

Submission Form

Review of Wellington City Council's Significance and Engagement Policy

About this consultation

This consultation is about how Wellington City Council decides when the public should be asked for feedback on Council decisions. We want to know if the proposed policy is clear and easy to understand, and whether it explains when the community should be asked to give feedback on a decision or proposal. Your feedback will help inform the final policy before it is presented to Council for adoption.

Complete the survey below and return to us by 22 October 2026.

You can post it (postage paid) or drop it off at the Council offices at 2 Harris Street.

Keen to find out more? Visit our website wcc.nz/se-policy

Have questions? Email the policy team at policy.submission@wcc.govt.nz

Why are we proposing changes to the policy?

The Significance and Engagement Policy is reviewed regularly to ensure it remains fit for purpose, reflects current best practice engagement, and meets legislative requirements.

We need to review the policy now because the law has changed, mainly because of the changes to the Council's role in water services after Tiaki Wai was set up.

The review also presented the opportunity to align the policy with the draft Strategic Engagement Approach which is currently in development.

The Mahere Tauru Triennium Plan 2025-2028 supports improving how we engage with communities through a set of standards for public consultation and engagement plans, and the requirements for when they

must be approved by representatives. You can view the Triennium Plan on our website.

The current policy was adopted in 2018, and we are proposing a number of changes.

View the current policy on our website wcc.nz/se-policy.

What will the proposed changes aim to achieve?

- Improved clarity and usability
- Clearer guidance on how significance is assessed
- A strengthened framework to determine when community engagement is required
- A transparent and consistent approach to engagement
- Ensure community are informed about the updated list of the Council's strategic assets.

What is changing?

- The purpose section of the policy
- How the Council decides how significant a decision is and when they will involve community
- How the Council decides what level of engagement is needed
- A clearer diagram showing how engagement decisions are made
- The list of the Council's strategic assets

View the proposed policy changes in the Statement of Proposal on our website wcc.nz/se-policy.

What are we asking for feedback on?

We want your feedback on whether the policy is easy to understand and whether it gives the

right guidance about when and how the Council should involve the community.

We are asking whether:

- the policy clearly explains how the Council decides how important a proposal or decision is
- the level of community engagement suggested for different types of decisions feels right
- the policy is easy to understand
- there are any changes needed that would make the policy clearer or easier to use.

What is not part of this consultation:

Some parts of the policy are required by law or have already been decided through other Council processes, so those cannot be changed as a result of this consultation.

We are not asking for feedback on:

- legal requirements that the Council must follow
- decisions already made through other Council processes
- who owns the Council's strategic assets
- which assets are included on the strategic assets list.

The list of strategic assets is included because the Local Government Act requires it. These assets have already been identified by Council, so this consultation is not asking whether assets should be added to or removed from the list. The proposed changes mainly relate to water assets that have already been transferred to Tiaki Wai, along with some name changes that have already happened, such as the sports centre and Civic Square. Any feedback we get which is not part of this consultation will still be recorded, but it may not lead to changes to the policy.

Privacy Statement

Submissions including your name and opinions are published and made available to Wellington City Council elected members, pouiwi and the public from our offices as a hardcopy (on request only) and on our website. Councillors may wish to contact you about your submission. We will contact you first to obtain your permission to pass on your contact details to them. Contact information will be used for the administration of the consultation process. For example, informing you on the outcome of the consultation or contacting you to arrange an oral submission. Our staff will have access to submissions in their capacity as Council employees. Except for your name, personal details like contact information and demographic information will be redacted prior to publishing. Please note that you should not include any personal information in the free text fields of this survey if you do not wish it to be made public.

For further details around privacy, please see our Let's Talk Privacy Statement letstalk.wellington.govt.nz/privacy-statement and extended Wellington City Council Privacy Statement wellington.govt.nz/contact-us/privacy-statement. All information collected will be held by Wellington City Council in accordance with the Privacy Act 2020. You have a right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. Please contact us at engagement@wcc.govt.nz

What are the next steps?

After the consultation closes, all feedback will be reviewed and considered. The draft policy may be changed in response to community feedback before being presented to Council for consideration and adoption. An engagement summary outlining what we heard and what we did will be made publicly available following the decision.

Significance and Engagement Policy Review Survey

About You

First name

Last name

Email address

Would you like to attend an oral hearing to speak to Councillors in support of your submission?

If yes, please include your phone number so we can contact you to arrange your speaking slot.

- ☐ Yes – Please leave your contact number:
☐ No

What is your connection to Wellington? (Select all that apply)

- ☐ I live in Wellington
☐ I work in Wellington
☐ I study in Wellington
☐ I own or run a business in Wellington
☐ I own a property in Wellington
☐ I visit Wellington regularly
☐ I represent an organisation or community group
☐ Other, please specify:

Are you giving feedback as: (Select one)

- ☐ An individual
- ☐ On behalf of an organisation
- ☐ As an advisory group member
- ☐ As a Council staff member
- ☐ Other, please specify:

How did you hear about this consultation? (Select one)

- ☐ Let's Talk newsletter
- ☐ Let's Talk homepage
- ☐ Council website
- ☐ Social media
- ☐ Email from Council
- ☐ Community group or organisation
- ☐ Word of mouth
- ☐ Councillor or Council staff member
- ☐ Other, please specify:

Determining the significance of a decision

The Council proposes using the following criteria for deciding how significant a proposal or decision is:

- a. The impact on the service level
- b. The level of community interest or impact
- c. The consistency with existing policy and strategy
- d. The financial impact.

Find more information on these criteria in the Statement of Proposal on pages 8 to 11, wcc.nz/se-policy

Will the proposed criteria help the Council decide how important a decision is? (Select one)

- ☐ Yes
- ☐ No
- ☐ Unsure

Please tell us more about your answer to this question.

The engagement approach

This question is about what level of community engagement you can expect for Council decisions of different levels of significance. You can find this information in table 2 on pages 15 to 18 in the Statement of Proposal, available on our website: wcc.nz/se-policy. The table sets out the Council's proposed approach for decisions with **high, medium, or low significance**, including how engagement will be planned, resourced, and reported back to participants.

Do you think Table 2 sets clear and appropriate expectations for how Council will engage with the community on decisions of high, medium and low significance? (Select one)

- ☐ Yes
- ☐ No
- ☐ Unsure

Please tell us why or let us know if there is anything you think should change.

Clarity and understanding

Is the policy clear and easy to understand? (Select one)

- ☐ Yes
- ☐ No
- ☐ Unsure

What changes, if any, would make the policy clearer and easier to use?

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2nd fold here

Freepost Authority Number 2199

Reply



Policy team
Wellington City Council
PO Box 2199
Wellington 6140

Absolutely Positively
Wellington City Council
Me Heke Ki Pōneke