

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.

Perhaps more complex engagement is with the 90% of Māori who live, work and play in Wellington who do not whakapapa to our iwi partners and are therefore not represented by these mandated organisations. To better understand the wider Māori community we hold 2-4 focus groups each year (we call them 'Kōrero Club') – this is dependent on what projects are happening. We engage in Māori community events, often having Council stalls to give information and seek registrations to our e-database. We also have an e-newsletter that goes out to our database members every two months.

(Treaty Relations)

10) The Management Structure and the Relationship between Management and Elected Members:

The Local Government Act 2002 requires Council to employ a Chief Executive whose responsibilities are to employ other staff on behalf of Council, implement Council decisions and provide advice to Council. Under the Local Government Act the Chief Executive is the only person who may lawfully give instructions to a staff member. Any complaint about individual staff members should therefore be directed to the Chief Executive, rather than the Mayor or Councillors.

Council management is organised into the following divisions:

Citizen Engagement

- Communications and marketing
- City Communities
- Community Consultation and engagement
- City Communities
- Social Development
- City Safety
- Treaty relations
- Grants
- Customer Service and Service Centre
- Publication and Design
- External Communications
- City Housing

(To contact Director, Citizen Engagement email wendy.walker@wcc.govt.nz)

Strategy, Planning and Urban Design

- Strategy, Research, Urban Design and Heritage
- International Relations
- Policy

(To contact Director, Strategy, Planning and Urban Design email teena.pennington@wcc.govt.nz)

Chief Financial Officer

- Finance
- Procurement
- Council Controlled Organisations

(To contact the Chief Financial Officer email peter.garty@wcc.govt.nz)