

Wellington City Council Local Governance Statement



* Due to the nature of the content of the Local Governance Statement, it is subject to regular update. For the most recent copy please contact Democratic Services on 801 3237, or see www.Wellington.govt.nz

APPENDIX 3

CONTENTS		
1.	The Functions, Responsibilities and Activities of Wellington City Council	4
2.	Local Legislation that Confers Powers on Wellington City Council	4
	• Acts	4
	• Bylaws	11
3.	The Electoral System and the Opportunity to Change that System	12
4.	Representation Arrangements	12
	• Ward Name/Number of Members/Geographic Location	12
	• Community Boards	13
	• Representation Arrangements	14
	• Maori Wards and Constituencies	14
	• The Reorganisation Process	15
5.	Members' Roles and Conduct	15
	• Elected Members	15
	• Mayor	16
	• Deputy Mayor	16
	• Chief Executive	16
6.	Governance Structures and Processes	17
	• Council	17
	• Standing Committees and Subcommittees	18
	• Community Boards	21
	• Council-Controlled Organisations	21
7.	Meeting Processes	25
8.	Consultation Policies	25
	• Special Consultative Procedure	26
9.	Policies for Liaising with Maori and any Memoranda or Agreements with Maori	27
10.	Management Structure and the Relationship between Management and Elected Members	27
	• Infrastructure	27
	• Treaty Relations	28
	• Urban Strategy	28
	• Community Services	28
	• Marketing & Stakeholder Services Group	28
	• Corporate Services Group	28
	• Human Resources	28

APPENDIX 3

	<ul style="list-style-type: none"> • Risk Assurance • Chief Operating Officer • Director Council-Controlled Organisations (CCO) • Building Consents & Licensing Services • Strategic Advisors 	29 29 29 29 29
11.	Diversity Management	29
12.	Key Approved Planning and Policy Documents and the Process for their Development and Review <ul style="list-style-type: none"> • Annual Plan/Long Term Council Community Plan (LTCCP) • Annual Report • Strategy Documents • Policies • Asset Management Plans 	30 30 30 31 31 32
13.	Systems for Public Access to Wellington City Council and its Elected Members <ul style="list-style-type: none"> • Website Details • Main Office • Service Centres • Membership of the Wellington City Council 	33 33 33 34
14.	Requests for Official Information	35

APPENDIX 3

1) The Functions, Responsibilities and Activities of Wellington City Council

The purpose of the Wellington City Council is to enable democratic local decision-making to promote the social, economic, environmental and cultural well-being of Wellington City in the present and for the future.

In meeting its purpose, Wellington City Council has a variety of roles, including:

- management of infrastructure including roads, sewage disposal, and stormwater;
- management of libraries, parks and recreational facilities;
- city development and marketing;
- regulatory services relating to building, plumbing and drainage, environmental health, liquor licensing, animal control, parking and general by-laws;
- emergency management (Civil Defence) planning and training.

(Local Government Act (LGA) 2002)

2) Local Legislation that Confers Powers on Wellington City Council

In addition to the legislation that applies to all local authorities, Wellington City Council is bound by some local legislation (Acts that apply specifically to it). Those Acts are:

TITLE OF ACT	REFERENCE NO.
Local Legislation Act 1926	1926, No. 61, s.s. 28 & 63
Local Legislation Act 1927	1927, No. 58, s.s. 41
Local Legislation Act 1928	1928, No. 48, s.s. 25, 46 & 70
Local Legislation Act 1929	1929, No. 21, s. 50
Local Legislation Act 1930	1930, No. 39, s. 32
Local Legislation Act 1931	1931, No. 43, s.s. 18, 45 & 49
Local Legislation Act 1932-33	1932-33, No. 47, s.s. 23 & 28
Local Legislation Act 1933	1933, No. 46, s.s. 12, 27, 57,
Local Legislation Act 1934	1934, No. 33, s.s. 11 & 13
Local Legislation Act 1935	1935, No. 33, s.s. 8, 9, 12, 21 & 39
Local Legislation Act 1936	1936, No. 54, s.s. 15, 16, 17, 18, 59, 62 & 66
Local Legislation Act 1937	1937, No. 25, s. 24
Local Legislation Act 1938	1938, No. 18, s.s. 18, 27 & 29
Local Legislation Act 1939	1939, No. 25, s.s. 22 & 53
Local Legislation Act 1940	1940, No. 16, s.s. 8 & 12
Local Legislation Act 1941	1941, No. 23, s.s. 21 & 38
Local Legislation Act 1942	1942, No. 17, s.s. 15, 16, & 37
Local Legislation Act 1944	1944, No. 23, s.s. 9, 12 & 30
Local Legislation Act 1945	1945, No. 29, s. 7
Local Legislation Act 1946	1946, No. 39, s. 12
Local Legislation Act 1947	1947, No. 56, s. 37
Local Legislation Act 1948	1948, No. 67, s. 11
Local Legislation Act 1949	1949, No. 35, s.s. 11, 17, 31 & 32
Local Legislation Act 1951	1951, No. 69, s.s. 11 & 22
Local Legislation Act 1952	1952, No. 68, s. 20

APPENDIX 3

Local Legislation Act 1953	1953, No. 106, s.s. 22 & 42
Local Legislation Act 1954	1954, No. 57, s. 10
Local Legislation Act 1959	1959, No. 92, s. 29
Local Legislation Act 1961	1961, No. 127, s. 28
Local Legislation Act 1962	1962, No. 117, s. 19
Local Legislation Act 1963	1963, No. 138, s. 42
Local Legislation Act 1964	1964, No. 117, s. 28
Local Legislation Act 1967	1967, No. 148, s.s. 27 & 28
Local Legislation Act 1968	1968, No. 131, s. 10
Local Legislation Act 1972	1972, No.38,s. 13&22
Local Legislation Act 1974	1974, No. 147, s. 10
Local Legislation Act 1975	1975, No. 126, s.s. 22 & 23
Local Legislation Act 1979	1979, No. 142, s. 10
Local Legislation Act 1980	1980, No. 160, s. 10
Local Legislation Act 1983	1983, No. 8, s. 5
Local Legislation Act 1985	1985, No. 77, s. 5
Local Legislation Act 1992	1992, No. 103,s.4&5
Onslow Borough Drainage Empowering Act 1906	1906, No. 36(L)
Reclamation Within the Harbour of Wellington Act 1887 Amendments	1887, No. 2(L) 1898, No. 7(L), s. 3 1967, No. 15(L), s. 7 1987, No. 5(L), s. 19
Reserves & Other Disposal & Public Bodies Empowering Act 1906	1906, No. 60, s. 46
Reserves & Other Disposal & Public Bodies Empowering Act 1907	1907, No. 72, s.s. 26, 27, 28 & 54
Reserves & Other Disposal & Public Bodies Empowering Act 1910	1910, No. 80, s.s. 84, 85 & 86
Reserves & Other Disposal & Public Bodies Empowering Act 1912	1912, No. 46, s.s. 39, 42 & 67
Reserves & Other Disposal & Public Bodies Empowering Act 1914	1914, No. 70, s.s. 41, 42, 51, 55 & 98
Reserves & Other Disposal & Public Bodies Empowering Act 1915	1915, No. 68, s.s. 50 & 140
Reserves & Other Disposal & Public Bodies Empowering Act 1916	1916, No. 14, s.s. 46, 47, 81 & 102
Reserves & Other Disposal & Public Bodies Empowering Act 1917	1917, No. 26, s.s. 52, 53, 58, 61 & 63
Reserves & Other Disposal & Public Bodies Empowering Act 1918	1918, No. 23, s.s. 46, 47 & 48

APPENDIX 3

Reserves & Other Disposal & Public Bodies Empowering Act 1919	1919, No 54, s.s. 1 1 1, 1 12 & 113
Reserves & Other Lands Disposal & Public Bodies Empowering Act 1920	1920, No. 75, s. 110
Reserves & Other Lands Disposal & Public Bodies Empowering Act 1921-22	1921-22, No. 59, s.s. 92 & 93
Reserves & Other Lands Disposal & Public Bodies Empowering Act 1922	1922, No. 50, s.s. 45, 106 & 107
Reserves & Other Lands Disposal & Public Bodies Empowering Act 1923	1923, No. 35, s.s. 67, 72 & 76
Reserves & Other Lands Disposal & Public Bodies Empowering Act 1924	1924, No. 55, s.s. 1 13, 126, 132 & 133
Reserves & Other Lands Disposal & Public Bodies Empowering Act 1925	
Reserves & Other Lands Disposal Act 1932-33	1932-33, No. 46, s. 9
Reserves & Other Lands Disposal Act 1934	1934, No. 32, s. 8 & 21
Reserves & Other Lands Disposal Act 1935	1935, No. 30, 5. 19
Reserves & Other Lands Disposal Act 1936	1936, No. 49, s. 23
Reserves & Other Lands Disposal Act 1938	1938, No. 19, s.s.. 34, 37 & 38
Reserves & Other Lands Disposal Act 1940	1940, No. 13, 5. 12
Reserves & Other Lands Disposal Act 1944	1944, No. 22, S. 22
Reserves & Other Lands Disposal Act 1945	1945, No. 31, s. 13
Reserves & Other Lands Disposal Act 1946	1946, No. 34, 5. 20
Reserves & Other Lands Disposal Act 1949	1949, No. 34, s.s. 22, 29 & 36
Reserves & Other Lands Disposal Act 1952	1952, No. 69, s. 37
Reserves & Other Lands Disposal Act 1953	1953, No. 107, s. 2
Reserves & Other Lands Disposal Act 1954	1954, No. 58, s.s. 7 & 10
Reserves & Other Lands Disposal Act 1955	1955, No. 49, s.s. 6 & 18
Reserves & Other Lands Disposal Act 1956	1956, No. 53, s. 7

APPENDIX 3

Reserves & Other Lands Disposal Act 1957	1957, No. 80, s. 17
Reserves & Other Lands Disposal Act 1958	1958, No. 108, s. 23
Reserves & Other Lands Disposal Act 1962	1962, No. 49, s. 3
Reserves & Other Lands Disposal Act 1963	1963, No. 128, s. 3
Reserves & Other Lands Disposal Act 1964	1964, No. 118, s. 14
Reserves & Other Lands Disposal Act 1966	1966, No. 102, s. 11
Reserves & Other Lands Disposal Act 1972	1972, No. 124, s. 4
Seddon Family Burial Ground Act 1924	1924, No. 23
Special Powers & Contracts Act 1886	1886, No. 16(L)
Te Aro Reclamation Act 1879	1879, No 6(P)
Amendments	1887, No2(L), s 5 1967, No 15(L), s 7
Thorndon Reclamation Act 1882	1882, No. 14(L)
Amendment	1888, No. 11(L)
Wellington and Karori Sanitation and Water Supply Act 1912	1912, No. 17(L)
Amendment	1915, No. 7(L)
Wellington Botanic Garden Vesting Act 1891	1891, No. 18(L)
Amendments	1922, No. 18(L), s. 13 1962, No. 49, s. 3(1) 1964, No. 118, s. 14(1)
Wellington City and Suburban Districts Ambulance Transport Service Act 1927	1927, No. 7(L)
Wellington City Betterment Act 1900	1900, No. 8(L)
Amendment	1906, No. 60, s. 46
Wellington City Council (Local Elections) Empowering Act 1974	1974, No. 6(L)
Wellington City (Cuba Street Mall) Empowering Act 1967	1967, No. 1(L)
Wellington City Drainage Empowering Act 1894	1894, No. 6(L)
Wellington City Empowering Act 1889	1889, No. 14(L)
Wellington City Empowering Act 1897	1897, No. 14(L)
Amendments	1899, No. 12(L), s.s. 6, 7 1908, No. 39(L), s. 11 1923, No. 13(L), 5. 7 1924, No. 19(L), 5. 10

APPENDIX 3

Wellington City Empowering Act 1908	1908, No. 39(L)
Amendments	1911, No. 42(L), s. 4 1915, No. 3(L), s. 2 1923, No. 13(L), s. 7 1924, No. 19(L), s. 10
Wellington City Empowering Act 1908 Amendment Act 1915	1915, No. 3(L)
Wellington City Empowering Act 1917	1917, No. 4(L)
Amendments	1919, No. 6(L), s. 3 1923, No. 13(L), s. 7 1929, No. 12(L), s. 4 1933, No. 30, s. 332(11) 1935, No. 4(L) 1948, No. 39, s. 12
Wellington City Empowering Act 1925	1925, No. 1 (L)
Wellington City Empowering Act 1926	1926, No. 9(L)
Amendments	1927, No. 4(L), s. 7 1930, No. 13(L), s. 5 1935, No. 18(L), s. 5
Wellington City Empowering Act 1928	1928, No. 22(L)
Wellington City Empowering Act 1930	1930, No. 13(L)
Amendments	1931, No. 5, s. 40 1940, No. 4(L), s. 4
Wellington City Empowering Act 1931	1931, No. 9(L)
Wellington City Empowering & Amendment Act 1912	1912, No. 20(L)
Amendments	1924, No. 19(L), s.12 1951, No. 6(L) 1954, No. 10(L)
Wellington City Empowering & Amendment Act 1922	1922, No. 18(L)
Amendments	1923, No. 13(L), s. 9 1930, No. 13(L), s. 5 1950, No. 11(L), s. 2(2) 1964, No. 117, s. 28
Wellington City Empowering & Amendment Act 1924	1924, No. 19(L)
Amendments	1927, No. 4(L) 1929, No. 12(L), s 12 1935, No. 18(L), s. 5 1937, No. 17(L), s. 4 1954, No. 10(L)

APPENDIX 3

Wellington City Empowering & Amendment Act 1927	1927, No. 4(L)
Wellington City Empowering & Amendment Act 1929	1929, No. 12(L)
Amendments	1935, No. 18(L), S. 5 1958, No. 108, s. 23
Wellington City Empowering & Amendment Act 1935	1935, No. 4(L)
Amendment	1948, No. 39, S. 12
Wellington City Empowering & Amendment Act 1938	1938, No. 10(L)
Amendment	1950, No. 11(L), s. 2(2)
Wellington City Empowering & Amendment Act 1940	1940, No. 4(L)
Wellington City Empowering & Amendment Act 1951	1951, No. 6(L)
Wellington City Empowering & Amendment Act 1954	1954, No. 10(L)
Wellington City Exhibition Grounds Act 1959	1959, No. 8(L)
Amendment	SR 1989/243
Wellington City Leasing Act 1900	1900, No. 20(L)
Wellington City Leasing Act 1904	1904, No. 12(L)
Amendment	1929, No. 12(L), s. 13
Wellington City Milk Supply Act 1919	1919, No. 17(L)
Amendments	1926, No. 4(L) 1932, No. 4(L), s. 8 1933, No. 11(L) 1944, No. 30, S. 120 1967, No. 53, S. 50
Wellington City Reclamation & Empowering Act 1906	1906, No. 28(L)
Amendments	1912, No. 46, s. 42 1918, No. 23, s. 46 1924, No. 19(L), s. 11 1929, No. 12(L), s. 5 1931, No. 43, s. 49(2) 1934, No. 33, s. 13
Wellington City Reclamation & Public Baths Act 1898	1898, No. 13(L)
Amendment	1972, No. 38, s. 13(1)
Wellington City Recreation Ground Act 1903	1903, No. 23(L)
Wellington City Reserves Act 1871	1871, No. 23
Amendment	1872, No. 13, s. 7
Wellington City Reserves Act 1872	1872, No. 13
Amendments	1886, No. 16(L) 1907, No. 40, s. 2

APPENDIX 3

Wellington City Sanitation Loan Empowering Act 1892	1892, No. 2(L)
Amendment	1897, No. 1(L)
Wellington City Streets Act 1899	1899, No. 9(L)
Wellington City Streets Act 1905	1905, No. 42(L)
Wellington (City) Streets Empowering Act 1909	1909, No. 25(L)
Wellington (City) Town Belt Reserves Act 1908	1908, No. 45(L)
Wellington Corporation and College Land Exchange Act 1888	1888, No. 10(L)
Wellington Corporation and Harbour Board Streets and Lands Act 1892	1892, No. 23(L)
Amendments	1900, No. 12(L), s. 5 1922, No. 50, s. 106 1987, No. 5(L), s. 19
Wellington Corporation and Hospital Contributors Exchange Act 1895	1895, No. 18(L)
Wellington Corporation Land Exchange Act 1900	1900, No. 12(L)
Wellington Corporation Leaseholds Act 1885	1885, No. 9(L)
Amendments	1899, No. 12(L), s. 9 1900, No. 20(L), s. 6
Wellington Corporation Leasing Act 1903	1903, No. 37(L)
Amendments	1914, No. 70, s. 55 1931, No. 43, s. 18
Wellington Harbour Board and Corporation Empowering Act 1898	1898, No. 7(L)
Amendments	1902, No. 6(L), s. 13 1910, No. 35(L), s. 5
Wellington Harbour Board and Corporation Land Act 1880	1880, No. 21(L)
Amendments	1882, No. 2(P) 1912, No. 11(L), s. 2 1938, No. 19, s. 38 1959, No. 50, s. 17 1965, No. 120, s. 11 1967, No. 15(L), s. 13 1980, No. 160, s. 10(1) 1987, No. 5(L), s. 19
Wellington Harbour Board and Wellington City Council Vesting and Empowering Act 1987	1987, No. 5(L)
Amendment	1992, No. 103, s. 5
Wellington Harbour Board Empowering Act 1912	1912, No. 11(L)
Wellington Harbour Board Land and Reclamation Act 1883	1883, No. 15(L)

APPENDIX 3

Wellington Harbour Board Reclamation and Empowering Act 1908 Amendments	1908, No. 40(L) 1921-22, No. 59, s. 94(1) 1939, No. 25, s. 53 1952, No. 69, s. 40
Wellington Hospital Contributors Empowering Act 1903 Amendment	1903, No. 7(L) 1907, No. 40, s. 2
Wellington Queen's Wharf and Store Sales Act 1881 Amendments	1881, No. 2(L) 1887, No. 2(L), s. 8 1892, No. 23(L), s. 11
Wellington Reclaimed Land Act 1871 Amendments	1871, No. 24 1894, No. 11(L)
Wellington Regional Water Board Act 1972 Amendments	1972, No. 3(L) 1973, No. 24, s. 2 1973, No. 44, s. 2(4) 1974, No. 66, s. 197(1) 1975, No. 3(L) 1976, No. 11(L) 1979, No. 59, s. 8(3) Gaz, 1980, p 1618 1983, No. 11(L) 1987, No. 174, s. 58(1) 1988, No. 42, s. 8 1990, No. 27, s.s. 50 & 51 1991, No. 60, s. 3(4) 1991, No. 69, s. 363
Wellington Waterworks Act 1871 Amendments	1871, No. 3(P) 1874, No. 47, s. 4 1876, No. 53

BYLAWS

In addition to this legislation, the Council has adopted the Wellington Consolidated Bylaw 1991 plus two other bylaws to control a range of activities within the City. The bylaws currently in force are as follows:

Wellington Consolidated Bylaw 1991

Part 1	(Introduction)
Part 3	(Animals)
Part 5	(Cemetery & Cremation)
Part 7	(Drainage & Plumbing)
Part 8	(Earthworks)
Part 9	(Commercial Pools & Saunas)
Part 10	(Fire Prevention)
Part 11	(Harbours, Beaches and Foreshore)
Part 14	(Speed Limits)

APPENDIX 3

Part 15	(Refuse)
Part 16	(Reserves & Swimming Pools)
Part 17	(Public Places)
Part 17A	(Commercial Sex Premises)
Part 17B	(Smoking Ban in Cable Car Lane)
Part 18	(Traffic)
Part 19	(Watercourses)
Part 20	(Water Supply)
Part 22	(Food Premises)
Part 23	(Liquor Control)

Collection & Transportation of Waste Bylaw 1997

Wellington City Council Trade Wastes Bylaw 2004

(Wellington City Council Records)

3) The Electoral System and the Opportunity to Change that System

Wellington City Council currently elects its members under the Single Transferable Vote (STV) system. Under this system electors rank candidates in their order of preference. The number of votes needed for a candidate to be elected (called the quota) depends on the number of positions to be filled and the number of valid votes cast. The election of candidates to fill all vacancies is achieved first by the counting of first preferences, then by a transfer of a proportion of votes received by any candidate where the number of votes for that candidate is in excess of the quota, and then by the exclusion of the lowest polling candidates and the transfer of these votes in accordance with the voters' second preferences.

Under the Local Electoral Act 2001 a Council can resolve to change the electoral system it uses to elect its members or can conduct a binding poll on the question. Alternatively, 5% of electors can initiate the holding of a poll by signing a petition demanding that a poll be held. Once changed, an electoral system must be used for at least the next two triennial general elections, i.e. a council cannot change its electoral system for one election and then change back to the previous system for the next election.

The Wellington City Council resolved to hold a poll of electors on this issue in November 2002. The result of the poll was in favour of changing the electoral system from the First Past the Post (FPP) to the STV voting method. The 2004 local authority elections in Wellington City were held under the STV system and the 2007 elections will also be held under this system.

(Local Government KnowHow: Governance; Local Electoral Act 2001; Local Electoral Regulations 2001; LGA 2002)

4) Representation Arrangements

APPENDIX 3

The Council has chosen to elect its Councillors under the ward system and has done so since 1986. It is a legislative requirement that the Mayor be elected by the electors of the city as a whole (i.e. at-large). In 2003 Council reviewed its representation arrangements. Because the Council's decision was appealed it was then reviewed by the Local Government Commission which decided that Wellington City should be divided into five wards and have a total of fourteen Councillors (excluding the Mayor) elected to represent the electors of those wards.

The names, locations and the number of Councillors each ward elects are as follows:

<i>Ward Name</i>	<i>Number of Members</i>	<i>Geographic Location</i>
Northern Ward	3 members	Comprising Churton Park, Glenside, Grenada North, Grenada Village, Horokiwi, Johnsonville, Newlands, Ohariu, Paparangi, Takapu Valley, Tawa and Woodridge
Onslow/Western Ward	3 members	Comprising Broadmeadows, Crofton Downs, Kaiwharawhara, Ngauranga, Khandallah, Ngaio, Karori, Makara, Makara Beach, Northland and Wilton
Lambton Ward	3 members	Comprising Aro Valley, Highbury, Kelburn, Mt Cook, Brooklyn, Mt Victoria, Oriental Bay, Pipitea, Roseneath, Te Aro, Thorndon, Wadestown and Wellington Central
Southern Ward	2 members	Comprising Berhampore, Island Bay, Kingston, Mornington, Newtown, Owhiro Bay, Southgate and Vogelstown
Eastern Ward	3 members	Comprising Breaker Bay, Hataitai, Houghton Bay, Karaka Bays, Kilbirnie, Lyall Bay, Maupuia, Melrose, Miramar, Moa Point, Rongotai, Seatoun and Strathmore Park

Community Boards

The Wellington City Council has two community boards – the Tawa Community Board and the Makara/Ohariu Community Board. These boards are constituted under section 49 of the Local Government Act 2002 to:

- represent and act as an advocate for the interests of their community
- consider and report on any matter referred to it by the council and any issues of interest or concern to the community board
- make an annual submission to council on expenditure in the community
- maintain an overview of services provided by the council within the community
- communicate with community organisations and special interest groups in the community
- undertake any responsibilities delegated by the council.

Both boards have six elected members. These members are elected triennially by the electors in the respective communities. In addition to its six elected members, the Tawa Community Board has two appointed members. These members are appointed by the Council and must be Councillors who have been elected by the electors of the ward in which the community board is located (in this case two Councillors from the Northern Ward). The Makara/Ohariu Community Board does not have any appointed members. The boards elect their own chairpersons at their first meeting after the triennial election.

Council reviewed the community board structures within the city as part of its review of representation arrangements for the 2004 local authority elections. Apart from some minor boundary adjustments to the two existing boards, Council proposed to not make any changes to the current structure. Council decided not to establish any new community boards at that stage, although it agreed to review the issue again on a city-wide basis prior to the 2007 local authority elections.

Outside of this review of community boards, which the council is required to undertake every time a representation review is carried out, electors can request the formation of a new community board. This is done by a process similar to the reorganisation process described elsewhere. Further information on these requirements can be found in Schedule 6 of the Local Government Act 2002.

Representation Arrangements

The council is required to review its representation arrangements at least once every six years. This review must include the following:

- the number of elected members it should have (every territorial authority must have at least six members and no more than 30 members, including the Mayor);
- whether the elected members (other than the Mayor) are to be elected across the city as a whole (i.e. at-large), or whether the city will be divided into wards for electoral purposes, or whether there will be a mix of ‘at large’ and ‘ward’ representation;
- if election by wards is preferred, then the boundaries and names of those wards and the number of members that will represent each ward;
- whether or not to have separate wards for electors on the Maori roll;

APPENDIX 3

- whether to have community boards and if so how many, their boundaries and membership and whether to subdivide a community for electoral purposes.

The council must follow the procedure set out in the Local Electoral Act 2001 when conducting this review, and should also follow guidelines published by the Local Government Commission. The Act gives interested persons the right to make a written submission to the council, and the right to be heard if they so wish.

They also have the right to appeal any decisions made by the Council on the above to the Local Government Commission which will make a binding decision on the appeal. Further details on the matters that the Council must consider in reviewing its membership and basis of election can be found in the Local Electoral Act 2001.

The Council conducted a review of its representation arrangements in 2003 in time for the 2004 local authority elections. It is therefore not legally required to carry out another review until 2009, in time for the 2010 elections. However, the Council has already decided that a full review of community boards is to be undertaken and that the review be completed in sufficient time for any proposals to be implemented as part of a further representation review to be completed in time for the 2007 elections.

Maori Wards and Constituencies

The Local Electoral Act 2001 also gives council the ability to establish separate wards for Maori electors. The Council may resolve to create separate Maori wards or conduct a poll on the matter. Alternatively, the community may demand a poll. The demand for a poll can be initiated by a petition signed by 5 per cent of the electors who were enrolled as eligible to vote at the previous local authority election.

The Council considered this issue in February 2003 and decided not to have separate Maori wards for the 2004 elections. This issue will be considered again in 2005/06 as part of the Council's review of its representation arrangements for the 2007 elections. Alternatively, 5% of electors could demand that a binding poll be held.

The Reorganisation Process

The Local Government Act 2002 sets out procedures which must be followed during proposals to:

- make changes to the boundaries of the district;
- create a new district;
- create a unitary authority;
- transfer a particular function or functions to another council.

The procedures for resolving each type of proposal are slightly different. In general they begin with a proposal either from the local authority, the Minister of Local Government, or by a petition signed by 10 per cent of electors.

Proposals for a boundary alteration or transfer of functions from one local authority to another will be considered by one of the affected local authorities, or by the Local Government Commission if the local authorities refer the proposal to the Commission

or if they cannot agree on which of them should deal with the matter. Proposals for the establishment of a new district or for the creation of a unitary authority will be dealt with by the Commission. These proposals cannot be implemented without a poll of electors.

Further information on these requirements can be found in the Local Government Act 2002. The Local Government Commission has also prepared guidelines on procedures for local government reorganisation.

(Local Government KnowHow: Governance; Local Electoral Act 2001; Local Electoral Regulations 2001; LGA 2002)

5) Members' Roles and Conduct

Elected Members

Elected members, acting as the council, are responsible for governance, including:

- the development and adoption of council policy;
- monitoring the performance of the council against its stated objectives and policies;
- prudent stewardship of council resources;
- employment of the Chief Executive.

Elected members are also responsible for representing the interests of the residents and ratepayers of the city.

Unless otherwise provided in the Local Government Act 2002 or in Wellington City Council's Standing Orders, the council can only act by majority decisions at meetings. Any individual member (including the Mayor) has no authority to act on behalf of the council unless provided for by statute or the Council has expressly delegated such authority.

Elected members have specific obligations as to their conduct in the following legislation:

- schedule 7 of the Local Government Act 2002, which includes obligations to act as a good employer in respect of the Chief Executive and to abide by the current code of conduct and standing orders;
- the Local Authorities (Members' Interests) Act 1968 which regulates the conduct of elected members in situations where there is, or could be, a conflict of interest between their duties as an elected member and their financial interests (either direct or indirect);
- the Secret Commissions Act 1910, which prohibits elected members from accepting gifts or rewards which could be seen to sway them to perform their duties in a particular way;
- the Crimes Act 1961 regarding the acceptance of gifts for acting in a certain way and the use of official information for private profit.

All elected members are required to adhere to a code of conduct. Adopting such a code is a requirement of the Local Government Act 2002. Once adopted, such a code may only be amended by a 75 per cent or more vote of the Council. The code sets out the Council's understanding and expectations of how the Mayor and councillors will relate

to one another, to staff, to the media and to the general public in the course of their duties. It also covers disclosure of information that is received by or is in the possession of elected members, and contains details of the sanctions that the council may impose if an individual breaches the code. Copies of the full code of conduct may be obtained from Democratic Services (contact 801-3237) or from the website www.Wellington.govt.nz.

Mayor

The Mayor is elected by the city as a whole and as one of the elected members shares the same responsibilities as other members of Council. The Mayor also has the following roles:

- presiding at Council meetings. The Mayor is responsible for ensuring the orderly conduct of business during meetings (as determined by Standing Orders)
- advocating on behalf of the community. This role may involve promoting the community and representing its interests. Such advocacy will be most effective where it is carried out with the knowledge and support of the council
- spokesperson for the council
- ceremonial head of Council
- providing leadership and feedback to other elected members on teamwork and chairing of committees
- fulfilling the responsibilities of a Justice of the Peace (while the Mayor holds office).

Deputy Mayor

The Deputy Mayor must be elected by the members of Council at the first meeting of the Council. The Deputy Mayor exercises the same roles as other elected members, and if the Mayor is absent or incapacitated, the Deputy Mayor must perform all of the responsibilities and duties, and may exercise the powers of the Mayor (as summarised above). The Deputy Mayor may be removed from office by resolution of Council.

Chief Executive's Responsibilities

The Chief Executive is appointed by the Council in accordance with section 42 and clauses 33 and 34 of Schedule 7 of the Local Government Act 2002. The Chief Executive implements and manages the council's policies and objectives within the budgetary constraints established by the council. Under section 42 of the Local Government Act 2002, 'a chief executive appointed under subsection (1) is responsible to his or her local authority for:

- implementing the decisions of the local authority; and
- providing advice to members of the local authority and to its community boards, if any; and
- ensuring that all responsibilities, duties and powers delegated to him or her or to any person employed by the local authority, or imposed or conferred by an Act, regulation or bylaw, are properly performed or exercised; and
- ensuring the effective and efficient management of the activities of the local authority; and

- maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the local authority; and
- providing leadership for the staff of the local authority; and
- employing, on behalf of the local authority, the staff of the local authority; and
- negotiating the terms of employment of the staff of the local authority’.

(Wellington City Council Code of Conduct for the Mayor and Councillors; LGA 2002; LGNZ: Governance)

6) Governance Structures and Processes

Council

Currently comprising the Mayor and 14 councillors, the Council is chosen, along with all other local authority politicians in New Zealand, in elections held every three years on the second Saturday in October. Council meetings normally take place on the last Wednesday of the month. Council retains the sole power to perform a number of functions. These functions are either prescribed by the Local Government Act 2002 and other relevant legislation, or are allowed under these pieces of legislation and have been adopted by Council itself. These functions include the powers to:

- make a rate;
- make a bylaw;
- borrow money or purchase or dispose of assets, other than in accordance with the Long Term Council Community Plan (LTCCP);¹
- adopt a LTCCP, annual plan, or annual report;
- appoint a Chief Executive;
- adopt policies required to be adopted and consulted on under the Local Government Act 2002 in association with the LTCCP or the preparation of the Local Governance Statement;
- appoint and discharge the Deputy Mayor
- approve or amend the Council’s Standing Orders;
- approve or amend the Code of Conduct for elected members
- establish and determine the structure, terms of reference, and delegated authorities of committees and appoint and discharge members of committees;
- establish a joint committee with another local authority or other public body;
- make any resolution where in a bylaw the Council has reserved any matter to be regulated, controlled, or prohibited by the Council by resolution either generally, for any specified case, or in a particular case;²
- make the final decision on a recommendation from the Ombudsman where it is proposed that Council not accept the recommendation;
- any other matters which from time to time may not legally be delegated by the Council.

¹ Not the Annual Plan

² Include matter such as: 1) any new or amended traffic resolutions under the Traffic Bylaw; 2) setting fees if a bylaw provides for fees to be set by resolution of Council; 3) the extension of the liquor ban for a special event

Powers retained by Wellington City Council:

Council retains the power to:

- approve or alter Council strategy, except as otherwise specifically delegated to a committee, subcommittee or officer;
- establish and determine the structure, terms of reference and delegated authorities of subcommittees and appoint and discharge members of subcommittees;
- approve Council's recommendation to the Remuneration Authority for the remuneration of elected members;
- approve or amend the Triennial Agreement;
- approve the Local Governance Statement produced following the triennial election of members;
- determine whether or how to fill any extraordinary Council vacancies;
- review and make decisions on Council membership and the basis for elections;
- appoint and discharge trustees, directors or office holders to Council's Council Controlled Organisations (CCOs) and Council Organisations (COs) and to other external bodies except where specifically delegated to a committee or officer;
- adopt a District Plan or a change to it;
- promote legislation, or significant amendments to legislation, unless specifically delegated to a committee or officer;
- approve any claim for compensation over \$1,000,000 unless specifically delegated;
- approve the provision of any financial guarantee or indemnity over \$1,000,000, unless the guarantee or indemnity (or the matter to which it relates) is in the LTCCP or Annual Plan, has been separately approved by Council, or it arises in the normal management of employment relations or assets;
- exercise any authority which it has delegated to a committee, subcommittee or officer.

Standing Committees and Subcommittees

The Council reviews the structure of its committees and subcommittees after each triennial election and as appropriate during the triennium. At the last review Council established one committee of the whole, two other standing committees and four subcommittees. Further details on these committees, including their terms of reference, meeting arrangements and the schedule of meeting dates, can be found on the council website: <http://www.wellington.govt.nz/haveyoursay/meetings/index.html>.

The terms of reference and delegations of Council, committees and subcommittees are set out in Appendix 1 to the Local Governance Statement.

Strategy and Policy Committee

Voting Membership:

The Mayor and all Councillors are members of the Committee.

Chair: Councillor Armstrong

Portfolio Spokesperson – Urban Development: Councillor Foster

Portfolio Spokesperson – Social: Councillor Cook

Portfolio Spokesperson – Environment: Councillor Wade-Brown

Portfolio Spokesperson – Culture and Arts: Councillor Ahipene-Mercer

Portfolio Spokesperson – Economy: Councillor Morrison

Portfolio Spokesperson – Transport: Mayor Prendergast

**Portfolio Spokesperson – Governance, Communication and Participation:
Councillor Shaw**

The areas of responsibility of the Portfolio Spokespersons are set out in Appendix 1 to the Local Governance Statement.

External Membership (non voting):

One representative of Ngati Toa appointed by Ngati Toa.

One representative of the Tenth Trust appointed by the Tenth Trust.

The Strategy and Policy Committee's areas of responsibility cover:

- the economy
- the environment
- social issues
- culture and arts
- transport
- urban development
- governance, communication, and public participation

The Committee will focus on all social, cultural, economic and environmental matters relating to council, appropriate to the Committee's level of decision making, and will:

- a) develop and review appropriate outcomes and priorities necessary to ensure the achievement of the city's strategic vision and outcomes.
- b) focus on strategy and policy relating to assets and services that are related to infrastructure, road safety, and emergency management.
- c) focus on strategy and policy relating to assets and services that relate to urban form and the natural environment, including transport policy.
- d) focus on strategy and policy relating to assets and services that relate to the city's economic prosperity and cultural values.
- e) focus on strategy and policy relating to assets and services that relate to community, health and safety and recreation and leisure outcomes.

APPENDIX 3

- f) have responsibility for:
 - (i) monitoring organisational financial performance;
 - (ii) financial management of the Council's interests; and
 - (iii) liability management.

Performance Review Committee

Mayor Prendergast (Chair)
Councillor Foster
Councillor McKinnon
Councillor Shaw
Councillor Wade-Brown

The Performance Review Committee has primary responsibility for the effective monitoring of the Chief Executive Officer's performance and performance agreement.

Regulatory Processes Committee

Mayor Prendergast
Councillor Armstrong
Councillor Cook
Councillor Foster
Councillor Gill (Chair)
Councillor Goulden
Councillor Morrison
Councillor Pepperell
Councillor Wade-Brown

The Regulatory Processes Committee has primary responsibility for overseeing Council's regulatory matters.

Audit and Risk Management Subcommittee

Mayor Prendergast
Councillor McKinnon (Chair)
Councillor Pepperell
Councillor Ruben
John Milne (external member)
David Pilkington (external member)

The Audit and Risk Management Subcommittee monitors the Council's financial management and reporting and **reviews the audit and risk function, ensuring the existence of sound external and internal programmes.**

Council Controlled Organisation Performance Subcommittee

Mayor Prendergast
James Ogden (**external member**, Chair)
Councillor Ahipene-Mercer
Councillor Morrison
Councillor Ritchie
Councillor Wain
Wayne Mills (**external member**)

The Subcommittee's principal function is to monitor the financial performance and delivery on strategic outcomes of council's CCTOs, CCOs and COs.

Grants Subcommittee

Mayor Prendergast
Councillor Shaw (Chair)
Councillor Ahipene-Mercer
Councillor Cook
Councillor Gill
Councillor Ritchie
Councillor Wain

The Grants Subcommittee has primary responsibility for the effective allocation and monitoring of Council's grants.

Waterfront Development Subcommittee

Mayor Prendergast
David Gordon (**external member**, Chair)
Councillor Armstrong
Councillor Goulden
Councillor Ruben
Kenneth Davis (**external member**)
Gordon Harris (**external member**)
Judy O'Connell (**external member**)
Mark Te One (**external member**)

The Wellington Waterfront Framework has been adopted by Council as its policy for the development of the waterfront. The Waterfront Development Subcommittee will complete a development plan, manage preparation of design briefs, and monitor the implementation of plans for the area.

Community Boards

Tawa Community Board

The Tawa Community Board has responsibility for the overview of matters within the Board's boundary and normally meets on the second Thursday of each month at 7.30pm.

Members:

Ngaire Best (Chair)

Penny Devine

Tony Parker

Graeme Sutton

Robert Tredger

Malcolm Sparrow

Appointed Members:

Councillor Armstrong

Councillor Wain

Makara/Ohariu Community Board

The Makara/Ohariu Community Board has responsibility for the overview of matters within the Board's boundaries. The Board normally meets on the third Thursday of each month at 7.30pm and meetings are held in the Makara Hall and Ohariu Hall on alternate months.

Members:

Ruth Paul (Chair)

Gavin Bruce

John Hume

David Jennings

Justin Robbers

Ted Smith

Council-Controlled Organisations

In order to achieve its objectives for Wellington, the Council has established several Council-Controlled Organisations and Council-Controlled Trading Organisations – Positively Wellington Tourism, the St James Theatre Charitable Trust, the Wellington Museums Trust, Positively Wellington Business, Wellington Cable Car Ltd, Wellington Waterfront Ltd, Capacity (Wellington Water Management Ltd), Basin Reserve Trust, Wellington Zoo Trust and the Wellington Regional Stadium Trust.¹

These organisations were set up to independently manage Council facilities, or to deliver significant services and undertake significant developments on behalf of the Wellington community. Where necessary, the Council funds the organisations.

¹ The status of this Trust remains uncertain. The IRD has determined that the Trust is a CCTO. The Trust applied to the High Court, which found that the Trust was not a CCTO. This decision has been appealed by IRD.

Organisation	What it does/Why it exists
Positively Wellington Tourism (Partnership Wellington Trust)	<ul style="list-style-type: none"> • Market and add value to Wellington to achieve sustainable economic growth for the benefit of the public of Wellington • Enhance the recognition of Wellington as a key and desirable visitor destination • Maximise the city's share of regional consumer spending • Enhance the profile of city businesses, promote strategic alliances and private sector partnerships • Ensure marketing initiatives are focused on increasing the sustainability of Wellington's commercial sector • Recognise and promote community focused initiatives • Actively facilitate the co-ordination of marketing initiatives appropriate to the objectives of the Trust
St James Theatre Charitable Trust	<ul style="list-style-type: none"> • To preserve the St James Theatre in recognition of its value to the citizens of Wellington as an historic building • To manage, promote, refurbish and administer the St James Theatre as a venue for the live performance of culture and artistic events • Generally to sponsor, support and promote performing arts, and the preservation of historic buildings in Wellington.
Wellington Museums Trust	<ul style="list-style-type: none"> • Manage and develop the Trust programmes and services and acquire and manage the collections and to operate them for the benefit of the inhabitants of Wellington • Provide advice to the City Council for the development of museum and gallery services in Wellington • Establish exhibition programmes and education policies for the Trust facilities • Develop acquisition, de-accession and collection development policies for the Trust • To liaise with Positively Wellington Tourism to maximise the attraction of visitors to Wellington.
Positively Wellington Business (Wellington Regional Economic Development Trust)	<p>Promote, foster and develop a dynamic and innovative economy in the Wellington region for the benefit of the people of the Wellington region by:</p> <ul style="list-style-type: none"> • Encouraging and assisting in the establishment, retention and development of sustainable, new and existing businesses • Promoting new investments • Developing viable employment opportunities • Marketing business opportunities • Raising funds, and carrying out such business and other activities as are necessary or conducive for the carrying

APPENDIX 3

- Wellington Cable Car Limited**
- out and giving effect to the objectives of the Trust.
 - Operate the Cable Car as an efficient, reliable and safe transport service and to work closely with the passenger service contractor to further enhance the Cable Car's attractiveness as a Wellington tourist icon.
 - Meet a stakeholder objective to retain, on environmental grounds, the trolleybus passenger service in the city and as a result, the need to maintain the trolleybus overhead wiring system to a safe and reliable standard.
- Wellington Waterfront Limited (Lambton Harbour Management Ltd)**
- As implementation manager for the Waterfront development area, ensure:
- The waterfront is locally and internationally recognised for its design
 - The waterfront is readily accessible to all people
 - The waterfront is and is perceived to be safe at all times
 - The waterfront is seen as an attractive place that draws Wellingtonians and visitor alike
 - The waterfront successfully caters for a wide range of events and activities
 - Significant heritage buildings are protected on the waterfront
 - Activities on the waterfront are integrated with those on the harbour
- Capacity (Wellington Water Management Limited)**
- Operate as a successful undertaking, managed on a non-profit basis
 - Long term management of the water, wastewater and stormwater assets of its shareholding councils
 - Pursue and promote the development of related opportunities and undertakings with other local authorities and other organisations
- Wellington Zoo Trust**
- Manage, administer, plan, develop, maintain, operate and promote the Wellington Zoo as a zoological park for the benefit of the inhabitants of Wellington and as an attraction to visitors of Wellington
 - Educate the community by building an awareness of plant and animal species in their habitats and the actions required to promote species conservation
 - Promote species conservation
 - Support and complement the conservation and education activities undertaken by other organisations
 - Develop and manage plant and animal species management programmes
 - Promote and coordinate the raising of funds to assist the management, administration, maintenance, planning, promotion and furthering development of the Wellington Zoo
 - Acquire additional plant and animal species.
- Basin Reserve**
- Sdgasgadg
- To manage, maintain and operate the Basin Reserve for

APPENDIX 3

- Trust** recreational activities and for the playing of cricket for the benefit of the individuals of Wellington.
- Wellington Regional Stadium Trust**
- Own, operate and maintain the Stadium as a high quality multi-purpose sporting and cultural venue
 - Provide high quality facilities to be used by rugby, cricket and other sports codes, musical, cultural and other users including sponsors, event and fixture organisers and promoters, so as to attract to the Stadium high quality and popular events for the benefit of the public of the region.

Further information on any of the above can be obtained from the council website:
www.Wellington.govt.nz
(Wellington City Council Annual Plan 2004/05; LGA 2002; Delegations Register and Manual; Committee and Subcommittee Terms of Reference)

7) Meeting Processes

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).

All Council and committee meetings must be open to the public unless there is reason to consider some item in a 'public excluded' session of the committee or Council. Although meetings are open to the public, members of the public do not have speaking rights unless prior arrangements are made with council. The LGOIMA contains a list of the circumstances where councils may consider items with the public excluded. (These circumstances generally relate to protection of personal privacy, professionally privileged or commercially sensitive information, and the maintenance of public health, safety and order). The council agenda is a public document, although parts may be withheld if the above circumstances apply.

The Mayor or committee chairperson is responsible for maintaining order at meetings and may, at his or her discretion, order the removal of any member of the public for disorderly conduct, or remove any member of Council who does not comply with standing orders.

Minutes of meetings must be kept as evidence of the proceedings of the meeting. These must be made publicly available, subject to the provisions of the LGOIMA.

For an ordinary meeting of Council, at least 14 days notice of the time and place of the meeting must be given. Extraordinary meetings generally can be called on 3 working days notice or 24 hours notice in some circumstances

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 Consultation Policy

The Council is committed to on-going and effective community consultation. We welcome and value input from the people of this city so that their views can be adequately reflected in Council decision-making. The Council believes that decisions are greatly improved as a result.

The Local Government Act 2002 guides Council's actions with regard to consultation. It sets out consultation principles and specific steps to be followed when making certain decisions. The Council's commitment to these is noted in its Consultation Policy, which in turn is supported by a set of guidelines, standards, and an internal advisory group.

The Consultation Policy is based around the following key principles:

- inclusiveness
- timing
- focus
- information provision
- resourcing
- responsiveness
- consultation with Maori
- accuracy
- implementation and feedback
- pragmatism and balance.

Further information on the Consultation Policy can be viewed at the following hyperlink:

<http://www.Wellington.govt.nz/plans/policies/consultation/index.html>. The Consultation Policy is being reviewed by Council as part of a project looking at communication, consultation and engagement.

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 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 distribution throughout the community and 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.

APPENDIX 3

2. Give public notice.
The council must publish a notice in one or more daily newspapers, or in other newspapers of equivalent circulation, of the proposal and of the consultation being undertaken.
3. Acknowledge and hear submissions.
The council must acknowledge all written submissions and offer submitters a reasonable opportunity to make an oral submission. The council must allow at least one month (from the date of the notice) for submissions.
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 the 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 in the following situations:

- to adopt or amend the long-term council community 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 or change the mode of delivery of a significant asset (where this is not specifically provided for in the long term council community plan).

(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 Ngati Toa Rangatira and the Wellington Tenth Trust. The memoranda outline how local iwi participate in Council matters relating to protocol, policy, regulatory and service delivery matters. Both the Wellington Tenth Trust and Ngati Toa are non-voting members of Council's Strategy and Policy Committee.

In addition, regular hui are held to inform and engage the wider Maori community on issues of concern to them and the Council.

(Treaty Relations Unit)

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.

APPENDIX 3

Council management is organised into the following twelve divisions:

Infrastructure

- CitiOperations (including Landfills)
- Infrastructure (roading, traffic, drainage and water)
- Kiwi Point Quarry
- Parks and Gardens
- Wellington City Council Emergency Management Office (WEMO).

(Contact Director Infrastructure Andrew Dalziel on 801 3791 or andrew.dalziel@wcc.govt.nz)

Treaty Relationships

(Contact Acting Director of Treaty Relationships, Wendy Walker on 801 3177 or wendy.walker@wcc.govt.nz)

Urban Strategy

- City Development
- Planning Group
- Forward Planning

(Contact Director Urban Strategy: Stephen Rainbow on 801 3497 or stephen.rainbow@wcc.govt.nz)

Community Services

- City Housing
- Community Services Unit
- Community Planning Team
- Recreation Wellington (grants, pools, recreation centres and community halls)
- Wellington City Libraries and Council Service Centres

(Contact Director Community Services: Wendy Walker on 801 3177 or wendy.walker@wcc.govt.nz)

Marketing & Stakeholder Services Group

- Call Centre
- City Events
- City Projects
- Democratic Services
- External Communications
- Marketing
- Mayor's Office
- Publication and Design
- Urban Strategy Group
- Web Centre
- Wellington Convention Centre

(Contact Chief Marketing & Stakeholder Services Officer: Derek Fry on 801 3487 or derek.fry@wcc.govt.nz)

Corporate Services Group

- Finance
- Financial Transactions Bureau
- Knowledge Solutions – includes Information Technology and Information Management
- Planning, Performance and Research
- Property and Standards
- Procurement

Contact Chief Financial Officer, Andrew McKenzie on 801 3533 or andrew.mckenzie@wcc.govt.nz

Human Resources

- Capability Development
- HR Service Delivery
- Learning
- Organisational Communications
- Payroll

Contact Human Resources Manager Susan Quirk on 801 3483 or susan.quirk@wcc.govt.nz

Risk Assurance

- Issues Resolution Office
- Risk Assurance

(Contact Risk Assurance Acting-Director, John Scott on 801 3498 or john.scott@wcc.govt.nz)

Chief Operating Officer

- Policy Unit
- Community Services Group
- Infrastructure Group
- Council-Controlled Organisations
- Building Consents and Licensing Services (BCLS)

(Contact Chief Operating Officer, Karen Wallace on 801 3409 or karen.wallace@wcc.govt.nz)

Council Controlled Organisations (CCO)

- Council Controlled Organisations

(Contact Director Council Controlled Organisations (CCO), Kevin Murphy on 801 3618 or kevin.murphy@wcc.govt.nz)

Building Consents & Licensing Services

- Building Consents & Licensing Services (BCLS)

(Contact Director Building & Licensing, George Skimming on 801 3271 or george.skimming@wcc.govt.nz)

Strategic Advisors

(Contact the Chief Advisor – Strategic and Economic Development, Ernst Zollner on 801 3676 or ernst.zollner@wcc.govt.nz)

11) Diversity Management

The Wellington City Council is actively committed to managing diversity and the Council is an active member of the EEO Trust and the EEO Trust Employers group.

Managing diversity aims to ensure that all work opportunities at the council – such as recruitment, training, promotion and terms of employment – are provided fairly. All employees and job seekers are to be treated equitably whatever their race, ethnicity and colour, gender, age, disability, sexual orientation, family status, religious or ethical beliefs, political opinions and marital status.

By employing best practice in Human Resource management, the Council benefits from the creation of a harmonious working environment free of discrimination which:

- creates an environment in which high performing teams can flourish
- improves overall morale which enhances our customer service and productivity
- encourages a wider range of job applicants
- adds colour of beliefs and opinions to our work force which better reflects the diverse nature of the city's residents
- improves overall staff relations which in turn reduces absenteeism and staff turnover
- allows the Council to demonstrate that it supports and encourages human rights and particularly EEO legislation

(www.Wellington.govt.nz)

12) Key Approved Planning and Policy Documents and the Process for their Development and Review

Annual Plan

The Council produces an Annual Plan that sets out the activities that it proposes to do in the coming year and the cost of providing them. The plan establishes the levels of service to be provided and is subject to change through consultation.

Long Term Council Community Plan

In addition to the annual planning cycle the Council develops a long term plan every three years. The plan allows issues facing the area to be considered in the context of opportunities that may arise in the future. It provides a forecast of the activities that are expected to be delivered in the upcoming three years and projections for those in the following seven years.

The plan provides the basis for Council's work and is subject to consultation. It details: the outcomes that Council's activities contribute to; the associated cost of providing those; and the indicators that will be used to measure the Council's

performance. The next long term plan will be adopted for the year beginning 2006/07.

Annual Report

The Annual Report presents an account of the Council's performance in the year from 1 July to 30 June. It is a key document for the Council. It outlines what the Council committed to do in the year, and how it delivered on that – providing accountability to ratepayers. Every household in Wellington receives a summary of this document in their letterbox.

In addition to the above, the council has a number of other strategy documents and plans, policies, and asset management plans. Some definitions for these are provided below:

Strategies are Council approved big picture documents and leadership statements, generally with an agenda for change, setting out how Council can get from where it is to where it wants to be.

Policies are documents whereby Council has approved statements of position, or bases for action, which represent the organisation's position on specific issues as an entity to the city and general public, or in the face of legislative requirement.

Asset Management Plans are key planning documents for the Council's infrastructural assets that ensure a required level of service is maintained at the lowest total cost over the long term. The plans cover all aspects of an asset – policy, management, finance and engineering.

Some of those which are more frequently referred to are provided below. These documents are available for viewing on the council website: www.Wellington.govt.nz . For further information on other such documents, please contact the Wellington City Council Policy Unit on 801 3548

Strategy and Planning Documents

Arts

Capital Spaces

Culture

Economic Development

Event

Homelessness

Recreation

Retail

Social

Transport

Urban Design

District Plan

Waste Management Plan

Waterfront Development Plan

Creative Wellington – Innovation Capital

APPENDIX 3

Policies

Accommodation Assistance for Community Groups
Art Collection
Building Safety
Built Heritage
Casino
Circuses
Closed Landfills
Community Access to Venues
Community Facilities
Consultation
Development and Financial Contributions
Dog Control
Environmentally Friendly Purchasing
Funding Impact Statement and Rating (part of 2004/05 Draft Annual Plan)
Funding 2001-2004
Gaming Venues
Incentives
International Relations
Investment
Leases Policy for Community and Recreation Groups
Liability Management
Library
Liquor Licensing
Mobility Parking
Mountain Bike
Museums
Older Persons
Open Space Naming
Pest Management
Playgrounds
Public Art
Public Conveniences
Rates Penalty Remission
Rates Postponement
Rates Rebate
Rates Remission and Postponement
Remissions on Land used Principally for Games or Sport
Remission of Rates on Maori Freehold Land
Remission of Rates on Rural and Farm Land
Revenue and Financing
Road Encroachment and Sale
Road Naming
Significance
Special Circumstances Remission
Street Performance and Busking
Town Belt Reinstatement
Verges

Council Asset Management Plans

Botanic Gardens
Branch Library Properties
Cemeteries
City Housing
Coastal Assets
Commercial A & B Property
Community & Childcare Centres
Community Halls
Marinas
Open Spaces
Operational Landfills
Parks
Pavilions & Buildings
Playgrounds
Public Conveniences
Recreation Centres
Roading, Traffic & Transportation
Sculptures & Monuments
Sewerage
Sports fields
Stormwater
Swimming Pools
Water
Wellington Convention Centre
Wellington Zoo Buildings & Infrastructure

The above documents are developed through consultation with relevant stakeholders, and then approved by the relevant committee or in some cases Council. They are then reviewed as and when appropriate; for example a set timeframe for review may be established within the document itself, changes to certain legislation may result in a review, or a specific request may come from Council.

13) Systems for Public Access to the Wellington City Council and its Elected Members:

Website details

www.Wellington.govt.nz

info@wcc.govt.nz

APPENDIX 3

Main Office

Municipal Office Building,
101 Wakefield Street,
P O Box 2199,
Wellington.
Tel. (04) 499-4444
Fax, (04) 801-3020

Service Centres

City Service Centre,
101 Wakefield Street,
Wellington.
Tel. 499 4444

Johnsonville Library and Service Centre
5 Broderick Rd, Johnsonville
Tel. 477 6151

Kilbirnie Library and Service Centre
101 Kilbirnie Crescent, Kilbirnie
Tel. 387 1488

Newtown Library and Service Centre
13 Constable Street, Newtown
Tel. 389 2830

Mervyn Kemp Library and Service Centre
Cnr Cambridge St & Main Rd, Tawa.
Tel. 232 1690

APPENDIX 3

MEMBERSHIP OF THE WELLINGTON CITY COUNCIL

NAME	EMAIL	PHONE
PRENDERGAST, KERRY (MAYOR)	kerry.prendergast@wcc.govt.nz	Phone 801-3102
SHAW, ALICK (DEPUTY MAYOR)	alick.shaw@wcc.govt.nz	Phone 934 8833 (hm) Phone 801 3113 (wk)

Northern Ward Councillors

ARMSTRONG, ROBERT	robert.armstrong@wcc.govt.nz	Phone 232 5762 Mobile 027 232 7170
RITCHIE, HELENE	helene.ritchie@wcc.govt.nz	Phone 473-1335 Mobile 027 448 8669
WAIN, HAYLEY	hayley.wain@wcc.govt.nz	Phone 232 0436 Mobile 027 274 3610

Onslow/Western Ward Councillors

FOSTER, ANDY	andy.foster@wcc.govt.nz	Phone 476 9220 Mobile 027 488 3524
MORRISON, JOHN	john.morrison@wcc.govt.nz	Phone 938 9350 Mobile 027 289 5894
RUBEN, JACK	jack.ruben@wcc.govt.nz	Phone 476 5144 Mobile 027 270 4617

Lambton Ward Councillors

COOK, STEPHANIE	stephanie.cook@wcc.govt.nz	Phone 970 5351
McKINNON, IAN	ian.mckinnon@wcc.govt.nz	Phone 472 6832 Mobile 027 273 1458
SHAW, ALICK	alick.shaw@wcc.govt.nz	Phone 934 8833 (hm) Phone 801 3113 (wk)

Southern Ward Councillors

PEPPERELL, BRYAN	bryan.pepperell@wcc.govt.nz	Phone 934 3660
WADE-BROWN, CELIA	celia.wade-brown@wcc.govt.nz	Phone 383 6691 Mobile 027 483 6691

Eastern Ward Councillors

AHIPENE-MERCER, RAY	ray.ahipene-merc@wcc.govt.nz	Phone 388 2366
GILL, LEONIE	leonie.gill@wcc.govt.nz	Phone 387 9363
GOULDEN, ROB	rob.goulden@wcc.govt.nz	Phone 388 6177 Mobile 027 221 0776

14) Requests for Official Information

Under the Local Government Official Information and Meetings Act 1987 (LGOIMA) any person may request information from the council. Any request for information is a request made under LGOIMA. You do not have to say that you are making a request under LGOIMA.

Once a request is made the council must supply the information unless reason exists for withholding it. The LGOIMA says that information may be withheld if release of the information would:

- Endanger the safety of any person
- Prejudice maintenance of the law
- Compromise the privacy of any person
- Reveal confidential or commercially sensitive information
- Cause offence to tikanga Maori or would disclose the location of waahi tapu
- Prejudice public health or safety
- Compromise legal professional privilege
- Disadvantage the local authority while carrying out negotiations or commercial activities
- Allow information to be used for improper gain or advantage

The council must answer requests within 20 working days (although there are certain circumstances where this time-frame may be extended). The council may charge for official information under guidelines set down by the Ministry of Justice.

Requests for official information may be written or oral and should be directed to the Manager, Issues Resolution Officer, Issues Resolution, Wellington City Council, PO Box 2199, Wellington, who will action the request on behalf of the Chief Executive. (LGOIMA 1987).

Terms of Reference and Delegations of Council, Committees and Subcommittees

Council:

Voting Membership:

The Mayor and all Councillors are members of Council.

External Membership (non-voting):

Nil

Quorum:

8

Frequency of Meetings:

Meetings will be held monthly or as required.

Powers that cannot be delegated:

These functions are either listed in the Local Government Act 2002 or other relevant legislation as unable to be delegated, or must by their nature be exercised by Council:

- 1.0 make a rate;
- 1.1 make a bylaw;
- 1.2 borrow money or purchase or dispose of assets, other than in accordance with the Long Term Council Community Plan (LTCCP);³
- 1.3 adopt a LTCCP, annual plan, or annual report;
- 1.4 appoint a Chief Executive;
- 1.5 adopt policies required to be adopted and consulted on under the Local Government Act 2002 in association with the LTCCP or the preparation of the Local Governance Statement;
- 1.6 appoint and discharge the Deputy Mayor;
- 1.7 approve or amend the Council's Standing Orders;
- 1.8 approve or amend the Code of Conduct for elected members;
- 1.9 establish and determine the structure, terms of reference, and delegated authorities of committees and appoint and discharge members of committees;
- 2.0 establish a joint committee with another local authority or other public body;

³ Not the Annual Plan

APPENDIX 3

- 2.1 make any resolution where in a bylaw the Council has reserved any matter to be regulated, controlled, or prohibited by the Council by resolution either generally, for any specified case, or in a particular case;⁴
- 2.2 make the final decision on a recommendation from the Ombudsman where it is proposed that Council not accept the recommendation;
- 2.3 any other matters which from time to time may not legally be delegated by the Council.

Powers retained by Council:

Council retains the power to:

- 2.4 approve or alter Council strategy, except as otherwise specifically delegated to a committee, subcommittee or officer;
- 2.5 establish and determine the structure, terms of reference and delegated authorities of subcommittees and appoint and discharge members of subcommittees;
- 2.6 approve Council's recommendation to the Remuneration Authority for the remuneration of elected members;
- 2.7 approve or amend the Triennial Agreement;
- 2.8 approve the Local Governance Statement produced following the triennial election of members;
- 2.9 determine whether or how to fill any extraordinary Council vacancies;
- 3.0 review and make decisions on Council membership and the basis for elections;
- 3.1 appoint and discharge trustees, directors or office holders to Council's Council-Controlled Organisations (CCOs) and Council Organisations (CO's) and to other external bodies except where specifically delegated to a committee or officer;
- 3.2 adopt a District Plan or a change to it;
- 3.3 promote legislation, or significant amendments to legislation, unless specifically delegated to a committee or officer;
- 3.4 approve any claim for compensation over \$1,000,000 unless specifically delegated;
- 3.5 approve the provision of any financial guarantee or indemnity over \$1,000,000, unless the guarantee or indemnity (or the matter to which it relates) is in the LTCCP or Annual Plan, has been separately approved by Council, or it arises in the normal management of employment relations or assets;
- 3.6 exercise any authority which it has delegated to a committee, subcommittee or officer.

⁴ Includes matters such as: 1) any new or amended traffic resolutions under the Traffic Bylaw; 2) setting fees if a bylaw provides for fees to be set by resolution of Council; 3) the extension of the Liquor ban for a special event

Strategy and Policy Committee

Voting Membership:

The Mayor and all Councillors are members of the Committee.

External Membership (non voting):

- One representative of Ngati Toa appointed by Ngati Toa
- One representative of the Tenth Trust appointed by the Tenth Trust

[Representation by members of Greater Wellington Regional Council will be determined by a separate Council resolution]

Quorum:

8

Chair:

The chair will be elected by Council and remunerated at a level determined by the Remuneration Authority.

Portfolio Spokesperson:

The Strategy and Policy Committee will have six Portfolio Spokespersons. The Portfolio Spokesperson would have responsibilities relating to strategy and policy in the following areas:

- Economy
- Environment
- Social
- Culture and Arts
- Transport
- Urban Development
- Governance, Communication and Participation.

Frequency of Meetings:

Meetings will be held on a weekly basis or as required.

Assets:

All assets.

Strategic Outcomes:

All strategic outcomes

General Purpose:

The Strategy and Policy Committee will focus on all social, cultural, economic and environmental matters relating to council, appropriate to the committee's level of decision making, and will:

- g) develop and review appropriate outcomes and priorities necessary to ensure the achievement of the city's strategic vision and outcomes.

APPENDIX 3

- h) focus on strategy and policy relating to assets and services that are related to infrastructure, road safety, and emergency management.
- i) focus on strategy and policy relating to assets and services that relate to urban form and the natural environment, including transport policy.
- j) focus on strategy and policy relating to assets and services that relate to the city's economic prosperity and cultural values.
- k) focus on strategy and policy relating to assets and services that relate to community, health and safety and recreation and leisure outcomes.
- l) have responsibility for:
 - (iii) Monitoring organisational financial performance;
 - (iv) Financial management of the Council's interests; and
 - (iii) Liability management.

Objectives:

- (i) To develop a LTCCP for Wellington city;
- (ii) To develop Annual Plans, Community Outcomes, and all other policies required under the Local Government Act 2002 and other legislation (including but not limited to the funding and financial policies and the Significance Policy)
- (iii) To oversee and foster integrated planning within the Council, and between the Council and the community in order to achieve the outcomes in the LCCTP;
- (iv) To develop, review and approve policy and promote activities that will advance achievement of strategic outcomes, consistent with the principles of economic, cultural, social and environmental sustainability;
- (v) To develop and review all strategies consistent with the principles of economic, social, cultural and environmental sustainability;
- (vi) To set standards for prudent management and maintenance of assets used to deliver outputs associated with the specific Council activities relevant to this committee.
- (vii) To monitor the external policy environment of Council.

Terms of Reference:

The committee has responsibility and authority to:

- 1.0 delegate to any subcommittee of the Strategy and Policy Committee any authorities which have been delegated by Council to the committee (note that authority to establish any subcommittee is retained by the Council);
- 1.1 undertake the administration of all statutory functions, powers and duties within its terms of reference, other than those specifically delegated to the Regulatory Processes Committee;
- 1.2 develop the Council's draft and final LTCCP, Annual Plans, Community Outcomes, and all other policies required under the Local Government Act 2002 to be included in the LTCCP (including but not limited to the funding and financial policies and the Significance Policy) for recommendation to Council;⁵
- 1.3 determine the form and extent of public consultation methods to be employed for the draft Annual Plan and LTCCP, and any other matter within the committees terms of

⁵ This will include projects/new initiatives, income and expenditure, and includes recommending the draft for notification, and the final for adoption.

APPENDIX 3

reference (this is subject to the requirements as set out in the Local Government Act 2002);

- 1.4 hear submissions under the special consultative procedure, or submissions received as part of any consultative process undertaken by Council in relation to any decision or power of recommendation within the committee's terms of reference;
- 1.5 approve the exceeding of the budget level for a Key Achievement Area with no commensurate savings elsewhere, up to \$500,000 and recommend to Council amounts exceeding \$500,000, if required after the Annual Plan or Long Term Council Community Plan is approved;
- 1.6 approve submissions on behalf of the Council in relation to proposed legislation or policy by Government, Local Government or other regulatory authorities within its terms of reference (except that in cases where the submission is of a technical nature and the nature of the Council's submission is consistent with Council policy, a submission may be approved by the Chief Executive);
- 1.7 perform any of its delegated functions jointly with another committee when issues arise which are also within the terms of reference/delegated authority of that other committee. In such cases, a joint meeting of two or more committees can be called in the following circumstances:
 - the chairs of the committee agree to such a meeting; or
 - Council directs a joint meeting; or
 - at least one third of the members of each committee so request;
- 1.8 develop, monitor, review and approve policy (unless specifically retained by Council in which case the Committee has the power of recommendation to Council);
- 1.9 review, develop and recommend to Council the adoption of new or amended strategy;
- 2.0 receive and consider reports on the Council's performance against the LTCCP and AP;
- 2.1 set the strategic guidelines for the AP and the LTCCP;
- 2.2 recommend service level changes and new initiatives for the AP and LTCCP;
- 2.3 develop, review and recommend to Council, Council's consultation policy,
- 2.4 review and approve Asset Management Plans;⁶
- 2.5 review and recommend to Council that it make any resolution where in a bylaw the Council has reserved any matter to be regulated, controlled, or prohibited by the Council by resolution either generally, for any specified case, or in a particular case;⁷
- 2.6 review and approve the Statements of Intent and Business Plans of Council's CCOs;
- 2.7 oversee, develop and approve an appropriate Council response on the Treaty of Waitangi and relationship with Maori;

⁶ Need to be aware that the actual \$\$ amounts will not be approved until in the LTCCP/ AP - which is reserved for Council

⁷ Includes matters such as: 1) any new or amended traffic resolutions under the Traffic Bylaw; 2) setting fees if a bylaw provides for fees to be set by resolution of Council; 3) the extension of the Liquor ban for a special event

APPENDIX 3

- 2.8 review, develop and recommend to Council policy and practices in respect of governance (including elections, Standing Orders, representation reviews and related issues);
- 2.9 review and notify a Proposed District Plan, or proposed changes to the District Plan;
- 3.0 receive reports from Advisory Groups;
- 3.1 develop policy and practices (and approve policy and practices if not delegated to a subcommittee) in respect of:
 - Auditing
 - Financial Reporting
 - Rates
 - Risk Management
- 3.2 review and approve all new borrowings approved in the LTCCP;
- 3.3 monitor the financial management of the Council's borrowings and investments in accordance with Council's revenue and financing policy and investment policy;
- 3.4 review and recommend to Council the adoption of the Annual Report;
- 3.5 approve the Waterfront Development Subcommittee's annual work plan and project development plan covering the Waterfront Development Subcommittee projected activities for the year.
- 3.6 In respect of land held or managed under the Reserves Act 1977 and council owned open space land:
 - a) to conduct public engagement/consultation processes as required by the Reserves Act 1977;
 - b) to review, notify and approve the adoption of reserve management plans;
 - c) to approve leases, licenses and concessions on council owned open space and reserve land when not provided for in approved council policy;
 - d) to approve easements over town belt land;
 - e) to approve the purchase of any land for open space purposes that is consistent with council policy and within the funding provided in the LTCCP;
 - f) to review and approve (and recommend to Council where required) reserve:
 - declarations
 - revocation
 - classification
 - naming;
- 3.7 consider and approve non-contestable grants;
- 3.8 set fees in accordance with legislative requirements unless the fees are set under a bylaw or set as part of the LTCCP or AP (in which case the decision is retained by Council and the committee has the power of recommendation);
- 3.9 approve any resolution required under section 319A of the Local Government Act 1974 (naming of road).

Delegated Authority

The Strategy and Policy Committee will have delegated authority to carry out activities within its terms of reference.

Regulatory Processes Committee

Voting Membership:

The Regulatory Processes Committee will have up to eight Councillors as members.

External Membership (non-voting):

Nil.

Quorum:

3

Chair:

The chair will be elected by Council and remunerated at a level determined by the Remuneration Authority.

Frequency of Meetings:

The Regulatory Processes Committee will meet on an as required basis.

Parent Body:

The Regulatory Processes Committee will report to Council on any issues requiring full Council approval.

General Purpose and Objectives:

The Regulatory Processes Committee has primary responsibilities for overseeing Council's regulatory matters.

Terms of Reference:

The Chair of the Regulatory Processes Committee, in consultation with the Mayor, will have authority to:

- 1.0 appoint councillors (sitting as hearings commissioners) and/or independent commissioners to hearings required under council's various statutory requirements;
- 1.1 appoint councillors for the purposes of 2.1 below;

The Committee will have responsibility and authority:

- 2.0 to approve and monitor Council's list of hearings commissioners under the Resource Management Act 1991 (comprising Councillors sitting as hearings commissioners, and independent commissioners) and direct the CEO to delegate the hearings commissioners the necessary functions, powers and duties required to hear and determine any matter that they are appointed as hearings commissioners for;
- 2.1 to supervise the conduct of statutory hearings on regulatory matters and undertake and make decisions on those hearings;⁸

⁸ This relates to any statutory hearings other than under the Resource Management Act 1991. For example, hearings required under the Dog Control Act and the Fencing of Swimming Pools Act. When a hearing is required it may be carried out by a quorum of the committee, with the membership of the quorum to be determined by the chair of the Regulatory Processes Committee in consultation with the Mayor.

APPENDIX 3

- 2.2 to undertake hearings on road stopping under the Local Government Act 1974 and make recommendations to Council whether to proceed with a road stopping and the disposal of stopped road;
- 2.3 to provide feedback to the Strategy and Policy Committee on policy matters which have arisen during the Committee's work;
- 2.4 to facilitate the following functions of the District Plan change process consistent with council policy:
- to authorise the resolution of appeals to the District Plan and Plan Changes;
 - to decide whether a decision of a designating or heritage protection authority should be appealed to the Environment Court by council;
 - to consider and approve council submissions on plan changes and private plan changes;
 - to manage the private plan change process;
 - to accept, adopt or reject private plan change applications and notify private plan changes;
- 2.5 to perform any of its delegated functions jointly with another committee when issues arise which are also within the terms of reference/delegated authority of that other committee. In such cases, a joint meeting of two or more committees can be called in the following circumstances:
- the chairs of the committee agree to such a meeting;
 - Council directs a joint meeting;
 - at least one third of the members of each committee so request.

Delegated Authority

The Regulatory Processes Committee will have delegated authority to carry out activities within its terms of reference.

Performance Review Committee

Voting Membership:

The Committee will have up to four Councillors as members.

External Membership (non-voting):

Nil.

Quorum:

3

Chair:

The Mayor is the Chair of the Performance Review Committee.

Frequency of Meetings:

The Committee will meet on an as required basis.

Parent Committee:

The Committee shall report to Council any issues as may be required.

General Purpose and Objective:

The Performance Review Committee has primary responsibility for the effective monitoring of the Chief Executive Officer's performance and performance agreement.

Terms of Reference:

The Committee will have responsibility and authority to:

- 1.0 work as required with the Chief Executive on the implementation of the performance agreement entered into between the Council and the Chief Executive;
- 1.1 conduct the performance review required in the contract between the Council and the Chief Executive;
- 1.2 re-negotiate new performance agreements to cover subsequent periods as required;
- 1.3 make decisions regarding remuneration for the Chief Executive, including payment of any performance bonus;
- 1.4 represent the Council in regard to any issues which may arise in respect to the Chief Executive's job description, contract, performance agreement or other similar matters;
- 1.6 report to Council any issues as may be required.

Delegated Authority

The Performance Review Committee will have delegated authority to carry out activities within its terms of reference.

Council Controlled Organisation Performance Subcommittee

Voting Membership:

The Subcommittee will have up to four Councillors and up to two external persons as members.

Quorum:

2 (at least one Councillor must be present for a quorum to exist)

Chair:

The chair is to be appointed by Council and selected from one of the external members.

Frequency of Meetings:

The Subcommittee will meet on an as required basis.

Parent Body:

The Subcommittee reports to the Strategy and Policy Committee.

General Purpose and Objectives:

The Subcommittee's principle function is to monitor the financial performance and delivery on strategic outcomes of council's CCTOs, CCOs and COs.

Terms of Reference:

The Subcommittee will have responsibility and authority for:

- 1.0 making recommendations to the Strategy and Policy Committee regarding the approval of business plans, strategic plans and (where applicable) statutory adoption of statements of corporate intent;
- 1.1 monitoring Council's interests in its CCTOs, CCOs and COs through the review of their quarterly reports, annual reports, business plans, strategic plans and (where applicable) statements of corporate intent;
- 1.2 bringing to the attention of the Strategy and Policy Committee any matters that it believes are of relevance to the Committee's consideration of the financial performance or the delivery of strategic outcomes of Council's CCTOs, CCOs and COs;
- 1.3 monitor the performance of members on Council's CCOs.

Delegated Authority

The Council Controlled Organisation Performance Subcommittee will have delegated authority to carry out activities within its terms of reference.

Grants Subcommittee

Voting Membership:

The Subcommittee will have up to six Councillors as members

External Membership (non-voting):

Nil.

Quorum:

2

Chair:

The chair will be elected by Council and remunerated at a level determined by the Remuneration Authority.

Frequency of Meetings:

The Subcommittee will meet on an as required basis.

Parent Body:

The Subcommittee reports to the Strategy and Policy Committee.

General Purpose:

The Grants Subcommittee has primary responsibility for the effective allocation and monitoring of Council's grants.

Objective:

To achieve an equitable distribution of grants funding in line with the criteria applicable to each grant type and the characteristics and merits inherent in individual grants claims.

Terms of Reference:

The Subcommittee will have responsibility and authority to:

- 1.0 adjudicate on the applications made to the Council's contestable grants funds;
- 1.1 approve the allocation of contestable grants funds;
- 1.2 ensure that decisions reached on individual contestable grants funding are in line with the criteria laid down for the different types, and to adjudicate on the individual contestable grant applications in a fair and equitable manner;
- 1.3 monitor contestable grants allocation and contestable grants criteria and recommend changes to Council.

Delegated Authority

The Grants Subcommittee will have delegated authority to carry out activities within its terms of reference.

Audit and Risk Management Subcommittee

Voting Membership:

The Subcommittee will have up to three Councillors and up to two external persons as members.

Quorum:

2 (at least one Councillor must be present for a quorum to exist)

Chair:

The chair will be elected by Council and remunerated at a level determined by the Remuneration Authority.

Frequency of Meetings:

The Subcommittee will meet on a quarterly basis or as required.

Parent Body:

The Subcommittee reports to the Strategy and Policy Committee.

Objectives of the Subcommittee:

The objectives of the Subcommittee are to:

- 1.0 assist the Council to discharge its responsibility to exercise due care, diligence and skill in relation to the Council's:
 - a) reporting of financial information to users of financial reports;
 - b) application of accounting policies;
 - c) financial management;
 - d) systems of internal control;
 - e) risk management systems, processes and practices;
 - f) business policies and practices;
 - g) protection of the Council's assets;
 - h) compliance with applicable laws, regulations, standards and best practice guidelines as they relate to financial disclosure;

Sustain the credibility and objectivity of the governance process (including financial reporting);

Ensure the quality of internal and external reporting of financial and non-financial information;

Foster an ethical culture throughout the Council.

Terms of Reference:

The Subcommittee will have responsibility and authority to:

- 2.0 consider the appointment of the external auditor and assess the independence of the external auditor;
- 2.1 approve the annual external audit fees;
- 2.2 discuss with the external auditor, before the audit commences, the nature and scope of the audit;
- 2.3 review the external auditor's management letter and management's response;
- 2.4 review the internal audit programme and ensure that the internal audit function is adequately resourced and has appropriate standing within the Council;
- 2.5 review summaries of management's and the internal auditor's reports on the effectiveness of systems for internal control, financial reporting and risk management;
- 2.6 consider management's response to major external or internal audit recommendations;
- 2.7 at the end of each quarterly meeting, discuss with internal and/or external auditors, in a closed session without management present, any matters that the auditors wish to bring to the Board's attention;
- 2.8 receive the Letter of Representation from senior management supporting their recommendation to adopt the annual financial statements;
- 2.9 review, and challenge where necessary, the actions and judgements of management, in relation to the annual financial statements before recommending them for approval to Council, paying particular attention to:
 - (i) critical accounting policies and practices, and any changes in them;
 - (ii) decisions requiring a major element of judgement;
 - (iii) the extent to which the financial statements are affected by any unusual transactions in the year and how they are disclosed;
 - (iv) the clarity of disclosures;
 - (v) significant adjustments resulting from the audit;
 - (vi) compliance with accounting standards.

Delegated Authority

The Audit and Risk Management Subcommittee will have delegated authority to carry out activities within its terms of reference.

Waterfront Development Subcommittee:

Voting Membership:

The Subcommittee will have up to nine members, comprising:

- 3 Councillors
- 3 Designers
- 3 Community Representatives.

One of the community or design representatives will be nominated by mana whenua.

Quorum:

2 (at least one Councillor must be present for a quorum to exist)

Chair:

The chair is to be appointed by Council and shall be an external member.

Frequency of Meetings:

The Subcommittee will meet as required.

Parent Committee:

The Subcommittee shall report to the Strategy and Policy Committee on any issues as may be required.

Relationship with Wellington Waterfront Limited:

The Subcommittee will work with Wellington Waterfront Limited in an open and consultative manner to ensure both partners in the waterfront project can discharge their respective roles and responsibilities.

General Purpose and Objective:

The Wellington Waterfront Framework has been adopted by Council as its policy for the development of the waterfront. The Waterfront Development Subcommittee will complete a development plan, manage preparation of design briefs, and monitor the implementation of plans for the area.

Terms of Reference:

The subcommittee will exercise its roles and responsibility in a manner that is consistent with the Council's waterfront policy as expressed in the Wellington Waterfront Framework, the District Plan and any other documents adopted by Council.

The Subcommittees will have responsibility and authority:

- 1.0 to develop and recommend to the Strategy and Policy Committee for approval a project development plan/annual plan that includes broad priorities for work and projected activities for the year;
- 1.1 to conduct public engagement/consultation processes as required;
- 1.2 to develop and approve performance briefs for individual areas or sections of work;
- 1.3 to approve detailed designs;
- 1.4 to monitor implementation including approval of variations from approved designs;
- 1.5 to report on progress with the waterfront development to the Strategy and Policy Committee on a regular basis;
- 1.6 to review and make recommendations to Wellington Waterfront Ltd on their waterfront project business plan.

APPENDIX 3

Delegated Authority:

The Waterfront Development Subcommittee has the delegated authority to carry out activities within its terms of reference and the approved annual work plan.

Portfolio Spokespersons - Areas of Responsibility

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

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

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)

Native plant diversity

Environmental values

Local plants & opens paces

Botanic Gardens

Town belt & green belts

Walkways

Wellington Zoo (biodiversity aspect only)

Weed & pest management

Planting (including Town Belt)

Vegetation safety (includes Hazardous trees removal)

Beaches & coast

Land management

Resource and waste KAA

Water collection & treatment

Water conservation

Transfer station recovery

Stormwater collection/disposal network

Sewage collection/disposal network

Solid waste collections

Solid waste landfills

Water network

Quarry operations

Household recycling

Stormwater management

Sewage treatment

Waste minimisation

Closed landfills

Strategy for these two KAAs:

Environment Strategy (to be developed)

Examples of Policies linked to these KAAs:

Capital Spaces

Sustainable Development Plan

Solid Waste Management Plan

Climate Change

Asset management plans

Inner City Green Plan

Wet & Wild – Stream and Bush Plan

Town Belt Management Plans

Liquid Waste Management Plan

Bylaws

Culture and Arts Portfolio

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 subsidies (Wellington Conventions Centre community subsidy)
Venues partnerships (NZSO, Establishment of Arts Centre)	Arts partnerships
The New Zealand International Arts Festival	Community Arts
Maori arts grants	Arts & culture grants
Civic Square marketing & events	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	Grants
Collections Policy	Bylaws

Economy Portfolio

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
Tourism
Business support
Creative projects

Central government advocacy
Central city vitality
Visitor attractions
Wellington Convention Centre

Recreation and leisure KAA

Swimming pools
Recreation centres
Recreation partnerships (includes
Recreational New Zealand Academy of
Sports)
Marinas

Sports fields
Recreation programmes
Wellington Zoo Trust

Strategies for these two KAAs:

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

Economic Development Strategy (adopted
2003)

Examples of Policies linked to these KAAs:

Incentives
ICT - broadband
Tourism

Workforce Development
Migrant Settlement
Asset management plans

Urban Development Portfolio

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

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

Activities in this KAA:

Vehicle network

Corridor infrastructure

Safety

Parking

Network control & management

Open space vegetation management and street cleaning

Pedestrian network

Cycleway network

Passenger transport network

Strategies for this KAA:

Wellington Regional Strategy (under development)

Transport Strategy (adopted 2004)

Wellington Regional Land Transport Strategy (under review)

Examples of Policies linked to this KAA:

Transport Strategy Implementation Plan

Transport Mobility

Asset management plans

Parking Policy

Demand Management

Bylaws

Governance, Communication and participation Portfolio

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	Consultation policy
Triennial review	Select Committee enquiry into the 2004 Elections
Community planning	e-Democracy

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.