

**porirucity**

# **Local Governance Statement 2023**

**Porirua City Council**

**February 2023**

## Version history

Version	Date	Description	Owner	Revision Due
1	9 February 2023		Jack Marshall	As needed / 2025

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## Foreword from the Chief Executive

As the Chief Executive of Porirua City, I am proud to present our Local Governance Statement for the next three years. This document explains how we work as a Council and how we make decisions for our city.

As we look ahead, we are faced with a number of significant changes including; local government reform, resource management reform, and the three waters reforms.

Local government reform has been a topic of much discussion in recent years, and we are committed to working with our partners to ensure that our community's needs are at the forefront of any changes that may be proposed.

Resource management reform is also a key concern for our council as we strive to balance growth with the protection of our natural environment. We are committed to working with our community and other stakeholders to find sustainable solutions that meet the needs of all.

Finally, the three waters reforms represent a significant challenge for our council, as we work to ensure that our community has access to safe and reliable water, wastewater, and stormwater services.

The next three years will see a major shift in how local government works in New Zealand. We will be regularly communicating with our community and residents on what these changes mean, and how they can have their say.

Wendy Walker  
Chief Executive

# Porirua City Demographics Summary

## Location and population

- Wellington Region, Te Ika-a-Maui / North Island, New Zealand
- Latitude: 41° 8' south
- Longitude: 174° 50' east
- District area: 183km<sup>2</sup>
- City population: 61,900 (2022 estimate)

## Major ethnic groups (Census 2018)

- European: 61.9% (Total for New Zealand: 70.2%)
- Pacific Peoples: 26.3% (Total for New Zealand: 8.1%)
- Māori: 22.3% (Total for New Zealand: 16.5%)
- Asian: 8.7% (Total for New Zealand: 15.1%)

## Age distribution (Population Estimates 2021, StatsNZ)

- Aged 0–14 years: 22.7% (Total for New Zealand: 18.9%)
- Aged 65 and over: 12.5% (Total for New Zealand: 16%)

## Qualifications for those aged 15 years plus (Census 2018)

- Post-school qualifications: 48.8% (Total for New Zealand: 47.8%)<sup>1</sup>
- No (formal) qualification: 16.6% (Total for New Zealand: 17%)

## Main industries (Infometrics<sup>2</sup>)

- By GDP contribution: construction
- By employment: construction

## The economy and employment (Infometrics<sup>3</sup>)

- Estimated value of the local economy: \$2,563 million
- Employment growth in 2021: Porirua City 2.4% (New Zealand: 0.1%)
- Number of businesses: 4,686
- Business unit growth 2019: 2% (New Zealand: 0.5%)
- Economic growth over 10 years to 2021: 2.8% (New Zealand: 2.6%)
- Mean annual earnings in 2021: \$61,478 (New Zealand: \$65,910)

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<sup>1</sup> Includes post school qualifications, bachelor's degree and higher degree

<sup>2</sup> Porirua City at a Glance 2021 (Infometrics Limited, 2021).

<sup>3</sup> Above, n 2.

# What we do and why

## INTRODUCTION

The Local Governance Statement provides information about how the Council works and makes decisions. It shows how residents can influence and participate in our democratic processes. The Local Governance Statement is a requirement of the Local Government Act 2002 (s 40) and contains information on:

- our functions, responsibilities and activities;
- our electoral arrangements;
- our governance structures and processes;
- the way Councillors make decisions; and,
- our management structure and key plans and policies.

## OUR VISION

We have identified four strategic priorities to guide our decisions and investment in the city:

1. Investing in 3 waters infrastructure and catchment restoration.
2. Proactively responding to the climate crisis.
3. Advocating for and providing a safe, healthy and thriving community.
4. Putting children and young people at the heart of the city.

## OUR PURPOSE

The purpose of local government is to:

- enable democratic local decision-making and actions by, and on behalf of communities; and,
- to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future.

In meeting our purpose we undertake a variety of activities which are summarised in the diagram below.

## SERVICES FOR OUR CITY

We deliver the following services for our community:



## LEGISLATION THAT GUIDES US

Local government operates under more than 100 pieces of legislation.

The most significant of these are:

- **Local Government Act 2002**

The purpose of this Act is to provide democratic and effective local government that recognises the diversity of New Zealand communities. It provides a framework and powers for local authorities to decide which activities they undertake and how we will undertake them.

- **Resource Management Act 1991**

This is New Zealand's main legislation on how we should manage the environment. The RMA was created to achieve a more streamlined approach to environmental management and replaced or amended more than 50 laws relating to town planning and resource management.

- **Local Government Rating Act 2002**

This Act provides local authorities with flexible powers to set, assess, and collect rates to fund local government activities. It ensures that rates are set in accordance with decisions that are made in a transparent and consultative manner.

- **Local Government Official Information and Meetings Act 1987**

This Act sets out the requirements of local authorities for the availability to the public of official information and the open and public transaction of business at meetings of local authorities. The aim is to enable more effective participation by the public in the actions and decisions of local authorities, and to promote the accountability of local authority members and officials.

We also have specific legislation we are responsible for administering for things like fencing of swimming pools, gambling, sale and supply of alcohol and the safety of food premises.

## KEY STRATEGY, POLICY AND PLANNING DOCUMENTS

### Long-term Plan and Annual Plan

The Long-term Plan (LTP) sets out proposed priorities, projects and activities we will focus on over the next 30 years and how these services will be funded.

The LTP is produced every three years and provides an opportunity for participation from the community in setting our priorities. The current LTP covers the period 2021 – 2051 and includes four strategic priorities:

- Investing in 3 waters infrastructure and catchment restoration
- Proactively responding to the climate crisis
- Advocating for and providing a safe, healthy and thriving community
- Putting children and young people at the heart of the city

As we head into the LTP for the period 2024 – 2054 Council will be reviewing its strategic priorities to ensure that they position us well into the future.

The Annual Plan is published each year between publications of the LTP and outlines any changes and amendments to the LTP.

### Infrastructure Strategy

As required by s 101B of the Local Government Act 2002, the council must as part of its Long-term Plan, prepare an Infrastructure Strategy for at least 30 years.

The Infrastructure Strategy aims to ensure that we plan effectively now and for future infrastructure needs. It identifies significant infrastructure issues, implications of those issues and options for managing them.

The strategy is a key planning document for Porirua and was adopted (along with a single Financial Strategy) as part of the Long-term Plan 2021 – 2051.



## **Annual Report**

At the end of each financial year, we publish an Annual Report. This shows how well we have managed projects, services and financial performance against the intended activities outlined in the LTP. Our financial year ends on 30 June and the Annual Report must be produced within four months of that date.

## **District Plan**

The District Plan is the rulebook for how land can be used. It applies to every property in the city, and provides the blueprint for how Porirua will grow. It sets out how we will look after the things in our city that we value, and establishes a framework of objectives, policies and rules in relation to the use and development of land.

We are required to prepare a District Plan under the Resource Management Act 1991. The Porirua District Plan became operative in 1999 and has recently been comprehensively updated by the Proposed District Plan, which is currently at the public hearings stage.

A variation to the Proposed District Plan to give effect to the Resource Management (Enabling Housing Supply and Other Matters) Amendment Act and the National Policy Statement on Urban Development (NPS-UD) has also been recently notified.

Decisions on the Proposed District Plan including the variation will be made by mid 2023.

## **Porirua Growth Strategy 2048**

The Porirua Growth Strategy 2048 is a guiding framework for our city that's intended to shape and influence 'why' and 'where' the city will physically develop over the next 30 years and beyond. It identifies the big issues we're facing now and in the future and takes a principles-based approach to dealing with those issues.

## **Te Awarua-o-Porirua Harbour and Catchment Strategy and Action Plan**

A healthy and protected harbour and catchment is a strategic priority of the council. Council is progressing with developing a new Harbour Accord which will then guide how we all work towards tackling the huge challenges our harbour and streams face.

As we progress the Accord, Council is carrying out restoration work in partnership with Ngāti Toa, to ensure we best address the challenges our waters face and uphold the harbour and catchments as a taonga - integral to the social, cultural and environmental wellbeing of our community.

## **Significance and Engagement Policy**

As required by s 76AA of the Local Government Act 2002, this policy sets out our criteria and process to determine: the degree of significance for an issue or a decision; how the Council will engage on decisions; and other matters, and the assets considered to be strategic. The policy was adopted in December 2020 and may be amended at any time. This is most likely every three years (as soon as possible) after the new triennium to ensure the Council considers the way in which it will approach decision-making and engagement.

## **Revenue and Financing Policy**

As required by ss 101 and 103 of the Local Government Act 2002, this policy sets out the criteria that the Council will use when allocating its activity costs in relation to its available funds. The policy was adopted on 16 December 2020 and may be reviewed at any time using an appropriate consultation process. This is most likely in association with the LTP every three years or an Annual Plan if required.

## **Development Contributions Policy**

The Development Contributions Policy provides the Council with a method to obtain contributions from developers for the infrastructure needed to support city growth and is a requirement under s 106 of the Local Government Act 2002. The policy was adopted in 2021 and must be reviewed at least once every

three years using an appropriate consultation process. This is most likely in association with the LTP every three years or an Annual Plan if required.

## **Rates Remission and Postponement Policy**

As required by ss 108, 109 and 110 of the Local Government Act 2002, this policy explains the Council's practice for the remission and postponement of rates under various circumstances and for different groups. The Council may adopt either a Rates Remission Policy or a Rates Postponement Policy or both policies – in this we have combined them. The Council is also required to have a policy on remission and postponement of rates on Māori freehold land. We have incorporated this as Part 1 of the Rates Remission and Postponement Policy. The policy was adopted in 2020 and must be reviewed at least once every six years using an appropriate consultation process. This is most likely in association with the LTP every three years or an Annual Plan if required.

## **Triennial Agreement**

The Local Government Act 2002 requires the territorial authorities in each region to have a Triennial Agreement.

The Wellington region includes the following Councils:

- Carterton District Council
- Greater Wellington Regional Council
- Hutt City Council
- Kāpiti Coast District Council
- Masterton District Council
- Porirua City Council
- South Wairarapa District Council
- Upper Hutt City Council
- Wellington City Council

Our current Triennial Agreement was signed off in December 2022.

## **Full list of publications**

A full list of official Porirua City Council publications can be viewed on the Council's website.

## LOCAL LEGISLATION AND BYLAWS

Local legislation is Acts of Parliament that only have application within our city boundaries. We have only one piece of local legislation:

### Porirua City Council (Pāuatahanui Burial Ground) Act 2007

The purposes of this Act are to:

- a) confirm the vesting of the Burial Ground in the Council
- b) dissolve certain Trusts relating to the Burial Ground
- c) extinguish certain interests of the Stace family in the Burial Ground
- d) preserve specified entitlements, including the rights of persons who have purchased before the closure of the Burial Ground plots of land:
  - in the Burial Ground
  - in which no burial has yet been made
- e) provide for the maintenance, inspection, and records of the Burial Ground.

## Bylaws

Under the Local Government Act 2002 the Council has authority to make bylaws and schedules for our district. Bylaws and schedules are made by formal resolution of the Council, following the completion of a Special Consultative Procedure required by the Local Government Act 2002. This enables public input into the bylaw by commenting on, making submissions supporting, opposing the proposed bylaw, or recommending modification to it.

We are required by the Local Government Act 2002 to review our bylaws every five years after they were first made, and then every ten years, to ensure they remain current and relevant.

Council has made Bylaws, under the Local Government Act 2002, and other Acts. The full Bylaws can be viewed on our website.

Several Bylaws are part of the "Porirua City Council General Bylaw 1991":

- Part 1 - Introduction
- Part 4 - Cemeteries and Crematoria
- Part 7 - Keeping of Animals
- Part 9 - Reserves
- Part 25 - Wastewater
- Part 26 - Stormwater

Other Bylaws made by Porirua City Council are:

- Alcohol Control Bylaw 2018
- Public Places Bylaw 2019
- Signs Bylaw 2020
- Stormwater (Pollution Prevention) Bylaw 2021
- Transport Bylaw 2021
- Water Supply Bylaw 2019
- Dog Control Bylaw 2021
- Solid Waste Management & Minimisation Bylaw 2021
- Trade Waste Bylaw 2021

## OUR ELECTORAL SYSTEM

The Porirua City Council held the 2022 elections under the single transferable vote (STV) system.

STV is an electoral system of proportional representation in which a person's vote can be transferred to a second or further candidate (according to the voter's stated order of preference) if the candidate of first choice is eliminated during a succession of counts or has more votes than are needed for election.

Each triennium, Council may resolve to hold elections by the STV or FPP (First Past the Post) electoral systems.

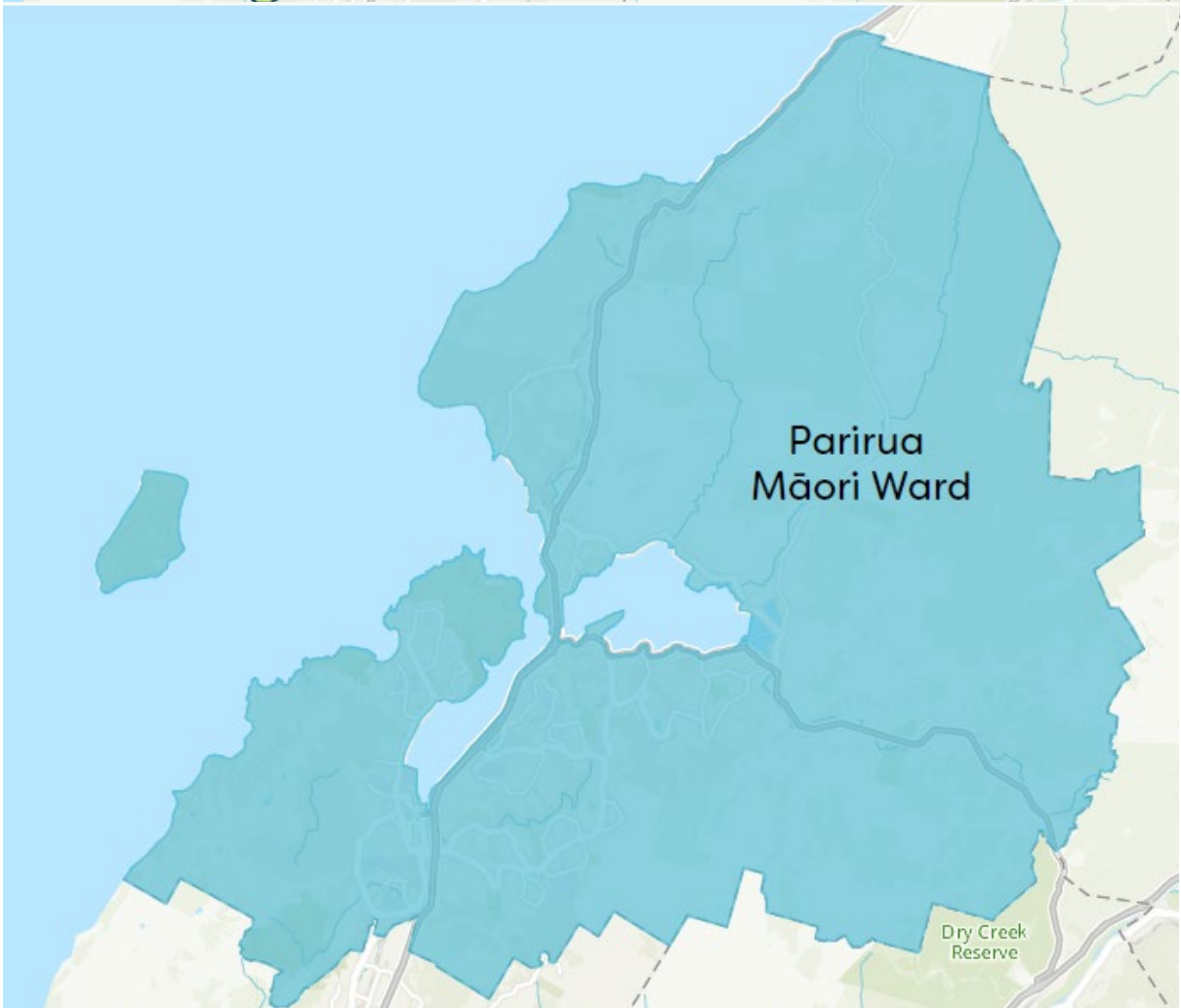
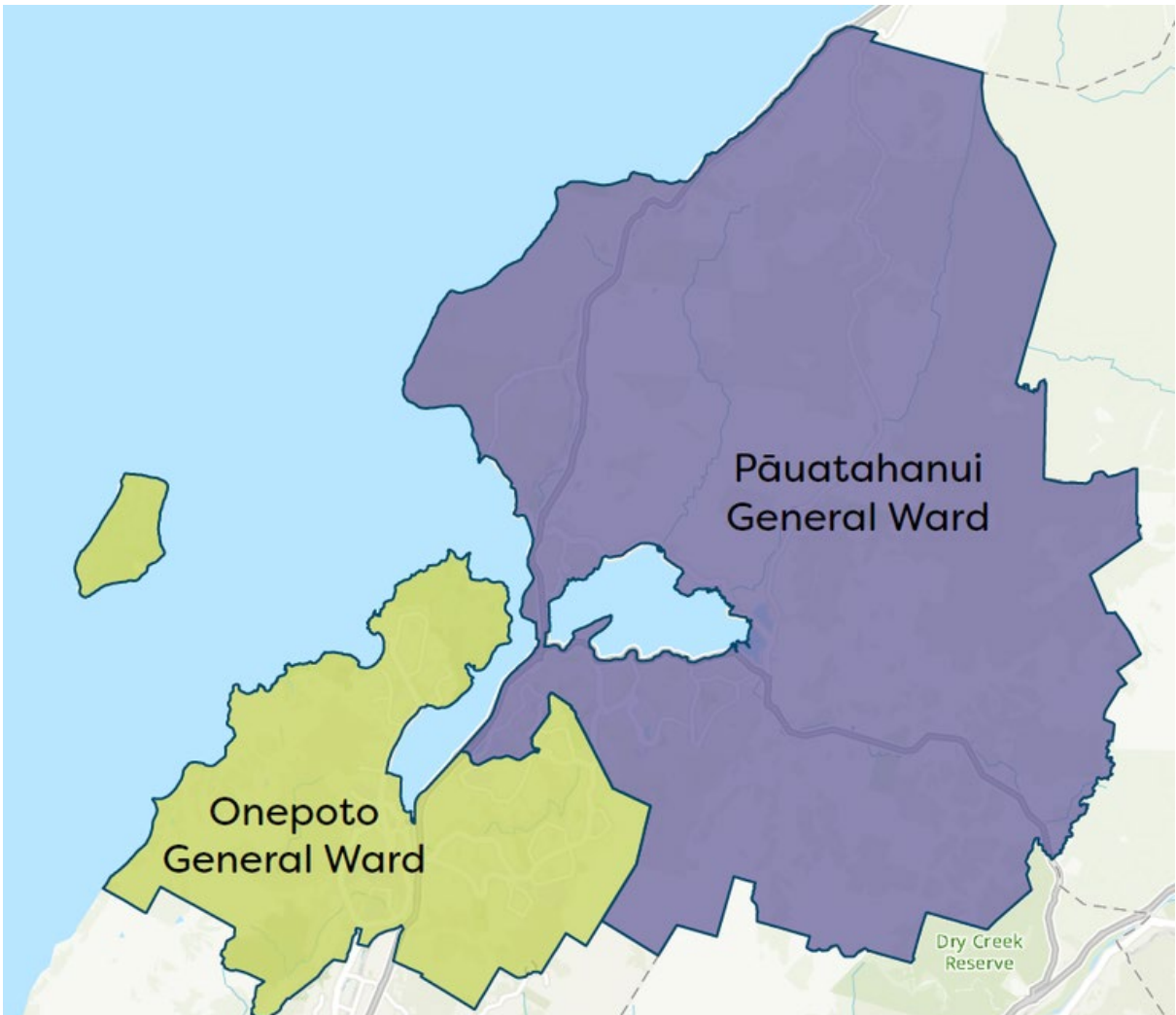
The public is able to demand that a poll be held on the electoral system to be used. Any demand for a poll must be made by equal to or greater than 5% of electors enrolled to vote at the previous elections. For Porirua City, this is 2095 electors (total electors enrolled in the 2022 local elections was 41,884).

The elected Council consists of the Mayor and 10 Councillors elected every three years.

Porirua City has three wards:

- Onepoto General Ward
- Pāuatahanui General Ward
- Parirua Māori Ward

<b>Pāuatahanui General Ward</b> Councillor Tracy Johnson Councillor Ross Leggett Councillor Josh Trlin Councillor Nathan Waddle	Pukerua Bay, Paekākāriki Hill, Judgeford, Plimmerton, Hongoeka, Camborne, Paremata, Whitby, Pāuatahanui, Papakōwhai.
<b>Onepoto General Ward</b> Councillor Mike Duncan Councillor Moze Galo Councillor Kathleen Filo Councillor Izzy Ford Councillor Geoff Hayward	Mana Island, Titahi Bay, Takapūwāhia, Elsdon, Kenepuru, Porirua City Centre, Ranui, Cannons Creek, Aotea, Waitangirua, Ascot Park.
<b>Parirua Māori Ward</b> Councillor Kylie Wihapi	Entire District



## ELECTORAL REPRESENTATION REVIEW

A representation review is a review of the existing representation arrangements. We consult with the community to determine:

- electoral system used to elect representatives;
- if Councillors should be elected at large (by the whole city) or by wards;
- the number of wards;
- if there should be separate Māori wards; and,
- if there should be community boards and if so, how many.

A representation review is required at least every six years and Porirua City completed a Representation Review in 2021.

In May 2021, Council resolved to establish a Māori ward for the 2022 and 2025 elections. As a result, it was required to undertake a representation review under the Local Electoral Act 2001.

Council consulted with the community, and decided on its final proposal in December 2021. This final proposal was subject to one appeal to the Local Government Commission.

In April 2022, the Commission issued its determination, which upheld the Council's proposal without change, and set the basis for election (including the ward structure) for at least the 2022 elections.

Council is able to resolve to hold a representation review after three years, should it wish.

**MAYOR AND COUNCILLORS**

**Mayor**



**Mayor Anita Baker**  
Email: [mayor@poriruacity.govt.nz](mailto:mayor@poriruacity.govt.nz)

**Parirua Māori Ward**



**Deputy Mayor Cr Kylie Wihapi**  
Email: [kylie.wihapi@poriruacity.govt.nz](mailto:kylie.wihapi@poriruacity.govt.nz)

**Pāuatahanui General Ward Councillors**



**Cr Ross Leggett**  
Email: [ross.leggett@porirua.govt.nz](mailto:ross.leggett@porirua.govt.nz)



**Cr Tracy Johnson**  
Email: [tracy.johnson@porirua.govt.nz](mailto:tracy.johnson@porirua.govt.nz)



**Cr Josh Trlin**  
Email: [josh.trlin@porirua.govt.nz](mailto:josh.trlin@porirua.govt.nz)



**Cr Nathan Waddle**  
Email: [nathan.waddle@porirua.govt.nz](mailto:nathan.waddle@porirua.govt.nz)



**Onepoto General Ward Councillors**



**Cr Izzy Ford**

Email: [izzy.ford@porirua.govt.nz](mailto:izzy.ford@porirua.govt.nz)



**Cr Moze Galo**

Email: [moze.galo@porirua.govt.nz](mailto:moze.galo@porirua.govt.nz)



**Cr Mike Duncan**

Email: [mike.duncan@porirua.govt.nz](mailto:mike.duncan@porirua.govt.nz)



**Cr Geoff Hayward**

Email: [Geoff.hayward@porirua.govt.nz](mailto:Geoff.hayward@porirua.govt.nz)



**Cr Kathleen Filo**

Email: [Kathleen.filo@porirua.govt.nz](mailto:Kathleen.filo@porirua.govt.nz)

## ELECTED MEMBERS' ROLES

The Mayor and the Councillors of the Porirua City Council have the following roles:

- setting the policy direction of the Council;
- monitoring the performance of the Council;
- representing the interests of the City (on election all members must make a declaration that they will perform their duties faithfully and impartially, and according to their best skill and judgement in the best interests of the City); and,
- employing the Chief Executive (under the Local Government Act the Council employs the Chief Executive, who in turn employs all other staff on behalf of the Council).

## CODE OF CONDUCT

Our Code of Conduct provides guidance on the standards and behaviour expected from elected members of the Porirua City Council.

The Local Government Act 2002 requires a local authority to adopt a code of conduct and once adopted all elected members are required to comply with the code.

## LEGISLATION REGARDING CONDUCT FOR ELECTED MEMBERS

Elected members have specific obligations for their conduct under the following legislation:

- [Schedule 7 of the Local Government Act 2002](#)  
This Act includes obligations to act as a good employer in respect of the Chief Executive and to abide by the current Code of Conduct and Standing Orders.
- [Local Authorities \(Members' Interests\) Act 1968](#)  
This Act 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).
- [Secret Commissions Act 1910](#)  
This Act prohibits elected members from accepting gifts or rewards which could be seen to influence them in a particular way.
- [Crimes Act 1961](#)  
This Act prevents the acceptance of gifts or rewards for acting in a certain way and prohibits the use of official information for private profit.
- [Financial Markets Conduct Act 2013](#)  
This Act places an elected member in the same position as a company director if the Council offers financial products such as debt or equity securities. An elected member can be held personally liable if documents that are registered under the Act, such as a disclosure statement, contains false or misleading statements.
- [Health and Safety at Work Act 2015](#)  
This Act encourages a proactive approach to managing the risk that business operations might prevent someone from coming home from work healthy and safe each day. The Act gives an elected member a duty of due diligence in their role as an 'officer', to ensure that the entity of Porirua City Council complies with its health and safety duties as a PCBU (Person conducting a Business or Undertaking). While elected members carry the due diligence responsibility for health and safety governance, they are exempt from personal liability for the offences of reckless conduct or failure to comply with a duty relating to their due diligence obligations.

## Mayor

The Mayor is elected by the city as a whole and is the leader of the Council. The Mayor has the following powers:

- to appoint the Deputy Mayor

- to establish committees of Council
- to appoint the Chairperson of each committee.

In addition, the Mayor shares the same responsibilities as other members of the Council and these are:

- presiding member at council meetings. The Mayor is responsible for ensuring the orderly conduct of business during meetings (as determined in Standing Orders);
- advocate on behalf of the community. This role may involve promoting the community and representing its interests. Such advocacy will be most effective where it is carried out with the knowledge and support of the Council;
- symbolic head of the Council; and,
- providing leadership and feedback to other elected members on teamwork and chairing committees.

## Deputy Mayor

The Deputy Mayor is appointed by the Mayor and exercises the same roles as other elected members. In addition, if the Mayor is absent or incapacitated, or if the office of Mayor is vacant, then the Deputy Mayor must perform all of the responsibilities and duties, and may exercise the powers of the Mayor.

## Councillors

Elected members of the Council are responsible for:

- The development and adoption of Council policy
- Monitoring the Council performance against its stated objectives and policies
- Employment and appraisal of the Chief Executive's performance
- Representing the interests of the residents and ratepayers of Porirua City
- Ensuring overall compliance by the Council with its responsibilities under the Local Government Act 2002 and all other relevant legislation

## Council Kaumātua

Dr Te Taku Parai, is also the Council's Kaumātua, providing tikanga Māori (customary values and practices) advice and support and is able to attend Council and committee meetings with full speaking rights.

## Committee chairperson

A committee chairperson has the same role as any other member but has responsibility to reside over all meetings of the relevant committee and to ensure the committee acts within the powers delegated to it by the Council. A committee chairperson may be removed from office by resolution of the Council.

## Remuneration Policy

The Remuneration Authority is responsible for setting the amount that each Council can spend on remunerating its elected members. The Authority sets the salary of the Mayor and provides guidance to the Council on the salary of the Councillors. More information with the current remuneration is on our website.

## COUNCIL STRUCTURE

After each triennial election the Mayor establishes the committees of Council.

The Council's committee structure is designed to ensure the business of council is managed efficiently and effectively. The creation of one standing committee-of-the-whole, Te Puna Kōrero ensures that all Councillors are involved in both the direction-setting policy matters and significant operational matters. Those matters not requiring oversight of all Councillors have been delegated to smaller committees which meet less regularly.

The Mayor is a member of all committees except for the Porirua District Licensing Committee. The Council committees are listed below:

### Council committees

- Audit and Risk Committee
- Chief Executive's Employment Committee
- Porirua District Licensing Committee
- Te Puna Kōrero
- Dog Control Hearings Subcommittee

### Joint committees

- Wastewater Treatment Plant and Landfill Joint Committee

The Council and committee Terms of Reference describes how Porirua City Council carries out its governance functions and describes the delegated authorities for the Council and its committees. The full terms of reference can be found on our website.

A summary of the Council and committees is provided below.

### Council

<b>Chairperson</b>	Mayor Anita Baker
<b>Deputy Chairperson</b>	Councillor Kylie Wihapi (Deputy Mayor)
<b>Members</b>	The Mayor and all Councillors and Taku Parai, Council Kaumātua (Te Rūnanga O Toa Rangātira)
<b>Meeting frequency</b>	Monthly
<b>Purpose</b>	<p>To carry out leadership functions including advocacy and facilitation on behalf of the community.</p> <p>The Council will set the vision, strategic priorities, and the outcomes sought for the city and the principles used to support and guide the way in which this is to be achieved.</p> <p>The Council has the authority to delegate a range of decision-making powers to its subordinate committees and provides the Chief Executive with a range of delegations to enable it to operate on a day to day basis.</p>

## Audit and Risk Committee

<b>Chairperson</b>	Warren Allen (External appointment)
<b>Deputy Chairperson</b>	Councillor Nathan Waddle
<b>Membership</b>	Mayor Anita Baker, Councillors Mike Duncan, Kathleen Filo, Tracy Johnson, Ross Leggett, Josh Trlin, and Felicity Caird (external member)
<b>Meeting frequency</b>	Quarterly
<b>Purpose</b>	To assist the Council by ensuring there are robust internal controls for financial and non-financial assets, and that there are appropriate arrangements for internal and external reporting and accountability, risk management, internal and external audit functions and compliance with statutory processes, standards and best practice. The Committee will satisfy itself that the Annual Report has been prepared appropriately and recommend adoption by the Council.

## Chief Executive Employment Committee

<b>Chairperson</b>	Councillor Mike Duncan
<b>Deputy Chairperson</b>	Mayor Anita Baker
<b>Membership</b>	Councillors Izzy Ford, Tracy Johnson, Kylie Wihapi, Ross Leggett and Nathan Waddle, Taku Parai, Council Kaumātua (Te Rūnanga o Toa Rangātira)
<b>Meeting frequency</b>	Two times per annum, or as required
<b>Purpose</b>	<p>The Chief Executive Employment Committee will have responsibility for the effective monitoring of the Chief Executive's performance and has the authority to undertake the annual remuneration review.</p> <p>The Committee also has the role of undertaking any review for the purposes of the LGA 2002, sch 7, cl 35, making a recommendation under the LGA 2002, sch 7, cl 34, and (if applicable) undertaking any recruitment and selection process, for recommendation to the Council.</p>

## Te Puna Kōrero

<b>Heamana Tuatahi:</b>	Councillor Ross Leggett
<b>Heamana Tuarua:</b>	Councillor Josh Trlin
<b>Membership</b>	The Mayor and all Councillors, Taku Parai, Council Kaumātua (Te Rūnanga O Toa Rangātira)
<b>Meeting frequency</b>	Fortnightly

<b>Purpose</b>	<p>To set the broad vision and direction of the city, determine specific outcomes that need to be met to deliver on that vision, and set in place the strategies and policies, bylaws and regulations, and work programmes to achieve those goals.</p> <p>In determining and shaping the strategies, policies, regulations and work programme of the Council, the Committee ensures there is strong alignment with the four strategic priorities:</p> <ul style="list-style-type: none"> <li>• Investing in 3 waters infrastructure and catchment restoration</li> <li>• Proactively responding to the climate crisis</li> <li>• Advocating for and providing a safe, healthy and thriving community</li> <li>• Putting children and young people at the heart of the city</li> </ul>
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## Dog Control Hearings Subcommittee

<b>Chairperson</b>	Mayor Anita Baker
<b>Membership:</b>	Mayor Anita Baker, Councillor Mike Duncan, Councillor Kylie Wihapi
<b>Meeting frequency:</b>	As required
<b>Purpose</b>	To hear objections to classifications under the Dog Control Act 1996 that are referred to the Subcommittee by the Chief Executive.

## Porirua District Licensing Committee

<b>Chairperson</b>	Councillor Kylie Wihapi
<b>Deputy Chairperson</b>	Councillor Mike Duncan
<b>Membership</b>	Councillor Kylie Wihapi and Councillor Mike Duncan, list members
<b>Meeting frequency</b>	As required
<b>Purpose</b>	The Sale and Supply of Alcohol Act 2012 requires the Council to appoint one or more District Licensing Committees to deal with licensing matters. The Porirua Licensing Committee is appointed to administer the Council's alcohol licensing framework as determined by the Act and the Council's Local Alcohol Policy.

## Wastewater Treatment Plant and Landfill Joint Committee

<b>Chairperson</b>	<p>Councillor Geoff Hayward</p> <p>Councillors Kathleen Filo, Geoff Hayward, and Mike Duncan (Porirua City)</p>
<b>Membership</b>	Pouivi Liz Kelly (Wellington City Council) with Rachel Allan as alternate for Wellington City Council's member (Wellington City Council)
<b>Meeting frequency</b>	Quarterly
<b>Purpose</b>	To provide governance for the joint services entered into by the Porirua and Wellington City Councils through the joint venture agreements for the Wastewater Treatment Plant and the Spicer Valley Landfill and the associated land.

## HOW DO COUNCIL MEETINGS WORK?

The Council meets monthly and has committees and joint committees to help with decision making. The Mayor or Chairperson is responsible for maintaining order at meetings and may, at her or his discretion, order the removal of any member of the public for disorderly conduct, or any member of Council who does not comply with Standing Orders.

The public are welcome to attend any Council or committee meeting unless there is reason to consider agenda items with the public excluded.

Our online events calendar has information on meeting times and venues and the meeting calendar has a summary of the annual Council and committee meeting schedule.

Meetings that are scheduled for the following month must be publicly notified not more than 14 days and not less than five days before the end of every month.

### Agendas

The Council agenda is a public document that sets out what will be discussed at a meeting and includes information and any associated reports listed on the meeting agenda. Copies of agendas can be viewed on our website and printed copies can be viewed at the Council Administration Building or at any of the Council libraries. Agendas must be made publicly available at least two working days before the meeting is held.

### Minutes

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 the Local Government Official Information and Meetings Act 1987. Meeting minutes are available to the public as soon as possible after the meeting is held and can be viewed on our website.

## REQUESTING OFFICIAL INFORMATION

Under the Local Government Official Information and Meetings Act 1987 (LGOIMA) any person may request information from the Council.

Once a request is made we must respond within 20 working days. If the response will take longer than 20 working days we must provide a written response to the applicant with the reason for the delay.

The Act states that information may be withheld if releasing the information would:

- endanger the safety of any person;
- prejudice maintenance of the law;
- compromise the privacy of any person;
- reveal confidential or commercially sensitive information;
- cause offence to tikanga Māori or would disclose the location of wāhi tapu;
- prejudice public health or safety;
- compromise legal professional privilege;
- disadvantage the Council while carrying out negotiations or commercial activities; or,
- allow information to be used for improper gain or advantage.

Any refusal will be advised in writing with specific reasons as to why the request for information was refused. It is the right of the person who made the request to have the Council's decision reviewed by the Ombudsman.

The Office of the Ombudsman can be contacted by freephone on 0800 802 602 or by emailing [info@ombudsman.parliament.nz](mailto:info@ombudsman.parliament.nz). More information can be viewed at [www.ombudsman.parliament.nz](http://www.ombudsman.parliament.nz).

## CONSULTATION

The Council provides various opportunities for the community to participate in the decision-making process, including:

- Long-term Plan (three-yearly)
- Annual Plan (where substantial changes to the Long-term Plan are proposed)
- Representation Review
- District Plan Review.

The Significance and Engagement Policy explains:

- the criteria and process used by the Council to determine the degree of significance
- how the Council will respond to community preferences about engagement on decisions
- how the Council will engage with communities on other matters
- the assets considered by the Council to be strategic assets.

When engaging with the community the Council is committed to:

- seek and encourage contributions from people who may be affected by, or interested in, a decision
- provide relevant, timely and balanced information so people can contribute in a meaningful way
- provide appropriate ways for people to have their say, and
- after the decision is made, tell the community what the Council decision is and the reasons for that decision.

## CONSULTING WITH MĀORI

The Council has obligations to take account of the Treaty of Waitangi under a number of statutes such as the Local Government Act 2002 (requiring opportunities for Māori to contribute to the Council's decision-making processes), Resource Management Act 1991, Reserves Act 1977 and Conservation Act 1987.

The spirit of general partnership principles of the Treaty of Waitangi are achieved in consultation with the tangata whenua, Ngāti Toa, through the iwi authority, [Te Rūnanga O Toa Rangātira](#).



The Council and the Rūnanga maintain a working relationship to ensure the Council's policies and operations are appropriate for Māori.

### **Community Reference Group**

The Council has a community reference group that helps us test ideas, projects and programmes and comprises approximately 1000 recruited and self-selected members. The group is a representative sample of Porirua City residents and includes many people who don't normally provide feedback through our formal channels.

## **MANAGEMENT STRUCTURE AND RELATIONSHIPS WITH THE MAYOR AND COUNCILLORS**

The principal administrative officer of the Porirua City Council is the Chief Executive, who is solely responsible to the elected members for the management of the Council's affairs and for all policy advice to elected members.

Reporting to the Chief Executive are five General Managers.

The General Managers together are responsible to the Chief Executive for the successful management of the activities and delivery of our strategic priorities.

### **EXECUTIVE LEADERSHIP TEAM**

**Wendy Walker**

**Chief Executive**

Phone (04) 237 1401

Email: [wendy.walker@porirucity.govt.nz](mailto:wendy.walker@porirucity.govt.nz)

**Andrew Dalziel**

**General Manager Infrastructure / Deputy Chief Executive**

Phone (04) 237 5089

Email: [Andrew.dalziel@porirucity.govt.nz](mailto:Andrew.dalziel@porirucity.govt.nz)

**Nic Etheridge**

**General Manager**

**Policy, Planning and Regulatory Services**

Phone (04) 917 1004

Email: [Nicola.etheridge@porirucity.govt.nz](mailto:Nicola.etheridge@porirucity.govt.nz)

**Reuben Friend**

**General Manager Community and Partnerships**

Phone (04) 237 1483

Email: [reuben.friend@porirucity.govt.nz](mailto:reuben.friend@porirucity.govt.nz)

**Jerry Wrenn**

**General Manager People and Capability**

Phone (04) 237 1408

Email: [jerry.wrenn@porirucity.govt.nz](mailto:jerry.wrenn@porirucity.govt.nz)

**Jo Devine**

**General Manager Corporate Services and Chief Financial Officer**

Phone (04) 237 1223

Email: [jo.devine@porirucity.govt.nz](mailto:jo.devine@porirucity.govt.nz)

## **EQUAL EMPLOYMENT OPPORTUNITIES (EEO) POLICY**

The Porirua City Council is committed to the principle of equal opportunity in the recruitment, employment, training and promotion of its employees. The Council aims to ensure that all work opportunities at the Council are provided fairly.

### **Our EEO Operating Policy goals are:**

- That the Porirua City Council policies, procedures and practices incorporate equal employment opportunities requirements.
- That the employment requirements, and aims and aspirations of target groups (Women, Māori, Pacific Peoples, ethnic minority groups, people with disabilities) are recognised, and as far as practicable, are met.
- That the working environment continues to remain sensitive to the needs of all staff and free from discrimination.
- That communications systems are enhanced within the workplace to ensure staff have input to and receive information on the progress, analysis and on-going development of Equal employment opportunities programmes.

## **CONTACTING THE COUNCIL, MAYOR AND COUNCILLORS**

Members of the public can contact the Porirua City Council and its elected members either by telephone, email or mail.

In addition, members of the public are welcome to call in to the public counter in the main Administration Building at 16 Cobham Court to make enquiries or view agendas for meetings.

Agendas can also be viewed at the public libraries, or on our website.

## **PUBLIC ATTENDANCE AT MEETINGS**

Members of the public are welcome and encouraged to attend meetings of Council and its Committees. However, if a resolution is passed to exclude the public and media, you will be asked to leave the meeting. Members of the public may express their views during the public forum time, either as individuals or as part of a deputation. For Committee meetings, the matter or idea being raised by a member of the public, must fall within the terms of reference of the meeting they are speaking at.

The following conditions apply to public forum time:

- The Chairperson may decline requests for deputations or public speaking time that are repetitious or offensive.
- The Chairperson has the power to limit the number of public speakers or deputations at a meeting, if the Chairperson feels that the number of requests received are too many to be heard at one meeting.
- Requests to speak at the public forum must be made to Democratic Services at least one clear day before the meeting, however this requirement may be waived by the Chairperson.

## **Presenting a petition**

Petitions can be presented to Council and must follow the process described below:

- Petitions must be received by the Chief Executive at least five working days before the date of the meeting at which they will be presented.
- Petitions must contain a concise statement (in fewer than 150 words) of what the petitioners seek, and must be written in a respectful manner. Petitions may be written in English or te reo Māori. Petitioners planning to make a petition in te reo Māori or sign language should advise the relevant Chairperson at least two working days before the meeting to enable the petition to be translated and printed if necessary.

- Any elected member presenting a petition to Council must limit themselves to a statement of the parties that the petition is from, the number of signatures attached to the petition, and a reading of the statement of what the petitioners want.
- The organiser of a petition may address the Council on the subject of the petition for no more than five minutes, unless the Council agrees otherwise.
- Once a petition has been presented to the Council, the Mayor shall formally move that the petition be received and either that it be referred to an appropriate committee for consideration and report, or that it be dealt with by the Council.

For inquiries or more information about Council and Committee meetings, contact:

Democratic Services  
Ph (04) 237 5089  
[meetings@porirua.govt.nz](mailto:meetings@porirua.govt.nz)

## OTHER WAYS TO CONTACT US

**Telephone**

(04) 237 5089

**Street address**

Porirua City Council  
16 Cobham Court  
Porirua 5022

**Email**

[enquiries@porirua.govt.nz](mailto:enquiries@porirua.govt.nz)

**Twitter**

[twitter.com/Porirua\\_City](https://twitter.com/Porirua_City)

**Website**

[Porirua.govt.nz](http://Porirua.govt.nz)

**Tiktok**

[tiktok.com/@poriruaCityCouncil](https://tiktok.com/@poriruaCityCouncil)

**Fax**

(04) 237 6384

**Postal Address**

PO Box 50218  
Porirua 5240

**Facebook**

[www.facebook.com/PCC.PoriruaCityCouncil](https://www.facebook.com/PCC.PoriruaCityCouncil)

**Youtube Channel**

[www.youtube.com/poriruaCity](https://www.youtube.com/poriruaCity)

**Instagram**

[instagram.com/poriruaCity](https://instagram.com/poriruaCity)