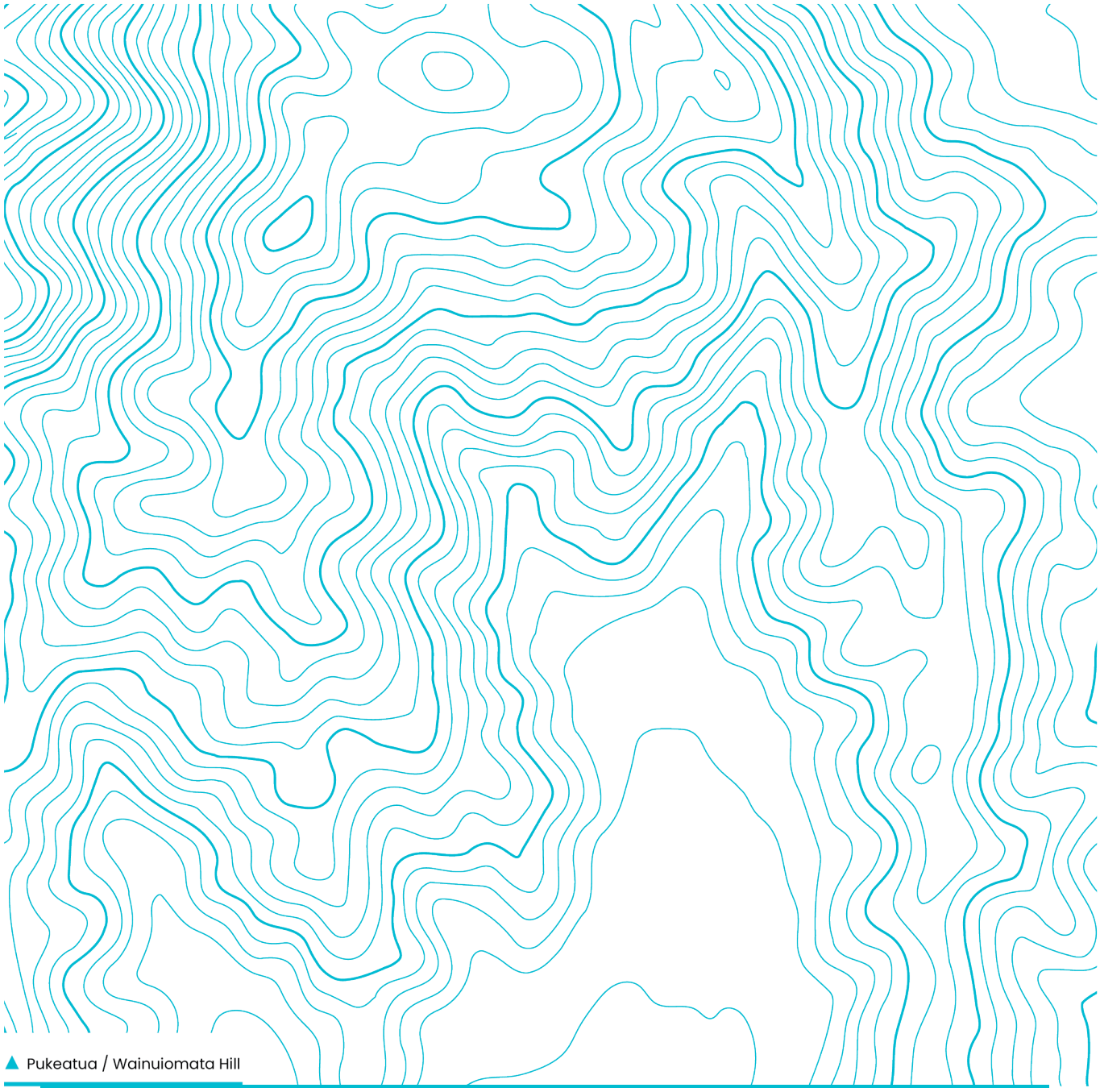
Local Governance Statement 2025-2028

(This statement explains how Council works and how it makes decisions on behalf of its community)



▲ Pukeatua / Wainuiomata Hill

Ngā Hua o Roto | Contents

This statement is organised into sections that explain different aspects of how Council works. You can read it from start to finish or go directly to the sections most relevant to you.

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Record of Amendments

Version	Date	Summary of Amendments
1	30 March 2026	
2	30 September 2026	Legislative changes

1. What is a Local Governance Statement?

This Local Governance Statement explains how Te Kaunihera o Te Awa Kairangi | Hutt City Council (Council) works, how decisions are made, and how the community can be involved.

It outlines Council's responsibilities, governance structure, and decision-making processes, and how people can access information or participate in Council decisions. It helps residents understand how Council operates and how they can take part in local decision-making.

Council makes decisions on behalf of the community to meet its current and future needs for good quality local infrastructure, public services and regulatory functions in a cost effective way, and to support local economic growth and development.

This Local Governance Statement is required under the Local Government Act 2002 and is updated regularly to ensure it remains accurate and current.

In this statement, "elected members" refers to the Mayor, Councillors, and community board members, and "officers" refers to Council staff employed by the Chief Executive.

If you have any questions about this Local Governance Statement, please get in touch with Council's Democratic Services team at: democraticservicesteam@huttcity.govt.nz

2. Council's functions, responsibilities and activities

The purpose of local government is to:

- enable democratic local decision-making and action by, and on behalf of, communities
- meet communities' current and future needs for good-quality local infrastructure, local public services and regulatory functions in a way that is most cost-effective for households and businesses
- support local economic growth and development through the delivery of those services.

Council's vision is to create a connected, resilient city where people and communities thrive.

Council carries out a range of activities to serve the community, including:

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

The Local Government (System Improvements) Amendment Act 2026 is now in force. It changed the statutory purpose of local government and requires Council to have particular regard to the purpose of local government and core services when deciding how to manage its finances. It also introduced changes to how councils report on performance, share information with elected members and manage some governance processes.

3. Partnerships

Working with Mana Whenua and Local Mārae

Council values Te Ao Māori, recognises and provides for tikanga Māori, recognises the validity and importance of mātauranga Māori, and seeks to view the world, and council decisions, from a Māori perspective. You can find out more about the relationship between Māori and Council here: Kaupapa Māori | Hutt City Council.

Tākai Here (Memoranda of Partnership)

Tākai Here allows Council and its partners to work in collaboration to fulfil shared obligations and responsibilities for the benefit of Māori and all people who live in Te Awa Kairangi ki Tai. Read more about Council's Tākai here: Mana Whenua | Hutt City Council.

Te Tiriti O Waitangi (The Treaty of Waitangi)

Council has an obligation to consider the principles of Te Tiriti o Waitangi and to recognise and provide for the special relationships between Māori, their culture,traditions, land and taonga. You can read more about Council's obligations here: Te Tiriti O Waitangi | The Treaty of Waitangi.

Other partnerships

Council works with a range of partners to deliver services and support the community's wellbeing, including government agencies, other councils, businesses, community groups, Māori organisations, and Council-controlled organisations.

4. Strategies, policies and planning documents

Long Term Plan

Every three years, Council works with its community on a Long Term Plan (LTP) that sets out our budget and work plans for the coming decade. The LTP gives us an opportunity to think about change and how Council can make sure our city and all its people thrive. The current LTP is for the years 2024 – 2034.

Other Policies, Plans and Strategies

A policy is a clear statement that identifies Council's position on a matter or issue. Our policies support Council's decision-making and ensure that our strategic direction and processes are consistently implemented to deliver high-quality governance and services. Council reviews its policies regularly, depending on how they are linked to our Long Term Plan, legislation, or another review cycle decided by Council.

Council policies, plans and strategies | Hutt City Council

Annual plans and publications | Hutt City Council

Hutt City District Plan *(note: The District Plan is going through a complete review. Find out more here.)*

The District Plan sets the rules for how land can be used and developed in Lower Hutt. The District Plan is relevant to you if you are:

- intending to buy a property
- thinking of making alterations to a property you already have
- considering starting or changing a business
- considering subdividing your land

5. Legislation and Bylaws

Council's rights, duties, and responsibilities are set out in legislation, regulations, and bylaws. To carry out its role, Council uses its powers and meets its obligations through the following:

Legislation

The laws that guide how councils work apply to all councils. Key laws include:

- Building Act 2004
- Bylaws Act 1910
- Dog Control Act 1996
- Health and Safety at Work Act 2015
- Hutt Valley Drainage Act 1967
- Local Authorities (Members' Interests) Act 1968
- Local Electoral Act 2001
- Local Government Act 2002
- Local Government Act 1974
- Local Government (Rating) Act 2002
- Local Government (System Improvements) Amendment Act 2026 | New Zealand Legislation
- Local Government Official Information and Meetings Act 1987
- Local Government (Water Services) Act 2025
- Privacy Act 2020 | New Zealand Legislation
- Regulatory Standards Act 2025
- Resource Management Act 1991*

- Reserves Act 1977
- Sale and Supply of Alcohol Act 2012
- Public Records Act 2005

and local legislation (which applies only to Council).

* The Planning Bill and Natural Environment Bill have passed their third readings. Once enacted, they will replace the Resource Management Act 1991 and introduce a new system for land use planning and managing the natural environment. Council will update this statement as the new legislation takes effect.

Bylaws

Council uses local legislation in the form of bylaws that apply to Te Awa Kairangi ki Tai | Lower Hutt. The process for creating a bylaw can be found here: How we create bylaws | Hutt City Council

Bylaws allow Council to exercise its powers and fulfil its responsibilities by providing rules and regulations for us to follow. Individual bylaws can be found here: Bylaws | Hutt City Council

A list of Council bylaws, with descriptions and the dates of their last adoption, can be found here: List of Bylaws.

6. Representation arrangements, electoral system and processes

This section explains how people are elected to represent the community and how the voting system works.

The Local Electoral Act 2001 provides two options for Councils to use: First Past the Post (FPP) and Single Transferable Voting (STV).

Council conducted a poll on its electoral system in October 2022, and voters decided to retain FPP. Under FPP, electors vote for their preferred candidate(s), and the candidate(s) with the most votes win.

You can find information about the electoral system and the 2025 election results here:

About Local Government Elections | Hutt City Council

2025 Election Results | Hutt City Council

How Council representation is reviewed

Under the Local Electoral Act 2001, councils must review their representation arrangements every six years to ensure fair and effective representation of their communities.

Council completed its latest representation review in 2024. Following an appeal, the Local Government Commission issued its final direction on the city's representation arrangements in early January 2025. The determination can be found here: Hutt City Council - Determination 2025

Some wards changed

The Local Government Commission confirmed changes to ward boundaries. As a result, the Eastern Ward was removed, and the Northern and Central Wards were expanded. There were also some minor changes to the Harbour Ward boundary.

To make sure communities are fairly represented, the Northern and Central Wards now each elect two Councillors. The Harbour, Wainuiomata and Western Wards continue to elect one Councillor each. The map can be found here: survey map of boundaries (4).pdf

New Māori Ward to strengthen representation across the city

As part of the representation review, Council voted to establish the Mana Kairangi ki Tai Māori Ward to provide effective representation for a Māori electoral population dispersed throughout the city.

How your Council will be represented (2025-2028)

A Mayor and 13 Councillors, with Councillors elected under a mixed system of representation:

- five Councillors elected at large across the city
- seven Councillors elected from five general wards
- one Councillor elected from one Māori Ward

The First Past the Post voting process was used to determine which candidates were elected. Voters on the general roll voted for their Ward Councillors plus five at large Councillors. Those on the Māori roll voted for the Māori Ward Councillor plus the five at large Councillors.

At the elections on 11 October 2025, two polls were included with the voting papers:

- a binding referendum on whether to keep the Mana Kairangi ki Tai Māori Ward in Te Awa Kairangi ki Tai Lower Hutt for the future. The vote was 19,976 to 11,688 in favour of keeping the Māori Ward

- A non-binding referendum on whether Council should explore amalgamation with other nearby councils. The vote was 17,429 to 14,283 in favour of exploring amalgamation

The reorganisation process

A reorganisation application is separate from a representation review. Schedule 3 of the Local Government Act 2002 sets out procedures which must be followed for local government reorganisation proposals, which can do any or all of the following:

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

The procedures are started by an application to the Chief Executive of the Local Government Commission from one or more affected local

authorities, a group of at least 10% of electors in the affected area, or the Minister of Local Government. Further information can be found in the Local Government Act 2002.

7. What elected members do and how they are expected to behave

Who are the elected members?

Elected members

Elected members are people chosen by the community at local elections to represent them and make decisions on their behalf. At Council, elected members include the Mayor, Councillors, and community board members.

Mayor

The city elects the Mayor as a whole and provides leadership to Council. The Mayor has a governance role, including leading the development of Council's plans and policies, chairing Council meetings, and representing the community. The Mayor works with Councillors to set direction and make decisions on behalf of the city.

Councillors

Councillors are elected members who represent the community at a ward and city-wide level. They make decisions on Council policies, plans and services, and consider issues at Council and committee meetings.

Community board members

Community board members are elected members who represent and advocate for the interests of their local communities and make decisions on matters delegated to the board.

Roles, responsibilities and conduct

Elected members are responsible for:

- representing the interests of their communities
- participating in decision-making at Council, committee, subcommittee and community board meetings
- setting the strategic direction of Council through plans, policies and bylaws
- ensuring Council is accountable to the community

Elected members must act in accordance with Council's governance framework and legislative requirements.

Declared roles are other positions or responsibilities that elected members publicly share for transparency. You will find these here:

The Mayor of Lower Hutt | Hutt City Council

Councillors | Hutt City Council

Community Boards | Hutt City Council

Elected Members' Code of Conduct

Council's current Code of Conduct sets out the standards of behaviour expected of elected members and how concerns about their conduct are addressed. The Local Government Act 2002 now allows a standard code of conduct to be issued for councils. Council's current Code continues to apply until a standard code is issued and takes effect.

You can find the documents here: Governance documents | Hutt City Council

8. Governance structure, membership and terms of reference/delegations

Mayor and Councillors

Council is made up of a Mayor and 13 Councillors. The Mayor and Councillors represent the community, make decisions on local issues, and help shape the city's future.

You can learn more about them, including their experience and what they're passionate about, here:

The Mayor of Lower Hutt | Hutt City Council

Councillors | Hutt City Council

Committee membership and terms of reference

Working together as elected members

Council supports the free exchange of information and views among elected members through briefings, access to Council information and debate at meetings. Elected members work collaboratively to set Council's policy direction, determine its policies and budgets, and make decisions on behalf of the community. The Chief Executive and officers support this work by providing advice and preparing meeting agendas and reports.

From March 2027, non-elected members of Council committees may continue to contribute their knowledge and perspectives but, unless an exception applies, they will not vote or count towards a quorum.

Council uses committees to organise its decision-making. Here, the Mayor and all Councillors serve on every committee, so decisions are made together rather than by smaller groups. Council may also establish subcommittees and working groups to focus on specific topics in greater detail.

Each committee, subcommittee, and working group has 'Terms of Reference', which are the rules that explain what they are responsible for and what they can make decisions about.

You can find Council's committee structure and Terms of Reference here:

Committee Structure

Terms of Reference for Council and Committees

Community board membership and delegations

Te Awa Kairangi ki Tai | Lower Hutt has two community boards: Eastbourne and Wainuiomata.

Community boards represent their local areas and help make sure community views are heard. They make decisions on some local matters, provide advice to Council, and advocate for the needs and priorities of their communities.

You can find details of the community boards, including what they do and the decisions they can make, here:

Community Boards | Hutt City Council.

Council-controlled organisations

Council owns shares in three council-controlled organisations (CCOs). These organisations help deliver services on behalf of Council.

You can find information about all three, including Tiaki Wai, here: Council-controlled organisations (CCOs) | Hutt City Council

Since 1 July 2026, Tiaki Wai Limited has delivered drinking water, wastewater and stormwater services across metropolitan Wellington, replacing Wellington Water Limited as the service provider. Tiaki Wai is a council-controlled organisation jointly owned by Hutt City Council, Wellington City Council, Porirua City Council, Upper Hutt City Council and Greater Wellington Regional Council.

9. Meeting processes

Council, committee and community board meetings

How Council makes decisions:

1. officers, elected members, or the community identify issues
2. officers prepare advice and reports
3. Councillors consider the issue at a Council or committee meeting, which is open to the public, except where there are lawful reasons to exclude the public
4. consultation may occur where required by legislation or Council policy
5. Council makes a formal decision by resolution

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

Council meetings are advertised each month on Council's website and are open to the public. Occasionally, parts of a meeting may be closed to the public for specific reasons.

Members participating in Council, committee and community board meetings must follow Hutt City Council's Standing Orders. These set out how meetings are run and help ensure legal requirements are met.

Council will review its Standing Orders to reflect the change taking effect in March 2027: unless an exception applies, non-elected members appointed to Council committees and subcommittees will no longer vote or count towards a quorum. Until that change takes effect, the current Standing Orders continue to apply.

You can find information about Council, Committee and Community Board meetings here, including meeting dates, agendas and minutes:

Council Meetings and Agendas

Want to speak at a Council, Committee or Community Board meeting? Find out how here: Speak at a council meeting | Hutt City Council

The annual calendar of meetings shows all scheduled meetings for the year. Meeting dates may change, so please check Council's website for the latest updates.

Council and Committee meetings are live-streamed and recorded. You can watch live or past meetings on Council's YouTube page.

Councillor briefings

Alongside formal decision-making meetings, briefings are an important way in which Council management and elected members work together to progress Council activities.

Briefings are held for information-sharing and discussion only. No decisions or resolutions are made at these briefings. They are used to provide elected members with information, outline options, and support informed decision-making at subsequent Council or committee meetings.

Briefings may be open to the public or held with the public excluded where appropriate. Scheduled briefing times are published on Council's website.

Council briefing presentations can be found here: About council meetings | Hutt City Council

10. Consultation policies

Council uses a range of methods to engage with the community, including public consultation, submissions, and community engagement activities.

As part of our decision-making process, Council needs to determine whether to engage with its community to hear and understand local views before making a decision. Section 82 of the Local Government Act 2002 sets out principles and requirements for consultation as part of Council's planning, decision-making, and accountability roles. Councils are also required to establish and maintain opportunities for Māori to contribute to decision-making processes.

The law sets out some key principles for how Council engages with the community, including:

- councils should provide people who will or may be affected by the decision, or who have an interest in the decision, with reasonable access to relevant information
- these people should also be encouraged to express their views to Council.
- people who are invited to present their views to council should be given clear information about the purpose of the consultation and the scope of the decisions being made.
- people who wish to present their views must be given a reasonable opportunity to present them
- councils should receive and consider these views with an open mind when making a decision
- Councils should provide people presenting their views with information relevant to decisions and the reasons for them

Significance and Engagement Policy

Council's Significance and Engagement Policy sets out the general approach Council takes to determining the significance of proposals and decisions, and when communities can expect to be engaged in those decisions. You can find the Significance and Engagement Policy, along with all other Council policies, here: Council policies, plans and strategies | Hutt City Council

Special Consultative Procedure

Council is required to use the Special Consultative Procedure in certain situations. The procedure sets minimum requirements to ensure the public has an opportunity to contribute before key decisions are made.

Current consultations can be found here: Have your say | Hutt City Council.

Te Whiringa – Our Engagement Framework

Te Whiringa sets out how Council will improve the way it engages with its community and was developed alongside the community. The framework includes engagement principles shaped by community and endorsed by

Mana Whenua. These principles guide how Council works and act as its commitments to meaningful engagement. Te Whiringa also includes an action plan that brings the framework to life, setting clear focus areas for improvement. Council is actively working on these improvements and shares updates with the community as it goes.

11. How management and elected members work together

Elected members may request Council information that is reasonably necessary for them to carry out their duties. The Chief Executive manages the response to these requests and arranges for relevant information to be provided, subject to any legal restrictions. Members must state when they are making a request under the Local Government Act 2002. This process is separate from public requests under the Local Government Official Information and Meetings Act 1987.

Elected members are responsible for governance and decision-making, while the Chief Executive and officers are responsible for implementing those decisions and managing Council operations.

Chief Executive and Corporate Leadership Team

The Local Government Act 2002 requires Council to employ a Chief Executive. The Chief Executive is responsible for hiring officers, implementing Council decisions, and providing advice to the Council.

Under the Local Government Act, only the Chief Executive can give instructions to Council officers. If you have a complaint about an officer, it should be directed to the Chief Executive, not the Mayor or Councillors.

The Corporate Leadership Team supports the Chief Executive. The Executive Team leads the organisation and makes sure it delivers Council's objectives.

Chief Executive's responsibilities

The Chief Executive has specific responsibilities under the Local Government Act 2002. They are responsible to Council for:

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

Council has a duty, as the Chief Executive's employer, to meet its obligations under the Employment Relations Act 2000. Council agrees performance objectives with the Chief Executive and monitors performance against these annually.

Council may establish a committee/subcommittee to support specific functions related to the Chief Executive's employment, such as recruitment. Any such committee/subcommittee operates under delegated authority, with key decisions remaining the responsibility of Council.

Council appoints the Chief Executive for a term of up to five years. The position must be publicly advertised for every appointment or reappointment.

Council delegates some of its powers to the Chief Executive, as recorded in its Delegations Register. The Chief Executive may delegate powers to officers where the law and the register allow. Some decisions must be made by Council itself and cannot be delegated, including certain decisions about reserve management and the Lower Hutt District Plan.

12. Equal Employment Opportunities Policy

Council is committed to the principles of equal employment opportunities and works to ensure there are no barriers that unfairly disadvantage people on the grounds of sex, age, marital status, religious or ethical beliefs, colour, race, ethnic or national origins, disability, political opinion, employment status, family status, or sexual orientation. All employment-related decisions are made through fair and transparent processes based on merit.

13. Requests for official information

The Local Government Official Information and Meetings Act 1987 (LGOIMA) provides the public with the right to request information from Council. Anyone may make a request, and it need not follow a particular format or refer to LGOIMA to be treated as an official information request. Council proactively releases all official information responses publicly unless there is a good reason to withhold them.

Requests for personal information about an individual are handled under the Privacy Act 2020 instead of LGOIMA. Council responds to these in accordance with its obligations under that Act. More information is available on Council's website: Privacy Policy | Hutt City Council

You can find more information about submitting a request online here: Official Information requests | Hutt City Council

14. Contact us

Email Council

Email via contact@huttcity.govt.nz.

Phone (24 hours a day – seven days a week)

Telephone: 04 570 6666 or 0800 HUTT CITY. Press 1 for urgent issues.

Chat

You can chat with us via our website: www.huttcity.govt.nz.

Council's Facebook Page

You can follow Council on Facebook here: www.facebook.com/huttcitycouncil.

Council's Website

You can find out the latest events, contact details, opening hours, and locations of Council venues on our website at www.huttcity.govt.nz.

My Hutt City

You can let Council know about any issues or problems with Council services, or log a request using our online portal: Report a Problem

Write to Council

Te Kaunihera o Te Awa Kairangi | Hutt City Council, Private Bag 31912, Lower Hutt 5040.

Visit any Council Office

The main Council administration building is open during business hours, Monday to Friday, 8am to 5pm. A Customer Services representative will be available to help you.

You can visit your nearest Council office at:

Main Council Administration Building 30 Laings Road, Lower Hutt	**Eastbourne Neighbourhood Hub** Rimu Street, Eastbourne
Koraunui Stokes Valley Community Hub 186 Stokes Valley Road, Stokes Valley	**Moerā Neighbourhood Hub** Corner Randwick Road and Randwick Crescent, Moerā
Naenae Neighbourhood Hub Hillary Court, Naenae	**Petone Neighbourhood Hub** Britannia Street, Petone
War Memorial Library Neighbourhood Hub Corner Queens Drive and Woburn Road	**Walter Nash Neighbourhood Hub** Taine Street, Taita
Wainuiomata Neighbourhood Hub Queen Street, Wainuiomata	

Contact the Mayor and elected members

You can find details on how to contact our elected members here: https://www.huttcity.govt.nz/council/meet-your-council

https://www.huttcity.govt.nz/council/meet-your-council/community-boards