

# Delegations

## 2007/2010

### Council:

Council .....	3
---------------	---

### Committees:

Strategy and Policy .....	6
Regulatory Processes .....	11
Performance Review .....	14

### Subcommittees:

Council Controlled Organisation Performance .....	16
Grants .....	17
Audit and Risk Management .....	19
Development Contributions .....	22
Temporary Road Closures .....	24

### Community Boards

Tawa and Makara/Ohariu .....	25
------------------------------	----

### Other:

Appointments Group .....	28
Portfolio Leaders – Areas of Responsibility .....	29
Chair – Strategy and Policy Committee .....	43
Other matters .....	44

Democratic Services

October 2009

Deleted: July 2008

## 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);<sup>1</sup>
- 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;

---

<sup>1</sup> Not the Annual Plan

- 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;<sup>2</sup>
- 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 and policy, 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 appoint and discharge chairpersons of committees and subcommittees and portfolio leaders;
- 2.7 approve Council's recommendation to the Remuneration Authority for the remuneration of elected members;
- 2.8 approve or amend the Triennial Agreement;
- 2.9 approve the Local Governance Statement produced following the triennial election of members;
- 3.0 determine whether or how to fill any extraordinary Council vacancies;
- 3.1 review and make decisions on Council membership and the basis for elections;
- 3.2 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, and determine the remuneration for trustees, directors or office holders;
- 3.3 in respect of District Plan decisions:

---

<sup>2</sup> 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

Deleted: -

Deleted: July 2008

- 3.3.1 approve the recommendation of hearings commissioners on a proposed plan, plan change or variation (including private plan change)
  - 3.3.2 approve a proposed plan or a change to a district plan under clause 17 of the First Schedule;
- 3.4 promote legislation, or significant amendments to legislation, unless specifically delegated to a committee or officer;
- 3.5 approve any claim for compensation over \$1,000,000 unless specifically delegated;
- 3.6 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;
- 3.7 exercise any authority which it has delegated to a committee, subcommittee or officer.

Deleted: -

Deleted: July 2008

## 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 Tenths Trust appointed by the Tenths Trust

### Quorum:

8

### Chair:

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

### Portfolio Leader:

The Strategy and Policy Committee will have ~~seven~~ Portfolio Leaders and two Associate Portfolio Leaders. The Portfolio Leaders will have responsibilities relating to strategy and policy in the following areas:

Deleted: six

- Social
- Environment
- Economic Development and Recreation
- Urban Development
- ~~Transport~~
- Governance
- Engagement, Climate Change and Cultural Wellbeing

Deleted: and

The Associate Portfolio Leaders will have responsibilities in Urban Development, ~~Transport and Social~~ portfolios.

Deleted: and

### Frequency of Meetings:

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

### General Purpose and Objectives:

The Strategy and Policy Committee has primary responsibility for:

- developing policy and strategy in relation to economic development, the environment, social and recreation matters, cultural wellbeing, urban development and transport, governance, and cross-strategy matters.
- considering recommendations from Council's Subcommittees and make decisions where it has authority from Council to do so, or recommendations to Council where a Council decision is required
- developing the Council's Long Term Council Community Plans (LTCCP) and Annual Plans (AP).

Deleted: -

Deleted: July 2008

**Terms of Reference:**

The Strategy and Policy 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 any other Committee or Subcommittee, or retained by Council;
- 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;<sup>3</sup>
- 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 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;

---

<sup>3</sup> This will include projects/new initiatives, income and expenditure, and includes recommending the draft for notification, and the final for adoption.

Deleted: -

Deleted: July 2008

- 1.8 develop, monitor and review policy, strategy and plans, and recommend to Council the adoption of a new or amended policy, strategy and plans;
- 1.9 receive and consider reports on the Council's performance against the LTCCP and AP;
- 2.0 set the strategic guidelines for the AP and the LTCCP;
- 2.1 recommend service level changes and new initiatives for the AP and LTCCP;
- 2.2 review and approve Asset Management Plans;<sup>4</sup>
- 2.3 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;<sup>5</sup>
- 2.4 review and approve the Statements of Intent and Business Plans of Council's CCOs;
- 2.5 oversee, develop and approve an appropriate Council response on the Treaty of Waitangi and relationship with Maori;
- 2.6 review, develop and recommend to Council policy and practices in respect of governance (including elections, Standing Orders, the Code of Conduct for elected members, representation reviews and related issues);
- 2.7 in respect of the district plan:
  - 2.7.1 review and approve for notification a proposed district plan, a proposed change to the District Plan, or a variation to a proposed plan or proposed plan change (excluding any plan change notified under clause 25(2)(a) First Schedule RMA)
  - 2.7.2 withdraw a proposed plan or plan change under clause 8D First Schedule RMA;
- 2.8 receive reports from Council's Advisory Groups;
- 2.9 approve policy, if not delegated to a subcommittee, in respect of financial reporting.

<sup>4</sup> Noting that the actual dollar amounts will not be approved until in the LTCCP/ AP - which is reserved for Council approval

<sup>5</sup> 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

Deleted: -

Deleted: July 2008



- 3.0 review and approve all new borrowings approved in the LTCCP in accordance with the Revenue and Financing Policy;
- 3.1 monitor the financial management of the Council's borrowings and investments in accordance with Council's revenue and financing policy and investment policy;
- 3.2 review and recommend to Council the adoption of the Annual Report;
- 3.3 in relation to the waterfront:
  - 3.3.1 develop and approve the Waterfront Development Plan that includes broad priorities for work and projected activities for the year;
  - 3.3.2 conduct public engagement/consultation processes as required;
  - 3.3.3 develop and approve performance briefs for individual areas or sections of work;
  - 3.3.4 approve detailed designs;
  - 3.3.5 monitor implementation including approval of variations from approved designs;
- 3.4 approve three year funding contracts from the economic, environmental, social and cultural grants pools.
- 3.5 consider and approve Built Heritage Incentive Fund grants.
- 3.6 approve the priorities for allocating grants within the economic, environmental, social and cultural grants pools.
- 3.7 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);
- 3.8 approve any resolution required under section 319A of the Local Government Act 1974 (naming of road);
- 3.9 consider and approve the attendance of Elected Members at conference and seminars (domestic);
- 4.0 consider reports from officers on the acquisition and disposal of Council's property assets, for recommendation to Council<sup>6</sup>;
- 4.1 in respect of land held or managed under the Reserves Act 1977 and council owned open space land:

---

<sup>6</sup> Council has statutory responsibility for final decision making on the purchase or disposal of assets, other than in accordance with the LTCCP.

Deleted: -

Deleted: July 2008

- a) to approve leases, licenses and concessions, except for decisions to approve leases, licences and concessions to recreation and community groups (of land and/or buildings), and renewals of leases or licences, which are made by the Regulatory Processes Committee
- b) to approve easements
- c) to approve covenants for carbon credit purposes
- d) to review, notify and recommend to Council the adoption of reserve management plans;
- d) to review and recommend to Council for approval, reserve:
  - declarations
  - revocation
  - classification
  - naming;
- e) to conduct the consultation processes required to make the above recommendations or decisions

Deleted: the Strategy and Policy Committee

- 4.2 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.
- 4.3 to consider and make recommendations under the Public Works Act 1981 regarding:
  - a) the transfer to another party of land for a public work under section 50
  - b) to exercise the Council's powers of compulsory acquisition under section 2
- 4.4 consider and make decisions which are within the Chief Executive's delegations, and which the Chief Executive has referred to Strategy and Policy Committee for decision making;

***Delegated Authority***

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

Deleted: -

Deleted: July 2008

## Regulatory Processes Committee

### **Voting Membership:**

The Regulatory Processes Committee will have up to six 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 panels 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);
- 2.1 to supervise the conduct of statutory hearings on regulatory matters and undertake and make decisions on those hearings;<sup>7</sup>

---

<sup>7</sup> 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

Deleted: -

Deleted: July 2008

- 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 consider and recommend to Council any request to the Crown that a road is stopped under section 116 of the Public Works Act 1981, and the disposal of the stopped road:
- 2.4 to provide feedback to the Strategy and Policy Committee on policy matters which have arisen during the Committee's work;
- 2.5 to make the following decisions to facilitate the administration of proposed plan, plan changes, variations, designation and heritage order processes:
- to authorise the resolution of appeals on a proposed plan, plan change or variation;
  - to decide whether a decision of a Requiring Authority or Heritage Protection Authority will be appealed to the Environment Court by council and authorise the resolution of any such appeal;
  - to consider and approve council submissions on a proposed plan, plan changes, and variations;
  - to manage the private plan change process;
  - to accept, adopt or reject private plan change applications under clause 25 First Schedule RMA;
- 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;
- 2.6 to approve leases to recreation and community groups (of land and/or buildings) on public land.

---

quorum to be determined by the chair of the Regulatory Processes Committee in consultation with the Mayor.

Deleted: -

Deleted: July 2008

***Delegated Authority***

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

The Chair of the Regulatory Processes Committee will have delegated authority to carry out activities 1.0 and 1.1 in these terms of reference.

Deleted: -  
Deleted: July 2008

## 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;
- 1.5 oversee any recruitment and selection process for a Chief Executive (noting that the decision on appointment must by law be made by the Council);

Deleted: -

Deleted: July 2008

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.

Deleted: -  
Deleted: July 2008

## Council Controlled Organisation Performance Subcommittee

### **Voting Membership:**

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

### **Quorum:**

2 (at least one elected member 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.

Deleted: -

Deleted: July 2008



## Grants Subcommittee

**Voting Membership:**

The Subcommittee will have up to five 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 consider and approve annual grants from the economic, environmental, social and cultural pools in line with Wellington City Council's grants criteria, grants pool priorities and strategic fit.
- 1.1 consider and recommend to the Strategy and Policy Committee for approval three year funding contracts from the economic, environmental, social and cultural pools in line with Wellington City Council's grants criteria, grants pool priorities and strategic fit.
- 1.2 consider and recommend to the Strategy and Policy Committee for approval the priorities for allocating grants within the economic, environmental, social and cultural grants pools.

Deleted: -

Deleted: July 2008

1.3 consider and approve the criteria applicable to grants in general and each grant type.

***Delegated Authority***

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

Deleted: -  
Deleted: July 2008

## Audit and Risk Management Subcommittee

### Voting Membership

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

### Quorum

2 (at least one elected member and one external member 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 Audit and Risk Management 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 Audit and Risk Management Subcommittee are to assist the Council to discharge its responsibilities for:

- a the robustness of the internal control framework and financial management practices;
- b the integrity and appropriateness of internal and external reporting and accountability arrangements;
- c the robustness of risk management systems, processes and practices;
- d the independence and adequacy of internal and external audit functions
- e compliance with applicable laws, regulations, standards and best practice guidelines; and
- f the establishment and maintenance of controls to safeguard the Council's financial and non-financial assets.

In fulfilling their role on the Audit and Risk Management Subcommittee, members shall be impartial and independent at all times.

## **Terms of Reference**

### **1. *Internal Control Framework***

- 1.1 Review whether management's approach to maintaining an effective internal control framework is sound and effective.
- 1.2 Review whether management has taken steps to embed a culture that is committed to probity and ethical behaviour.
- 1.3 Review whether there are appropriate processes or systems in place to capture and effectively investigate fraud.

### **2. *Internal Reporting***

- 2.1 To consider the processes for ensuring the completeness and quality of financial and operational information being provided to the Council.
- 2.2 To seek advice periodically from internal and external auditors regarding the completeness and quality of financial and operational information that is provided to the Council.

### **3. *External Reporting and Accountability***

- 3.1 Consider the appropriateness of the Council's existing accounting policies and principles and any proposed changes:
- 3.2 Enquire of internal and external auditors for any information that affects the quality and clarity of the Council's financial statements, and assess whether appropriate action has been taken by management in response to the above.
- 3.3 Satisfy itself that the financial statements are supported by appropriate management signoff on the statements and on the adequacy of the systems of internal control (i.e. letters of representation), and recommend signing of the financial statements by the Chief Executive/Mayor and adoption by Council.
- 3.4 Confirm that processes are in place to ensure that financial information included in the entity's annual report is consistent with the signed financial statements.

### **4. *Risk Management***

- 4.1 Review whether management has in place a current and comprehensive risk management framework and associated procedures for effective identification and management of the Council's significant risks.
- 4.2 Consider whether appropriate action is being taken by Management to mitigate Council's significant risks.

Deleted: -

Deleted: July 2008

## **5. *Internal Audit***

- 5.1 Review and approve the internal audit coverage and annual work plans, ensuring these plans are based on the Council's risk profile.
- 5.2 Review the adequacy of management's implementation of internal audit recommendations.
- 5.3 Review the internal audit charter to ensure appropriate organisational structures, authority, access, independence, resourcing and reporting arrangements are in place.
- 5.4 Conduct a members-only session (i.e. without any management being present) with internal audit to discuss any matters that the auditors wish to bring to the Subcommittee's attention.

## **6. *External Audit***

- 6.1 At the start of each audit, confirm the terms of the engagement, including the nature and scope of the audit, timetable and fees, with the external auditor.
- 6.2 Receive the external audit report(s) and review action to be taken by management on significant issues and audit recommendations raised within.
- 6.3 Conduct a members only session (i.e. without any management present) with external audit to discuss any matters that the auditors wish to bring to the Subcommittee's attention and/or any issues of independence.
- 6.4 Ensure any recommendation by management that the Office of the Auditor-General replace the external auditor is referred to and examined by the Audit and Risk Management Subcommittee.

## **7. *Compliance with Legislation, Standards and Best Practice Guidelines***

- 7.1 Review the effectiveness of the system for monitoring the Council's compliance with laws (including governance legislation, regulations and associated government policies), with Council's own standards, and Best Practice Guidelines as applicable.

### ***Delegated Authority***

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

Deleted: -

Deleted: July 2008

## Development Contributions Subcommittee:

### **Voting Membership:**

The Subcommittee will have up to four Councillors as members.

### **External Membership (non-voting):**

Nil.

### **Quorum:**

2

### **Chairperson:**

The Portfolio Leader – Urban Development and Transport is the Chair of the Development Contributions Subcommittee.

### **Frequency of Meetings:**

The Subcommittee will meet on an as required basis.

### **Parent Committee:**

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

### **General Purpose and Objective:**

The Subcommittee is established to assist with the development of the Council's Development Contributions Policy, and make decisions on applications for remission and/or postponement.

### **Terms of Reference:**

The Subcommittee will have responsibility and authority to:

- 1.0 Hear submissions on the draft Development Contributions Policy, or any amendments to it.
- 1.1 Make a recommendation to the Strategy and Policy Committee on the draft Development Contributions Policy or any amendments to it.
- 1.2 Request specific work to be undertaken by officers if required on any aspect of the Development Contribution Policy to be reported to the Subcommittee and/or the Strategy and Policy Committee to assist the deliberations on the draft policy or any amendments to it.
- 1.3 Make decisions on applications under the Policy for remission or postponement
- 1.4 Make recommendations to the Strategy and Policy Committee on matters arising from the operation of the Policy at the time of any review of the Policy undertaken by the Strategy and Policy Committee.

Deleted: -

Deleted: July 2008

***Delegated Authority***

The Development Contributions Subcommittee has the delegated authority to carry out activities within its terms of reference.

Deleted: -  
Deleted: July 2008

## Temporary Road Closures Subcommittee

### **Voting Membership:**

The Temporary Road Closures Subcommittee will have three Councillors as members.

### **External Membership (non-voting):**

Nil.

### **Quorum:**

2

### **Chair:**

The Portfolio Leader – Economic Development and Recreation is the Chair of the Temporary Road Closures Subcommittee.

### **Frequency of Meetings:**

The Temporary Road Closures Subcommittee will meet on an as required basis.

### **Parent Body:**

The Temporary Road Closures Subcommittee will report to the Strategy and Policy Committee.

### **General Purpose and Objectives:**

The Temporary Road Closures Subcommittee has primary responsibility for approving temporary road closures.

### **Terms of Reference:**

The Temporary Road Closures Subcommittee will have authority to:

- 1.0 Make decisions under Clause 11(e) of the Tenth Schedule of the Local Government Act 1974 and the Transport (Vehicular Traffic Road Closure) Regulations 1965
- 1.1 Determine the procedure to be adopted by the Subcommittee when making a decision in 1.0 above.

### ***Delegated Authority***

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



## **Tawa Community Board Makara/Ohariu Community Board**

### **Voting Membership:**

The Board will have six elected members (not including Councillor appointments if any).

### **External Membership (non-voting):**

Nil.

### **Quorum:**

A quorum of the Board shall consist of half the total number of members of the board (including vacancies) when that number is even and a majority of such members (including vacancies) when the number is odd.

### **Chair:**

The Chair will be elected by the Board's members and remunerated at a level determined by the Remuneration Authority.

### **Frequency of Meetings:**

The Community Board will meet on a monthly basis, or as required.

### **Parent Body:**

The Community Board reports to Council.

### **General Purpose:**

To assist Council in fulfilling the purpose of local government as expressed in Part 2, Section 10 of the Local Government Act 2002, being:

- (a) to enable democratic local decision-making and action by, and on behalf of, communities; and
- (b) to promote the social, economic, environmental, and cultural well-being of communities, in the present and for the future.

### **Objective:**

To achieve the role of a Community Board under Section 52 of the Local Government Act 2002; that is:

- (a) Represent and act as an advocate for the interests of its community; and
- (b) Consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board; and
- (c) Maintain an overview of services provided by the territorial authority within the community; and
- (d) Prepare an annual submission to the territorial authority for expenditure within the community; and

Deleted: -

Deleted: July 2008

- (e) Communicate with community organisations and special interest groups within the community; and
- (f) Undertake any other responsibilities that are delegated to it by the territorial authority.

**Terms of Reference:**

The Community Board shall:

- facilitate the Council's consultation with local residents and community groups on local issues and local aspects of citywide issues including input into the Long Term Council Community Plan, Annual Plan, and policies that impact on the Board's area; and
- engage with council officers on local issues and levels of service, including infrastructural, recreational, community services and parks and gardens matters.

Council shall consult with the Board on issues that impact on the Board's area and allow sufficient time for the Board's comments to be considered before a decision is made.

The Community Board will have responsibility and authority to:

- 1.0 Make submissions (as a Community Board) to any organisation (including submissions on resource consents notified by the Greater Wellington Regional Council and Wellington City Council) relating to matters of interest to the Board in respect of the Board's area (a copy of any such submission is to be given to the Council's Chief Executive).
- 1.1 Represent the interests of the community at Council, Committee or Subcommittee meetings when a motion under debate relates to a matter that the Board considers to be of particular interest to the residents within its community.
- 1.2 Determine expenditure of funds allocated by Council to the Board for specific purposes.
- 1.3 Consider matters referred to it by officers, the Council, its committees or subcommittees, including reports relating to the provision of council services within the Board's area, and make submissions or recommendations in response to those matters as appropriate. This will include:
  - monitoring and keeping the Council informed of community aspirations and the level of satisfaction with services provided
  - providing input to the Council's Long Term Council Community Plan and Annual Plan
  - providing input to proposed District Plan changes
  - providing input to strategies, policies and plans that impact on the Board's area
  - providing input to bylaw changes that impact on the Board's area.

Deleted: -

Deleted: July 2008

1.4 Provide input (whether from the full Board, a subcommittee of the Board, or a nominated board member/s) to officers on the following matters:

- local road work priorities
- traffic management issues (such as traffic calming measures, pedestrian crossing, street lighting, etc)
- street facilities management (such as taxi-stands, bus stops, bicycle stands, etc)
- liquor licence applications
- application of the Resource Management Act (including notification decisions) within the Board's area
- the emergency management needs of the area, including the appointment of emergency centre coordinators.

The final decision on matters set out in 1.4 will be made by council officers acting under their delegated authority.

### ***Resource Management Hearings***

The Community Board will have up to two suitably-trained members available for selection to sit on hearings panels on resource management issues in the Board's area. Such selection will be in accordance with the "Guidelines for Appointment of Hearings Panels" approved by Council on 30 March 2005 (and as may be amended from time to time). No Board member shall be eligible for selection if the Board has made a submission on the matter to be decided.

#### ***Delegated Authority***

The Tawa and Makara/Ohariu Community Boards will have delegated authority to carry out activities within their terms of reference.

Deleted: -

Deleted: July 2008

## Appointments Group

**Membership:**

The Appointments Group will comprise the Mayor, the Chair of the CCO Performance Subcommittee, the relevant Portfolio Leader, and the Chief Executive Officer.

**Chair:**

The chair will be the Mayor

**Sunset Clause:**

The Appointments Group will discontinue at the end of the 2007/10 triennium.

**Frequency of Meetings:**

The Appointments Group will meet on an as required basis.

**Parent Body:**

The Appointments Group reports to Council.

**General Purpose and Objectives:**

The Appointments Group's principal functions are to select the preferred external candidates to fill vacancies on the Boards of Council's CCTOs and CCOs and on those of its subcommittees to which external appointments are required, and to monitor the performance of external members on the boards of Council's CCOs and CCTOs and subcommittees

**Terms of Reference:**

The Appointments Group has authority to:

- Interview and select the preferred external candidates to fill vacancies on the boards of Council's CCTOs and CCOs and on those of its subcommittees to which external appointments are required;
- Make recommendations to Council regarding the appointment of external appointments to the boards of Council's CCTOs and CCOs and to Council's subcommittees, noting that any recommendation of the Group must be unanimous;
- Provide advice as and when required to the Council on the performance of external members on its CCTOs, CCOs and Council's subcommittees.

## Portfolio Leaders - Areas of Responsibility

The 2006/07 – 2015/16 Long Term Council Community Plan (LTCCP) details the Outcomes, Activities, Projects and related expenditure for the seven Wellington City Council strategies. The Portfolio Leader's areas of responsibility align with these strategies.

<u>Portfolio Area</u>	<u>LTCCP Strategy</u>
<b>Social</b>	<b>Social and Recreation (part)</b>
<b>Environment</b>	<b>Environment</b>
<b>Economic Development and Recreation</b>	<b>Economic Development</b>
	<b>Social and Recreation (part)</b>
<b>Urban Development</b>	<b>Urban Development</b>
<b>Transport</b>	<b>Transport</b>
<b>Governance</b>	<b>Governance</b>
<b>Engagement, Climate Change and Wellbeing</b>	<b>Cross-strategy, Cultural Wellbeing</b>

Deleted: and Transport

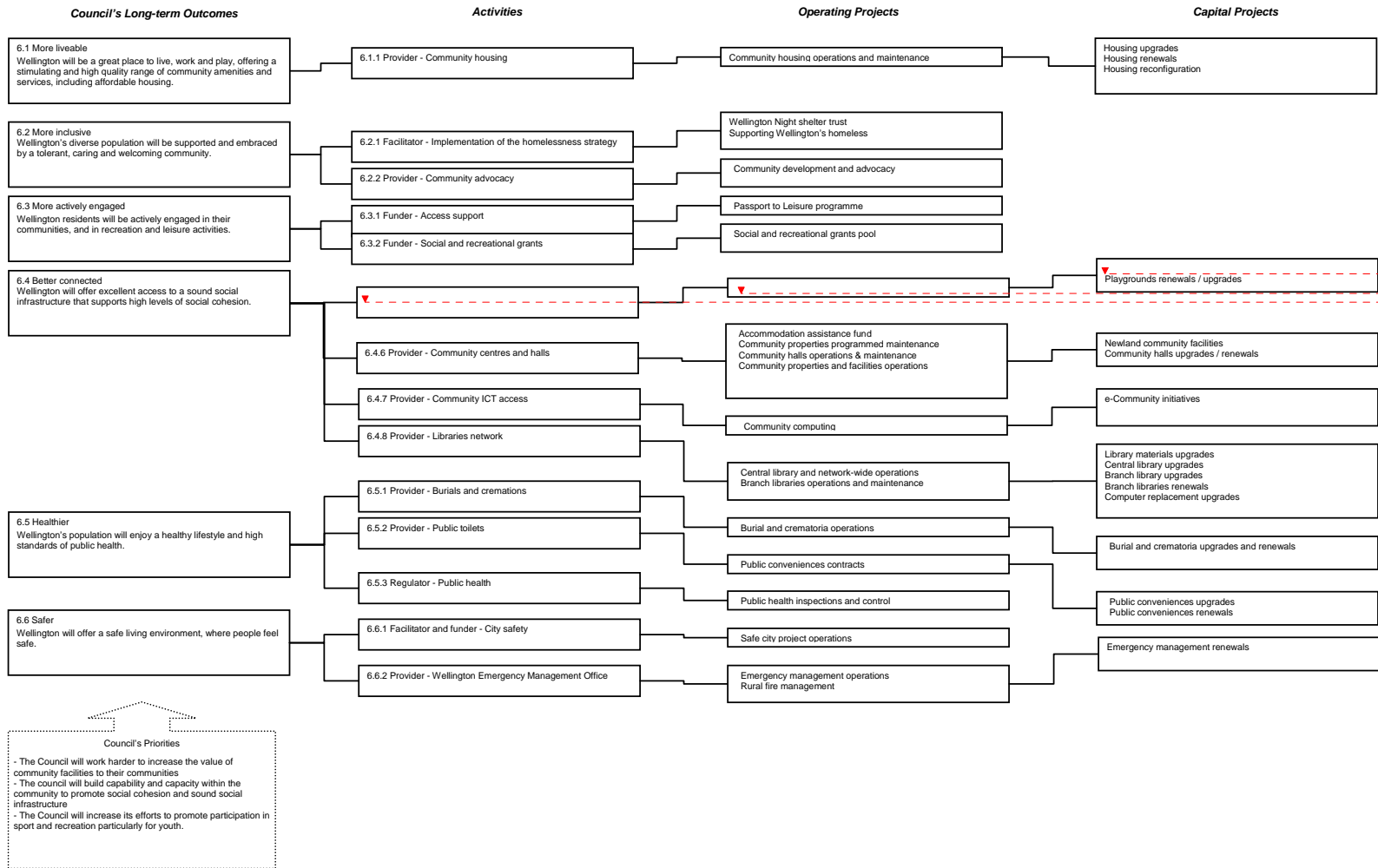
Deleted: Transport

Deleted: -

Deleted: July 2008

# Social Portfolio

Covers the following LTCCP strategy outcomes, activities and projects: **Social and Recreation Strategy (part)**



**Other Strategies, Policies and Plans:**

Homelessness Strategy  
Accommodation assistance for  
Community Groups  
Casino policy  
Circuses policy  
Community access to venues  
Community facilities  
Dog Control  
Gaming venues  
Housing grants  
Relevant bylaws

Library  
Leases policy for community & recreation  
groups  
Liquor Licensing  
Mobility Parking  
Museums  
Older Persons Policy  
Street performance and busking policy  
Public Conveniences

Deleted: Playgrounds

Deleted: July 2008

# Environment Portfolio

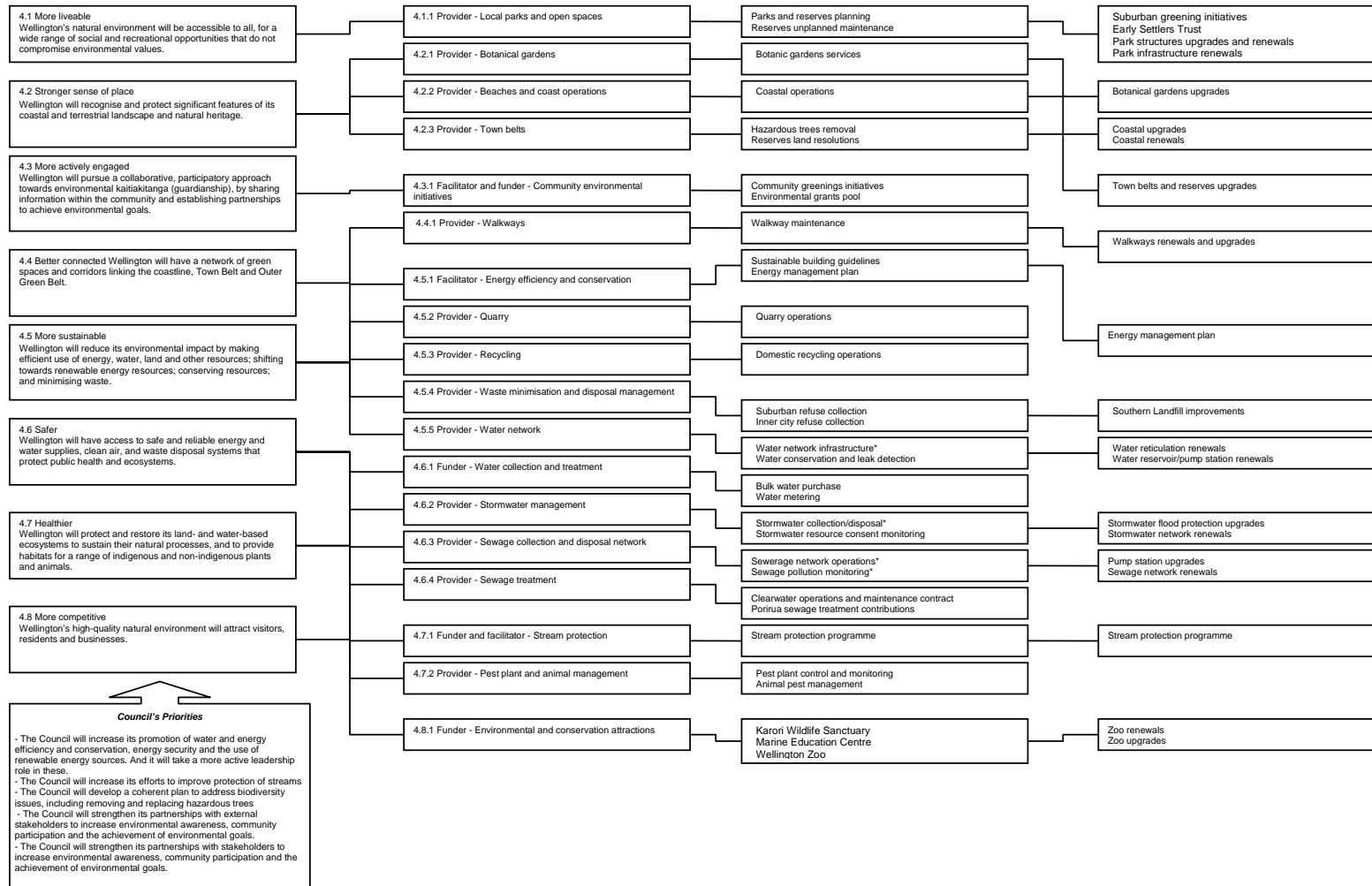
Covers the following LTCCP strategy outcomes, activities and projects: **Environmental Strategy**

## Council's Long-term Outcomes

## Activities

## Operating Projects

## Capital Projects



\*Note that these cover a number of projects, which are noted under each activity



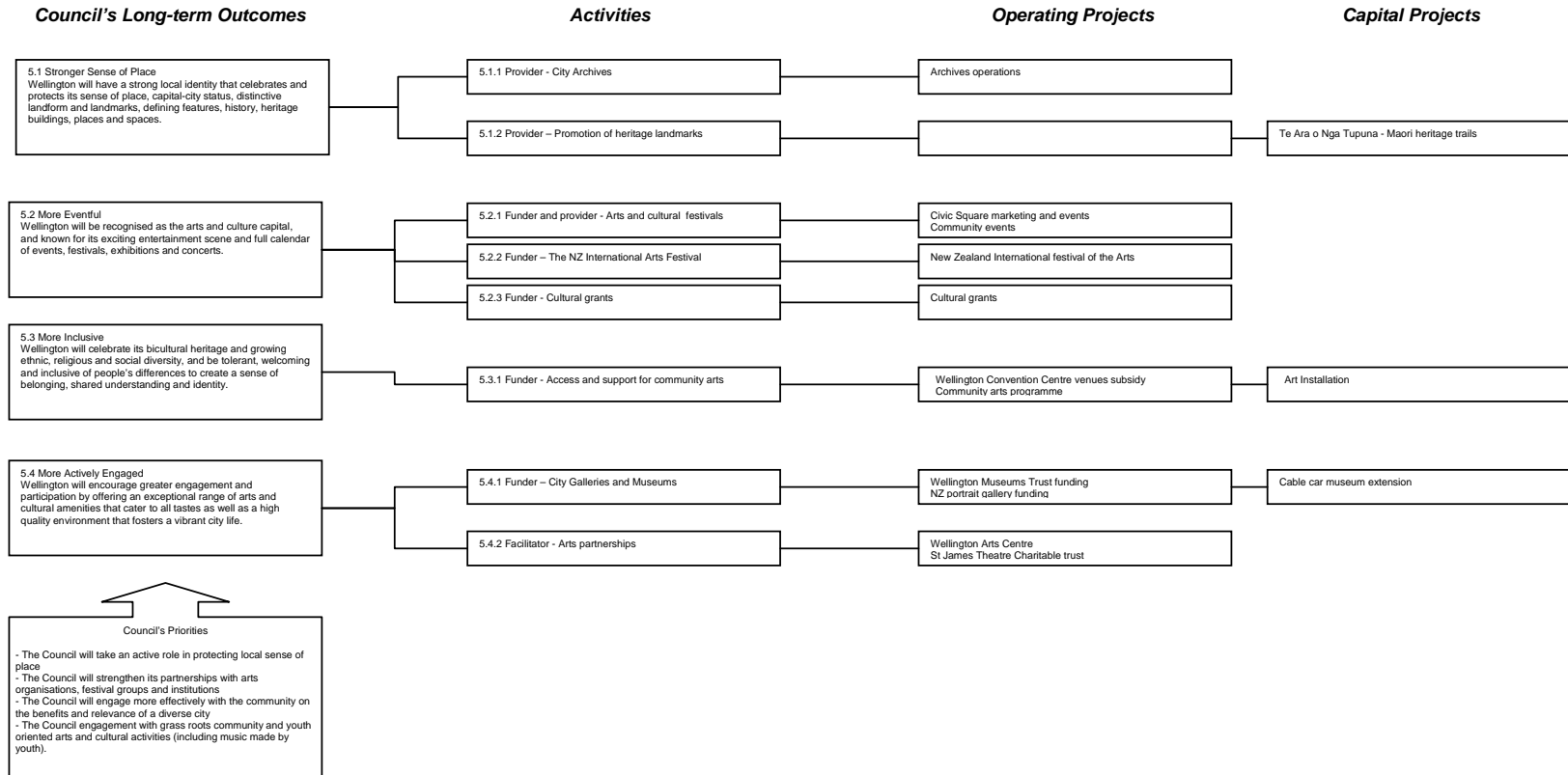
**Other Strategies, policies and plans:**

Capital Spaces  
Energy and Climate  
Closed landfills  
Environmentally friendly purchasing  
Mountain biking  
Open space naming

Waste Management plan  
Verges  
Pest management  
Town Belt reinstatement  
Relevant bylaws

## Engagement, Climate Change and Cultural Wellbeing Portfolio

Covers the following LTCCP strategy outcomes, activities and projects: **Cultural Wellbeing Strategy**



**Other Strategies, policies and plans:**

Arts Collection  
Public Art

Relevant Bylaws

The portfolio is also responsible for cross-strategy matters that relate to its areas of responsibility below.

**Areas of Responsibility:**

Climate change  
Engagement

**Areas**

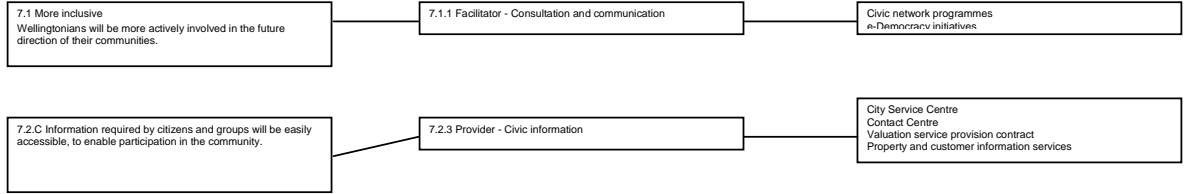
Green buildings  
Sustainable transport management  
Green economy  
Sustainable infrastructure  
Energy management  
Sense of Place initiatives

# Engagement Strategy

## Council's Long-term Outcomes

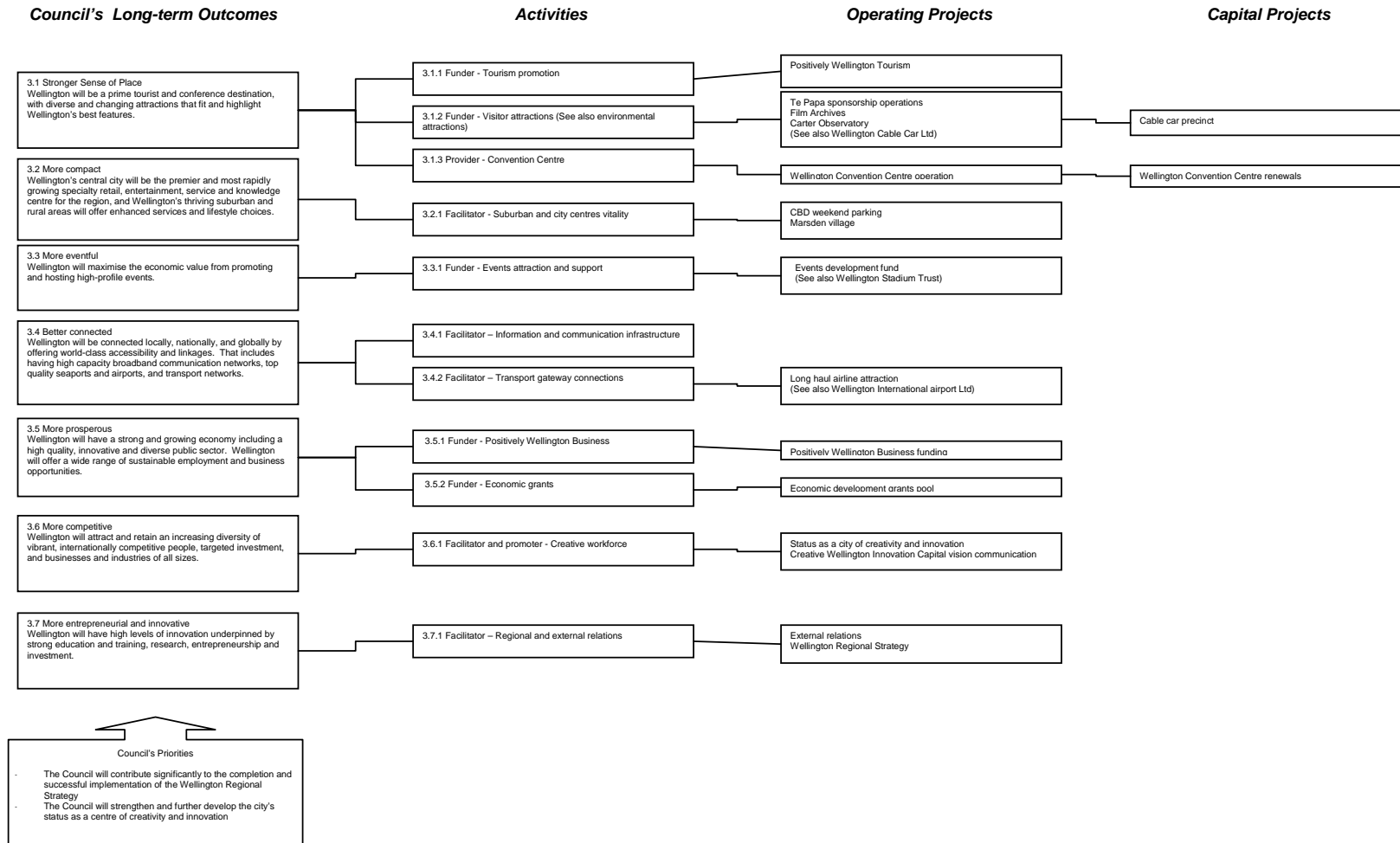
## Activities

## Operating Projects

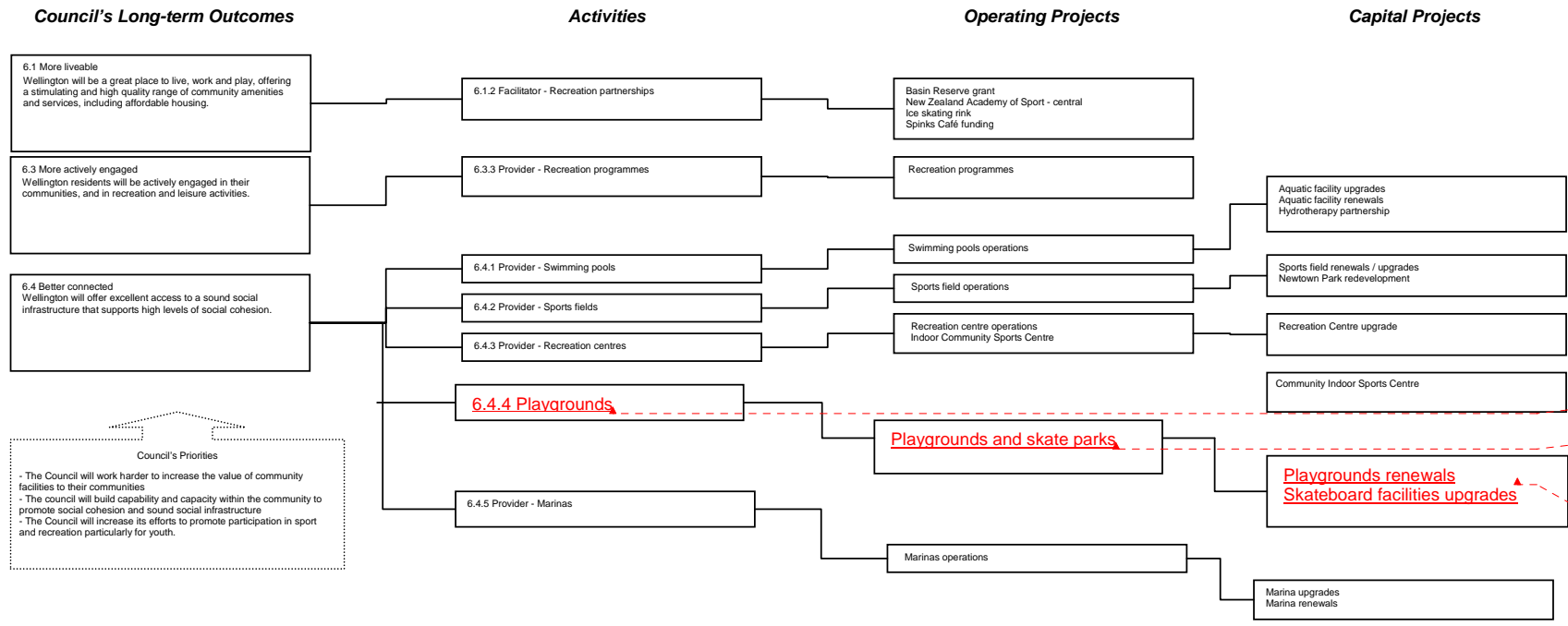


## Economic Development and Recreation Portfolio

Covers the following LTCCP strategy outcomes, activities and projects: **Economic Development Strategy**



# Social and Recreation Strategy (part)



**Council's Priorities**

- The Council will work harder to increase the value of community facilities to their communities
- The council will build capability and capacity within the community to promote social cohesion and sound social infrastructure
- The Council will increase its efforts to promote participation in sport and recreation particularly for youth.

**Formatted: Font: 8 pt**

**Formatted: Font: (Default) Helvetica, 8 pt, English (New Zealand)**

**Formatted: Font: (Default) Helvetica, 8 pt, English (New Zealand)**

## Other Strategies, policies and plans:

Creative Wellington - Innovation capital  
 Event Strategy  
 International Relations  
 Property matters not covered by other portfolios or a chair of another Committee or Subcommittee

Retail Strategy  
 Incentives  
 Relevant Bylaws  
 Broadband

**Deleted: <sp>**

**Deleted: polices**

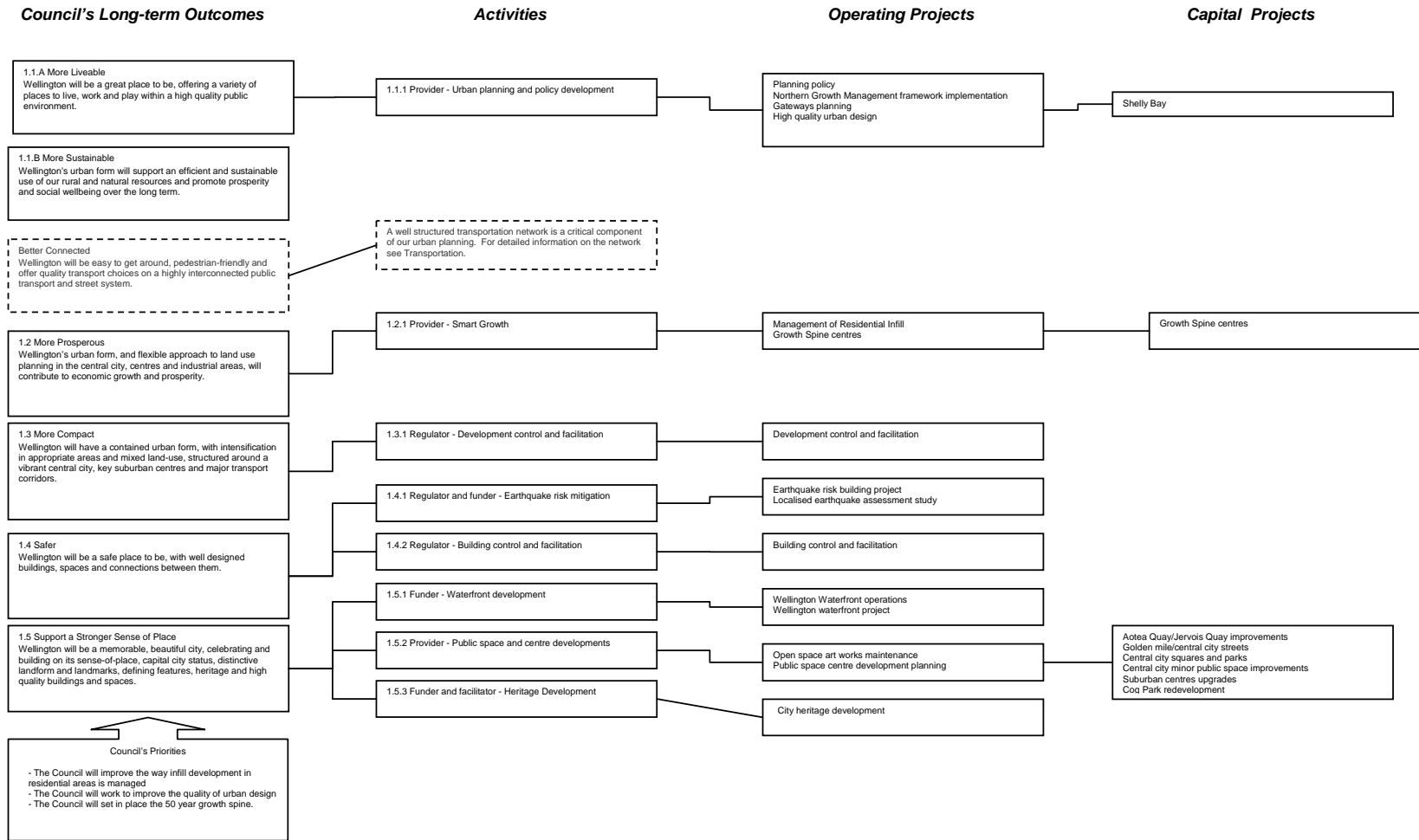
**Deleted: July 2008**

# Transport Portfolio

Covers the following LTCCP strategy outcomes, activities and projects: **Transport Strategy**

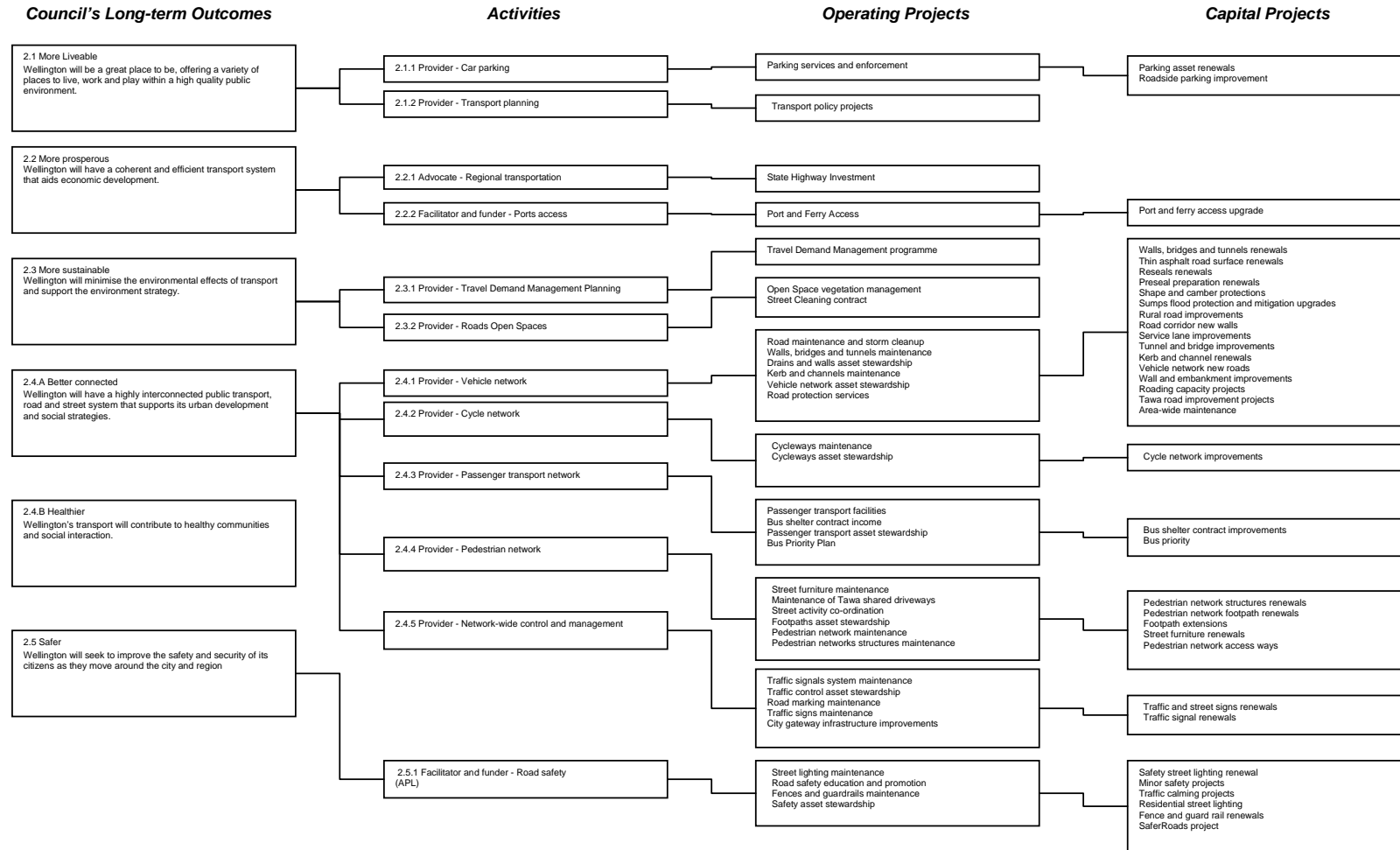
Deleted: **Urban Development and**

Deleted: **Urban Development**



Deleted: July 2008

# Transport Strategy





**Other Strategies, policies and plans:**

District Plan  
Waterfront Development plan  
Building Safety

Wellington Regional Strategy (under  
development)

Built heritage  
Road naming  
Wellington Regional Land Transport  
Strategy (under review)  
Relevant Bylaws

## Governance Portfolio

Covers the following LTCCP strategy outcomes, activities and projects: **Governance Strategy**

### Council's Long-term Outcomes

7.2.A More actively engaged  
Wellingtonians will recognise the special position of Maori in the history of this place and this will be evident in current relationships.

7.2.B Wellington will operate an open and honest decision-making process that generates confidence and trust in the democratic system.

Council's Priorities

- The Council will improve the transparency and quality of processes for public involvement in (civic) decision making
- The Council will improve communication with communities
- The Council will increase participation rates in democratic processes.

### Activities

7.2.1 Facilitator - Mana Whenua partnerships

7.2.2 Provider - City governance and decision making

### Operating Projects

Memorandum of understanding

Elections, Governance and Democratic Services  
Annual planning and reporting  
Policy development  
Tawa Board discretionary fund

### Capital Projects

Elections, Governance and Democratic Services

## Other Strategies, policies and plans:

Memoranda of Understanding  
Code of conduct  
Council processes and decision-making  
Accountability processes of Council and Committee Leaders  
Terms of reference and delegations of Council, Committees and Subcommittees  
Committee Structure

Consultation policy  
Local Government Statement  
e-Democracy  
Standing orders  
Election related matters including the Representation Review  
Community Board delegations

## Chair, Strategy and Policy Committee

The Chair of the Strategy and Policy Committee also covers organisational areas.

### Areas of Responsibility include:

SPC Forward Programme

Deleted: LTCCP/Annual Plan

### Policies

Funding Impact Statement and Rating  
(part of 2004/05 Annual Plan)  
Funding 2001-04

Remissions on Land used principally for  
Games or Sport

Remission of rates on Maori Freehold  
Land

Investment

Remission of rates on Rural and Farm  
Land

Liability

Revenue and Finance

Rates Penalty Remission

Road Encroachment and Sale

Rates Postponement

Significance Policy

Rates Rebate

Special Circumstances Remission

Rates Remission and Postponement

Deleted: July 2008

## Other matters

- Reports that recommend attendance at conferences will be allocated to the Portfolio Leaders to introduce depending on the subject matter of the conference.
- Conference report backs will be introduced by the Elected Members who prepared the report.
- Reports from Committees and Subcommittees will be introduced by their Chair, or appointed nominee.
- Policy and related matters that relate to a particular committee or subcommittee (e.g. Grants and Grants Subcommittee, Development Contributions and Development Contributions Subcommittee) will be introduced by the Chair of the relevant committee/subcommittee.

Deleted: July 2008