

---

**REPORT 3**  
*(1215/12/IM)*

## **INTERACTION OF THE TAWA COMMUNITY BOARD WITH THE STRATEGY AND POLICY COMMITTEE**

---

### **1. Purpose of Report**

To consider options on how the Tawa Community Board (the Board) can more effectively interrelate with the Strategy and Policy Committee.

### **2. Recommendations**

It is recommended that the Community Board:

1. *Receive the information.*
2. *Note the current mechanisms by which the council informs the Tawa Community Board of business to be transacted at the Strategy and Policy Committee.*
3. *Note the current processes by which the Tawa Community Board can interrelate with the Strategy and Policy Committee.*
4. *Agree to appoint the Chairperson of the Tawa Community Board to the Governance, Communication and Participation area of responsibility (and one other area of responsibility to be appointed in recommendation 5) and report back to the Tawa Community Board any items of interest from the Strategy and Policy Committee as appropriate.*
5. *Agree to appoint each elected Tawa Community Board member to the following area of responsibility with the responsibility to report back to the Tawa Community Board on any issues of interest from the Strategy and Policy Committee as appropriate:*
  - a) *Economic*
  - b) *Environmental*
  - c) *Social*
  - d) *Culture and Arts*
  - e) *Transport*
  - f) *Urban Development.*

6. *Agree that when a motion under debate at the Strategy and Policy Committee relates to a matter that is of particular interest to the residents within the Tawa community, then the Tawa Community Board member (or in that member's absence, the Chairperson the of the Tawa Community Board) whose area of responsibility covers that motion, may as of right speak at the Strategy and Policy Committee when the motion is under debate.*
7. *Agree that when time constraints prevent the Tawa Community Board to be consulted on submissions, the Chairperson of the Tawa Community Board be authorised to represent and convey the Board's view/s to the Strategy and Policy Committee.*

### **3. Background**

The Tawa Community Board meeting of 9 December 2004 noted the existing mechanisms by which Board members interrelate and interact with the Strategy and Policy Committee on items of interest, but sought further advice on how these processes could be more effective.

#### **3.1 Current Practice**

The current process by which members of the Board interact on matters relating to the Strategy and Policy Committee include:

- a) The full agenda and all reports of every Strategy and Policy Committee are circulated to the Chairperson of the Board at the same time as they are circulated to Councillors and public libraries. Tawa Community Board members are sent the agenda cover sheet. This process keeps members of the Board informed and up to date on matters that are transacted on a weekly basis at the Strategy and Policy Committee.
- b) Every third Strategy and Policy Committee agenda contains an updated forward work programme of the Strategy and Policy Committee for the following three to six months. This provides a long term view of the likely business to be transacted by the Strategy and Policy Committee for up to six months in advance.
- c) When an item of interest is noted on the agenda of a particular Strategy and Policy Committee, and that item is of particular interest to the Tawa Community, the Board may resolve to have one of their members speak to that item at the Strategy and Policy Committee, in accordance with Wellington City Council Standing Order 203.
- d) At every Board meeting, the appointed members (Councillors) are able to brief the Board on items of interest that have been transacted at the Strategy and Policy Committee from previous meetings.

It should also be noted that at the Pre Agenda meeting for every Strategy and Policy Committee meeting (conducted 10-14 days out from the actual Strategy and Policy Committee meeting) officers discuss which items require consultation with the Board before proceeding to the Strategy and Policy Committee.

## **4. Discussion**

### **4.1 Improvements to the Current Practice**

There are two main areas that need to be addressed:

- a) At the beginning of the triennium Council adopted a new governance arrangement. The arrangement includes the Strategy and Policy Committee meeting on a weekly cycle rather than on a six weekly cycle. The Board meets once a month. Consequently, when matters arise that require urgent resolution by the Committee, formal consultation with the Board is not always possible as it was often the case under the old committee structure. Neither is it always possible (due to when the Board is scheduled to meet) for the Board to resolve that one of its members attend the meeting to put forward the Tawa Community Board's view.
- b) The current allocation of responsibilities for individual members of the Board does not include a formal arrangement whereby Board members are assigned a specific area of responsibility of the Committee's business to monitor, and report back to the Board on.

In addition to the existing process that will remain in place, there are three areas where new processes can be established to ensure the way the Board interrelates with the Strategy and Policy Committee is more effective.

### **4.2 Area of Responsibility Allocation**

It is recommended that Board members are assigned a specific area of responsibility in relation to business transacted at the Strategy and Policy Committee. At the beginning of the triennium Council adopted a governance structure that included the separation of work assigned to the Strategy and Policy Committee into seven main areas of responsibility. Each area of responsibility was assigned an elected member who has oversight over that area of responsibility (see Appendix 1). It is recommended that Board members are similarly aligned to these seven areas of responsibility and given the responsibility of reporting back to the Board as appropriate.

Board members can, in relation to their area of responsibility:

- review agendas
- attend meetings where items of interest are discussed
- contact officers for information
- contact Portfolio Spokespersons/Councillors for information and, report back to the Board as appropriate.

The role is to review work conducted at the Strategy and Policy Committee and to report back to the Board anything of interest, not to act as spokesperson for the Board in that area of responsibility.

The areas of responsibility are:

- i) Social Portfolio
- ii) Environment Portfolio
- iii) Culture and Arts Portfolio
- iv) Economy Portfolio
- v) Urban Development Portfolio

- vi) Transport Portfolio
- vii) Governance, Communication and Participation Portfolio.

It is recommended that the six elected Board members are assigned one area of responsibility, with the Chairperson assigned to two areas, one of which would be the 'Governance, Communication and Participation Portfolio'. Appointed Councillors to the Board will not be assigned any area of responsibility, but will inform the Board of any non-portfolio matters, and provide feedback from Council and any of the Subcommittees that they are members of.

#### **4.3 Generic Resolution**

Wellington City Council Standing Order 203 states:

*“When a motion under debate relates to a matter that a Community Board considers to be of particular interest to the residents within the community, then the Community Board may, by resolution, nominate the chair or a member of the Board to speak, as of right, at Council, committee or subcommittee meetings when the motion is under debate.”*

As noted above, the Board at times has no meeting scheduled to pass such a resolution prior to the item being debated at the Strategy and Policy Committee. Rather than move such a resolution on a case by case basis (when scheduling does permit) a generic one-off resolution can be passed and in effect be operative for the remainder of the triennium. This will allow a member of the Board to represent the Board's view within their area of responsibility, at short notice.

#### **4.4 Chair to Have Power to Make Submissions at Short Notice**

As previously noted, due to the scheduling arrangements for the Board and the Strategy and Policy Committee, the Board does not always have sufficient time to consider an item prior to it being debated at the Strategy and Policy Committee. This is most common in relation to submissions which have restrictive time constraints imposed on them by central government or other authorities. Therefore it is recommended that the Chairperson of the Board be delegated the powers to represent and convey the Board's point of view to the Strategy and Policy Committee on any submission that it is considering.

### **5. Conclusion**

The Tawa Community Board meeting of 9 December 2004 requested that processes be implemented that allowed the Board to interrelate more effectively with the Strategy and Policy Committee. Allocating Board members areas of responsibility to report back to the Board on will allow the Board to proactively inform itself of the business transacted at the Strategy and Policy Committee in a timely manner. Enhancing the Chairperson's powers to make submissions at short notice will ensure that the Board's views are heard and incorporated in submissions. Permitting the attendance of Board members at the Strategy and Policy Committee at short notice will allow the Board to have their views heard in a timely and proactive manner.

*Contact Officer: Michael Webster, City Secretary, Democratic Services.*

## STRATEGY AND POLICY TOPICS TO BE COVERED BY PORTFOLIO SPOKESPERSONS

---

*The 2004/05 Annual Plan sets out the Outcomes, Activities, Projects and related expenditure for each of the Key Achievement Areas (KAAs). Note that some policies may relate to more than one KAA.*

### **SOCIAL PORTFOLIO (CR COOK)**

Covers all strategy and policy in relation to the Outcomes, Activities and Projects in the **Community, Health and Safety KAA** and parts of the **Recreation and Leisure KAA**.

#### **Activities in these KAAs:**

##### *Community, Health and Safety KAA*

City and suburban safety	Community development
Community centres & halls	Community housing
Community events	Community resources
Emergency management	Public conveniences
Burials and crematorium services	Public health monitoring and enforcement.

##### *Recreation and Leisure KAA*

Playgrounds	Libraries network
Passport to leisure programme	

#### **Strategies for these KAAs:**

Social Strategy (adopted 2001)	Recreation Strategy (adopted 2003)
--------------------------------	------------------------------------

*- Note that these two strategies may be merged into one at the next scheduled review*

#### **Examples of Policies linked to this KAA:**

Elderly	Homelessness
Grants	Community facilities
Housing	Asset management plans
Bylaws	

## ENVIRONMENT PORTFOLIO (CR WADE-BROWN)

Covers all strategy and policy in relation to the Outcomes, Activities and Projects in the **Natural Environment KAA** and **Resources and Waste KAA**

### Activities in these KAAs:

#### *Natural Environment KAA*

Habitat development (includes Karori Sanctuary and Marine Conservation Centre)	Wellington Zoo (biodiversity aspect only)
Native plant diversity	Weed & pest management
Environmental values	Planting (including Town Belt)
Local plants & opens paces	Vegetation safety (includes Hazardous trees removal)
Botanic Gardens	Beaches & coast
Town belt & green belts	Land management
Walkways	

#### *Resource and Waste KAA*

Water collection & treatment	Water network
Water conservation	Quarry operations
Transfer station recovery	Household recycling
Stormwater collection/disposal network	Stormwater management
Sewage collection/disposal network	Sewage treatment
Solid waste collections	Waste minimisation
Solid waste landfills	Closed landfills

### Strategy for these two KAAs:

Environment Strategy (to be developed)

### Examples of Policies linked to these KAAs:

Capital Spaces	Inner City Green Plan
Sustainable Development Plan	Wet & Wild – Stream and Bush Plan
Solid Waste Management Plan	Town Belt Management Plans
Climate Change	Liquid Waste Management Plan
Asset management plans	Bylaws

## CULTURE AND ARTS PORTFOLIO (CR AHIPENE-MERCER)

Covers all strategy and policy in relation to the Outcomes, Activities and Projects in the **Culture and Arts KAA**

### Activities covered in this KAA:

Galleries & museums

Venues partnerships (NZSO,  
Establishment of Arts Centre)  
The New Zealand International Arts  
Festival

Maori arts grants

Civic Square marketing & events

Venues subsidies (Wellington  
Conventions Centre community subsidy)  
Arts partnerships

Community Arts

Arts & culture grants

Access to the arts (St James Theatre  
Charitable Trust)

### Strategies for this KAA:

Culture Strategy (adopted 2001)

Arts Strategy (adopted 1998, viewed  
subsequently)

*- Note that it is anticipated that these two strategies will be merged into one at the next scheduled review*

### Examples of Policies linked to this KAA:

Arts Centre  
Collections Policy

Grants  
Bylaws

## ECONOMY PORTFOLIO (CR MORRISON)

Covers all strategy and policy in relation to the Outcomes, Activities and Projects in the **City Economy KAA** and parts of the **Recreation and Leisure KAA**

### Activities in these KAAs:

#### *City Economy KAA*

External relationships	Central government advocacy
Tourism	Central city vitality
Business support	Visitor attractions
Creative projects	Wellington Convention Centre

#### *Recreation and leisure KAA*

Swimming pools	Sports fields
Recreation centres	Recreation programmes
Recreation partnerships (includes Recreational New Zealand Academy of Sports)	Wellington Zoo Trust
Marinas	

### Strategies for these two KAAs:

Wellington Regional Strategy (under development)	Economic Development Strategy (adopted 2003)
Recreation Strategy (adopted 2003)	

### Examples of Policies linked to these KAAs:

Incentives	Workforce Development
ICT - broadband	Migrant Settlement
Tourism	Asset management plans

## URBAN DEVELOPMENT PORTFOLIO (CR FOSTER)

Covers all strategy and policy in relation to the Outcomes, Activities and Projects in the **Built environment KAA.**

### Activities in this KAA:

Urban planning  
Heritage development  
Development control & facilitation  
Smart growth

Heritage protection  
Waterfront  
Building control & facilitation  
Public space & centre development

### Strategies for this KAA:

Wellington Regional Strategy (under development)

Urban Development Strategy (under development)

### Examples of Policies linked to this KAA:

Urban development plan  
Northern growth management plan  
District Plan

Suburban centre development plans  
Developer contributions  
Bylaws

Wellington Waterfront Framework  
Central city plan  
Public space & centre development programme  
Built heritage  
Undergrounding of services

## TRANSPORT PORTFOLIO (MAYOR PRENDERGAST)

Covers all strategy and policy in relation to the Outcomes, Activities and Projects in the **Transport KAA**

### Activities in this KAA:

Vehicle network	Open space vegetation management and street cleaning
Corridor infrastructure	Pedestrian network
Safety	Cycleway network
Parking	Passenger transport network
Network control & management	

### Strategies for this KAA:

Wellington Regional Strategy (under development)	Wellington Regional Land Transport Strategy (under review)
Transport Strategy (adopted 2004)	

### Examples of Policies linked to this KAA:

Transport Strategy Implementation Plan	Parking Policy
Transport Mobility	Demand Management
Asset management plans	Bylaws

## GOVERNANCE, COMMUNICATION AND PARTICIPATION PORTFOLIO (CR SHAW)

Covers all strategy and policy in relation to the Outcomes, Activities and Projects in the  
**Governance KAA**

### Activities in this KAA:

Mana whenua partnership

City governance and decision-making (see  
note)

Citizen information

### Examples of Policies linked to this KAA:

Memoranda of Understanding  
Triennial review

Consultation policy  
Select Committee enquiry into the 2004  
Elections  
e-Democracy

Community planning

### Note:

1. This Annual Plan Activity covers the following Operating Projects: C531 Community planning, C532 Policy and C534 Committee and Council process. Included in these Projects is policy advice on, and the monitoring and review of, the following: Council processes and decision-making, accountability processes of Council committees and spokespersons, standing orders, status of committees, the committee structure, community board delegations, election-related matters including Representation Reviews, and other related issues and tasks.