

11 December 2023

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Kia ora Oliver,

Citizens' Assembly

Thank you for your request made under the Local Government Official Information and Meetings Act 1987 (the Act), received on 06 December 2023. You requested the following information:

1. The number of members of the citizens' assembly.

42, as outlined in page two of the report from the Assembly [longterm-plan-citizens-assembly-report.pdf \(wellington.govt.nz\)](#)

2. The process and criteria for selecting these members.

The participation selection is outlined in page three of the report from the Assembly which is available on our website: [longterm-plan-citizens-assembly-report.pdf \(wellington.govt.nz\)](#) as well as on our website here: [News and information - Wellington City Council to establish Citizens' Assembly - Wellington City Council](#)

3. The duration of service for each member.

As outlined on our website the Assembly met over four Saturdays (16 September, 23 September, 30 September and 7 October) (and two one-hour online sessions). [News and information - Wellington City Council to establish Citizens' Assembly - Wellington City Council](#)

4. Terms of reference or guidelines governing the assembly's operations.

Please see attached photo of the ground rules as set by the Assembly.

The performance expectations were outlined in the participant agreement, the relevant section is below:

Performance expectations	<ul style="list-style-type: none"> - To work in line with the ground rules established at Hui/workshop 1 - To be respectful and inclusive of all participants - To undertake preparation for each Hui/workshop (any preparation required will be made clear at previous Hui/workshop) - Commit to attending all in-person Hui/workshops - To inform staff as early as possible if you are too unwell to attend - To take time out as needed, informing staff of this at the time - To have a willingness to work within our H&S requirements (see below) - To participate in the evaluation – both within and outside the Hui/workshops - To be punctual for all task hours - To communicate with others and be willing to ask for guidance when needed.
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5. Any costs incurred by the council in relation to the formation and functioning of the citizens' assembly.

As [on our website](#), the selected participants were offered \$800 as a token of appreciation for volunteering their time.

6. Any expenses claimed/incurred by each member of the assembly

Below are additional expenses by participant, these all relate to transport as some participants had accessibility needs and needed to take private transport to the meetings.

- Participant 1: \$82.40
- Participant 2: \$82.40
- Participant 3: \$20.60
- Participant 4: \$183.79

Right of review

If you are not satisfied with the Council's response, you may request the Office of the Ombudsman to investigate the Council's decision. Further information is available on the Ombudsman website, www.ombudsman.parliament.nz.

Please note, we may proactively release our response to your request.

Thank you again for your request, if you have any questions, please feel free to contact me.

Kind regards

Claudia Holgate
Acting Team Leader, Official Information