

During meetings the Mayor and councillors must follow standing orders (a set of procedures for conducting meetings). The Council may suspend standing orders by a vote of 75 per cent of the members present.

(LGOIMA 1987; LGA 2002)

8) Consultation Policies

8.1 Engagement Policy

The Local Government Act 2002 guides Council's actions with regard to consultation, setting out consultation principles and specific steps to be followed when making certain decisions. The Council's commitment to the Act and consulting when a decision is to be made is articulated in Section 5 of its broader Engagement Policy.

This section states that the Council is committed to ensuring communities have the ability to make their views known and to do so knowing they have a genuine ability to influence the decision. It is based on the belief that consultation strengthens the Council's decision-making as it gives those most involved in or affected by an issue the opportunity to advise the Council and/or provide information the Council may not otherwise have access to.

The consultation component of the Engagement Policy is based around the following key principles:

- encouraging early involvement in decisions
- ensuring the process is clear and open
- encouraging input and information from a diversity of views
- giving people enough time to provide comments
- ensuring all relevant information is provided
- ensuring all information is accessible
- acknowledging all responses and providing feedback.

Further information on the Engagement Policy can be viewed at the following location on our website:

<http://www.Wellington.govt.nz/plans/policies/engagement/index.html>.

8.2 Special Consultative Procedure

The Council is required to use the special consultative procedure in some situations. The procedure sets out minimum requirements that guarantee the public have a chance to contribute prior to key decisions being made.

The special consultative procedure consists of the following steps:

1. Preparation of a statement of proposal and a summary.
The council must prepare a description of the proposed decision or course of action. The statement must be available for inspection at the council office and

may be made available elsewhere. The council also has to prepare a summary of the proposal which must be distributed as widely as the council considers reasonably practicable.

2. Give public notice.
The council must publish a notice of the proposal and of the consultation being undertaken. The council must allow at least one month (from the date of the notice) for submissions to be made.
3. Acknowledge and hear submissions.
The council must acknowledge all written submissions and offer submitters a reasonable opportunity to make an oral submission.
4. Deliberate in public.
All meetings where the council deliberates on the proposal or hears submissions must be open to the public (unless there is good reason to exclude the public under LGOIMA). All submissions must be made available unless there is reason to withhold them under LGOIMA.
5. Provide feedback
Following a decision, feedback on the decision and the reasons for it is provided to submitters.

The special consultative procedure must be used prior to making the following decisions:

- to adopt or amend the long-term plan
- to adopt an annual plan
- to adopt, amend or review a bylaw
- to propose a change in Council's role in a significant activity
- to establish a council controlled organisation.
- to sell or dispose of, or construct a strategic asset.

(www.Wellington.govt.nz; LGA 2002; LGNZ:Governance)

9) Policies for Liaising with Maori and any Memoranda or Agreements with Maori

The Council has established a range of governance and participation mechanisms that enable the Council to meet its obligations and responsibilities to local iwi and the wider Maori community.

The Council's relationship with local iwi is defined through separate memoranda of understanding with Te Rūnanga o Toa Rangatira Incorporated representing Ngāti Toa and Port Nicholson Block Settlement Trust representing Taranaki Whānui ki te Upoko o te Ika a Maui. The memoranda outline how local iwi participate in Council matters relating to protocol, policy, regulatory and service delivery matters. Both the partners are non-voting members of Council's Strategy and Policy Committee.