
ORDINARY MEETING
OF
WELLINGTON CITY COUNCIL
AGENDA

Time: 9:30 am
Date: Thursday, 13 May 2021
Venue: Ngake (16.09)
Level 16, Tahiwī
113 The Terrace
Wellington

MEMBERSHIP

Mayor Foster (Chair)
Deputy Mayor Free (Deputy Chair)
Councillor Calvert
Councillor Condie
Councillor Day
Councillor Fitzsimons
Councillor Foon
Councillor Matthews
Councillor O'Neill
Councillor Pannett
Councillor Paul
Councillor Rush
Councillor Sparrow
Councillor Woolf
Councillor Young

Have your say!

You can make a short presentation to the Councillors at this meeting. Please let us know by noon the working day before the meeting. You can do this either by phoning 04-803-8334, emailing public.participation@wcc.govt.nz or writing to Democracy Services, Wellington City Council, PO Box 2199, Wellington, giving your name, phone number, and the issue you would like to talk about. All Council and committee meetings are livestreamed on our YouTube page. This includes any public participation at the meeting.

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1. Meeting Conduct

1.1 Karakia

The Chairperson will open the meeting with a karakia.

Whakataka te hau ki te uru,	Cease oh winds of the west
Whakataka te hau ki te tonga.	and of the south
Kia mākinakina ki uta,	Let the bracing breezes flow,
Kia mātaratara ki tai.	over the land and the sea.
E hī ake ana te atākura.	Let the red-tipped dawn come
He tio, he huka, he hauhū.	with a sharpened edge, a touch of frost,
Tihei Mauri Ora!	a promise of a glorious day

At the appropriate time, the following karakia will be read to close the meeting.

Unuhia, unuhia, unuhia ki te uru tapu nui	Draw on, draw on
Kia wātea, kia māmā, te ngākau, te tinana,	Draw on the supreme sacredness
te wairua	To clear, to free the heart, the body
I te ara takatū	and the spirit of mankind
Koia rā e Rongo, whakairia ake ki runga	Oh Rongo, above (symbol of peace)
Kia wātea, kia wātea	Let this all be done in unity
Āe rā, kua wātea!	

1.2 Apologies

The Chairperson invites notice from members of:

1. Leave of absence for future meetings of the Wellington City Council; or
2. Apologies, including apologies for lateness and early departure from the meeting, where leave of absence has not previously been granted.

1.3 Announcements by the Mayor

1.4 Conflict of Interest Declarations

Members are reminded of the need to be vigilant to stand aside from decision making when a conflict arises between their role as a member and any private or other external interest they might have.

1.5 Confirmation of Minutes

The minutes of the meeting held on 28 April 2021 will be put to the Council for confirmation.

1.6 Items not on the Agenda

The Chairperson will give notice of items not on the agenda as follows:

Matters Requiring Urgent Attention as Determined by Resolution of the Wellington City Council

The Chairperson shall state to the meeting.

1. The reason why the item is not on the agenda; and
2. The reason why discussion of the item cannot be delayed until a subsequent meeting.

The item may be allowed onto the agenda by resolution of the Wellington City Council.

Minor Matters relating to the General Business of the Wellington City Council

The Chairperson shall state to the meeting that the item will be discussed, but no resolution, decision, or recommendation may be made in respect of the item except to refer it to a subsequent meeting of the Wellington City Council for further discussion.

1.7 Public Participation

A maximum of 60 minutes is set aside for public participation at the commencement of any meeting of the Council or committee that is open to the public. Under Standing Order 31.2 a written, oral or electronic application to address the meeting setting forth the subject, is required to be lodged with the Chief Executive by 12.00 noon of the working day prior to the meeting concerned, and subsequently approved by the Chairperson.

2. General Business

NEW GOVERNANCE ARRANGEMENTS FOR THE REMAINDER OF 2019-2022 TRIENNIUM (TERMS OF REFERENCE)

Purpose

1. This report asks the Council to agree to new terms of reference and delegations for the new governance structure announced by the Mayor (Attachment 1).

Summary

2. This report covers actions arising from two resolutions, made 22 April 2021 at the Strategy and Policy Committee and 28 April 2021 at the Council meeting, where Council adopted the recommendations of the independent review of Wellington City Council as recommended by the Strategy and Policy Committee.
3. Consequent upon adoption of the report, Council needs to agree to a new set of terms of reference and delegations for its subordinate decision-making bodies.

Recommendation/s

That the Council:

1. Receive the information.
2. Agree to the Wellington City Council Terms of Reference and Delegations.
3. Delegate to the Mayor, Deputy Mayor and Chief Executive the authority to give effect to any changes made at the meeting and make editorial changes, prior to publishing the final Terms of Reference and Delegations document.

Background

4. On 25 February 2021, Peter Winder of McGredy Winder & Co was appointed to conduct a governance review of Wellington City Council. A final report entitled "Wellington City Council Governance Review" was provided at 18 April 2021 (Review Report).
5. The Review Report provided a recommended action plan to improve governance performance at Wellington City Council and was presented to the Strategy and Policy Committee on 22 April 2021.
6. The Strategy and Policy Committee recommended the Review Report to Council for adoption. The Council at its meeting of 28 April 2021 adopted the recommendations of the Review Report.

Discussion

7. Section 41A of the Local Government Act 2002 (the Act) gives the Mayor authority to establish committees of the governing body and to appoint the chairpersons of those committees. Following the 2019 local government elections, the Mayor announced a governance structure that was agreed to at the Council meeting of 20 November 2019.
8. In accordance with the same section of the Act, the Mayor has now announced a new governance and decision-making structure, effective from 1 June 2021 until the end of the 2019/2022 triennium, following the advice of the independent viewer, Peter Winder, who was appointed on 25 February to conduct a governance review of the Wellington City Council.
9. The Council's governance structure ensures that elected members are empowered to maximise their contribution to advancing the growth and well-being of Wellington. It is designed to ensure that decisions are made as efficiently as possible while ensuring that Council decisions are well informed by our communities.
10. The membership of those committees and subcommittees, which has been made in consultation with all councillors, and their new terms of reference and delegations has been set out in Attachment 2 for Council's approval.



Options

11. The Council has the following options:
 - a) Agree to the proposed terms of reference and delegations for the new governance structure;
 - b) Agree to an amended version of the proposed terms of reference and delegations for the new governance structure; or
 - c) Decline the proposed terms of reference and delegations for the new governance structure, which effectively means maintaining the current governance structure and its terms of reference and delegations.

Next Actions

12. Upon approval, Wellington City Council officers to implement the new terms of reference and delegations, as per Attachment 2.

Attachments

- Attachment 1. Revised governance structure [↓](#)  Page 11
- Attachment 2. Draft Terms of Reference and Delegations [↓](#)  Page 13

Author	Michael Algar, Chief of Staff
Authoriser	Stephen McArthur, Chief Strategy & Governance Officer

SUPPORTING INFORMATION

Engagement and Consultation

The Mayor has engaged with Councillors across two sessions:

- Temperature Check held 5 May 2021
- Round Table Discussion held 6 May 2021

Treaty of Waitangi considerations

Terms of Reference to include Mana Whenua representation across all committees other than CEO Performance Review Committee

Financial implications

N/A

Policy and legislative implications

N/A

Risks / legal

N/A

Climate Change impact and considerations

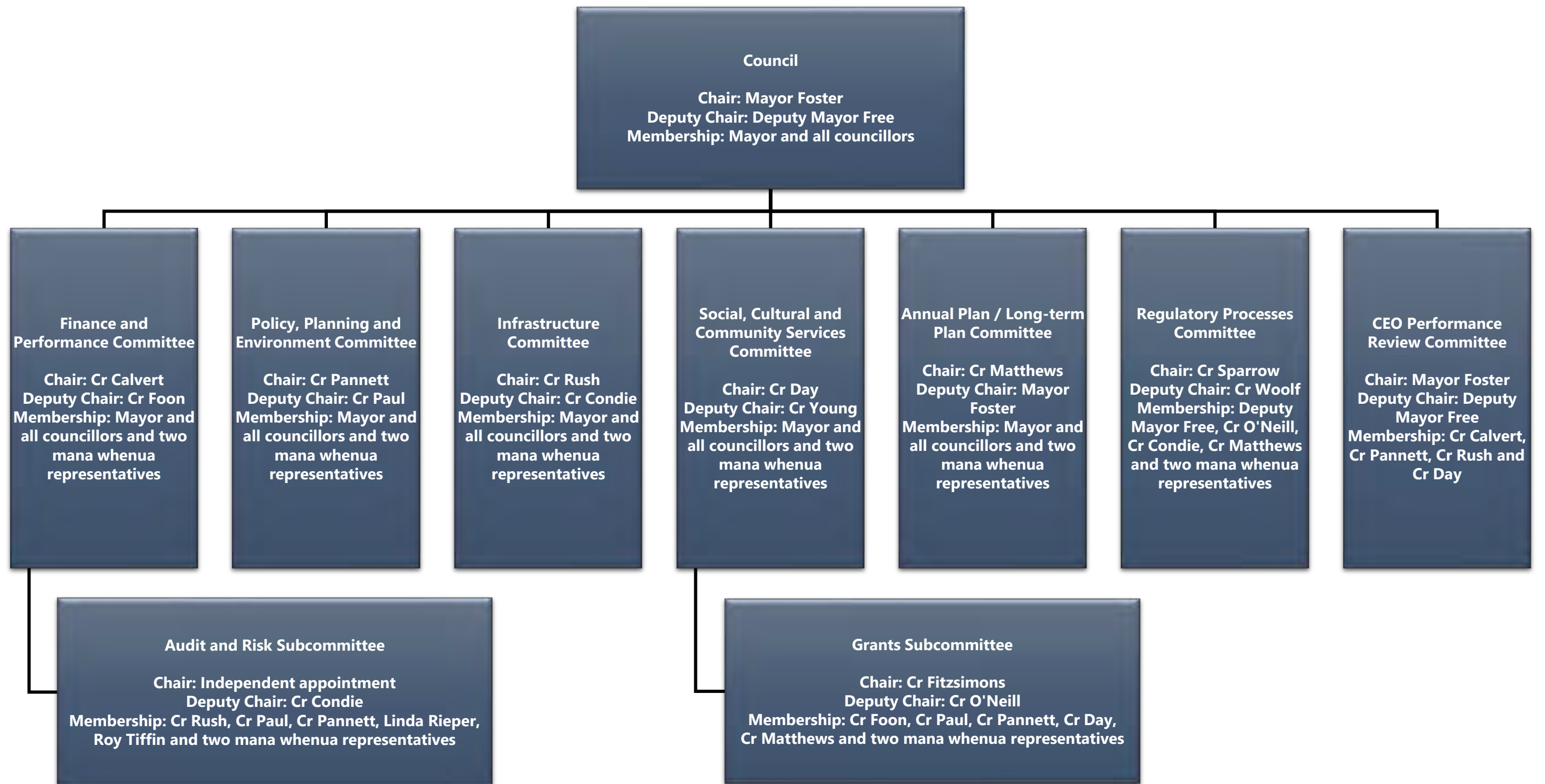
N/A

Communications Plan

Media Release to be issued following approval of the document

Health and Safety Impact considered

N/A



**TERMS OF REFERENCE AND
DELEGATIONS
OF
WELLINGTON CITY COUNCIL**

2019 - 22

[as adopted on XX]

CONTENTS

To be added once Terms of Reference has been finalised.

RECORD OF AMENDMENTS

Version	Date	Resolution Number	Summary of Amendment(s)
1	10/12/2019	Item 2.2 of Council meeting minutes on 20 November 2019	<p>Membership of Regulatory Processes Committee, Grants Subcommittee, Council-Controlled Subcommittee and Revenue and Finance Working Group</p> <p>Editorial changes:</p> <ul style="list-style-type: none"> - Name of Annual Plan / Long-term Plan Committee - Name of Finance, Audit and Risk Subcommittee - Quorum of Finance, Audit and Risk Subcommittee - Membership of Mākara/Ohariu Community Board - Paragraph 4 in section 4.3 Council-Controlled Organisations Subcommittee
2	13/03/2020	Item 2.2 Strategy and Policy Committee meeting minutes on 13 February 2020	<p>Addition of Safer Speeds Hearing Subcommittee Terms of Reference</p> <p>Editorial changes:</p> <ul style="list-style-type: none"> - lettering of bullets in CCO delegations
3	25/05/2020	Item 2.4 Strategy and Policy Committee meeting minutes on 21 May 2020	Membership and delegations of Safer Speeds Hearing Subcommittee
4	XX	XX	XXX

1 INTRODUCTION

General

1. This document sets out the terms of reference and delegations for the Wellington City Council, and its committees and subcommittees. It also sets out the responsibilities of and delegations associated with certain roles, including the Mayor, Deputy Mayor, Chief Executive, Committee and Subcommittee Chairs and Deputy Chairs.
2. The Council's functions are wide-ranging, and it has obligations and powers under many statutes and regulations. It would be impossible for the full Council to deal with everything itself. Delegation to officers is necessary for the operation of the Council to be efficient and effective and achieve its objectives and for its service delivery to be timely and successful.
3. These terms of reference are intended to allow the Council to ensure that its powers and functions are exercised at a level commensurate with efficiency and effectiveness and the significance of the power or function.
4. A delegate is not obliged to exercise a power or function delegated to it. If a matter has become publicly or politically contentious, it may be appropriate for the delegate not to exercise the particular power or function and to refer the power or function back to the delegator. Provision is made for this in the Council delegations and the delegations to all committees. Delegates should consult with the Mayor in respect of any decision to refer matters back to a delegator.

Committees

5. Committee includes, in relation to the Council:
 - (a) A committee comprising all the members of the Council;
 - (b) A standing committee or special committee appointed by the Council;
 - (c) A standing committee or special committee appointed by the Mayor;
 - (d) A joint committee appointed under clause 30 of Schedule 7 of the Local Government Act 2002;
 - (e) Any subcommittee of a committee described in items (a) (b), (c) or (d) of this definition; and
 - (f) A subordinate decision-making body, including Subcommittees and Forums.
6. The terms of reference and delegations to Committees and Subcommittees are set out in full in this document. In respect of committees and subcommittees:
 - (a) The committees have no decision making powers other than those set out in these terms of reference
 - (b) Any committee may request expert advice through the Chief Executive where necessary.
 - (c) The committees may make recommendations to their governing committee or Council, or Chief Executive as appropriate.

Working groups

7. Working groups may be recommended by committees and subcommittees for Council approval. Working groups are set up to investigate a specific issue within their area of focus and report back within a specific timeframe. Working groups are made up of members of the committee or subcommittee. Working groups do not have decision making power. Working groups enable Councillors to work constructively and collegially together to consider an issue and collectively work on solutions.

Iwi

8. The Council has statutory obligations to iwi and Māori, by virtue of the Treaty of Waitangi, in particular in relation to the Resource Management Act 1991 and Local Government Act 2002.
9. The Council is committed to improving and facilitating participation by Māori in its decision-making processes. Further, Te Ao Māori is a relevant consideration in many of the decisions that Council makes. Local Iwi (Taranaki Whānui and Ngāti Toa, “Mana Whenua”) are important partners in this respect and provide vital input into Council committees’ decision-making. This is reflected in the Council’s adoption of the “Mana Whenua Representation” paper on 28 April 2021, which has seen the Council facilitate the appointment of non-elected representatives from Mana Whenua by invitation onto all Council committees and subcommittees (except the CEO Performance Review Committee, Community Boards, the Appointment Group, and the District Licencing Committee) .
10. The iwi representatives appointed to these committees will contribute an additional To Ao Māori perspective to decision making.
11. The appointment process is undertaken under cl 31(3) sch 7 of the Local Government Act 2002. This enables the Council to appoint un-elected committee members who are considered to have relevant skills, attributes or knowledge that will assist the committee’s work. The Council will consider and approve Mana Whenua’s recommended appointees under this statutory power. A separate agreement with iwi is being developed to ensure clarity as to the nature of this appointment process, and the appointees’ functions and responsibilities as members of these committees.
12. Appointed mana whenua representatives are full members of the decision-making bodies to which they are appointed and have full rights as members under standing orders to participate in debate and vote on items.

Quorum

13. The terms of reference for each committee or subcommittee contain the quorum required. Appointed members and ex officio members are only counted towards the quorum when present.

Advisory and Reference Groups

14. Advisory and reference groups operate under separate terms of reference. Their role is to give advice and feedback to Council and provide a conduit to wider community views. The groups contribute to Council's established decision-making processes and do not have any delegated powers of decision making.

Ambiguity and Conflict

15. In the event of ambiguity or conflict between any of the provisions contained in these terms of reference, Democracy Services can provide advice. If the ambiguity or conflict results in uncertainty or dispute as to which chairperson, committee or subcommittee has the delegation to act in respect of a particular matter, then the Mayor will decide in consultation with the Deputy Mayor and having received advice from the Chief Executive. The decision of the Mayor will be final and binding.
16. In resolving ambiguity or conflict in the allocation of matters to committees, the guiding principle is that the primary outcome of the decision required should determine which committee deals with the matter.

Health and Safety

17. In regard to health and safety, all members of the Governing Body are required to discharge their responsibilities of due diligence under the Health and Safety at Work Act 2015. Staff will provide regular reports to the Governing Body, through the Audit and Risk subcommittee and Finance and Performance Committees to enable members to discharge their duties.

2 COUNCIL

Chair	Mayor Andy Foster
Deputy Chair	Deputy Mayor Sarah Free
Membership	Mayor and all Councillors
External Membership	None
Quorum	8
Frequency of meeting	Monthly or as required

Decision making powers

1. The Council's decision-making powers include the following which cannot be delegated to committees, subcommittees, officers or any other subordinate decision-making body:¹
 - (a) The power to make a rate
 - (b) The power to make a bylaw
 - (c) The power to borrow money, or purchase or dispose of assets, other than in accordance with the Long-term Plan
 - (d) The power to adopt a Long-term Plan, Annual Plan, or Annual Report, including adopting changes to fees and charges
 - (e) The power to appoint a Chief Executive
 - (f) The power to adopt policies required to be adopted and consulted on under the Local Government Act 2002 in association with the Long-term Plan or developed for the purpose of the local governance statement
 - (g) The power to adopt a remuneration and employment policy
 - (h) The power to approve or amend the Council's Standing Orders
 - (i) The power to approve or amend the Code of Conduct for elected members
 - (j) The power to appoint and discharge members of committees (when not appointed by the Mayor)
 - (k) The power to establish a joint committee with another local authority or other public body
 - (l) The power to make the final decision on a recommendation from the Ombudsman where it is proposed that Council not accept the recommendation
 - (m) The powers contained in section 15(1) of the Wellington Town Belt Act 2016

¹ For powers 1-13 see clause 32(1) Schedule 7 Local Government Act 2002. For powers 14-27 see clauses 15, 27, 30 Schedule 7 Local Government Act 2002 and section 34A of Resource Management Act 1991.

- (n) The power to approve a proposed policy statement or plan under the Resource Management Act 1991
 - (o) to approve a proposed plan or a change to a district plan under clause 17 of the First Schedule of the Resource Management Act 1991
2. The Council has also decided to retain, and not delegate, the following powers:
- (a) To remove chairpersons of committees and subcommittees
 - (b) To approve Council's recommendation to the Remuneration Authority for the remuneration of elected members
 - (c) To approve the Triennial Agreement under the Local Government Act 2002.
 - (d) To approve the Local Governance Statement
 - (e) To determine whether or how to fill any extraordinary Council vacancies
 - (f) Review, develop policy and practices and make decisions in respect of governance (including representation reviews).
 - (g) Oversee, develop and approve the Council's relationship with Māori, including iwi appointments to, or removal from committees.
 - (h) To promote any legislation or promote significant amendments to legislation (e.g. a Local Bill)
 - (i) To approve the setting up of a subcommittee referred to it by a committee.
 - (j) To approve the setting up of working groups referred to it by committee, or subcommittees, and approve the terms of reference.
 - (k) To exercise any authority which it has delegated to a committee, subcommittee or officer, which is referred to it for decision
 - (l) To oversee and approve the Council's strategy and policy work programme.

3 COMMITTEES

3.1 Finance and Performance Committee – [Māori name to be confirmed]

Chair	Cr Diane Calvert
Deputy Chair	Cr Laurie Foon
Membership	Mayor and all Councillors
External Membership	One representative of Ngāti Toa Rangatira nominated by Te Rūnanga o Toa Rangatira Incorporated and appointed by Council. One representative of Taranaki Whānui ki Te Upoko o Te Ika nominated by the Port Nicholson Block Settlement Trust and appointed by Council
Quorum	9
Frequency of meeting	Monthly

Area of focus

1. The Finance and Performance Committee has the following responsibilities:
 - a. Financial oversight
 - b. Procurement policy
 - c. Financial and non-financial performance oversight in relation to the Long-term Plan and Annual Plan
 - d. Health and Safety
 - e. Non-strategic asset investment and divestment as provided for through the Long-Term Plan, and recommending to Council for matters not provided for in the Long-Term Plan.
 - f. CCO oversight and performance, with the exception of Wellington Water Limited which sits with the Infrastructure Committee
 - g. CCO director review and appointments
 - h. WellingtonNZ oversight and performance
2. The committee has the responsibility to discuss and approve a forward agenda.

Delegations

General

3. The Committee has the powers necessary to perform its responsibilities, within the approved Long-term Plan and Annual Plan budgets.

Strategy and policy

4. Develop and approve strategy and policy within its area of focus and monitor and review these strategies and policies.

Service levels

5. Recommend service level changes and new initiatives to the Long-term and Annual Plans Committee as part of the Long-term and Annual Plan processes, within its area of focus.

Significant Projects & Monitoring and reporting

6. Receive and consider quarterly reports on the Council's performance against the Long-term Plan and Annual Plan. This includes Council's Performance Framework that is made up of Council Key Performance Indicators and City Outcome Indicators.
7. Review business cases and approve next steps on significant projects not otherwise within another committee's area of focus.
8. Monitor and maintain oversight of financial aspects of significant projects.
9. Review and recommend to Council the adoption of the Annual Report.

Financial

10. Approve budget overspends (above the tolerance levels in the Chief Executive's delegations) and any reprogramming of capex for a project or programme provided that:
 - (a) The overall budget for the Activity Group is met from savings and efficiencies within the Activity Group
 - (b) The overall budget for capex is not exceeded
11. Where this is not the case the committee must either;
 - (a) Recommend to Council that additional funding is approved (outside the Annual Plan or Long-term Plan process) or
 - (b) Recommend to the Long-term and Annual Plan Committee that the funding is considered for inclusion in the next Long-term Plan or Annual Plan.

Consultation and engagement

12. Conduct any consultation processes required for issues before the Committee that are within its Area of Focus.
13. Act as a community interface for consultation on issues before the Committee that are within its Area of Focus and as a forum for engaging effectively.

Submissions and legislation

14. Approve submissions to external bodies/organisations and on legislation and regulatory proposals that are within its Area of Focus except:
 - (a) If there is insufficient time for the matter to be determined by the Committee before the submission 'close date', in which case the submission can be agreed by the relevant Committee Chair, Deputy Chair, Mayor and Chief Executive (and all Councillors must be advised of the submission and provided copies if requested).
 - (b) If the submission is of a technical and operational nature, in which case the submission can be approved by the Chief Executive (in consultation with the relevant Committee Chair prior to lodging the submission).
 - (c) During the formal pre-election period, in which case submissions are approved by the Chief Executive.

CCOs

15. The Finance and Performance Committee has the responsibility for and authority to:
 - a. Ascertain and outline the Council's key priorities for each CCO to address in their Statement of Intent in an annual Letter of Expectation and issue the Letter of Expectation
 - b. Receive, review, and provide feedback on draft Statements of Intent
 - c. Monitor the performance, including financial, and the delivery of strategic outcomes of Council's CCO's through Quarterly and Annual Reports of CCO performance
 - d. Require CCO attendance at the committee meetings to present their reports and respond to any questions from members of the committee
 - e. Monitor board performance, including the performance of board members appointed by Council or committee, raising any concerns with the Chair of the CCO
 - f. Constructively engage with CCOs during the development of any Council strategy and policy or relevant submission by Council to an external entity (where relevant)
 - g. Engage with CCOs and provide the members of the committee and the Board and Chief Executive the opportunity to discuss issues that have the potential to impact a CCOs funding, strategic outlook or risk management framework
 - h. Receive reports and updates from certain COs, noting that while the Wellington Regional Stadium Trust (WRST) is a CO, clauses (a) to (g) apply to that entity
 - i. Receive reports and updates from Wellington International Airport Limited on a quarterly and annual basis
16. Undertake any reviews of CCOs and approve CCO changes to governance arrangements and consider any issues regarding CCOs .

17. To appoint or remove trustees, directors or office holders to Council's Council-Controlled Organisations (CCOs) and Council Organisations (COs), external members to other external bodies
18. In respect of Wellington Water Limited and Wellington Regional Economic Development Agency (WREDA), this committee performs delegations (a) and (b) only.
19. For the avoidance of doubt, council organisations (excluding WRST) are not within the remit of this committee.

Elected members

20. Approve the attendance and associated costs of elected members at conferences, seminars, training, or events or when representing the Council overseas as part of delegations or invitations.

Health and Safety

21. Oversight of the systems in place to manage compliance.

Other

22. Consider and make decisions which are within the Chief Executive's delegations that the Chief Executive has referred to the committee for decision making.
23. Recommend to Council the establishment of a subcommittee or working group and approve its terms of reference.
24. The committee has the powers to perform the responsibilities of another committee, where it is necessary to make a decision prior to the next meeting of that other committee.

3.2 Policy, Planning and Environment Committee – [Māori name to be confirmed]

Chair	Cr Iona Pannett
Deputy Chair	Cr Tamatha Paul
Membership	Mayor and all Councillors
External Membership	One representative of Ngāti Toa Rangatira nominated by Te Rūnanga o Toa Rangatira Incorporated and appointed by Council. One representative of Taranaki Whānui ki Te Upoko o Te Ika nominated by the Port Nicholson Block Settlement Trust and appointed by Council
Quorum	9
Frequency of meeting	Monthly

Area of focus

1. The Policy, Planning and Environment Committee has the following responsibilities:
 - a. RMA matters
 - b. Urban Planning, District Plan
 - c. The natural and built environment
 - d. Future Development Strategy, Spatial Plans and Housing Supply
 - e. Climate Change Response and Resilience
 - f. Heritage
 - g. Transport Strategy and Planning, including significant traffic resolutions
 - h. Parking policy
 - i. Submissions to Government or other local authorities
 - j. Regulatory activity and compliance
 - k. Planning and approval of business cases for Let's Get Wellington Moving, associated traffic resolutions and other non-financial statutory powers necessary for the progressing the business cases (such as decisions under the Local Government Act 1974)
 - l. Implementing and monitoring delivery of the affordable housing strategy
2. The Committee has the responsibility to discuss and approve a forward agenda

Delegations

General

3. The Committee has the powers necessary to perform its responsibilities, within the approved Long-term Plan and Annual Plan budgets.

Strategy and policy

4. Develop and approve strategy and policy within its area of focus and monitor and review these strategies and policies.

Service levels

5. Recommend service level changes and new initiatives to the Long-term and Annual Plans Committee as part of the Long-term and Annual Plan processes.

Significant Projects

6. Review and approve business cases and approve next steps for significant projects within its area of focus and that are budgeted and funded within the Long-term plan or annual plan.
7. Monitor and provide oversight for significant projects within its area of focus.

Consultation and engagement

8. Conduct any consultation processes required on issues before the Committee that are within its Area of Focus.
9. Act as a community interface for consultation on policies that are within its Area of Focus and as a forum for engaging effectively.

Submissions and legislation

10. Approve submissions to external bodies/organisations and on legislation and regulatory proposals that are within its Area of Focus except :
 - (d) If there is insufficient time for the matter to be determined by the Committee before the submission 'close date', in which case the submission can be agreed by the relevant Committee Chair, Deputy Chair, Mayor and Chief Executive (and all Councillors must be advised of the submission and provided copies if requested).
 - (e) If the submission is of a technical and operational nature, in which case the submission can be approved by the Chief Executive (in consultation with the relevant Committee Chair prior to lodging the submission).
 - (f) During the formal pre-election period, in which case submissions are approved by the Chief Executive.

Bylaws

11. Develop and approve the statement of proposal for new or amended bylaws for consultation within its areas of focus.
12. Recommend to Council new or amended bylaws for adoption within its area of focus.

13. Make any resolution where in a bylaw the Council has specified that a matter be regulated, controlled or prohibited by the Council by resolution, including:
 - (a) traffic resolutions relating to:
 - (i) bus prioritisation;
 - (ii) major intersection improvements;
 - (iii) major cycle ways;
 - (iv) new residents parking scheme;
 - (v) speed limits (clauses 3 and 4 of Part 6: Speed Limits);
 - (vi) major land use development.
 - (b) conditions for collection of waste, such as those described in the Wellington Consolidated Bylaw 2008 (clauses 4 and 5 of Part 9: Waste Management).
2. To exercise any non-financial statutory power necessary to progress Let's Get Wellington Moving business cases.

Wellington Waterfront

14. For development proposals under the Waterfront Framework:
 - (a) Conduct public engagement/consultation processes as required on design
 - (b) Develop and approve performance briefs for individual areas or sections of work
 - (c) Approve detailed designs for recommendation to Council
 - (d) Consider the commercial terms of any proposal for recommendation to Council
 - (e) Monitor implementation including approval of variations from approved designs
2. To approve the final design and commercial terms for development proposals under the Waterfront Project as required by the Waterfront Framework

District Plan and RMA Matters

15. 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 of the Resource Management Act 1991).
16. Withdraw a proposed plan or plan change under clause 8D, First Schedule of the Resource Management Act 1991.
17. Make the following decisions to facilitate the administration of proposed plan, plan changes, variations, designation and heritage order processes:

- (a) To authorise the resolution of appeals on a proposed plan, plan change or variation unless the issue is minor and approved by the Chair of the Policy and Planning and Environment Committee.
- (b) 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
- (c) To consider and approve council submissions on a proposed plan, plan changes, and variations
- (d) To manage the private plan change process
- (e) To accept, adopt or reject private plan change applications under clause 25 First Schedule Resource Management Act 1991
- (f) to approve the recommendation of hearings commissioners on a proposed plan, plan change or variation (including private plan change) and

Other

- 18. Consider and make decisions which are within the Chief Executive's delegations that the Chief Executive has referred to the committee for decision making.
- 19. Recommend to Council the establishment of a subcommittee or working group and approve its terms of reference.
- 20. The committee has the powers to perform the responsibilities of another committee, where it is necessary to make a decision prior to the next meeting of that other committee.

3.3 Infrastructure Committee – [Māori name to be confirmed]

Chair	Cr Sean Rush
Deputy Chair	Cr Jenny Condie
Membership	Mayor and all Councillors
External Membership	One representative of Ngāti Toa Rangatira nominated by Te Rūnanga o Toa Rangatira Incorporated and appointed by Council. One representative of Taranaki Whānui ki Te Upoko o Te Ika nominated by the Port Nicholson Block Settlement Trust and appointed by Council
Quorum	9
Frequency of meeting	Monthly

Area of focus

1. The Infrastructure Committee has the following responsibilities:
 - a. Council Infrastructure and infrastructure strategy, including:
 - (i) Transport,
 - (ii) Waste,
 - (iii) Water (three waters)
 - (iv) Council property (buildings)
 - (v) Relationships with other non-council infrastructure
 - b. The Road Corridor
 - c. 30-year infrastructure strategy
 - d. Asset management plans
 - e. Capital Works Programme Delivery, including CCO's and Wellington Water Limited's capital works programmes
 - f. Three waters reform
2. The Committee has the responsibility to discuss and approve a forward agenda.

Delegations

General

3. The Committee has the powers necessary to perform its responsibilities, within the approved Long-term Plan and Annual Plan budgets.

Strategy, policy, and plans

4. Develop and approve strategy and policy within its area of focus and monitor and review these strategies and policies.
5. Review and approve asset management plans.

Service levels

6. Recommend service level changes and new initiatives to the Long-term and Annual Plans Committee as part of the Long-term and Annual Plan processes.

Significant Projects & Monitoring and reporting

7. Review and approve business cases and approve next steps for significant projects within the capital works programme.
8. Monitor and provide oversight for significant projects within its area of focus.

Consultation and engagement

9. Conduct any consultation processes required on issues before the Committee that are within its Area of Focus.
10. Act as a community interface for consultation on policies and as a forum for engaging effectively for issues that are within its area of focus.

Submissions and legislation

11. Approve submissions to external bodies/organisations and on legislation and regulatory proposals that are within its Area of Focus except :
 - (g) If there is insufficient time for the matter to be determined by the Committee before the submission 'close date', in which case the submission can be agreed by the relevant Committee Chair, Deputy Chair, Mayor and Chief Executive (and all Councillors must be advised of the submission and provided copies if requested).
 - (h) If the submission is of a technical and operational nature, in which case the submission can be approved by the Chief Executive (in consultation with the relevant Committee Chair prior to lodging the submission).
 - (i) During the formal pre-election period, in which case submissions are approved by the Chief Executive.

Bylaws

12. Develop and approve the statement of proposal for new or amended bylaws for consultation within its area of focus.

13. Recommend to Council new or amended bylaws for adoption within its area of focus.

Naming

14. In accordance with the Naming Policy, making significant naming decisions within its area of focus.

Other

15. Consider and make decisions which are within the Chief Executive's delegations that the Chief Executive has referred to the committee for decision making.
16. Recommend to Council the establishment of a subcommittee or working group and approve its terms of reference.
17. The committee has the powers to perform the responsibilities of another committee, where it is necessary to make a decision prior to the next meeting of that other committee.

3.4 Social, Cultural and Community Services Committee – [Māori name to be confirmed]

Chair	Cr Jill Day
Deputy Chair	Cr Nicola Young
Membership	Mayor and all Councillors
External Membership	One representative of Ngāti Toa Rangatira nominated by Te Rūnanga o Toa Rangatira Incorporated and appointed by Council. One representative of Taranaki Whānui ki Te Upoko o Te Ika nominated by the Port Nicholson Block Settlement Trust and appointed by Council
Quorum	9
Frequency of meeting	Monthly

Area of focus

1. The Social, Cultural and Community Services Committee has the following responsibilities:
 - a. Arts, Culture, and Community Services
 - b. Wellington City Social Housing
 - c. Council's City Events
 - d. Parking Services
 - e. Parks, Sport and Recreation
 - f. Community resilience
 - g. Economic development
 - h. Māori Strategic Development
2. The Committee has the responsibility to discuss and approve a forward agenda.

Delegations

General

3. The Committee has the powers necessary to perform its responsibilities, within the approved Long-term Plan and Annual Plan budgets.

Strategy and policy

4. Develop and approve strategy and policy within its area of focus and monitor and review these strategies and policies.

Service levels

5. Recommend service level changes and new initiatives to the Long-term and Annual Plans Committee as part of the Long-term and Annual Plan processes.

Significant Projects & Monitoring and reporting

6. Review and approve business cases and approve next steps for significant projects within its area of focus and that are within the Long-term plan or annual plan.
7. Monitor and provide oversight for significant projects within its area of focus.

Consultation and engagement

8. Conduct any consultation processes required on issues before the Committee within its area of focus.
9. Act as a community interface for consultation on policies and as a forum for engaging effectively within its area of focus.
10. Receive reports from the Council's Advisory Groups and monitor engagement with the city's communities.
11. Review as necessary and approve the model for Council Advisory Groups and Forums.

Submissions and legislation

12. Approve submissions to external bodies/organisations and on legislation and regulatory proposals that are within its Area of Focus except:
 - (j) If there is insufficient time for the matter to be determined by the Committee before the submission 'close date', in which case the submission can be agreed by the relevant Committee Chair, Deputy Chair, Mayor and Chief Executive (and all Councillors must be advised of the submission and provided copies if requested).
 - (k) If the submission is of a technical and operational nature, in which case the submission can be approved by the Chief Executive (in consultation with the relevant Committee Chair prior to lodging the submission).
 - (l) During the formal pre-election period, in which case submissions are approved by the Chief Executive.

Bylaws

13. Develop and approve the statement of proposal for new or amended bylaws for consultation within its area of focus.
14. Recommend to Council new or amended bylaws for adoption within its area of focus.

Open Space and Reserves, (excluding Town Belt and Leases under the Leases Policy for Community and Recreation Groups)

15. For reserves, the power to approve Council strategy, policy and reserve management plans.

16. For all Council-owned land that is either open space under the District Plan, or reserve under the Reserves Act 1977, the power to:
 - (a) Approve leases, subleases and easements (in relation to land or buildings)
 - (b) Approve a Permanent Forest Sink Initiative covenant to be added or removed
 - (c) Adopt management plans and amendments to management plans
 - (d) Make any decision under a management plan which provides that it may not be made by a Council officer (for example, approve a concession)
 - (e) Make decisions that would change the legal status of such land, including under the Reserves Act 1977 to classify a reserve, declare land to be a reserve and revoke the reservation of land
 - (f) Recommend to Council for approval anything that would change the ownership of such land

Wellington Town Belt Act 2016

17. For all land that is subject to the Wellington Town Belt Act 2016, the power to:
 - (a) Exercise the powers contained in section 15(2) of that Act
 - (b) Make recommendations to the Council on whether it should exercise its non-delegable powers under section 15(1) of that Act.
 - (c) Make a decision under a management plan which provides that it may not be made by a Council Officer (for example, approve a concession)

Naming

18. In accordance with the Naming Policy, making significant naming decisions within its area of focus,.

Grants including City Growth Fund

19. Approve the criteria and focus areas for grants funds referred for decision by the Grants committee.
20. Approve any grants referred for decision by the Grants Committee.
21. Approve the allocation of funding from the City Growth Fund, where the total commitment is more than \$100,000 (calculated by reference to the total funding sought in one or more financial years).

Other

22. Consider and make decisions which are within the Chief Executive's delegations that the Chief Executive has referred to the committee for decision making.
23. Recommend to Council the establishment of a subcommittee or working group and approve its terms of reference.

24. The committee has the powers to perform the responsibilities of another committee, where it is necessary to make a decision prior to the next meeting of that other committee.

3.2 Annual Plan / Long-Term Plan Committee – [Māori name to be confirmed]

Chair	Cr Rebecca Matthews
Deputy Chair	Mayor Andy Foster
Membership	Mayor and all Councillors
External Membership	One representative of Ngāti Toa Rangatira nominated by Te Rūnanga o Toa Rangatira Incorporated and appointed by Council. One representative of Taranaki Whānui ki Te Upoko o Te Ika nominated by the Port Nicholson Block Settlement Trust and appointed by Council
Quorum	9
Frequency of meeting	As required for the purposes of developing the Council's Long-term Plan and/or Annual Plan, usually in weeks when the Strategy and Policy Committee is not meeting.

Area of focus

1. The Long-term Plan and Annual Plan gives effect to the strategic direction and outcomes of Council by setting levels of service and budgets.
2. The Committee is responsible for overseeing the development of the draft Annual and Long-term Plan for consultation, determining the scope and approach of any consultation and engagement required, and recommending the final Long-term Plan and Annual Plans to the Council.

Delegations

3. The Committee has the power to:
 - (a) Develop the Council's draft and final Long-term Plan, Annual Plan and any amendment to the Long-term Plan, for recommendation to the Council
 - (b) Recommend the Consultation document for a Long-term Plan, Annual Plan and any amendment to the Long-term Plan, for adoption by the Council
 - (c) Develop the policies required to be part of, or included in, the Long-term Plan and the funding and financial policies in section 102 of the Local Government Act 2002
 - (d) Approve the approach to consulting with the public in respect of the draft Long-term Plan, Annual Plan, and any amendment to the Long-term Plan, and conduct any consultation processes
4. To avoid doubt, if a fee is proposed to be introduced, changed or removed as part of a Long-term Plan, Annual Plan or amendment to a Long-term Plan, the Committee has the responsibility and authority to:

- (a) consider submissions on the proposed fee; and
 - (b) make recommendations to Council on the proposed fee, including in relation to fees which would otherwise be progressed by other committees.
5. The Committee has specific responsibility to:
- (a) review the Revenue and Financing Policy and be guided by the requirements of the Local Government Act 2002 to set funding sources for each activity component from the most appropriate source after considering:
 - (i) the community outcomes to which the activity primarily contributes
 - (ii) the distribution of benefits between the community as a whole, any identifiable part of the community, and individuals
 - (iii) the period over which those benefits are expected to occur
 - (iv) the extent to which the action or inaction of particular individuals or a group contribute to the need to undertake the activity
 - (v) the costs and benefits, including consequences for transparency and accountability, of funding the activity distinctly from other activities
 - (vi) the overall impact of any allocation of liability for revenue needs on the community.
 - (b) recommend the appropriate level for the commercial/residential rates differential and recommend any changes to rating resulting from rates reviews
 - (c) recommend how capital funding should be reflected in Council policy (including Development Contributions)
 - (d) undertake an annual review of performance against current revenue and financing policy targets and recommend changes as appropriate
 - (e) review and recommend any changes to the Council's financial policies as required under the Local Government Act 2002 (section 102)
 - (f) make recommendations on other factors that may impact on the Council's rate funding or Revenue and Financing Policy
 - (g) review the performance measurement framework as part of the long-term Plan process, and recommend any amendments to the performance measurement framework
6. Recommend to Council the establishment of any new subcommittee or working party and approve its terms of reference.

3.3 Regulatory Processes Committee – [Māori name to be confirmed]

Chair	Cr Malcolm Sparrow
Deputy Chair	Cr Simon Woolf
Membership	Deputy Mayor Sarah Free Cr Teri O'Neill Cr Jenny Condie Cr Rebecca Matthews
External Membership	One representative of Ngāti Toa Rangatira nominated by Te Rūnanga o Toa Rangatira Incorporated and appointed by Council. One representative of Taranaki Whānui ki Te Upoko o Te Ika nominated by the Port Nicholson Block Settlement Trust and appointed by Council
Quorum	4
Frequency of meeting	Monthly

Area of focus

1. The Regulatory Processes Committee has responsibility for conducting regulatory functions of Council, including responsibility for:
 - (a) Approving the list of Resource Management Act Commissioners and the associated Appointment Guidelines
 - (b) Objections to classifications under the Dog Control Act
 - (c) Fencing of swimming pools
 - (d) Road stopping
 - (e) Naming places in accordance with the Naming Policy, except for significant naming decisions, which are considered by the relevant Committee.
 - (f) Traffic resolutions that are not considered by Policy Planning and Environment Committee
 - (g) Suburb boundaries
 - (h) Development Contributions remissions.
 - (i) Approving leases pursuant to Council policies.

Delegations

2. The Regulatory Processes Committee has responsibility for and authority to:
- (a) Approve Council's list of hearings commissioners under the Resource Management Act 1991 (comprising Councillors sitting as hearings commissioners, and independent commissioners)
 - (b) Review and approve the Council's guidelines for composition of hearings panels
 - (c) Conduct statutory hearings on regulatory matters and undertake and make decisions on those hearings (excluding Resource Management Act 1991 and District Licensing Committee Hearings)
 - (d) Hear and determine objections to the classifications under the Dog Control Act 1996
 - (e) Undertake hearings on road stopping under the Local Government Act 1974
 - (f) Make recommendations to Council whether to proceed with a road stopping and the disposal of stopped road, including (where the proposal includes or involves a related acquisition, disposal or land exchange) a recommendation to Council on the acquisition, disposal or exchange
 - (g) Consider and recommend to Council any notification by the Minister of Lands that a road is stopped under section 116 of the Public Works Act 1981, and the disposal of the stopped road
 - (h) Make any resolution required under section 319A of the Local Government Act 1974 (naming of roads) in accordance with the Naming Policy and within its area of focus
 - (i) Make any resolution required under section 10 Reserves Act 1977 (naming of reserves) in accordance with the Naming Policy
 - (j) Make decisions regarding the temporary prohibition of traffic for events, film-making or other public functions under clause 11(e), Schedule 10 of the Local Government Act 1974 and the Transport (Vehicular Traffic Road Closure) Regulations 1965
 - (k) Make decisions on applications required under the Development Contribution Policy for remissions, postponements, reconsiderations and objections
 - (l) Recommend to the chief executive the appointment of Commissioners to the District Licensing Committee under section 193 of the Sale and Supply of Alcohol Act 2012
 - (m) Make all decisions requiring Council or Committee approval under the 'Leases Policy for Community and Recreation Groups'
 - (n) Amend suburb boundaries and hear any objections to contentious suburb boundary change proposals
 - (o) Dog areas, such as those described in the Wellington Consolidated Bylaw 2008 (clause 5 of Part 2: Animals)
 - (p) Make any resolution under the following provisions of the Wellington Consolidated Bylaw 2008 not within the delegation of the other Committees

- (i) traffic resolutions (clause 11 of Part 7: Traffic) which are not considered by the Planning, Policy and Environment Committee

Delegation to the Chairperson

3. The Chair of the Committee is authorised to appoint Councillors (sitting as hearings commissioners) and/or independent commissioners to hearings panels for Resource Management Act 1991 hearings provided that:
 - (i) the Chair consults the Deputy Mayor (and when the panel is for a plan change, also the relevant Committee Chair);
 - (ii) any independent commissioner is on the list approved by the Regulatory Processes Committee; and
 - (iii) the composition of the hearings panel meets the guidelines approved by the Regulatory Processes Committee (once approved).
4. The Chair of the Committee is authorised to jointly approve, with a senior Council officer who has been approved to do so by the Chief Executive, minor and uncontentious suburb boundary change proposals. "Minor and uncontentious" proposals in this instance are those that affect fewer than 20 properties and have not received any objections that are unable to be resolved. Decisions made under this delegation will be reported to the Committee annually. If the Chair has a conflict of interest on a suburb boundary change proposal, the matter must be referred to the Committee for decision.

3.4 CEO Performance Review Committee – [Māori name to be confirmed]

Chair	Mayor Andy Foster
Deputy Chair	Deputy Mayor Sarah Free
Membership	Cr Diane Calvert (Chair of Finance and Performance Committee) Cr Iona Pannett (Chair of Planning, Policy and Environment Committee) Cr Sean Rush (Chair of Infrastructure Committee) Cr Jill Day (Chair of Social, Cultural and Community Services Committee)
Quorum	3
Frequency of meeting	As and when required

Area of focus

1. The CEO Performance Review Committee has responsibility for the effective monitoring of the Chief Executive Officer's performance and has the authority to undertake the annual remuneration review. The Committee also has the role of undertaking any review for the purposes of clause 35 schedule 7 Local Government Act 2002, making a recommendation to Council under clause 34 schedule 7 Local Government Act 2002, and (if applicable) undertaking any recruitment and selection process, for recommendation to the Council.

Delegations

2. The Performance Review Committee will have responsibility and authority to:
 - (a) Agree with the Chief Executive the annual performance objectives
 - (b) Undertake a 6 monthly review to review progress against the annual performance objectives, provide feedback, ongoing monitoring and agree to any modifications to the annual performance objectives with the Chief Executive
 - (c) Conduct the performance review required in the employment agreement between the Council and the Chief Executive
 - (d) Undertake the annual remuneration review and make decisions regarding remuneration
 - (e) Represent the Council in regard to any issues which may arise in respect to the Chief Executive's job description, agreement, performance objectives or other similar matters
 - (f) Conduct and complete a review of employment under clause 35 schedule 7 Local Government Act 2002, and make a recommendation to Council as to continued appointment or vacancy under clause 34 schedule 7 Local Government Act 2002

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

Delegations of the Chair

- 3. The Chair and Mayor have the authority to twice annually request a report of the Chief Executive's "sensitive expenditure".

4 SUBCOMMITTEES

4.1 Audit and Risk Subcommittee – [Māori name to be confirmed]

Chair	Independent Appointment
Deputy Chair	Cr Jenny Condie
Membership	Cr Diane Calvert Cr Sean Rush Cr Tamatha Paul Cr Iona Pannett
External Membership	Roy Tiffin Linda Rieper One representative of Ngāti Toa Rangatira nominated by Te Rūnanga o Toa Rangatira Incorporated and appointed by Council. One representative of Taranaki Whānui ki Te Upoko o Te Ika nominated by the Port Nicholson Block Settlement Trust and appointed by Council
Parent Committee	Finance and Performance Committee
Quorum	5 (including at least one external member)
Frequency of meeting	Quarterly or as and when required

Area of focus

1. The Audit and Risk subcommittee oversees the work of the Council in discharging its responsibilities in the areas of risk management, statutory reporting, internal and external audit and assurance, monitoring of compliance with laws and regulations, including health and safety.

Members

2. Members of the Audit and Risk subcommittee shall be impartial and independent at all times.
3. External members will be appointed for an initial period not exceeding three years, after which they will be eligible for extension or re-appointment, and have not already served two terms on the committee. Councillors appointed to the subcommittee will automatically cease to hold office at the time of the local authority triennial elections.
4. The Chief Executive and the senior management team members will not be members of the committee.

5. The members, taken collectively, will have a broad range of skills and experience relevant to the operations of the council. At least one member of the committee should have accounting or related financial management experience, with an understanding of accounting and auditing standards in a public sector / local government environment.

Delegations

Statutory Reporting

6. Review and monitor the integrity of the interim and annual report including statutory financial statements and any other formal announcements relating to the council's financial performance, focussing in particular on:
 - (a) compliance with, and the appropriate application of, relevant accounting policies, best practices and accounting standards
 - (b) compliance with applicable legal requirements relevant to statutory reporting
 - (c) the consistency of application of accounting policies, across reporting periods, and the Wellington City Council group
 - (d) agreeing accounting policies and practices including any changes that may affect the way that accounts are presented
 - (e) any decisions involving significant judgement, estimation or uncertainty
 - (f) the extent to which financial statements are affected by any unusual transactions and the manner in which they are disclosed
 - (g) the disclosure of contingent liabilities and contingent assets
 - (h) the clarity of disclosures generally
 - (i) the basis for the adoption of the going concern assumption
 - (j) significant adjustments resulting from the audit

Risk management

7. Review, approve and monitor the implementation of the risk management programme of work, the risk management policy, framework and strategy (including risks pertaining to CCOs that are significant to the Wellington city Council group), focussing in particular on:
 - (a) Providing guidance and approval of Council's appetite for Risk
 - (b) Oversight of the systems in place to manage legislative compliance (including health and safety), significant projects and programmes of work, and significant procurement activity

Internal Audit

8. Review and monitor whether management's approach to maintaining an effective internal control framework is sound and effective, and in particular:
 - (a) Review and approve the internal audit coverage and annual work plans, ensuring these plans are based on the Council's risk profile

- (b) Review the adequacy of management's implementation of internal audit recommendations
- (c) Review the internal audit charter to ensure appropriate organisational structures, authority, access, independence, resourcing and reporting arrangements are in place

External Audit

- 9. 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.
- 10. Receive the external audit report(s) and review action to be taken by management on significant issues and audit recommendations raised within.
- 11. Conduct a members only session (i.e. without any management present) with external audit to discuss any matters that the auditors wish to bring.
- 12. Review and monitor whether management's approach to maintaining an effective internal control framework is sound and effective, and in particular:
 - (a) Review whether management has taken steps to embed a culture that is committed to probity and ethical behaviour
 - (b) Review whether management has in place relevant policies and procedures and how these are reviewed and monitored
 - (c) Review whether there are appropriate systems, processes and controls in place to prevent, detect and effectively investigate fraud

External Reporting and Accountability

- 13. Agree to the appropriateness of the Council's existing accounting policies and principles and any proposed change.
- 14. Enquire of internal and external auditors for any information that affects the quality and clarity of the Council's financial statements and statements of service performance, and assess whether appropriate action has been taken by management in response to the above.
- 15. Satisfy itself that the financial statements and statements of service performance 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 of the Annual Report.
- 16. 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.

Council Controlled Organisations

- 17. The Finance and Performance Committee when dealing with CCO matters may refer matters to the Audit and Risk subcommittee for review and advice.

18. This committee will enquire to ensure adequate processes at a governance level exist to identify and manage risks within a CCO. Where an identified risk may impact on Wellington City Council or the wider group, the committee will ensure that all affected entities are aware of and appropriately managing the relevant risk.

4.2 Grants Subcommittee – [Māori name to be confirmed]

Chair	Cr Fleur Fitzsimons
Deputy Chair	Cr Teri O’Neill
Membership	Cr Laurie Foon Cr Tamatha Paul Cr Iona Pannett Cr Jill Day Cr Rebecca Matthews
External Membership	One representative of Ngāti Toa Rangatira nominated by Te Rūnanga o Toa Rangatira Incorporated and appointed by Council. One representative of Taranaki Whānui ki Te Upoko o Te Ika nominated by the Port Nicholson Block Settlement Trust and appointed by Council
Parent Committee	Social, Cultural and Community Services Committee
Quorum	4
Frequency of meeting	As and when required

Area of focus

1. The Grants Subcommittee is responsible for the effective allocation and monitoring of the Council’s grants.

Delegations

2. The Grants Subcommittee has responsibility for and authority to:
 - (a) Consider the allocation of grants (including three-year funding contracts) in in line with the relevant grants criteria and priorities (focus areas) for:
 - (i) Cultural wellbeing: Arts and Culture Fund
 - (ii) Social & recreation: Social and Recreation Fund, The CH Izard Bequest, Sportsville Partnership and Sportsville Feasibility Funds
 - (iii) Environment Natural: Environment Fund, Waste Minimisation Seed Fund (projects over \$2,000)
 - (iv) Urban development: Built Heritage Incentive Fund and Building Resilience Fund

Provided that the Subcommittee can approve a grant up to \$100,000 per financial year and shall make recommendations to the Social Cultural and Community Services Committee for any grant over \$100,000 per annum.

- (b) Approve the priorities for allocating grants within each grant fund annually.
- (c) Review the criteria and focus areas for grants funds and make recommendations to the Relevant Committee.

6 APPOINTMENTS GROUP

Chair	Mayor Andy Foster
Membership	Chair and Deputy Chair of Finance and Performance Committee Deputy Mayor Sarah Free Chief Executive
Parent Body	Council
Quorum	2
Frequency of meeting	As and when required

Area of Focus

1. The Appointments Group's role is to select the preferred external candidates to fill vacancies on the boards of Council's 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 subcommittees.

Terms of Reference

2. The Appointments Group has responsibility for and authority to:
 - (a) select a balanced range of preferred external candidates with an appropriate range and mix of skills to fill vacancies on the boards of Council's CCOs and on those of its subcommittees to which external appointments are required
 - (b) interview the preferred external candidates to confirm their suitability for the vacant position. Where the preferred candidate is being re-appointed or has previously served on one of the Boards of Council's CCOs or its subcommittees then there is no requirement to interview the candidates
 - (c) make recommendations to Council regarding the appointment of external appointments to the boards of Council's CCOs and to Council's subcommittees, noting that any recommendation of the Group must be unanimous
 - (d) provide advice as and when required to the Council on the performance of external members on its CCOs and Council's subcommittees.

7 DISTRICT LICENSING COMMITTEE

Commissioners	<p>Bill Acton</p> <p>Rachel Palu</p> <p>Kate Thomson</p> <p>Rex Woodhouse</p>
List Members	<p>Bill Acton</p> <p>Andrew Beck</p> <p>Saar Cohen-Ronen</p> <p>Zoe Doole</p> <p>Sandra Kirby</p> <p>Brad Olsen</p> <p>Rachel Palu</p> <p>Kiri Rikihana</p> <p>Simon Tendeter</p> <p>Kate Thomson</p> <p>Luke Tuffs</p> <p>Rex Woodhouse</p>
Executive	<p>The chief executive is the secretary of District Licensing Committee/s. The chief executive may delegate this responsibility.</p>
Frequency of meeting	<p>As and when required</p>

Area of focus

1. The Sale and Supply of Alcohol Act 2012 (the Act) requires the Council to appoint one or more District Licensing Committees to deal with licensing matters.
2. District Licensing Committees are appointed to exercise the Council's alcohol licensing functions and powers as determined by the Act.

Delegations

3. The functions of District Licensing Committees are specified by the Act and include:

- (a) to consider and determine applications for licenses and manager's certificates
- (b) to consider and determine applications for renewal of licences and manager's certificates
- (c) to consider and determine applications for temporary authority to carry on the sale and supply of alcohol in accordance with section 136 of the Act
- (d) to consider and determine applications for the variation, suspension, or cancellation of licences other than special licences under section 280 of the Act
- (e) to consider and determine applications for the suspension or cancellation of licences under sections 281 and 282 of the Act
- (f) to consider and determine applications for the variation, suspension or cancellation of special licences under section 283 of the Act
- (g) with the leave of the chairperson for the licensing committee, to refer applications to the licensing authority
- (h) to conduct inquiries and to make reports as may be required of it by the licensing authority under section 175 of the Act
- (i) any other functions conferred on licensing committees by or under the Act or any other enactment.

Reporting to Council

4. The secretary will prepare, for Council approval, an annual report on the proceedings and operations of the District Licensing Committee.

8 COMMUNITY BOARDS

Tawa Community Board

Chair	Robyn Parkinson
Deputy Chair	Jackson Lacy
Members	Graeme Hansen Richard Herbert Anna Scott Councillor Jill Day Councillor Malcolm Sparrow
Quorum	4
Frequency of meeting	Monthly or as required

Mākara/Ohariu Community Board

Chair	John Apanowicz
Deputy Chair	Christine Grace
Members	Hamish Todd Chris Renner Wayne Rudd Darren Hoskins
Quorum	3
Frequency of meeting	TBD

Area of focus

1. The role of a community board is to:
 - (a) represent and act as an advocate for the interests of its community
 - (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
 - (c) maintain an overview of services provided by the territorial authority within the community

- (d) prepare an annual submission to the territorial authority for expenditure within the community
- (e) communicate with community organisations and special interest groups within the community and undertake any other responsibilities that are delegated to it by the territorial authority.

Delegations

2. The community boards shall:
 - (a) 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 Plan, Annual Plan, and policies that impact on the board's area
 - (b) engage with council officers on local issues and levels of service, including infrastructural, recreational, community services and parks and gardens matters.
3. Council will 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.
4. The community board has responsibility for and authority to:
 - (a) 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)
 - (b) 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 of particular interest to the residents within its community
 - (c) determine expenditure of funds allocated by Council to the board for specific purposes
 - (d) 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:
 - (i) monitoring and keeping the Council informed of community aspirations and the level of satisfaction with services provided
 - (ii) providing input to the Council's Long-term and Annual Plans
 - (iii) providing input to proposed District Plan changes that impact on the board's area
 - (iv) providing input to strategies, policies and plans
 - (v) providing input to bylaw changes that impact on the board's area.
 - (e) provide input (whether from the full board, a subcommittee of the board, or a nominated board member/s) to officers on the following matters:
 - (i) local road work priorities

- (ii) traffic management issues (such as traffic calming measures, pedestrian crossing, street lighting, etc.)
 - (iii) Street facilities management (such as taxi stands, bus stops, bicycle stands, etc.)
 - (iv) applications for licences under the Sale and Supply of Alcohol Act 2012
 - (v) application of the Resource Management Act 1991 (including notification decisions) within the board's area
 - (vi) the emergency management needs of the area, including the appointment of emergency centre coordinators
5. The final decision on matters set out above will be made by council officers acting under their delegated authority.

Resource management hearings

6. The community board may have up to two suitably trained members available for selection to sit on hearings panels on resource management issues. 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.

9 SPECIFIC ROLE DESCRIPTIONS AND DELEGATIONS

Mayor

1. The mayor is the leader of the Council and has the statutory role to provide leadership to the other members of the Council and the people in the district. The mayor will lead the development of the Council's plans, policies and budgets for consideration by the Council. The mayor is the primary Council spokesperson.
2. The mayor will lead central government liaison, supported as necessary by relevant councillors.
3. In addition, the mayor has the delegated authority to:
 - (a) consider and approve the allocation of the Discretionary Grant Fund, in consultation with the chair of the Grants Subcommittee and other relevant committee chairperson
 - (b) agree and enter into memoranda of understanding to enhance external relationships and partnerships, provided they are consistent with Council policy and direction. Note that these agreements should generally be endorsed by the Council before signing, particularly if an agreement has financial implications. If this is not possible, the Council should be alerted immediately after a memorandum of understanding has been signed
 - (c) approve the chief executive's annual leave, overseas travel and expenditure on professional development
 - (d) approve the deputy mayor's attendance at conferences and associated travel within New Zealand, provided it can be funded from the budget approved as part of the Annual Plan.

Deputy mayor

4. The deputy mayor will:
 - (a) assist the mayor in carrying out the statutory and leadership role of the mayor;
 - (b) if the mayor is absent or incapacitated, perform all the responsibilities and duties, and exercise any powers of the mayor (other than the powers under section 41A LGA 2002 and the role of Justice of the Peace); and
 - (c) lead and take responsibility for liaison with Councillors on matters of support for carrying out their governance role.
5. In the absence of the mayor, for the Council to successfully discharge its responsibilities and duties in support of its purpose, the deputy mayor is empowered to perform the duties and responsibilities of the mayor under subclauses 17(3), (4) and (5) of Schedule 7 of the Local Government Act 2002.
6. The deputy mayor is authorised to approve elected member attendance at conferences or training and associated travel and accommodation within New Zealand provided that:

- (a) it can be funded from the budget approved as part of Annual Plan
- (b) the deputy mayor consults with one of either the mayor or chair of the Finance and Performance Committee prior to approval
- (c) attendance is relevant to the member's role and responsibilities.

Other

7. The Mayor and Deputy Mayor and Chair of the Finance and Performance Committee² are authorised to approve an elected member to travel overseas (whether for the purpose of training, representing the Council, international relations, attending conferences) – and the associated costs (if any) in urgent circumstances, when it is impracticable for the Strategy and Policy Committee to consider the item on an agenda prior to the travel.

Role descriptions: Chair and Deputy Chair of a committee or subcommittee

8. A Chair and Deputy Chair of a committee or subcommittee will:
- (a) provide leadership to the committee
 - (b) ensure decision-making is evidence-based and made in a timely manner
 - (c) conduct the meeting in accordance with standing orders and legislation
 - (d) enhance relationships with key stakeholders
 - (e) act as the Council's spokes people and point of contact for the committee's activities
 - (f) collaborate with other committee chairs and deputy chairs where objectives are shared
 - (g) work effectively with Council officers to progress strategic priorities and projects
 - (h) facilitate policy discussions between elected members, public and officers regarding the committee's area of focus
 - (i) play a leadership role in the development of policy and strategy falling under the committee's area of focus
 - (j) ensure progress is made towards the council's strategic priorities in the committee's area of responsibility
 - (k) ensure governance oversight and direction is provided to the projects that report to their committee
 - (l) attend relevant events, launches of new activities and projects
 - (m) ensure council's advisory groups have effective input

² In the event one is conflicted, only two signatures are required. In the event two of the three are conflicted an additional committee or subcommittee chair will be a decision maker (as nominated by the mayor).

- (n) meet regularly with the mayor, deputy mayor, chief executive and senior staff
- (o) keep the mayor informed of emerging issues
- (p) maintain a "no surprises" approach for elected members and staff
- (q) raise issues of Council performance with the assigned executive leadership staff member in the first instance, following up with the mayor and chief executive if necessary

10 CHIEF EXECUTIVE DELEGATIONS: Clause 32 Schedule 7 Local Government Act 2002

The Council has delegated the following matters to the chief executive under clause 32 of Schedule 7 of the Local Government Act 2002:

1. The chief executive is delegated all powers and authorities (other than those retained by Council, or contained within the delegations to committees or other subordinate decision-making bodies or community boards), subject to any legal limits on the Council's ability to do so, provided that the chief executive acts within the law, Council policy (as approved from time to time) and the Long-term Plan and Annual Plan.
2. The chief executive delegations authorise the following tolerance levels, in order to ensure effective and efficient delivery of the Long-term Plan and Annual Plan:
 - (a) if the operating budget for an activity area will be exceeded by an amount no greater than 5% for that year, but the overall Annual Plan budget level can be maintained, the chief executive has the authority to approve budget transfers between activity areas, but subject to the following criteria:
 - (i) The overspends will not result in other projects or sub projects being cancelled; or
 - (ii) Any projects or sub projects included in the annual plan that will not be completed as planned in the current or following year will be reported to the appropriate committee for approval.
 - (iii) (Note, the net operating budget or surplus for this purpose excludes revaluations and gain/loss on sale of assets and any other extraordinary items).
 - (b) if an individual capital expenditure project in the Annual Plan will be exceeded by an amount no greater than 10% for that year, the chief executive has the authority to approve that expenditure, as long as the overall capital expenditure budget for the year is not exceeded and subject to the following criteria:
 - (i) The overall Annual Plan capital expenditure dollar amount is not exceeded; and
 - (ii) Any overspends must be offset by savings in the current year or a reduction in the dollar amount carried forward to the following years; and
 - (iii) The overspends will not result in other projects or sub projects being cancelled; or
 - (iv) Any projects or sub projects included in the Annual Plan that will not be completed as planned in the current or following year will be reported to the appropriate Committee for approval.
 - (v) For any projects that straddle more than one financial year then the 10% applies to the total project cost and not the cost in the current financial year.
 - (c) Any actual or forecast variations to budget will be reported to the Council or a committee of the whole of Council for noting and approval.
3. The chief executive has the authority to approve unbudgeted expenditure (either capital or operating) where the incurring of the expenditure relates to:
 - (a) urgent health and safety or legislative requirements
 - (b) an emergency (whether one has been declared or not) provided that if the amount is in excess of \$1,000,000 then the chief executive must consult with and get agreement from the mayor or deputy mayor if the mayor is incapacitated. However,

in the highly exceptional event that the chief executive is unable to consult, then the chief executive is still authorised to commit to the expenditure, but must report the exercise of the delegation to the mayor and council as soon as possible.

4. The chief executive has the authority to allocate funding from the City Growth Fund up to a total commitment of \$100,000 provided that:
 - (a) the criteria of the Fund are met; and
 - (b) the decision is made in consultation with, the mayor, the deputy mayor and the economic development portfolio leader.
5. The chief executive has the authority to sign any contract or memorandum of understanding in order to give effect to the Annual Plan and Long-term Plan and / or existing policy. Where the content relates to Council's relationship with external stakeholders/organisations, the mayor must be advised. The mayor will determine whether the mayor or chief executive is the appropriate signatory and/or whether the matter is referred to Council or committee.
6. The chief executive officer in consultation with the deputy mayor has the authority to approve international travel for the mayor and/or elected members where an invitation is received and there is no travel cost to the Council.

Explanatory notes to delegations

7. This delegation affirms that the Long-term Plan and the Annual Plan provide the basis for the implementation of Council decisions by the chief executive. Through and under the Long-term Plan and Annual Plan, operational and capital expenditure budgets, fees and charges, service levels, specific projects, and other significant requirements are approved by the Council.
8. The chief executive and management are then authorised to proceed to make all arrangements in line with those decisions.
9. The delegations are supported by effective communication and constructive working arrangements between elected members and the chief executive, such as the quarterly report, regular briefings, Council and CEO only time, and the chief executive's key performance indicators.

GOVERNANCE REVIEW IMPLEMENTATION

Purpose

1. This report asks the Council to agree to implement the recommendations from the "Wellington City Council Governance Review" report.

Summary

2. On 25 February 2021 Peter Winder of McGredy Winder & Co was appointed to conduct a governance review of Wellington City Council. A final report entitled "Wellington City Council Governance Review" (Review Report) was provided on 18 April 2021.
3. This paper responds to actions arising from the Strategy and Policy Committee meeting of 22 April 2021. The Committee directed officers to provide advice on how the thirteen recommendations made in the Review Report could be implemented. The Review Report was adopted by Council at its meeting on 28 April 2021.
4. Some recommendations can be implemented operationally if Council agrees to implement them. Some recommendations need a formal Council decision as part of implementation. In particular – recommending a remuneration change to the Remuneration Authority, removing councillors as portfolio holders, adopting a schedule of meetings, disestablishing some of the current committees, and adopting a Terms of Reference and Delegations for the new committee structure.
5. Adopting a Terms of Reference and Delegations for the new committee structure will be considered as part of a separate paper at this meeting.

Recommendations

That the Council:

1. Receive the information.
2. Agree to implement the thirteen recommendations made in the 'Wellington City Council Governance Review' report.
3. Endorse the actions outlined in this report.
4. Remove all councillors as portfolio holders.
5. Adopt the schedule of meetings in Attachment 1.
6. Note that meetings may be cancelled, or additional meetings scheduled, from time to time by the chief executive in consultation with the relevant chair and deputy chair.
7. Disestablish the Strategy and Policy Committee, Council-controlled Organisations Subcommittee, Finance, Audit and Risk Subcommittee, and Safer Speeds Hearing Subcommittee.

8. Recommend the below remuneration proposal to the Remuneration Authority:

Position	Proposed remuneration (per annum)	Total (per annum)
Mayor Foster	\$180,500	\$180,500
Deputy mayor	\$130,227	\$130,227
5 x chair of committee of the whole	\$113,025	\$565,125
8 x councillors	\$111,225	\$889,800
Total (pool)		\$1,585,152

9. Agree to the following short role descriptions for the deputy mayor and chair of committee of the whole, for the Remuneration Authority:

Deputy mayor	<p>The deputy mayor will:</p> <ol style="list-style-type: none"> assist the mayor in carrying out the statutory and leadership role of the mayor if the mayor is absent or incapacitated, perform all the responsibilities and duties, and exercise any powers of the mayor (other than powers under section 41A of the Local Government Act 2002 and the role of Justice of the Peace) lead and take responsibility for liaison with councillors on matters of support for carrying out their governance role. <p>In the absence of the mayor, for the Council to successfully discharge its responsibilities and duties in support of its purpose, the deputy mayor is empowered to perform the duties and responsibilities of the mayor under subclauses 17(3), (4) and (5) of Schedule 7 of the Local Government Act 2002.</p> <p>The deputy mayor is authorised to approve elected member attendance at conferences or training and associated travel and accommodation within New Zealand. [refer to the proposed Terms of Reference and Delegations – Specific Role Descriptions and Delegations]</p>
Chair of Committee of the Whole	<p>The chair of a committee of the whole will be responsible for presiding over one of the committees of the whole, which have specific responsibilities in line with their area of focus.</p> <p>The chair of a committee of the whole will be (in association with the deputy chair) the Council spokesperson with respect to matters within the committee’s area of focus.</p>

Background

6. On 25 February 2021 Peter Winder of McGredy Winder & Co was appointed to conduct a governance review of Wellington City Council. A final report entitled "Wellington City Council Governance Review" was provided on 18 April 2021.
7. The Review Report provided a recommended action plan to improve governance performance at Wellington City Council and was presented to the Strategy and Policy Committee on 22 April 2021.
8. The Strategy and Policy Committee recommended that Council adopt the Review Report. It also resolved to request officers to provide Council further advice on the implementation of the report's recommendations in time to allow implementation by 1 June 2021. This paper responds to that request.
9. The Council at its meeting of 28 April 2021 adopted the Review Report.

Discussion

Implementation of the Review Report recommendations

10. In response to the Strategy and Policy Committee's resolution on 22 April 2021, officers have developed the following roadmap for implementation of the 13 recommendations from the Review Report.

Establish a Council vision

11. The Review Report recommended that Council have a shared vision that can be used to provide direction to staff and to external partners. The Mayor's Office will organise a councillor-only session to discuss a Council vision based on the stated vision in the draft 2021-31 Long-term Plan, and the associated four well-being outcomes and the six priorities identified in the Long-term Plan.
12. The stated vision in the draft Long-term Plan is:
Wellington 2040: An inclusive, sustainable and creative capital for people to live, work and play.
13. The four well-being outcomes are:
 - a sustainable, natural eco city
 - a people-friendly, compact, safe and accessible capital city
 - an innovative, inclusive and creative city
 - a dynamic and sustainable economy.
14. The draft 2021-2031 Long-term Plan identifies six priorities that Council needs to strategically align itself with:
 - Functioning, resilient and reliable three waters infrastructure
 - Affordable, resilient and safe place to live
 - Safe, resilient and reliable core transport infrastructure network
 - Fit-for-purpose community, creative and cultural spaces
 - Accelerating zero-carbon and waste-free transition
 - Strong partnerships with mana whenua.

Adopt a package of change designed to provide the circuit breaker in the way in which governance is exercised

15. The subsequent recommendations and their implementation give effect to this recommendation.

Moving away from portfolios and adopting a structure of committees of the whole

16. The Review Report recommended establishing four key committees of the whole, each of which would meet on a monthly cycle (one committee in each week of the month).
17. Section 41A of the Local Government Act 2002 gives the mayor the power to establish committees of the governing body and to appoint the chairpersons of those committees.
18. In accordance with the same section of the Local Government Act 2002, the mayor has established a new committee structure, effective from 1 June 2021, in line with the recommendation in the Review Report. This structure consists of the following committees and subcommittees:
 - Finance and Performance Committee
 - Policy, Planning and Environment Committee
 - Infrastructure Committee
 - Social, Cultural and Community Services Committee
 - Annual Plan / Long-term Plan Committee
 - Regulatory Processes Committee
 - CEO Performance Review Committee
 - Audit and Risk Subcommittee
 - Grants Subcommittee
19. The new committee structure will come into effect from 1 June 2021.
20. A Terms of Reference and Delegations for these committees will be considered as part of a separate report at this meeting.
21. The Review Report recommended that the forward programme of each committee should be part of the regular reporting for that committee. This has been included in the proposed Terms of Reference and Delegations.
22. Each committee of the whole will receive its forward programme as an item on every agenda, noting that the forward programmes are living documents and may change between meetings.
23. The Review Report recommended an increased focus on monitoring implementation of Council resolutions and delivery of the work-programme. Reports to Council and committees will include a history of relevant and key decisions on the subject matter of the report.
24. Officers are developing a robust resolution tracking system, with a view to have monthly updates presented to each committee on the implementation of that committee's resolutions and area of focus from the second meeting of the new committees. This work is currently in the scoping stage. It is envisaged that information

about the status resolutions will be made available to the public and that the system will also include voting records.

25. This system could take up to twelve months to fully implement. In the meantime, an interim database of resolutions and actions has been created and currently holds resolutions for the past two triennia. This database is available on request.

Change meeting practice – do business once, do it right

26. Current Council practice is to have 'pre-meetings' on the Tuesday before a Thursday Strategy and Policy Committee meeting in which councillors had the opportunity to ask questions of officers. These pre-meetings will be discontinued.
27. A new deadline for publication of meeting agendas will be set at one week before the meeting. This will give councillors sufficient time to raise any questions with officers. A new process will be developed outlining key contacts and timelines.
28. As is current practice, officers will also be available to answer any questions and provide advice at the meeting. The Review Report in particular recommended that members seek advice when debating proposed amendments, where possible they would be discussed with the responsible Executive Leadership Team member in advance of the meeting.
29. The Review Report recommended stopping the practice of members introducing reports at meetings. Where reports need any further introduction, this will come from the relevant Council officers. For clarity, the following process will be followed for each agenda item.
- Introduction by officers (if required)
 - Questions to officers
 - Motion moved and seconded
 - Debate
 - Decision

Support the use of committees by using working groups to tackle complex issues

30. The proposed Terms of Reference and Delegations provides for the use of working groups to tackle complex issues.
31. The proposed Terms of Reference and Delegations states:

Working groups may be recommended by committees and sub-committees for Council approval. Working groups are set up to investigate a specific issue within a committee's area of focus and report back within a specific timeframe. Working groups are made up of members of the committee or sub-committee. Working groups do not have decision-making power. Working groups enable Councillors to work constructively and collegially together to consider an issue and collectively work on solutions.

Use chair and deputy chair appointments to build collaboration and consensus

32. Following discussions with councillors, the mayor has made appointments of chairs and deputy chairs to the new committee structure.

Use regular councillor-only time to build collaboration and consensus

-
33. Invitations for regular councillor-only time will be sent to all councillors by the mayor's Office. This will be weekly meetings in the first instance, as recommended in the Review Report.

Support committee chairs and deputy chairs to be effective Council spokespersons

34. Officers will arrange further media training for all councillors.
35. Officers will revise the elected member media protocol to provide clarity for the role of Council spokesperson and the revised committee structure and provide these to councillors, for discussion at an appropriate councillor-only time session.
36. An agenda preview meeting will be scheduled in the week prior to each meeting for the chair, deputy chair, deputy mayor, executive leadership team liaison, lead democracy advisor, and a member of the communications team. One topic covered in this briefing will be a communications approach for decisions and draft media statements.

Elevate oversight of Council-controlled Organisations

37. Under the proposed Terms of Reference and Delegations, oversight of Council-controlled Organisations will fall under the delegations to the Finance and Performance Committee.

Resource elected members to be effective and to be able to do their jobs

38. Officers will have one-on-one discussions with elected members to tailor the additional support to their needs as chairs and deputy chairs, and councillors. The Review Report notes that councillors may need to be supported by a team of around six support staff. This is an increase from the current four staff that are budgeted for. Additional resourcing to cover the increase will be included in the Long-term Plan.
39. A revised support structure will be put in place as soon as possible with interim support in place from 1 July 2021.

Provide training for elected members to support better governance practice

40. The Review Report recommends an increase in training and development for councillors. Additional resourcing to cover the increase will be included in the Long-term Plan.
41. Officers will develop a governance training programme in conjunction with the deputy mayor which will be a mix of common to all (local government governance, charring meetings, interpreting and applying standing orders and media training) as well as councillor-specific ones. The programme will run from August 2021 to December 2021. Training to support councillors in their roles as chairs and deputy chairs will be provided before August.

Support the mayor to more effectively advocate for Wellington

42. The new chief of staff will review requirements with the mayor and the deputy mayor.

43. Five new responsibilities have been added to the deputy mayor role in the proposed Terms of Reference and Delegations, in line with recommendations from the Review Report. These additional responsibilities will provide the space for the mayor to fulfil his city leadership role. They are to:
- assist the mayor in day-to-day administration
 - ensure that the mayor's view is conveyed to committee and other meetings when he is absent on Council business
 - be a key facilitator in negotiating and achieving consensus decision-making and, where that is not possible, landing a Council majority decision
 - participate in all agenda preview meetings with committee chairs, deputy chairs and lead officers
 - organise and coordinate councillor only time.

[New] Committee structure

44. As noted in paragraph 18 of this report. The mayor has established a new committee structure in line with the recommendation in the Review Report. The Terms of Reference and Delegations for this structure will be considered in a separate paper at this meeting.

Schedule of Meetings

45. The new committee structure will require a new schedule of meetings. A proposed meeting schedule for the rest of the triennium can be found as Attachment 1.
46. In most cases the schedule of meetings follows this format:
- Social, Cultural and Community Services Committee – first Thursday of the month.
 - Regulatory Processes Committee – second Wednesday of the month.
 - Infrastructure Committee – second Thursday of the month.
 - Finance and Performance Committee – third Thursday of the month.
 - Policy, Planning and Environment Committee – fourth Wednesday of the month.
 - Council – fourth Thursday of the Month.
 - Audit and Risk Subcommittee – quarterly.
 - Annual Plan / Long-term Plan Committee – as needed.
 - CEO Performance Review Committee – as needed
 - Grants Subcommittee – as needed.
47. This schedule is in line with the Review Report which recommended that the four key committees of the whole meet on a monthly basis, one meeting each week of the month.
48. Most of these four key committees meet on Thursday, with the exception of the Policy, Planning and Environment Committee. The reasoning for this is that it is desirable to have Council as the last meeting of the month so that any recommendations from committee to Council can be deliberated, where necessary.
49. The schedule for June does not follow the standard schedule of meetings to provide for a transition period between the current committee structure and the new one.

New allocation of councillor remuneration pool

50. The Remuneration Authority requires local authorities to fully allocate a specified pool of money for the remuneration of councillors and their additional responsibilities (e.g. chairs of committees).
51. This was done at the beginning of the 2019-2022 triennium but now that the committee structure has changed the available remuneration pool should be reallocated.
52. The Remuneration Authority (the Authority) set Wellington City Council's total councillor remuneration pool at \$1,585,152 (to cover councillor base salary and the remuneration of additional responsibilities).
53. Council recommends remuneration to the Authority which then set remuneration through a determination.
54. The next determination will commence on 1 July 2021. Any remuneration changes can only be backdated to the commencement date of the determination. This means there will be a period of one month where the new committee structure is in effect without changes in remuneration.
55. The remuneration pool must be fully allocated, and only to councillors; it cannot be allocated to the mayor or to community board members. Councillors appointed to external appointments cannot receive additional remuneration from this pool.
56. The Remuneration requires the following information to be provided:
 - name of council
 - number of elected members (14, excluding the mayor)
 - governance remuneration pool (\$1,585,152, set by the authority)
 - base councillor remuneration (\$111,225)
 - name/title of each proposed position of responsibility, including:
 - brief description of additional responsibilities above those of a base councillor (see paragraph 63)
 - number of members per position (see paragraph 62)
 - (Proposed) annual remuneration for the position (see paragraph 62)
 - confirmation that the pool is fully allocated (see paragraph 62)
 - the date positions and remuneration were confirmed by council
57. The Authority requires that, for any roles attracting additional remuneration above the proposed base rate (\$111,225) – i.e. for the deputy mayor and the chair of a committee of the whole – the Council must have a formal vote. The vote is to agree:
 - a) The title and short description of each role with additional responsibility (see paragraph 63).
 - B The proposed annual dollar value of remuneration attached to each role, and the name of the councillor elected to fill that role. (see paragraph 62).
58. The Council provided the Authority with a proposed new "base remuneration" at the beginning of the triennium. The proposed new base remuneration rate was set at \$111,225 per annum. No changes to the base salary are recommended.

59. It is recommended that the additional remuneration paid to the Chair of the Strategy and Policy Committee be split between the chairs of the new committees of the whole. This results in \$1,800 of remuneration above the councillor base salary for each chair of the five committees of the whole for a total of \$113,025 per annum.
60. It is recommended that the deputy mayor's remuneration remain the same, with the addition of \$2, which is a remainder of splitting the additional remuneration of the Strategy and Policy Committee chair. The recommended remuneration for the deputy mayor is \$130,227.
61. The mayor's salary is set by the Remuneration Authority and cannot be changed.
62. The proposal for the allocation of Wellington City Council's set remuneration pool is:

Position	Proposed remuneration (per annum)	Total (per annum)
Mayor Foster	\$180,500	\$180,500
Deputy mayor	\$130,227	\$130,227
5 x chair of committee of the whole	\$113,025	\$565,125
8 x councillors	\$111,225	\$889,800
Total (pool)		\$1,585,152

63. A short description of the 'deputy mayor' and 'chair of committee of the whole' is also required to be provided to the Remuneration Authority. The following role descriptions have been taken from the proposed Terms of Reference and Delegations:

Deputy mayor	<p>The deputy mayor will:</p> <ol style="list-style-type: none"> assist the mayor in carrying out the statutory and leadership role of the Mayor if the mayor is absent or incapacitated, perform all the responsibilities and duties, and exercise any powers of the mayor (other than powers under section 41A of the Local Government Act 2002 and the role of Justice of the Peace) lead and take responsibility for liaison with Councillors on matters of support for carrying out their governance role. <p>In the absence of the mayor, for the Council to successfully discharge its responsibilities and duties in support of its purpose, the deputy mayor is empowered to perform the duties and responsibilities of the mayor under subclauses 17(3), (4) and (5) of Schedule 7 of the Local Government Act 2002.</p> <p>The deputy mayor is authorised to approve elected member attendance at conferences or training and associated travel and accommodation within New Zealand. [refer to the proposed Terms of Reference and Delegations – Specific Role Descriptions and Delegations]</p>
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Chair of committee of the whole	<p>The chair of a committee of the whole will be responsible for presiding over one of the committees of the whole, which have specific responsibilities in line with their area of focus.</p> <p>The chair of a committee of the whole will be (in association with the deputy chair) the Council spokesperson with respect to matters within the committee's area of focus.</p>
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64. The Remuneration Authority will be provided with Council's agreed proposal for the allocation of the Councillor remuneration pool by close of business 14 May 2021 so that it can be included in the June 2021 determination.



Options

65. With regards to the recommendations of the Review Report, the Council could:
- agree to implement all the recommendations and endorse the actions proposed in this report
 - agree to implement some of the recommendations and endorse the associated actions proposed in this report
 - agree to implement all the recommendations and modify the actions proposed in this report
 - not agree to implement any of the recommendations.
66. With regard to the meeting schedule, the Council could:
- adopt the schedule of meetings in Attachment 1
 - adopt a different schedule of meetings
 - not adopt a schedule of meetings and instead schedule meetings each month.
67. With regards to the new allocation of the pool specified by the Authority for the remuneration of councillors, the Council has the following options.
- Recommend the proposed allocation to the Remuneration Authority.
 - Recommend an amended version of the proposed allocation to the Remuneration Authority.
 - Decline to recommend an allocation to the Remuneration Authority.
 - Agree to the role descriptions for the Remuneration Authority.
 - Agree to amended role descriptions for the Remuneration Authority.

Next Actions

68. If Council agrees to implement the recommendations from the Review Report, then officers will progress on implementing the changes as outlined in this paper.

Attachments

Attachment 1. Proposed Schedule of Meetings  

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Authors	Cyrus Frear, Senior Democracy Advisor Sean Johnson, Democracy Advisor
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Authoriser	Jennifer Parker, Democracy Services Manager Stephen McArthur, Chief Strategy & Governance Officer
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SUPPORTING INFORMATION

Engagement and Consultation

Not applicable.

Treaty of Waitangi considerations

Not applicable.

Financial implications

The recruitment of additional staff, additional training for councillors, and the roll-out of the resolutions database will have financial implications not factored in the Long-Term Plan. If the report's proposals are approved the added costs will be included in the Long-term Plan document that will be deliberated upon at the Annual Plan / Long-Term Plan Committee on 27 May 2021.

Policy and legislative implications

There are none.

Risks / legal

Not applicable.

Climate Change impact and considerations

Not applicable.

Communications Plan

Not applicable.

Health and Safety Impact considered

Not applicable.

Mon	Tue	Wed	Thu	Fri
June 2021				
	1	2 Social, Cultural and Community Services	3	4
7 Public holiday Queen's Birthday	8 Regulatory Processes	9 Audit and Risk	10 Social, Cultural and Community Services and Policy, Planning and Environment	11
14 Waste Management JC	15	16	17 Finance and Performance	18
21	22 Social, Cultural and Community Services	23 Infrastructure	24 Policy, Planning and Environment	25
28	29 Annual Plan / Long Term Plan	30 Council		

Mon	Tue	Wed	Thu	Fri
July 2021				
			1 No meetings	2 No meetings
5 No meetings	6 No meetings	7 No meetings	8 No meetings	9 No meetings
12 No meetings	13 No meetings	14 No meetings	15 No meetings	16 No meetings
19 No meetings	20 No meetings	21 No meetings	22 No meetings	23 No meetings
26 No meetings	27 No meetings	28 No meetings	29 No meetings	30 No meetings

Mon	Tue	Wed	Thu	Fri
August 2021				
2	3	4	5 Social, Cultural and Community Services	6
9	10	11 Regulatory Processes	12 Infrastructure	13
16	17	18 CEO Performance Review	19 Finance and Performance	20
23	24	25 Policy, Planning and Environment	26 Council	27

Mon	Tue	Wed	Thu	Fri
September 2021				
		1	2 Social, Cultural and Community Services	3
6 Waste Management JC	7	8 Regulatory Processes	9 Infrastructure	10
13	14	15 Audit and Risk	16 Finance and Performance	17
20	21	22 CEO Performance Review	23 Policy, Planning and Environment	24
27	28	29 Annual Plan / Long Term Plan	30 Council	

Mon	Tue	Wed	Thu	Fri
October 2021				
				1
4	5	6 Grants	7 Social, Cultural and Community Services	8
11	12	13 Regulatory Processes	14 Infrastructure	15
18	19	20 Annual Plan / Long Term Plan	21 Finance and Performance	22
25 Public holiday Labour Day	26	27 Policy, Planning and Environment	28 Council	29

Mon	Tue	Wed	Thu	Fri
November 2021				
1	2	3	4 Social, Cultural and Community Services	5
8 Waste Management JC	9	10 Regulatory Processes	11 Infrastructure	12
15	16	17 Annual Plan / Long Term Plan	18 Finance and Performance	19
22	23	24 Policy, Planning and Environment	25 Council	26
29	30			

Mon	Tue	Wed	Thu	Fri
December 2021				
		1	2 Social, Cultural and Community Services	3
6 Waste Management JC	7	8 Regulatory Processes and Grants	9 Infrastructure	10
13	14	15 Council	16	17
20 No meetings	21 No meetings	22 No meetings	23 No meetings	24 No meetings
27 No meetings	28 No meetings	29 No meetings	30 No meetings	31 No meetings

Mon	Tue	Wed	Thu	Fri
January 2022				
3 No meetings	4 No meetings	5 No meetings	6 No meetings	7 No meetings
10 No meetings	11 No meetings	12 No meetings	13 No meetings	14 No meetings
17 No meetings	18 No meetings	19 No meetings	20 No meetings	21 No meetings
24 No meetings	25 No meetings	26 No meetings	27 No meetings	28 No meetings
31 No meetings				

Mon	Tue	Wed	Thu	Fri
February 2022				
	1	2 Audit and Risk	3 Social, Cultural and Community Services	4
7 Public holiday Waitangi Day	8	9 Regulatory Processes	10 Infrastructure	11
14	15 CEO Performance Review	16 Annual Plan / Long Term Plan	17 Finance and Performance	18
21	22	23 Policy, Planning and Environment	24 Council	25

28				
Mon	Tue	Wed	Thu	Fri
March 2022				
	1	2	3	4
7 Waste Management JC	8	9 Regulatory Processes	10 Social, Cultural and Community Services	11
14	15	16 Grants	17 Infrastructure	18
21	22	23 Annual Plan / Long Term Plan	24 Finance and Performance	25
28	29	30 Policy, Planning and Environment	31 Council	

Mon	Tue	Wed	Thu	Fri
April 2022				
				1
4	5	6	7 Social, Cultural and Community Services	8
11	12	13 Regulatory Processes	14 Infrastructure	15 Public holiday Good Friday
18 Public holiday Easter Monday	19 CEO Performance Review	20 Annual Plan / Long Term Plan	21 Finance and Performance	22
25 Public holiday Anzac Day	26	27 Policy, Planning and Environment	28 Council	29

Mon	Tue	Wed	Thu	Fri
May 2022				
2	3	4	5 Social, Cultural and Community Services	6
9	10	11 Regulatory Processes	12 Infrastructure	13
16	17 Grants	18 Annual Plan / Long Term Plan	19 Finance and Performance	20
23	24	25 Policy, Planning and Environment	26 Council	27

30	31			
Mon	Tue	Wed	Thu	Fri
June 2022				
		1 Audit and Risk	2 Social, Cultural and Community Services	3
6 Public holiday Queen's Birthday	7	8 Regulatory Processes	9 Infrastructure	10
13	14	15 CEO Performance Review	16 Finance and Performance	17
20	21	22 Annual Plan / Long Term Plan	23	24 Public holiday Matariki
27	28	29 Policy, Planning and Environment	30 Council	31

Mon	Tue	Wed	Thu	Fri
July 2022				
				1 No meetings
4 No meetings	5 No meetings	6 No meetings	7 No meetings	8 No meetings
11 No meetings	12 No meetings	13 No meetings	14 No meetings	15 No meetings
18 No meetings	19 No meetings	20 No meetings	21 No meetings	22 No meetings
25 No meetings	26 No meetings	27 No meetings	28 No meetings	29 No meetings

Mon	Tue	Wed	Thu	Fri
August 2022				
1	2	3	4 Social, Cultural and Community Services	5
8	9 Grants	10 Regulatory Processes	11 Infrastructure	12
15	16 CEO Performance Review	17 Annual Plan / Long Term Plan	18 Finance and Performance	19
22	23	24 Policy, Planning and Environment	25 Council	26
29	30	31		

Mon	Tue	Wed	Thu	Fri
September 2022				
			1 Grants	2
5	6	7 Audit and Risk	8 Social, Cultural and Community Services	9
12	13	14 Regulatory Processes	15 Infrastructure	16
19	20 CEO Performance Review	21 Annual Plan / Long Term Plan	22 Finance and Performance	23
26	27	28 Policy, Planning and Environment	29 Council	30

3. Committee Reports

REPORT OF THE STRATEGY AND POLICY COMMITTEE
MEETING OF 13 MAY 2021

The Strategy and Policy Committee meeting on 13 May 2021 is expected to make recommendations on the Māori Ward.

As the Strategy and Policy Committee meeting had not taken place when the agenda for the Council meeting was published, the recommendations from the Committee are not yet known. The Committee's recommendations will be tabled at the Council meeting.

The recommendations to the Committee may be viewed online at the following address:
<https://wellington.govt.nz/your-council/meetings/committees/strategy-and-policy-committee/2021/05/13>

Attachments

Nil

4. Public Excluded

Recommendation

That the Council:

1. Pursuant to the provisions of the Local Government Official Information and Meetings Act 1987, exclude the public from the following part of the proceedings of this meeting namely:

General subject of the matter to be considered	Reasons for passing this resolution in relation to each matter	Ground(s) under section 48(1) for the passing of this resolution
4.1 Code of Conduct Investigation	<p>7(2)(c)(ii) The withholding of the information is necessary to protect information which is subject to an obligation of confidence or which any person has been or could be compelled to provide under the authority of any enactment, where the making available of the information would be likely to damage the public interest.</p> <p>7(2)(f)(ii) The withholding of the information is necessary to maintain the effective conduct of public affairs through the protection of such members, officers, employees and persons from improper pressure or harassment.</p>	<p>s48(1)(a) That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7.</p>

2. Agree that the results of the Council's determination will be release to the elected members concerned and then to the public, together with this report and the Investigaton Report.