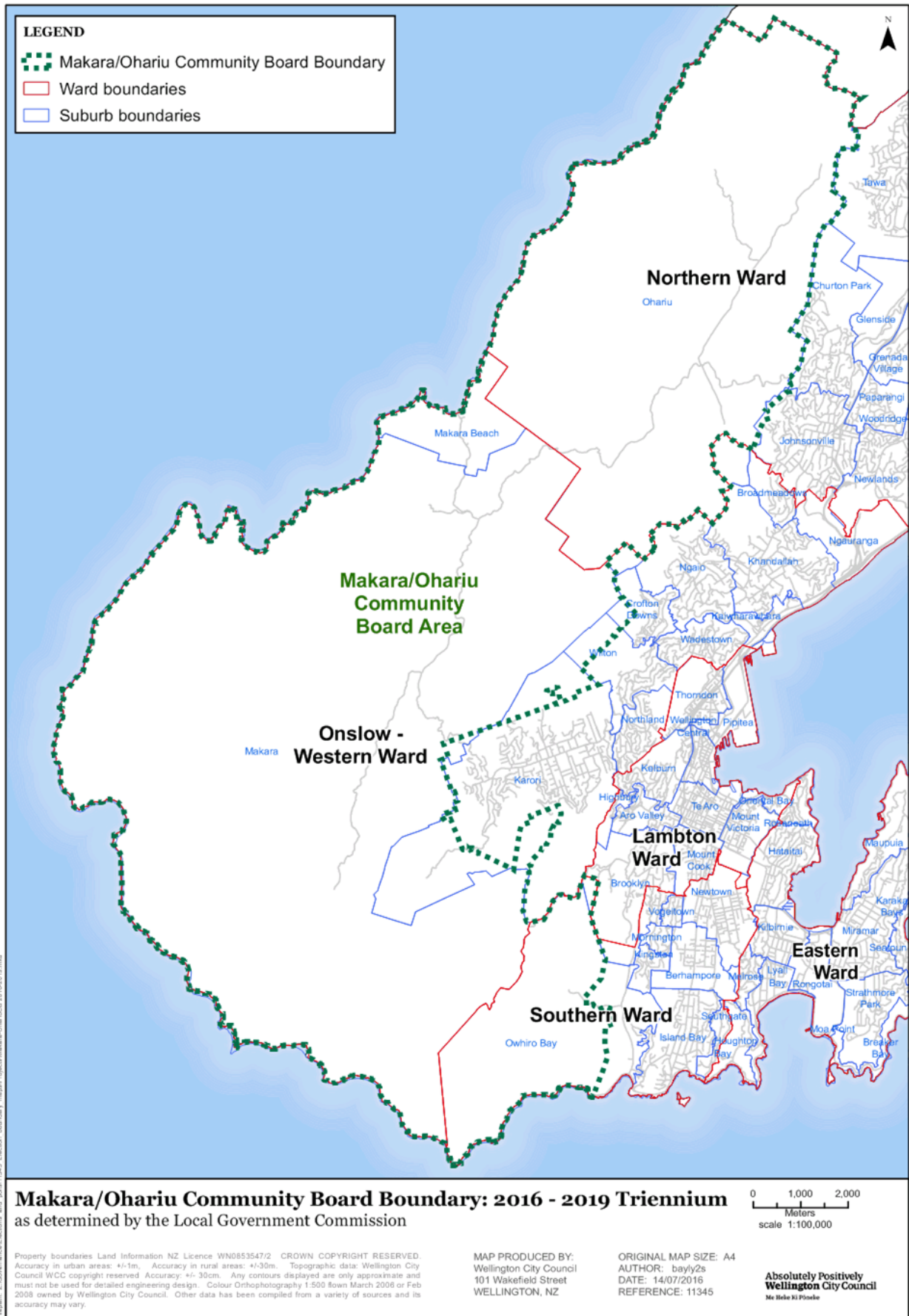


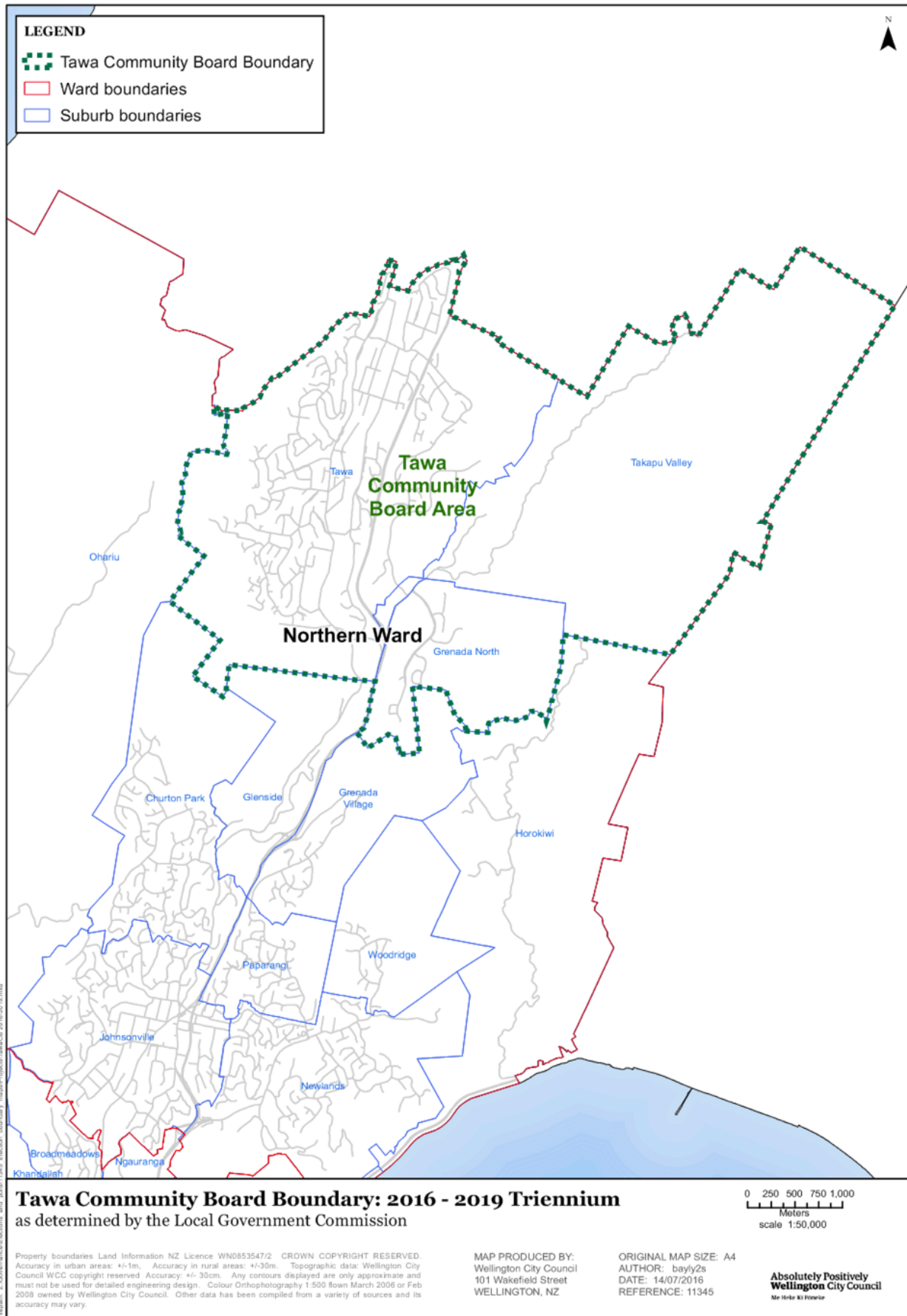


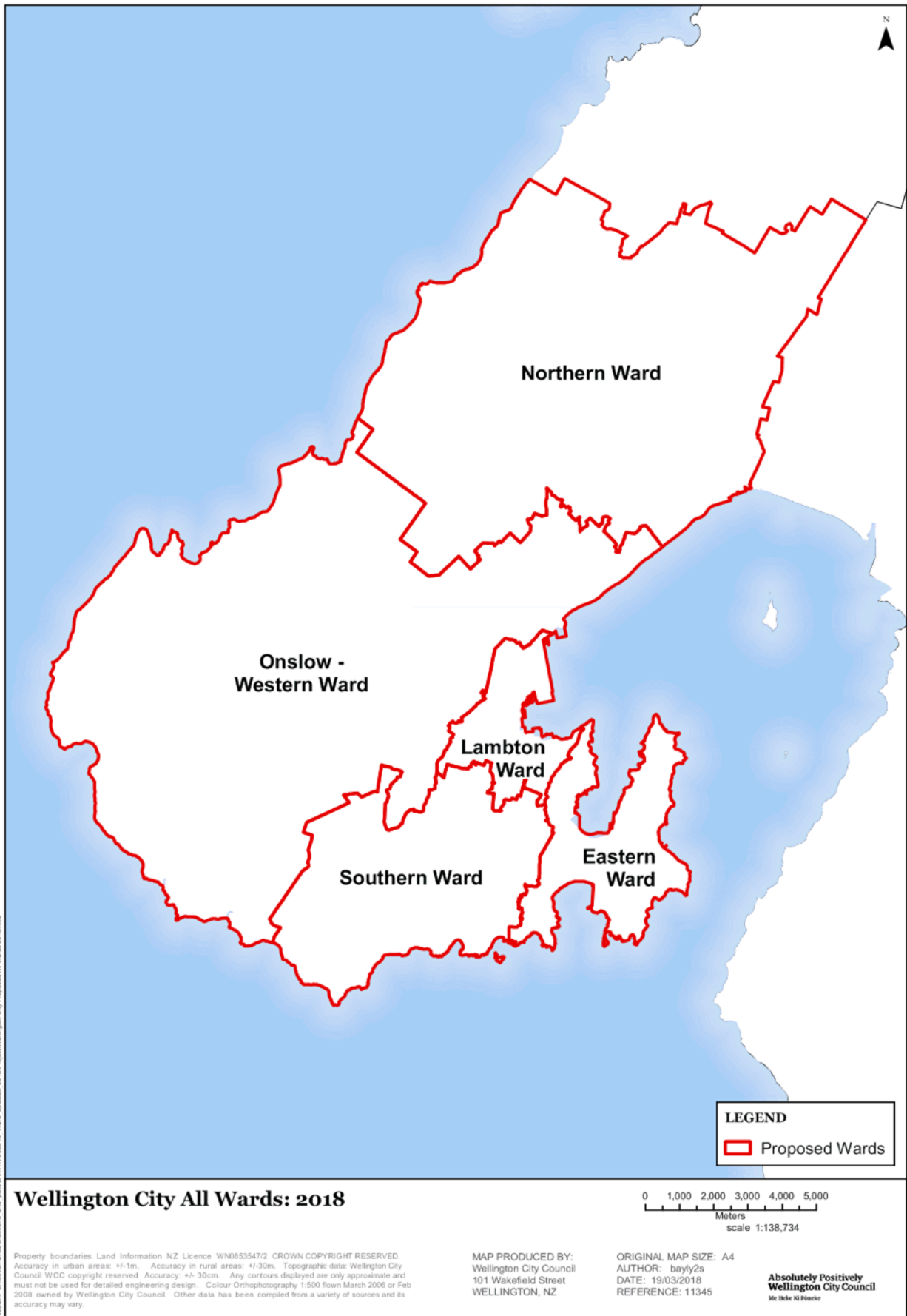


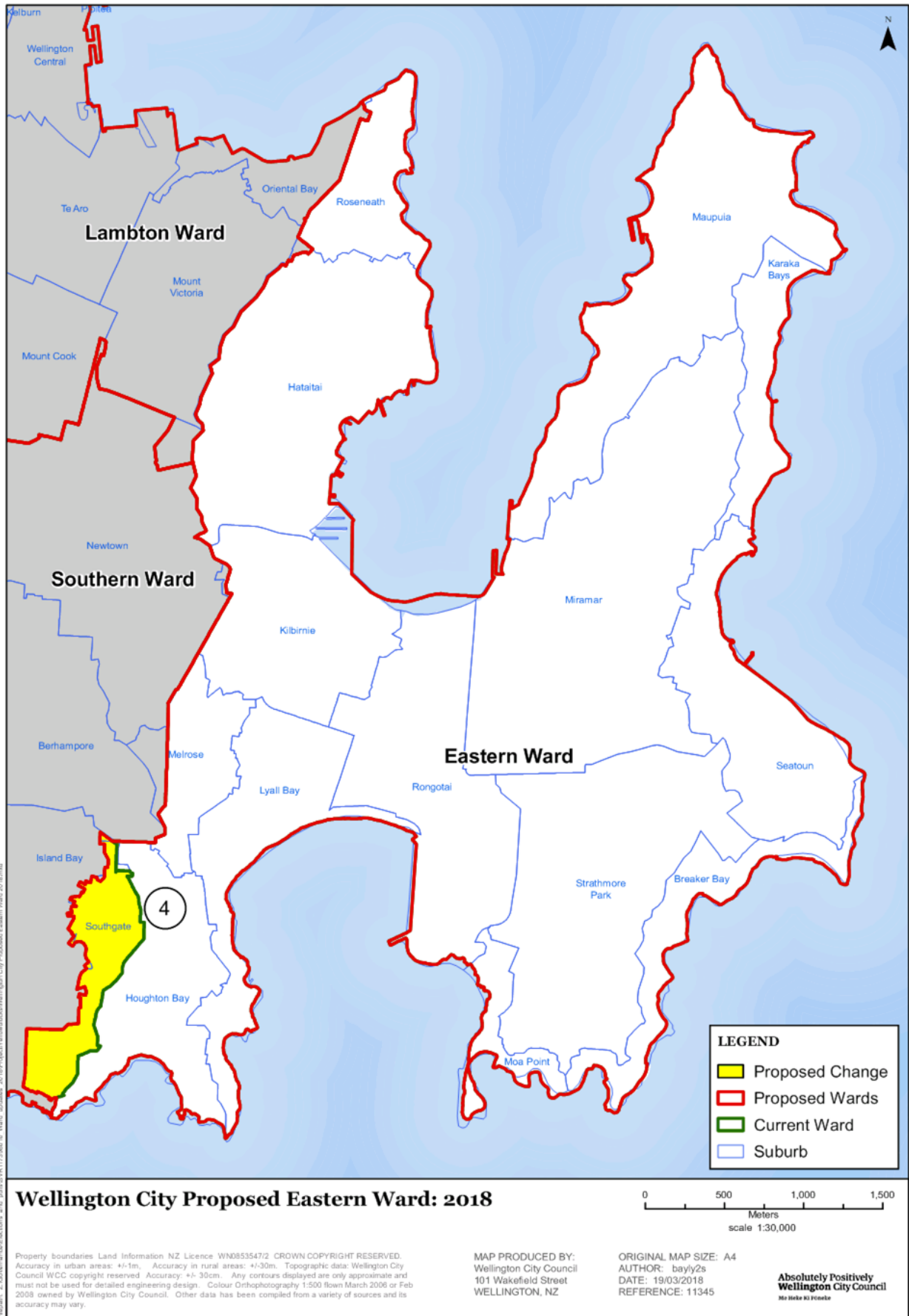


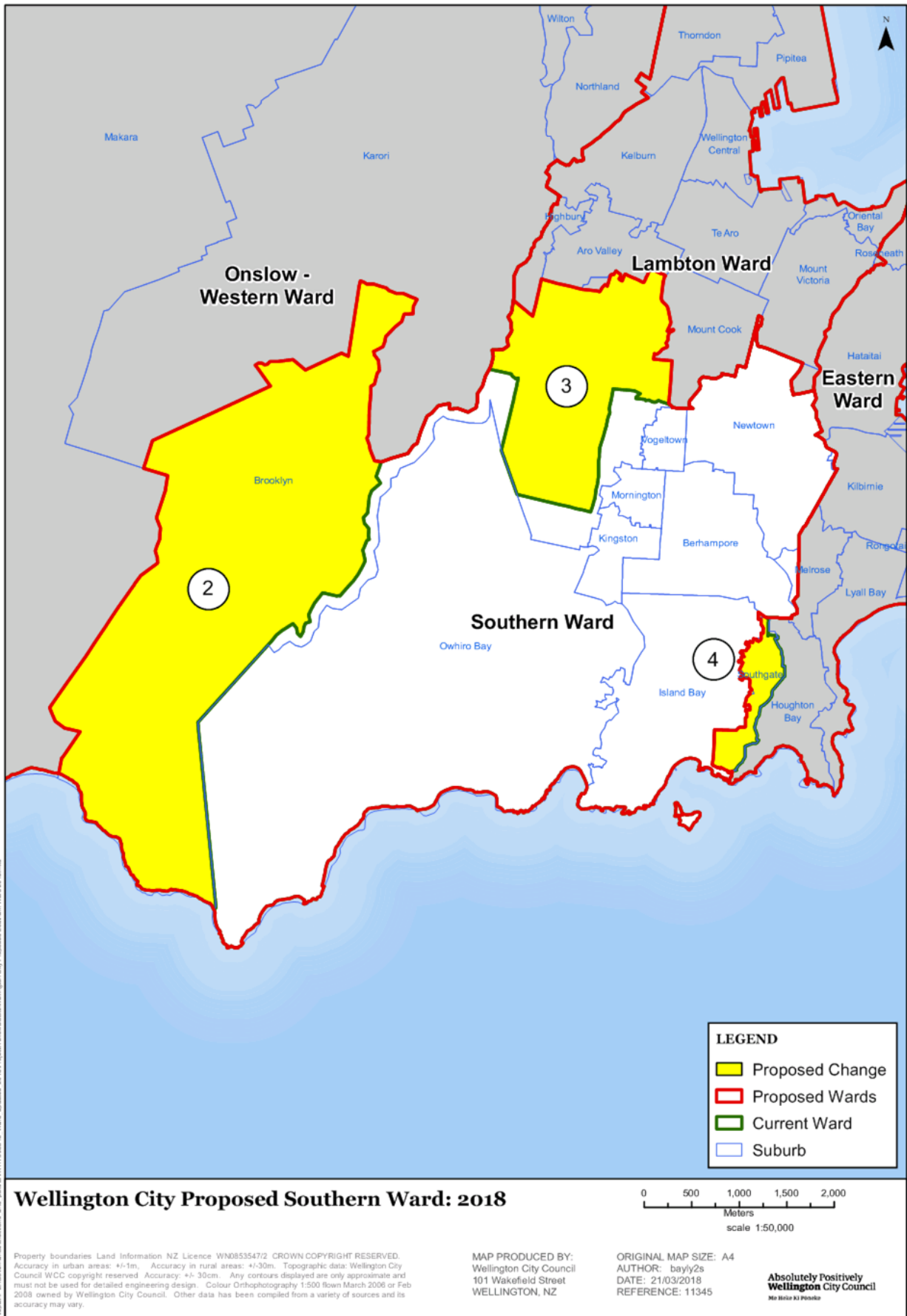


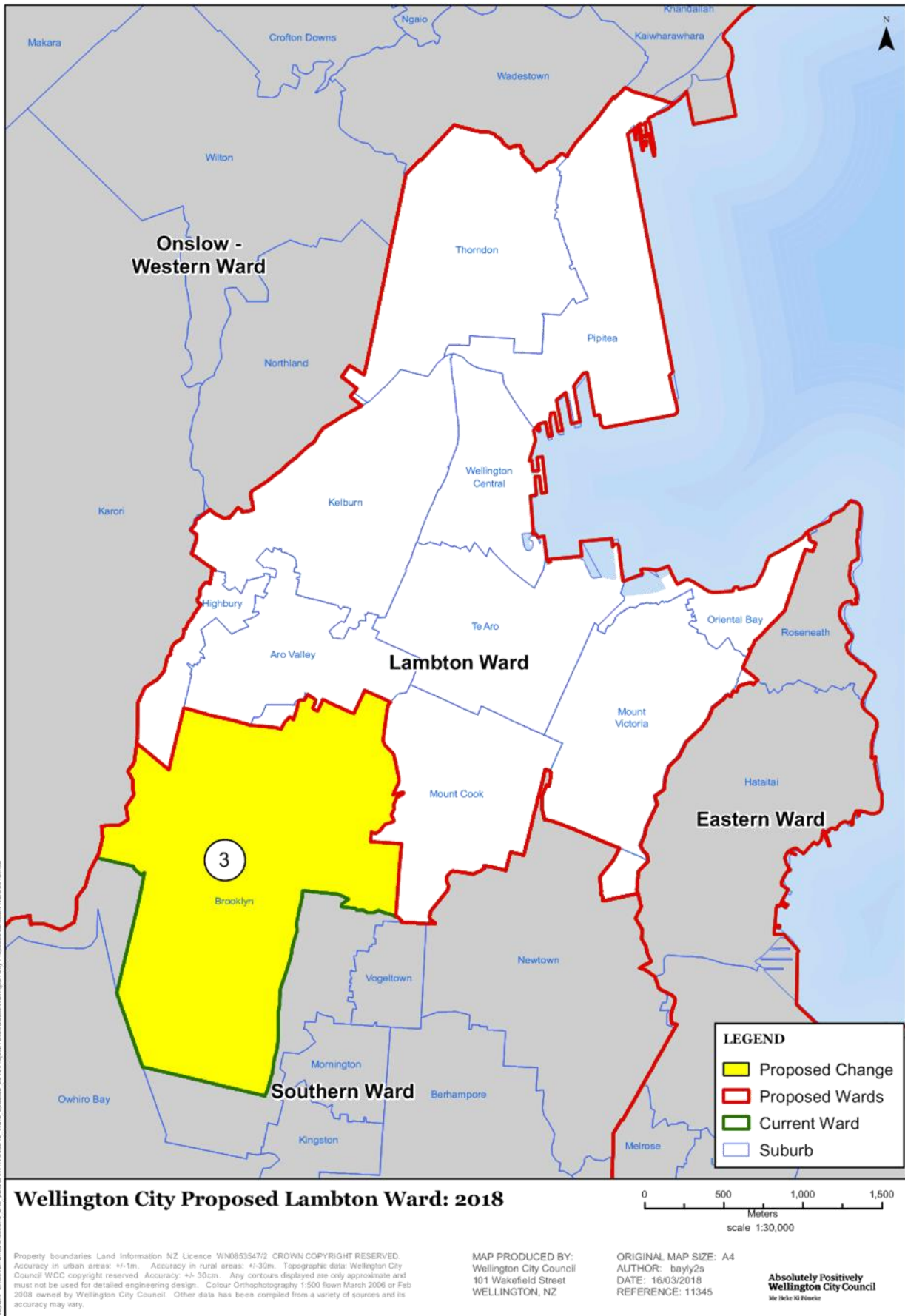


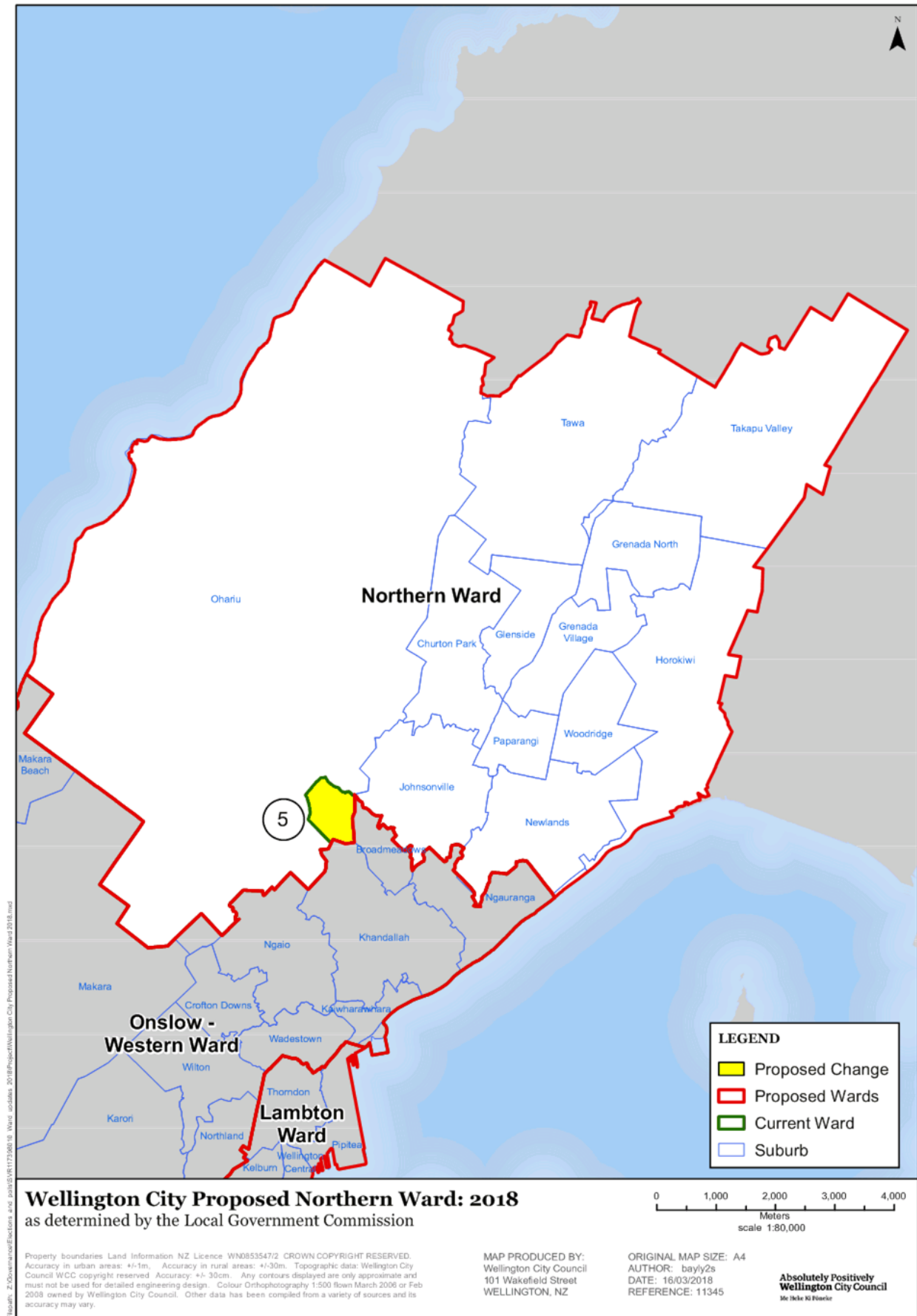


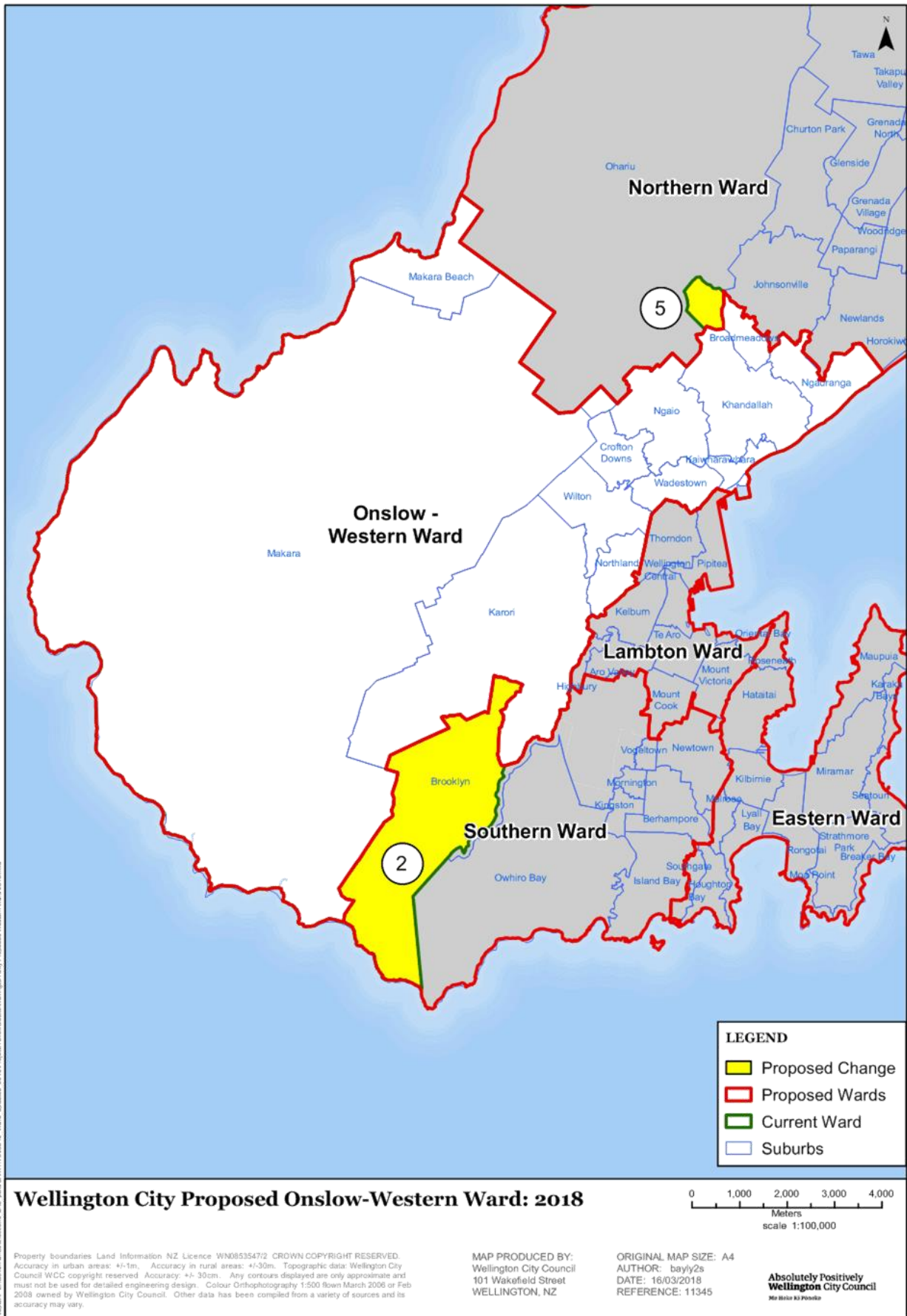


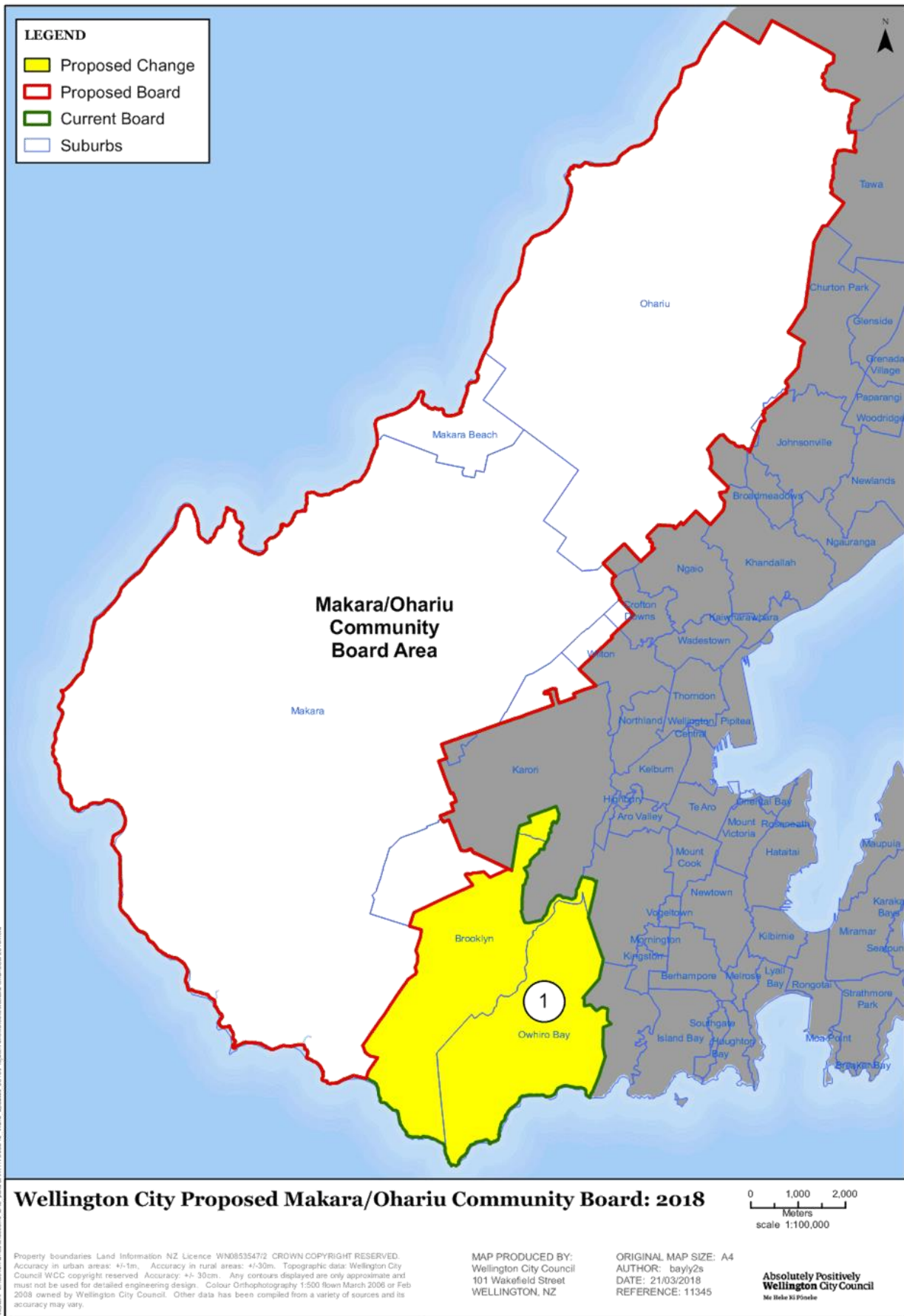














PACIFIC ADVISORY GROUP SEEKS INCREASED REPRESENTATION FOR WELLINGTON'S PACIFIC COMMUNITIES

Purpose

1. The purpose of this report is to seek approval from Council for the Pacific Advisory Group to recruit additional members outside of its Terms of Reference.

Summary

2. In 2017 a triennium election was held for the Pacific Advisory Group (PAG). A low number of nominations were received for the election. An extended election period was arranged to allow for a second round of nominations. This achieved a higher number of nominations and 12 new members were confirmed (however, with no contestable positions, an election was not required).
3. Currently the Pacific Advisory Group consists of one member for Samoa, and two members each from Cook Islands, Tonga, Fiji, Niue and Tokelau, and one for Melanesia. There five positions which are vacant – two for Samoa, two for Tuvalu and one for Micronesia.
4. The current 12 members of PAG are concerned that despite a lengthy election period last year (2017), some Pacific communities in Wellington are not adequately represented, namely Samoa, Tuvalu and Micronesia.
5. PAG would like Wellington City Council to seek nominations from these communities, with a view to make an appointment to the vacant positions. Democracy Services has already received expressions of interest from about six individuals (mostly from the Samoan community).
6. Holding another election round is not considered a viable course of action because of the additional financial cost that would be incurred and also because the election term would extend beyond the current cohort – causing undue complication and possible confusion about when individual members' terms should end.
7. Holding an appointment round could be done within baseline and would not necessarily incur a financial cost (other than the additional meeting fees for an increased number of members).

Recommendation/s

That the Council:

1. Receive the information.
2. Note that the current 12 members of the Pacific Advisory Group (PAG) are concerned that some Pacific communities in Wellington are not adequately represented, namely Samoa, Tuvalu and Micronesia
3. Agree that Democracy Service develop and run an appointment process (in consultation with PAG and its appointed Councillors) to seek membership for the vacant Samoan, Tuvaluan and Micronesian positions.

4. Agree that this is a 'one-off-arrangement', with the condition that it will not set a future precedent.
5. Note that a review of the Terms of Reference for all Advisory Groups is scheduled for this triennium and will provide the opportunity to improve consistency and optimum results in relation to election and appointment processes for advisory groups.

Background

8. In 2017 a triennium election was held for the Pacific Advisory Group (PAG). A low number of nominations were received for the election. An extended election period was arranged to allow for a second round of nominations. This achieved a higher number of nominations and 12 new members were confirmed (however, with no contestable positions, an election was not required).
9. According to the Terms of Reference, PAG can include up to 17 members (no minimum number is given). The positions are allocated by Pacific nation/region. Three positions are set aside for Samoa (as the largest Pacific Community in Wellington). Two positions each are set aside for Cook Islands, Tonga, Fiji, Niue, Tokelau and Tuvalu. One position each are set aside for Melanesia and Micronesia regions.
10. Currently the PAG consists of one member for Samoa, and two members each from Cook Islands, Tonga, Fiji, Niue and Tokelau. As such, there five positions which are not filled – two for Samoa, two for Tuvalu and one for Micronesia.
11. The Terms of Reference state that "Council will take reasonable steps to fill these places. Where one or more places are not able to be filled, the remaining PAG members will still continue to meet".

Discussion

12. The current 12 members of PAG are concerned that despite a lengthy election period last year (2017) – some Pacific communities in Wellington are not adequately represented, namely Samoa, Tuvalu and Micronesia.
13. PAG would like Wellington City Council to seek further nominations from these communities. Democracy Services has already received expressions of interest from about six individuals (mostly from the Samoan community).
14. However, while it is highly likely that the Samoan positions could be filled, it is possible that we will not be able to fill the positions for Tuvalu and Micronesia – these communities are very small in Wellington.
15. Holding an appointment round could be done within baseline and would not necessarily incur a financial cost (other than the additional meeting fees for an increased number of members). There would be a small cost in terms of staff time needed to do this.
16. This is a 'one-off-arrangement', with the condition that it will not set a future precedent. A review of the Terms of Reference for all Advisory Groups is scheduled for this triennium and will provide the opportunity to improve consistency and optimum results in relation to election and appointment processes for advisory groups.

Options

17. The options considered by Democracy Services are:
 - a) Holding another election round is not recommended because of the additional financial cost above baseline that would be incurred and also because the election

term would extend beyond the current cohort – causing undue complication and possible confusion about when their terms should end.

- b) Do nothing – PAG is operational and moving forward with an ambitious action plan for the current triennium. The membership is well within the requirements set out in the Terms of Reference. However, concerns about adequate representation would not be addressed.
- c) Allow for an appointment process to be developed and run by Democracy Services. This would be done in consultation with PAG and Councillors appointed to PAG (Councillor Brian Dawson and Deputy Mayor Jill Day). This would include individuals who have already contacted Democracy Services about the opportunity to become a member of PAG. An appointment process can be developed in line with other Advisory Group appointment processes. Nominations would only be sought for candidates who are qualified to represent Wellington’s Samoan, Tuvaluan and Micronesian communities. This is a temporary solution but is the recommended course of action.
- d) Wait for a review of the Terms of Reference for all Wellington City Council Advisory Groups to make permanent changes. This is scheduled to take place during the current triennium. Changes to the processes for election or appointment for each advisory group could be made in time for the next election round. This would allow for an analysis of best practice and to ensure more consistency across all advisory groups. This allows for a more permanent solution to be found for effective representation for all advisory groups.

Next Actions

- 18. The decision made by Council will be relayed to PAG by Democracy Services through its Chair and Deputy Chair.
- 19. If the decision is made to proceed with an appointment process in line with other advisory groups, Democracy Services will make the necessary arrangements in consultation with PAG and its appointed Councillors. This is to ensure agreement and buy-in with the process before it is undertaken.

Attachments

Attachment 1. Terms of Reference (2014) [↓](#)

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Authoriser	Anusha Guler, Head of Governance Kane Patena, Director Governance and Assurance

SUPPORTING INFORMATION

Engagement and Consultation

Not applicable for this report.

Treaty of Waitangi considerations

Not applicable for this report.

Financial implications

There are minimal financial implications if the recommended course of action is agreed to.
Financial costs can be met within baseline.

Policy and legislative implications

Not applicable for this report.

Risks / legal

Not applicable for this report.

Climate Change impact and considerations

Not applicable for this report.

Communications Plan

Not applicable for this report.

Health and Safety Impact considered

Not applicable for this report.

Pacific Advisory Group

Terms of Reference – June 2014

1. Purpose of the Pacific Advisory Group (PAG)

- Advise Council on how to help grow a great City, where Pasifika peoples thrive and contribute to Council's priorities.
- Bring knowledge and extra insight into Council about how the different needs of Wellington's Pasifika communities can be addressed in the context of Council's roles and priorities.

2. Expectations

Members will be accountable for their efforts to provide¹:

- Constructive advice – on Council projects and policies, where possible identifying evidence and solutions, whilst taking into account the wider needs, issues and views of communities from the Pacific nations that PAG members are from.
- Communication – engage with the Council and Pasifika communities to increase information flow and build knowledge of Council processes to increase involvement in Council decision-making.
- Involvement of communities - work with council staff to help Council involve more people from Wellington's Pasifika communities in the setting and meeting of city-wide objectives. The Council is ultimately responsible for full community consultation.

The specific work areas where members will contribute will be set out in the annual work programme. The work programme will be finalised reasonably quickly and in a collaborative way. That annual work programme will be determined jointly between the PAG, Council officers, Chair of the appropriate Committee and Councillor representative. This will take into account the Council's priorities as well as the skills, experience, interests and commitments of PAG members. This will enable members to have early input into Council's work².

Council officers will report back to the PAG on how advice was considered, and whether or not officers and councillors chose to act on that advice, with reasons given at the appropriate time through e-mail and at PAG meetings.

¹ Within their capabilities and any legitimate time / resource constraints

² Work of Council includes Council's strategy and policy development, planning and service delivery.

The Council liaison officer, working with the Chair, will track meeting attendance and contribution to workflows. Issues considered will include:

- Punctuality and attendance of meetings
- Behaviour in relation to the role and Code of Conduct
- Degree of active involvement in the work of the group.

*See number 7 Terms of Appointment.

3. Reporting

The PAG will publicly report to the appropriate Council Committee within the last four months of each financial year. The report will outline the agreed work plan and progress against this over the previous year, and any issues it wishes to raise with Council.

The names of members, their attendance and minutes of the group's meetings will be available on the Council website and annual report.

The PAG, through the Chair, will also present a verbal report to Pacific Forums that occur.

4. Meetings

There will be up to 12 paid meetings per year of the full PAG. A provisional meeting schedule will be agreed once the work programme is finalised. This schedule can be varied throughout the year. At least half of the current number of members, not including vacancies, and at least four of the Pacific nation groups must be present for the group to have a quorum.

5. Training for members

The Council will provide members with:

- An induction explaining the Council's function and processes and the role of the PAG
- Training or resources as necessary to fulfil their roles as a PAG member. For example, Chairing, contributing at meetings, understanding the role of local government and presentation skills as needed or as requested.

6. Key Membership criteria

The PAG will include up to 17 members.

Three members will be from Samoan communities.

Two members will be from each of the following communities: Cook Islands, Tonga, Fiji, Niue, Tokelau and Tuvalu.

One member will be from a Melanesian community and one member will be from a Micronesian community.

The Council will take reasonable steps to fill these places. Where one or more place is not able to be filled, the remaining PAG members will still continue to meet.

6.1 Elections

Members will be elected by their communities. Appendix C provides more details.

It is expected that people who vote for the members will consider:

- how well members can contribute to the actions in section 2 for the three years after elections
- the life and work experience of each potential member and there being a mix of suitable skills within the PAG
- the appropriate balance of representation from:
 - men and women as well as youth and senior Pacific people
 - Pacific people born in New Zealand and in the Pacific.

Further details of the roles and accountabilities of members (including Chairs) and non-members that support PAG are in Appendix A.

7. Term of Appointment

The standard term of appointment will be three years. A PAG member's membership will cease if that member resigns and may cease if that member:

- misses more than three consecutive meetings without apology or 4 of meetings within one year
- does not work proactively during any one-year review period, or
- behaves in a way that violates the Code of Conduct (Appendix B) or is otherwise seen as detrimental to the effective operation of PAG.

A member can be nominated for two consecutive elections.

No member can sit on the group for more than two consecutive three year terms.

A member may be nominated for a future term not immediately after them completing two consecutive terms.

8. Payment

Members will be paid \$110 per meeting for up to 12 meetings per year they attend of the full PAG.

The Chair will be paid \$150 for every meeting per year of the full PAG attended. If the group decides to have more than one member in the role of Chair, the additional \$40 available to the Chair will be split between the Co-Chairs.

The Council will also support the group by providing refreshments at up to 12 meetings per year.

Council at its discretion will consider providing extra resources to PAG (including for planning) on a case-by-case basis and where those extra resources enable the group to meaningfully contribute to the Council's objectives.

9. Budget

The PAG is an advisory group set up to inform the work and activities of the Council. The group will not be given an independent budget to commission work or undertake activities outside of this advisory role.

10. Conflict Resolution

Should conflict occur, the Chair/Co-Chairs and group will work with Council Officers to resolve the conflict.

If there are any concerns, members should raise them:

- with the Chair of the group if concerns are about other members
- with the responsible Councillor and/or senior Council officer if concerns are about the Chair of the group
- with the Chair of the group (who will decide whether to raise them with an appropriate senior Council officer) if concerns are about employees.

11. Conflict of Interest

Members will be asked to complete a conflict of interest form when they join the PAG and at the beginning of each year they sit on the group. This will be provided by the Council liaison officer.

Members are also expected to notify the liaison officer of any new or emerging conflicts of interest at the start of each meeting where the liaison officer is present.

For the purpose of the PAG, conflicts of interest are deemed to occur where a member advises on work-streams that impact on:

- money or other resources the member has invested outside Council
- the member's family, or
- official positions the member holds on groups or bodies outside of Council.

12. Review of Terms of Reference

The Terms of Reference will be reviewed as required. PAG will be involved in any review. All changes to the Terms of Reference will need approval by the appropriate Council Committee and the Council.

Appendix A: Role descriptions for the PAG Chair, members, Liaison Officers, Responsible Council Manager and Appointed Councillor

Members

Member position	Roles and accountabilities
Chair	<ul style="list-style-type: none"> • encourage open communication where all members can effectively contribute • run the meeting efficiently • work with Council officers to compile meeting agendas • work with PAG members and Council officers to develop, complete and implement the group's annual work programme referred to in section 2 • be the PAG spokesperson representing the views and recommendations of the group • work with the Council liaison officer to review the contribution of PAG members at the yearly review and raise any concerns with the appropriate Council Officer • sign off minutes if the Deputy Chair was not present at the previous meeting • The Chair and Deputy Chair will hold their position for a maximum of three years • If a Chair/Deputy Chair needs to stand down from their position, then a replacement Chair/Deputy Chair will be appointed by other PAG members using the election process in Appendix C.
Deputy Chair	<ul style="list-style-type: none"> • support the Chair in their role • act in place of the other Chair if the Chair is unavailable or has a conflict of interest • sign off minutes of the previous meeting.
All PAG Members (including Chair and Deputy Chair)	<ul style="list-style-type: none"> • be prepared for meetings and consider issues with an open mind • provide advice on the development and implementation of the agreed annual work programme • actively participate in PAG meetings and contribute to the actions in the agreed annual work programme • turn up to meetings on time • be available and attend any other training/meetings that may be planned • proactively establish, maintain and make the most of existing relationships with Pasifika groups and diverse Pacific individuals in the City, including Church Ministers, young and old Pacific persons, people who were both Island-born and born in New Zealand • maintain a broad knowledge of issues and opportunities for Pacific people and their communities • advise from a 'pan-Pacific' perspective (i.e. not limited to the views of a

	<p>specific organisation or nation group)</p> <ul style="list-style-type: none"> • comply with the new Code of Conduct in Appendix B • have their contributions reviewed annually against the current “Terms of Appointment”.
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Non-Members who will work with PAG

Member position	Roles
Council liaison officer	<ul style="list-style-type: none"> • administration, support and promotion of the group. This will include the induction of new members, development of agendas, recording meeting minutes and following up on action points to report back to the group • work with the Chair/Co- Chair to set the meeting agenda • work with the Chair to track attendance and review the contribution of PAG members at the yearly review • work across Council business units to help them effectively engage the PAG in the development and implementation of policy, strategy, planning and service delivery in the city • Progress projects agreed between PAG and officers, including ensuring officers across Council’s business units engage with PAG in the right ways and at the right stages of a work-stream.
Responsible City Council Manager	<ul style="list-style-type: none"> • approve the PAG’s annual work programme • help the Council liaison officer ensure officers work with PAG in the right ways and stages.
Councillor/s	<ul style="list-style-type: none"> • act as a communication link between Council (councillors and officers) and the PAG by attending meetings on a regular basis. • provide with officers, information, advice and explanation of the Council’s political process and agreed Council policy when required and facilitate feedback from the PAG to Council.

Appendix B: Code of Conduct

1. Objective

The objective of the code is to enhance:

- mutual trust, respect and tolerance between members as a group and with Councillors and Council staff
- the credibility and accountability of the Council within its communities.

The following is the standard of behaviour that is expected from members of Wellington City Council reference and advisory groups.

2. Relationships with others

Members will conduct their dealings with each other, and elected members, in ways that:

- are open, honest and maintain integrity
- focus on issues rather than personalities
- avoid aggressive, offensive and abusive conduct
- maintain confidence in their group.

3. Relationships with Council staff

The effective performance of the group also requires a high level of cooperation and mutual respect between members and Council staff. To ensure this is maintained, members will:

- treat all employees with courtesy and respect (including the avoidance of aggressive, offensive or abusive conduct towards employees)
- observe any guidelines that the Chief Executive puts in place regarding contact with employees
- not do anything which compromises, or could be seen as compromising, the impartiality of an employee
- avoid publicly criticising any employee in any way, but especially in ways that reflect on the competence and integrity of the employee
- raise concerns about employees only with the Chair of the group, who will then decide whether to raise the issue with an appropriate senior Council officer
- not seek to improperly influence staff in the normal undertaking of their duties.

4. Contact with the media

Groups may have the opportunity to input into a number of different initiatives and for consistency, it is important that a single point of contact is established to respond to any media enquiries.

- All media enquiries shall be redirected to Council staff.
- If it is agreed with Council staff that it is appropriate for a view to be expressed by the group, only the Chair, or the Chair's proxy, can represent the group to the media. The

Chair will work with the Council's External Relations team in relation to any public comments.

- Views expressed to the media on behalf of the group must have been previously agreed on by the group as a whole.
- If a member is contacted by a journalist for a view from their group, they must refer the journalist to the Chair or Co-Chair.
- Members are free to express a personal view in the media or the view of other organisations of which they are a member, at any time. However, they must make clear that these represent their private views as an individual, or the view of their organisation.

5. Confidential Information

In the course of their duties, members will receive information that they need to treat as confidential. This will often be information that is either commercially sensitive or is personal to a particular individual or organisation.

Members should be aware that failure to observe confidentiality will impede the performance of Council and could expose the Council to prosecution under the Privacy Act 1993 and/or civil litigation.

6. Individual queries

Members will not bring individual issues to their advisory groups that can best be dealt with by going through the Council's Service Centre.

7. Honesty and Integrity

Members have a duty to act honestly. They must declare any private interests relating to their duties and take steps to resolve any conflicts of interest in such a way that protects the public interest. They must not act in order to gain financial or other benefits for themselves, their families, friends or business interests.

8. Complaints

Any complaints about other group members, officers or Councillors should be addressed confidentially to the Chair who can then raise the issue with relevant Council officers.

Appendix C: Recruitment and Selection Process

Council will determine how new members will be selected by each Pacific nation group. This will be resourced by Council officers.

The Council will support the selection process by:

- preparing clear role descriptions for Members, the Chair and the Deputy Chair
- working with Pacific nation groups to identify appropriate candidates for membership
- ensuring promotion of the selection process is transparent via a wide range of media and community networks to ensure that all Pacific people in Wellington are aware of the opportunity and how they can participate
- running the selection process with Pacific nation groups (which may include calling for nominations, information sessions and running voting processes.)

PAG members will elect the Chair and Deputy Chair by ballot at the first meeting once member elections have been completed.

All members who want to nominate themselves for the role of Chair or Deputy Chair will submit a basic resume to Council officers for distribution to all PAG members before the election for these positions.

Replacement of Vacancies

Should vacancies arise, the PAG may recruit from previous nominees who scored the next highest number of votes at the elections for the existing members. However, those new vacancies will be for the remaining time of the old member's term. For example if a member needed to resign after one year of his/her three year term, PAG will only appoint the replacement member for the remaining two years (not another full three years).

The replacement member will only be able to sit on PAG until the next PAG election, unless they are elected to sit on PAG at the next full term.