

ORDINARY MEETING

OF

WELLINGTON CITY COUNCIL

AGENDA

Time: 5:30 pm
Date: Wednesday, 26 October 2016
Venue: Renouf Foyer
Michael Fowler Centre
111 Wakefield Street
Wellington

MEMBERSHIP

Mayor Lester
Councillor Calvert
Councillor Calvi-Freeman
Councillor Dawson
Councillor Day
Councillor Eagle
Councillor Foster
Councillor Free
Councillor Gilberd
Councillor Lee
Councillor Marsh
Councillor Pannett
Councillor Sparrow
Councillor Woolf
Councillor Young

TABLE OF CONTENTS

26 OCTOBER 2016

Business	Page No.
1.1 Chief Executive's Welcome	
1.2 Apologies	
1.3 Declaration of the Mayor Elect	
1.4 Declaration of Councillors Elect	
Onslow-Western Ward	
Northern Ward	
Lambton Ward	
Eastern Ward	
Southern Ward	
1.5 General Explanation	
1.6 Mayor's Opening Speech	
1.7 Appointment of Deputy Mayor	
Presented by Mayor Lester	
1.8 Committee Structure, Chairpersons and Membership	5
Presented by Mayor Lester	
1.9 Elected Member Appointments to Council Controlled Organisations, Council Organisations, External Committees and Other Organisations	9
Presented by Mayor Lester	
2.0 Setting of Dates for First Council Ordinary Meetings - 2016/2019 Triennium	21
Presented by Mayor Lester	

COMMITTEE STRUCTURE, CHAIRPERSONS AND MEMBERSHIP

Purpose

1. Section 41A of the Local Government Act 2002 provides for the Mayor to establish the committees of the Wellington City Council and appoint chairpersons to those committees.
2. Mayor Justin Lester has been developing a committee structure in discussion with councillors. A memorandum on the committee structure, appointment of chairpersons and membership is attached.

Recommendation

That the Council:

1. Receive the memorandum.

Attachments

Attachment 1. Committee Structure, Chairpersons and Membership

Page 6

Author	Clare Sullivan, Principal Governance Advisor
Authoriser	Anusha Guler, Manager Democratic Services

Memorandum

Date: 20 October 2016 File ref:
 To: **The Council**
 From: **His Worship the Mayor**
 Subject: **Committee Structure, Chairpersons and Membership**

This memorandum provides a broad overview of the governance and decision making structures for the Wellington City Council for the 2016 – 2019 triennium. The structure is designed to be inclusive at both a political and community level and facilitates quality decision-making.

Committees of Council

Committee	Chairperson	Membership
City Strategy Committee	Cr Iona Pannett	Mayor and all Councillors
Long-term and Annual Plan Committee	Deputy Mayor Paul Eagle	Mayor and all Councillors
Regulatory Process Committee	Cr Malcolm Sparrow	Mayor Justin Lester Cr Chris Calvi-Freeman Cr Diane Calvert Cr David Lee
CEO Performance Review Committee	Deputy Mayor Paul Eagle	Mayor Justin Lester Cr Jill Day Cr Andy Foster Cr Iona Pannett Cr Diane Calvert

Subcommittees reporting to City Strategy Committee

Subcommittee	Chairperson	Membership
Grants Subcommittee	Cr Sarah Free	Mayor Justin Lester Cr Peter Gilberd Cr Brian Dawson Cr Nicola Young
Finance, Audit and Risk Management Subcommittee	Cr Andy Foster	Mayor Justin Lester Cr Nicola Young Cr Diane Calvert Plus 2 external appointments
Council Controlled Organisations Subcommittee	Cr Simon Woolf	Mayor Justin Lester Deputy Mayor Paul Eagle Cr Simon Marsh Cr David Lee

The Mayor is a member of every committee and subcommittee of the territorial authority.

Portfolio Leaders

Portfolio Leaders	Area of Focus
Mayor Justin Lester	Arts and Culture, Major City Projects, Governance
Deputy Mayor Paul Eagle	Housing, Recreation, Events
Cr Iona Pannett	Infrastructure and Sustainability
Cr Andy Foster	Urban Development, Finance, Predator Free Wellington, Karori Framework
Cr Simon Marsh	Economic Development, Small Business (joint)
Cr Simon Woolf	Wellington Ambassador Tourism, Small Business (joint), Sport
Cr Malcolm Sparrow	Community Resilience
Cr Nicola Young	Central City Projects, Education Partnerships
Cr David Lee	Technology, Innovation, Enterprise (TIE), Climate Change
Cr Jill Day	Maori Partnerships, Children and Young People
Cr Peter Gilbert	Natural Environment, City Scientist
Cr Brian Dawson	Social Development, Living Wage
Cr Diane Calvert	Community Planning and Engagement
Cr Chris Calvi-Freeman	Transport strategy and operations
Cr Sarah Free	Public Transport, Cycling and Walking

The governance and decision making structure takes the following key principles into consideration:

- Inclusiveness of councillors
- Efficiency of decision making
- Strategic/integrated decisions
- Informed decision making
- Public participation
- Openness
- Transparency
- Accountability
- Governance

Delegations

The formal terms of reference and delegations on which the structure will be based will be considered at a future meeting of Council. Other Councillor appointments to Boards, Trusts and Advisory Groups will be considered at the Inaugural meeting.



Justin Lester
Mayor of Wellington

ELECTED MEMBER APPOINTMENTS TO COUNCIL CONTROLLED ORGANISATIONS, COUNCIL ORGANISATIONS, EXTERNAL COMMITTEES AND OTHER ORGANISATIONS

Purpose

1. To make elected member appointments to Council Controlled Organisations (CCO), Council Organisations (CO) and a number of external or joint committees and organisations.

Summary

2. Councillors are appointed to represent the Council on the Boards of the majority of its CCOs either because of Trust Deed or Company Constitution requirements, or a previous decision of the Council. Such appointments are made at the beginning of the new triennium in accordance with the Council's Appointments Policy.
3. In addition, Council has the ability and in some cases, a legal requirement under various Trust Deeds to appoint representatives to Council Organisations, Council Advisory Groups, external joint committees and other organisations that it has an involvement with through providing funding, strategic partnerships or by invitation.
4. This report sets out officers' proposals in relation to the Council's representation on and the appointment of members to those bodies.

Recommendations

That the Council:

1. Receive the information.
2. Agree to appoint Councillors to vacancies on the Boards of the following Council Controlled Organisations:

Council Controlled Organisation	Number of vacancies
Basin Reserve Trust	1
Hutt Minoh House Friendship Trust	1
Joe Aspell Trust ¹	3
Wellington Museums Trust	1
Wellington Zoo Trust	1
Karori Sanctuary Trust (Zealandia)	1
Westpac Stadium (Wellington Regional Stadium Trust)	1

¹ Excluding the Mayor, who is automatically appointed to the Trust.

3. Agree to appoint Councillor representative(s) to the following Council Organisations:

Council Organisation	Representation
Wellington International Airport Ltd	One Councillor
Creative Communities Local Funding Scheme	Two Councillors can be appointed under the terms of the contract with Creative NZ
NZ International Arts Festival Trust	Mayor*
Porirua Harbour and Catchment Trust	One Councillor
Thomas George Macarthy Trust	Mayor*
Te Wharewaka o Pōneke	Two Councillors

* The Mayor is automatically appointed to these positions under the relevant Trust agreement

4. Agree to appoint a Councillor representative, and an alternate, to the following Council Advisory and Reference Groups:

Council Advisory and Reference Group	Representation
Accessibility Advisory Group	One Councillor (and one alternate)
Environmental Reference Group	One Councillor (and one alternate)
Pacific Advisory Group	One Councillor (and one alternate)
Safe and Sustainable Transport Reference Group	One Councillor (and one alternate)
Youth Council	One Councillor (and one alternate)

5. Agree to appoint a Councillor representative, and an alternate to the following groups and organisations:

Other Organisation	Representation
Art Collection Group	One Councillor (and one alternate)
Liaison with the Wellington Multi-Cultural Council	One Councillor (and one alternate)
Waste Forum – Wellington Region	One Councillor (and one alternate)

6. Agree to appoint a Councillor representative, and an alternate, to the following joint external committees:

Joint External Committees	Representation
Regional Transport Committee	One Councillor (and one alternate)
Wellington Regional Strategy Committee	Four Councillors
Wastewater Treatment Plant and Landfill Joint Committee	One Councillor (and one alternate)
Wellington Regional Amenities Fund	One Councillor (and one alternate)

Joint Committee	
Wellington Water Committee	One Councillor
Te Awarua o Porirua Whaitua	One Councillor (no alternate)
Regional Waste Governance Committee	One Councillor

7. Agree to appoint two Northern Ward Councillors to the Tawa Community Board for the 2016/2019 triennium.
8. Delegate to the Tawa Community Board the authority to appoint a Board member as a representative on Camp Elsdon.
9. Agree to appoint the Mayor (as presiding delegate) and three Councillors as its representatives to Local Government New Zealand Zone 4.
10. Agree that the Councillors appointed to these organisations and advisory groups will report back to an appropriate forum on an annual basis.
11. Agree that the term of appointments to each of the above positions will commence immediately. Unless otherwise specified the appointment will terminate at the earlier of the time the position is refilled following the 2019/2022 triennial election or 31 December 2019.

Background

Appointments policy

5. The Council's Policy on the Appointment and Remuneration of Directors and Trustees states that CCO boards comprised of four or more directors will have a designated elected member position, unless otherwise determined by Council.
6. Exceptions and/or special cases are:
 - Wellington Cable Car Ltd – which has only three directors;
 - Wellington International Airport Ltd - which is not a CCO, by virtue of Council's less than 50% shareholding;
 - Karori Sanctuary Trust (Zealandia) - which is not a CCO and where previous decisions by the Council have made external appointments to the board; and
 - Basin Reserve Trust – which, on establishment, created the opportunity for the Council to approve up to two Councillor appointments. The Council currently appoints one Councillor and one independent trustee to the Trust.
7. In accordance with the Appointments Policy, Councillors can be appointed to more than one CCO or CO.
8. In line with the Local Government Act, persons to be considered for appointment as a director or trustee of a CCO must have the skills, knowledge and experience to:
 - Guide the organisation, given the nature and scope of its activities; and
 - Contribute to the achievement of the objectives of the organisation.

Remuneration

9. At the Council meeting of 29 November 2012, it was agreed that Council's Policy on the Appointment and Remuneration of Directors and Trustees would be amended to

specify that elected members appointed to CCOs by Council not be remunerated in addition to their Council remuneration.

Other information

10. Appointments are made at the beginning of each new triennium. Unless otherwise specified the appointment will terminate at the earlier of the time the position is refilled following the triennial election or 31 December of the year of the triennial election. Nominations for elected member appointments to CCOs are put forward by the Mayor for ratification at one of the first Council meetings of the new triennium. Elected members should be appointed for no longer than two terms (or six years) on any one CCO board, unless Council agrees there are exceptional circumstances.

Level of Councillor representation on boards

11. It is not recommended that the level of Councillor representation on any CCOs is changed at this time.

Council Organisations

12. The Council is represented by elected members and/or officers on the boards of a number of organisations and bodies.
13. In some cases the appointments are required because of board membership criteria set out in trust deeds or constitutions. These documents may or may not stipulate that appointees must be councillors. In other cases the Council has elected to appoint councillors, usually at the request of the entities concerned.
14. The Council should note that any entity whose board includes a Council appointee, whether a councillor, officer or external person, is automatically classified a Council Organisation under the Local Government Act 2002. This brings with it performance monitoring obligations involving consideration of the contribution which such an entity makes to the strategic outcomes of the Council.
15. Where an obligation to appoint exists but that right is not exercised, they cannot be avoided. In the case of the latter, a change to the relevant trust deed or constitution would need to be executed if the Council wishes to avoid its monitoring obligations.
16. Officers have reviewed the need for appointments to the organisations that, by virtue of appointments made to them in the last triennium (whether driven by trust deed or other requirements, or made at the Council's discretion), were categorised as Council Organisations. Officers' advice is as follows:
 - Table A in this report lists those Council Organisations where it is being recommended that the Council makes a councillor appointment
 - Table B lists other bodies and organisations where it is being recommended that the Council makes a councillor appointment
 - Table C lists the Council's Advisory Groups where it is being recommended that the Council makes a councillor appointment.

Advisory and Reference Groups

17. Council has established a number of advisory groups that assist in the policy formulation process in distinct subject areas. The current groups are the Accessibility Advisory Group, Environmental Reference Group, Pacific Advisory Group, Safe and Sustainable Transport Reference Group and Youth Council. These groups generally meet on a monthly basis. It is recommended that a Councillor and an alternate be appointed to each. See Table C below for more detailed information on these groups.

External Committees

Regional Transport Committee

18. The Greater Wellington Regional Council (GWRC) has invited Wellington City Council to nominate a representative and an alternate to its Regional Transport Committee (RTC). Membership of the RTC is made up of one person from each territorial authority in the region, a representative from the New Zealand Transport Agency and two representatives from GWRC. The alternative member may attend and vote at meetings of the RTC, but only in the event that the appointed member is unable to attend. The Committee is administered by the GWRC.

Wellington Regional Strategy Committee

19. The GWRC has also invited Wellington City Council to nominate four elected members to its Wellington Regional Strategy Committee (WRS Committee).
20. The Wellington Regional Strategy (WRS) is a project of all nine councils in the Wellington Region. Its goal is to build an internationally competitive Wellington by developing and implementing a vision and an integrated framework to achieve sustainable development. The project has a long term outlook – to the year 2050 with a more detailed focus of action and priority for the next ten to twenty years. The role of the committee is to provide oversight of the strategic direction set out in the WRS, and of specific implementation agencies for economic development, tourism and urban development. The Committee is administered by the GWRC.

Wastewater Treatment Plant and Landfill Joint Committee

21. The Council also needs to appoint one member and an alternate to the Wastewater Treatment Plant and Landfill Joint Committee with the Porirua City Council (PCC).
22. The joint committee was established in 2006 when the Joint Services Committee and Porirua Basin Drainage Authority were combined to form a single Joint Committee. The broad purpose of this joint committee is to provide the necessary overview of key infrastructure projects serving catchments across the boundaries of the two Councils. Representation on the Committee is seen as being important in gaining the necessary overview and input to infrastructural issues that may affect long term growth within the urban growth catchment area. The Committee is administered by the Porirua City Council.

Wellington Regional Amenities Fund Joint Committee

23. The Wellington Regional Amenities Fund was established in 2012 to demonstrate the region's commitment to arts and cultural activity and to our unique natural environment. Many important cultural and environmental organisations are based in Wellington and provide significant benefit to the region. These organisations support the development and production of high quality experiences, making it possible for all to participate in these experiences and ensure that the region has a robust arts infrastructure and thriving network of cultural and environmental attractions.
24. The membership of the Joint Committee is made up of one elected member each from the Kapiti Coast District Council, and the Hutt City, Upper Hutt, Porirua City and Wellington City Councils. Each member council will also appoint an alternate who may attend and vote at meetings in the absence of the appointed representative. Both the representative and the alternate must be an elected person from the member authority.

Te Awarua-o-Porirua Whaitua

25. This Committee, established by GWRC is responsible for developing a Whaitua Implementation Plan that will outline regulatory and non-regulatory proposals for integrated land and water management within the Whaitua boundary which encompasses Porirua Harbour catchment area which includes Tawa and Newlands.
26. The Committee membership includes Ngati Toa Rangatira, an elected representative from GWRC, Porirua City Council and residents.

Community Boards

27. In its determination dated 3 April 2013, the Local Government Commission stipulated that the following membership would apply for each of its community boards from the date of the 2013 local authority election:
 - (a) Makara-Ohariu Community Board will comprise six elected members
 - (b) Tawa Community Board will comprise six elected members and two members representing Northern Ward appointed to the community board by the Council.

Camp Elsdon

28. Camp Elsdon provides low cost accommodation for youth in a bush environment close to the cities of Porirua and Wellington. It is organised through schools, churches, sports and community groups. Tawa Community Board is one of the core members of Camp Elsdon and it is recommended that the Council continue to have representation on the organisation through the Board.

Local Government New Zealand (LGNZ) Zone 4

29. Zone 4 is a regional forum developed by LGNZ that enables local authorities to address matters of common interest in the area. Zone 4 comprises all member local authorities within the area bounded by the Wellington Region with the exception of a small portion within the Tararua District.
30. As a member of Zone 4, Council is required to appoint its representatives for the new triennium. It is recommended that the Mayor and three councillors are appointed as the official Council representatives. All elected members are entitled to attend any meeting of Zone 4.

Other Organisations

31. Appointments to other external organisations have been judged against criteria including whether:
 - representation is a legal requirement
 - the Council funds the organisation
 - the organisation has significant fit with Council's strategic goals
 - there are additional tangible benefits to Wellington City Council/Wellington City.

Table A – Council Organisations

32. Table A lists those Council Organisations where it is recommended that a councillor appointment is made:

Organisation	Activity	Reason for recommendation
Creative Communities Local Funding Scheme	To allocate funding provided by Creative New Zealand for the benefit of community arts in the city of Wellington	The Scheme Agreement with Creative New Zealand allows the Council to appoint up to 50% of the members of the Assessment Committee that considers applications for funding (i.e. up to two members). However the Council has previously appointed one councillor, which is considered consistent with the Council's support for the arts and gives it a say in the distribution of \$100,000+ of government funding.
NZ International Arts Festival Trust	To establish, organise, promote and maintain a Festival of the Arts, to be known as the NZ International Festival of the Arts, for the benefit of the citizens of New Zealand to be centred in Wellington	Under the terms of the Trust Deed (as amended) the Mayor is a member of the Board by virtue of her office so long as she accepts the position. Given the Festival's contribution to tourism, city marketing and events objectives, it is considered appropriate that the Mayor continues on the Board.
Porirua Harbour and Catchment Trust	To promote the sustainable management of Porirua Harbour and its catchment	Porirua Harbour and Catchment Trust is administered by three local authorities (WCC, PCC and GWRC). A representative from each of the three local authorities, the Chairperson of Te Runanga O Toa Rangatira and four community representatives make up the membership of the Trust.

Thomas George Macarthy Trust	The Trust gives grants to charitable or educational organisations operating in the old Wellington provincial district, defined as the area of the North island which is south of Turangi and excluding Taranaki and Hawkes Bay	The Board of Governors comprises those who from time to time hold the following positions: <ul style="list-style-type: none"> • Governor General of New Zealand • Prime Minister of New Zealand • Mayor of Wellington • Roman Catholic Archbishop of Wellington
Te Wharewaka o Poneke	The Trust and the Council's relationship with it signify the important civic contribution the Wharewaka makes to the waterfront and the City.	The terms of the trust deed provide that the Council can provide up to 2 trustees
Guardians of the Karori Sanctuary	A new Guardians of Karori Sanctuary group was established under the Karori Sanctuary Trust deed (as amended in December 2012) to appoint Karori Sanctuary Trust trustees and to provide advice and to represent stakeholders of the Trust.	The Karori Sanctuary Trust deed requires that the membership of the Guardians of the Karori Sanctuary must include one Councillor, appointed by the Council.

Table B – Other bodies and Organisations

33. Table B lists other bodies and organisations where it is being recommended that the Council makes a councillor appointment.

Other Organisation	Purpose/Function of Organisation	Criteria for appointment
Art Collection Group	This group acquires, manages and disposes of art works that the WCC purchases and displays within the council buildings.	The Furnishings Art Collection Policy was approved in April 2001 and it was determined that this group would include one Wellington City Councillor.
Waste Forum – Wellington Region	WCC was a founding member of this group and it provides a forum for Councils to discuss environmental issues and work collaboratively on a region wide projects.	The group is representative of all the Local Authorities in the region. An officer and Councillor from each Local Authority attend quarterly meetings.

Wellington Multicultural Council	The Multicultural Council's strategic goal is to enable healthy and vibrant ethnic communities to fully contribute to the economic and social well-being of Wellington	It was determined that an elected member should act as a liaison with the Multicultural Council. It meets monthly.
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Table C – Council's Advisory and Reference Groups

34. Table C lists the Council's Advisory and Reference Groups where it is being recommended that the Council makes a councillor appointment

Council Advisory and Reference Groups	Purpose/Function of Organisation	Criteria for appointment
Accessibility Advisory Group	<p>The Accessibility Advisory Group (AAG) will advise the Council on issues that concern people with disabilities in Wellington. The group will respond to issues raised by the Council as well as raise concerns expressed by people with disabilities.</p> <p>The purpose of the group is also to build:</p> <ul style="list-style-type: none"> • people with disabilities' knowledge of Council processes to enable them to participate in Council's decision-making processes • the Council's knowledge of the needs of people with disabilities, and how these can best be resolved. 	The group will have up to 9 members and one Councillor representative (and 1 alternate).
Environmental Reference Group	The role of the Environmental Reference Group is an advisory one. It provides the Council with a sounding board and peer review group on issues relating to the management of the natural environment.	The group will have up to 9 members and one Councillor representative (and 1 alternate).

Pacific Advisory Group	<p>The purpose of the Pacific Advisory Group (PAG) is to:</p> <ul style="list-style-type: none"> strengthen engagement between Wellington City Council and Pacific nation groups build the Pacific nation groups' knowledge of Council processes to enable them to participate in Council's decision-making processes build the Council's knowledge of the needs of Pacific nation groups and how these can best be met. 	<p>The group will comprise: three representatives from Samoa, two each from Niue, Tonga, Cook Islands, Tokelau, Tuvalu and Fiji and one Councillor representative (and 1 alternate).</p>
Safe and Sustainable Transport Reference Group	<p>The Safe and Sustainable Transport Reference Group was established to provide Council with a sounding board and a peer review group. It also provides a first line of consultation on issues relating to road safety matters with a primary emphasis on promotion and education.</p>	<p>The group is well represented by a wide range of public agencies and community groups. The group has one Councillor representative (and 1 alternate).</p>
Youth Council	<p>The purpose of the Youth Council is to:</p> <ul style="list-style-type: none"> strengthen engagement between Wellington City Council and young people build young people's knowledge of Council processes to enable them to participate in Council's decision-making processes build the Council's knowledge of the needs of young people and how these can best be met. 	<p>The Youth Council will comprise a maximum of 20 members and 1 Councillor representative (and 1 alternate).</p>

Attachments

Nil

Author	Clare Sullivan, Principal Governance Advisor
Authoriser	Anusha Guler, Manager Democratic Services

SUPPORTING INFORMATION

Engagement and Consultation

None required

Treaty of Waitangi considerations

The Treaty of Waitangi considerations is as outlined in the report.

Financial implications

Not applicable

Policy and legislative implications

As outlined in the report

SETTING OF DATES FOR FIRST COUNCIL ORDINARY MEETINGS - 2016/2019 TRIENNIUM

Purpose

1. The report recommends the settings of the dates for the first two Ordinary Council meetings of the 2016/2019 triennium.

Summary

Recommendations

That the Council:

1. Receive the information.
2. Agree that the first two meetings of the Council for the 2016/2019 triennium to be held on Wednesday 9 November 2016 and Wednesday 14 December 2016 at 5.30 pm.

Background

2. The Local Government Act 2002 requires the Council at its Inaugural meeting following a triennial general election, to fix the date and time of the first meeting of the local authority.

Discussion

3. A report recommending a schedule of Council and Committee meeting dates for the 2016/2019 triennium will be submitted for adoption at a later Council meeting.
4. In the meantime it is recommended that the first two meetings of the Council for the 2016/2019 triennium be held on Wednesday 9 November 2016 and Wednesday 14 December 2016 at 5.30pm.

Attachments

Nil

Author	Clare Sullivan, Principal Governance Advisor
Authoriser	Anusha Guler, Manager Democratic Services

SUPPORTING INFORMATION

Engagement and Consultation

Not applicable.

Treaty of Waitangi considerations

Not applicable

Financial implications

Meeting arrangements for the 2016/2019 triennium are provided for in the Long-term Plan

Policy and legislative implications

Not applicable

Risks / legal

The report meets the requirements of the Local Government Act 2002

Climate Change impact and considerations

Not applicable

Communications Plan

Not applicable

Health and Safety Impact considered

Not applicable