

**ORDINARY MEETING**

**OF**

**WELLINGTON CITY COUNCIL**

**AGENDA**

**Time:** 9:30 am  
**Date:** Wednesday, 20 November 2019  
**Venue:** Ngake (16.09)  
Level 16, Tahiwī  
113 The Terrace  
Wellington

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**MEMBERSHIP**

Mayor Foster  
Councillor Calvert  
Councillor Condie  
Councillor Day  
Councillor Fitzsimons  
Councillor Foon  
Councillor Free  
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](mailto: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.*

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## 1. Meeting Conduct

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### 1.1 Karakia

The Chairperson will open the meeting with a karakia.

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

### 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 30 October 2019 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 3.23.3 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.

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## **2. General Business**

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### **MAIDEN SPEECHES FOR FIRST-TERM COUNCILLORS**

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#### **Purpose**

1. This report asks the Council to receive maiden speeches by first-term councillors.

#### **Summary**

2. Wellingtonians elected six new members to the Wellington City Council in the 2019 local government elections. It is customary that first-term councillors give a speech at the first ordinary meeting of the Council.

#### **Recommendation/s**

That the Council:

1. Receive the information.
2. Thank the first-term councillors for their maiden speeches.

#### **Attachments**

Nil

Author	Cyrus Frear, Senior Democracy Advisor
Authoriser	Jennifer Parker, Democracy Services Manager

## **SUPPORTING INFORMATION**

**Engagement and Consultation**

N/A

**Treaty of Waitangi considerations**

N/A

**Financial implications**

N/A

**Policy and legislative implications**

N/A

**Risks / legal**

N/A

**Climate Change impact and considerations**

N/A

**Communications Plan**

N/A

**Health and Safety Impact considered**

N/A

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## **GOVERNANCE ARRANGEMENTS FOR THE 2019/2022 TRIENNIUM**

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### **Purpose**

1. In accordance with section 41A of the Local Government Act 2002 (the Act), the Mayor has appointed Councillor Sarah Free as Deputy Mayor, established the committee structure for the 2019/2022 triennium and appointed chairpersons to those committees and subcommittees.
2. The Council is now required to agree the formal Terms of Reference and Delegations of those committees and subcommittees.

### **Recommendations**

That the Council:

1. Receive the information.
2. Note the committee and subcommittee memberships as announced by the Mayor and received by the Council at its meeting on 30 October 2019 (copy attached as Attachment 1).
3. Agree to changes to the committee and subcommittee memberships as follows:
  - a) Regulatory Process Committee membership: Councillor Malcolm Sparrow (chairperson), Deputy Mayor Sarah Free, Councillor Jill Day, Councillor Teri O'Neill, Councillor Jenny Condie and Councillor Rebecca Matthews
  - b) Grants Subcommittee membership: Councillor Fleur Fitzsimons (chairperson), Councillor Rebecca Matthews (deputy chairperson), Councillor Laurie Foon, Councillor Tamatha Paul, Councillor Iona Pannett and Councillor Malcolm Sparrow
4. Agree to terms of reference for the Wellington City Council, Committees, Subcommittees and specific roles as set out in Attachment 2.
5. Agree the role descriptions and responsibilities of the Mayor, Deputy Mayor and Chairpersons as set out in Attachment 2.
6. Agree to establish the Revenue and Finance Working Group with the membership and functions as set out in Attachment 2.
7. Agree to the specific delegations to the Mayor, Deputy Mayor, Chair of the Strategy and Policy Committee, and Chair of the Regulatory Processes Committee as set out in Attachment 2.
8. Agree to the delegations for the Tawa Community Board and the Mākara/Ohariu Community Board as set out in Attachment 2.
9. Agree that the Port Nicholson Block Settlement Trust (PNBST) and Te Rūnanga o Toa Rangatira Incorporated (TOA) may attend any meetings of the Strategy and Policy Committee and the Annual Plan/Long-term Plan Committee and take part in discussion and debate at those meetings.
10. Agree to the Resource Management Act 1991 delegations to officers as set out in Attachment 3.

11. Note that officers will undertake a review of the process for encroachment licences and will report back to Council early in the first quarter of 2020.
12. Note that the Resource Management Act 1991 delegations to officers are consistent with those agreed on 14 November 2013 and that these delegations will be the subject of a review, with officers reporting back to Council in the first quarter of 2020.
13. 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

3. Section 41A LGA 2002 gives the Mayor authority to establish committees of the governing body and to appoint the chairpersons of those committees. In accordance with that authority the Mayor has announced the governance and decision making structure that will operate for the 2019/2022 triennium.
4. The structure is largely consistent with the immediately previous triennium arrangements, with editorial amendments and the following material changes:
  - *Dogs* – the Regulatory Processes Committee has the authority to hear and determine certain objections relating to the Dog Control Act
  - *Traffic resolutions* – decision making in relation to traffic resolutions is shared between the Regulatory Processes Committee for routine matters and the Strategy and Policy Committee for significant matters.
  - *Naming of places* - decision making in relation to naming of places is shared between the Regulatory Processes Committee for routine matters and the Strategy and Policy Committee for significant matters
  - For any of the above, the committees can refer significant matters to the Council for decision if appropriate
5. The structure takes the following key principles into consideration:
  - Inclusiveness of councillors
  - Efficiency of decision making
  - Strategic and integrated decision making
  - Informed decision making
  - Public participation
  - Openness
  - Transparency
  - Accountability
  - Governance
6. The Council 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.

7. The membership of those committees and subcommittees and the adoption of the terms of reference and delegations now need to be agreed by the Council in order to implement the Mayor's structure.

## **Discussion**

### **Delegation**

8. The Act governs the decision making of local authorities. The Act provides a local authority with the power to delegate some of its responsibilities, duties or powers, while others specifically cannot be delegated. Our delegations set these out
9. In addition, there is a range of other responsibilities, such as adopting or changing the Standing Orders or the adoption of a Code of Conduct, which the Council must exercise.

### **Committee Structure**

10. The committee structure is outlined as follows, with the detailed terms of reference in Attachment 2.

### **Council**

11. The Council is the paramount governing body which includes all elected members. It retains all powers that cannot be delegated and must be made by the Council and those judged to be of such significance that they should continue to be exercised by the Council.

### **Strategy and Policy Committee**

12. The Strategy and Policy Committee sets the broad vision and direction of the city, determines specific outcomes that need to be met to deliver on that vision, and puts in place the strategies and policies, bylaws and regulations, and work programmes to achieve those goals.

### **Annual Plan/Long-term Plan Committee**

13. The Committee will develop the Council's draft and final Long-term Plan, Annual Plan and associated consultation approach, and all other policies required under the Local Government Act 2002 to be included in the Long-term Plan for recommendation to Council.
14. It is proposed to establish the Revenue and Finance Working Party. This working party will work with officers on revenue and finance matters with a reporting line to the Long-term and Annual Plan Committee.

### **Regulatory Processes Committee**

15. The Regulatory Processes Committee has responsibility for conducting a range of regulatory functions.

### **CEO Performance Review Committee**

16. The CEO Performance Review Committee has primary responsibility for matters relating to the Chief Executive's performance and remuneration.

**Grants Subcommittee**

17. The Grants Subcommittee is responsible for the effective allocation and monitoring of the Council's grants. The subcommittee reports to the Strategy and Policy Committee.

**Council-Controlled Organisations Subcommittee**

18. The Council-Controlled Organisations (CCO) Subcommittee is responsible for communicating the Council's priorities and strategic outcomes to CCOs, ensuring delivery by CCOs through the development of Statements of Intent and integration of CCO outcomes with the Council's Long-term and Annual Plan processes and decisions. The subcommittee reports to the Strategy and Policy Committee.

**Finance, Audit and Risk Management Subcommittee**

19. The Finance, Audit and Risk Management 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), and significant projects and programmes of work focussing on the appropriate management of risk.

**Appointments Group**

20. The Appointments Group is responsible for interviewing and selecting candidates for recommendation to Council for CCOs and external roles on subcommittees.
21. All appointments will be made in consultation with the chair of the relevant CCO. The group will also provide advice when required on the performance of external members on the CCOs and Council subcommittees.

**Specific Role Descriptions and delegations**

22. 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. It is the role of the Mayor to lead the development of the Council's plans, policies and budgets for consideration by the Council. The Mayor is the primary Council spokesperson.

**Relationship with Iwi**

23. The enduring relationship of iwi mana whenua to this city: its past, present and future is acknowledged.
24. There are 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.
25. To recognise this critical relationship with iwi, Wellington City Council has memoranda of understanding with two mandated iwi organisations – Port Nicholson Block Settlement Trust (PNBST) and Te Rūnanga o Toa Rangatira Incorporated (TOA).
26. The wording in the MOU is specific:  
*"This Memorandum of Understanding provides for the strategic relationship between the parties and the opportunity for the Trust to contribute to Council decision making and to be a provider of leadership with Council for the City."*

27. Both memoranda of understanding are currently being reviewed. It is timely that during this review consideration is given to how the Council involves our iwi partners in the Council Committee process particularly in light of the new Committee structure.
28. Pending that review iwi are to be invited to join the Strategy and Policy and Annual Plan/Long-term Plan Committees as non-voting members.
29. There will also be regular meetings with the Mayor and Chief Executive, including councillors relevant to the issues at hand.

### **Workshops, Working Parties and Briefings**

30. Council can also make use of workshops, working parties, and briefings, to progress matters outside of the formal structure of a committee meeting. Working parties are a particularly useful way for officers and elected members to work together on complex policy matters, or projects, and ensure initiatives and proposals are well-developed and tested before they are formally presented to elected members for discussion and decision-making. Working parties do not have decision-making authority, and are required to report back on their work and proposals for action to a committee or Council. Through briefings, elected members can be informed about topical issues, or matters that will at some stage in the future be the subject of a formal report to a committee.

### **Chief Executive Delegations**

31. The delegation to the Chief Executive is set out in Attachment 2. This represents no change from the current delegations to the Chief Executive.

### **Resource Management Act 1991**

32. Council has many functions under the Resource Management Act 1991 (RMA) and the Housing Accords and Special Housing Areas Act 2013. To ensure the efficient and effective discharge of these statutory functions, the RMA provides for them to be exercised by Council itself, officers, or hearing commissioners.
33. Operational RMA delegations must be made from the Council directly to officers as the RMA prohibits sub-delegation (from the Chief Executive, for example). The operational delegations are set out in Attachment 3. These reflect the current delegations which have been in place since November 2013.

### **Future Reviews**




34. Officers have been asked to report back to Council about best practice and recommendations in respect of:
  - (a) An appeal process for encroachment licences; and
  - (b) Operational RMA delegations.

Officers will undertake reviews of these matters and report back to Council in the first quarter of 2020.

### **Conclusion**

35. The Mayor announced the new governance and decision making structure that will operate for the 2019/2022 triennium at the Inaugural meeting. The Council needs to agree the formal terms of reference and delegations of its committees and subcommittees to support the governance structure.

**Attachments**

- Attachment 1. Memorandum on committee structure, chairpersons and membership [↓](#)  Page 16
- Attachment 2. Terms of Reference and Delegations [↓](#)  Page 19
- Attachment 3. Resource Management Act 1991 delegations [↓](#)  Page 53

Authors	Hayley Evans, Director, Legal and Risk Cyrus Frear, Senior Democracy Advisor
Authoriser	Anusha Guler, Head of Governance Stephen McArthur, Director, Strategy and Governance

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## **SUPPORTING INFORMATION**

### **Engagement and Consultation**

No additional consultation was taken.

### **Treaty of Waitangi considerations**

Refer to paragraphs 23 to 29 of the report.

### **Financial implications**

There are no financial implications.

### **Policy and legislative implications**

There are no implications.

### **Risks / legal**

For good governance the Council must have a delegations register.

### **Climate Change impact and considerations**

There is no impact.

### **Communications Plan**

The terms of reference and delegations will be publically available.

### **Health and Safety Impact considered**

There are no impacts.

**ORDINARY COUNCIL MEETING**  
30 OCTOBER 2019

Absolutely Positively  
**Wellington City Council**  
Me Heke Ki Pōneke

**COMMITTEE STRUCTURE, CHAIRPERSONS AND MEMBERSHIP**

**Purpose**

1. The purpose of the report is to provide the elected members with a memorandum on the 2019-2020 committee structure, chairpersons and membership.

**Summary**

2. Section 41A of the Local Government Act 2002 provides for the Mayor to establish the committees of the territorial authority and appoint chairpersons to those committees.
3. Mayor Andy Foster has developed 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 on committee structure, chairpersons and membership.

**Attachments**

Attachment 1. Committee Structure, Chairpersons and Membership

Author	Cyrus Frear, Senior Democracy Advisor
Authoriser	Anusha Guler, Head of Governance



## Memorandum

**Absolutely Positively**  
**Wellington City Council**  
Me Heke Ki Pōneke

Date: 29 October 2019 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 2019 – 2022 triennium. The structure is designed to be inclusive at both political and community level and facilitates quality decision making.

### Committees of Council

Committee	Chairperson	Membership
Strategy and Policy Committee	Cr Jill Day Deputy Chair: Cr Diane Calvert	Mayor and all councillors
Annual Plan/Long Term Plan Committee	Deputy Mayor Sarah Free Deputy Chair: Mayor Andy Foster	Mayor and all councillors
Regulatory Process Committee	Cr Malcolm Sparrow	Deputy Mayor Sarah Free Cr Jill Day Cr Teri O'Neill Cr Simon Woolf Cr Rebecca Matthews
CEO Performance Review Committee	Cr Diane Calvert	Deputy Mayor Sarah Free Cr Jill Day Cr Fleur Fitzsimons Cr Nicola Young

### Subcommittees reporting to Strategy and Policy Committee

Subcommittee	Chairperson	Membership
Grants	Cr Fleur Fitzsimons	Cr Rebecca Matthews Cr Laurie Foon Cr Tamatha Paul Cr Iona Pannett Cr Malcolm Sparrow
Finance, Audit and Risk	Cr Diane Calvert Deputy Chair: Cr Jenny Condie	Cr Sean Rush Cr Tamatha Paul Cr Iona Pannett Plus 2 external appointments
Council-Controlled Organisations	Cr Jenny Condie	Cr Simon Woolf Cr Nicola Young Cr Laurie Foon Cr Sean Rush Cr Teri O' Neill

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

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.



Andy Foster  
**Mayor of Wellington**

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**TERMS OF REFERENCE AND  
DELEGATIONS  
OF  
WELLINGTON CITY COUNCIL  
  
2019-2022**

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**RECORD OF AMENDMENTS**

<b>Version</b>	<b>Date</b>	<b>Resolution Number</b>	<b>Summary of Amendment(s)</b>
1	[to insert]		N/A

## **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 Portfolio Leaders.
2. The Council's business is 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 for the Strategy and Policy Committee. 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.

### **Iwi**

7. 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.
8. To recognise this critical relationship with iwi, Wellington City Council has Memoranda of Understanding (MOU) with two mandated iwi organisations – Port Nicholson Block Settlement Trust (PNBST) and Te Rūnanga o Toa Rangatira Incorporated (TOA).
9. Each MOU provides:

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*“...for the strategic relationship between the parties and the opportunity for the Trust to contribute to Council decision making and to be a provider of leadership with Council for the City.”*

10. Iwi are non-voting members of the Strategy and Policy Committee and the Annual Plan/ Long-term Plan Committee. Iwi are to receive all papers. Wellington City Council Code of Conduct will apply to members attending these meetings.
11. An agreed iwi representative may attend these Committee meetings and may sit at the table and discuss and debate matters as a non-voting participating member of that Committee.

#### **Quorum**

12. 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**

13. Advisory and reference groups operate under separate terms of reference as approved by the Strategy and Policy Committee (or its predecessor in an earlier triennium). 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**

14. 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.

## 2 COUNCIL

<b>Chair</b>	Mayor Andy Foster
<b>Deputy Chair</b>	Deputy Mayor Sarah Free
<b>Membership</b>	Mayor and all Councillors
<b>External Membership</b>	None
<b>Quorum</b>	8
<b>Frequency of meeting</b>	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:<sup>1</sup>
  - (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
2. The Council has also decided to retain, and not delegate, the following powers:
  - (a) To approve a proposed policy statement or plan under the Resource Management Act 1991.
  - (b) To approve Council strategy, policy and reserve management plans
  - (c) To remove chairpersons of committees and subcommittees and to remove Portfolio Leaders.
  - (d) To approve Council's recommendation to the Remuneration Authority for the remuneration of elected members

<sup>1</sup> 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.



- (e) To approve the Triennial Agreement under the Local Government Act 2002.
- (f) To approve the Local Governance Statement
- (g) To determine whether or how to fill any extraordinary Council vacancies
- (h) To make decisions on representation reviews
- (i) To appoint or remove trustees, directors or office holders to Council's Council-Controlled Organisations (CCOs) and Council Organisations (COs), external members to Committees and to other external bodies
- (j) In respect of the Wellington District Plan:
  - (i) to approve the recommendation of hearings commissioners on a proposed plan, plan change or variation (including private plan change) and
  - (ii) 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
- (k) To approve the final design and commercial terms for development proposals under the Waterfront Project as required by the Waterfront Framework
- (l) To promote any legislation or significant amendments to legislation relating to Wellington (e.g. a Local Bill)
- (m) To exercise any authority which it has delegated to a committee, subcommittee or officer, which is referred to it for decision.

### 3 COMMITTEES

#### 3.1 Strategy and Policy Committee

<b>Chair</b>	Councillor Jill Day
<b>Deputy Chair</b>	Councillor Diane Calvert
<b>Membership</b>	Mayor and all Councillors
<b>External Membership (non-voting)</b>	One representative of Ngāti Toa Rangatira appointed by Te Rūnanga o Toa Rangatira Incorporated  One representative of the Port Nicholson Block Settlement Trust appointed by the Port Nicholson Block Settlement Trust
<b>Quorum</b>	8
<b>Frequency of meeting</b>	Three times per month or as required

##### Area of focus

1. The role of the Strategy and Policy Committee is to set the broad vision and direction of the city, determine specific outcomes that need to be met to deliver on that vision, and set in place the strategies and policies, bylaws and regulations, and work programmes to achieve those goals.
2. In determining and shaping the strategies, policies, regulations, and work programme of the Council, the Committee takes a holistic approach to ensure there is strong alignment between the objectives and work programmes of the seven strategic areas covered in the Long-term Plan (Governance, Environment, Economic Development, Cultural Wellbeing, Social and Recreation, Urban Development, and Transport) with particular focus on the priority areas of Council.
3. The Strategy and Policy Committee works closely with the Long-term and Annual Plan Committee to achieve its objective.

##### Delegations

###### General

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

###### Strategy and policy

5. Develop and agree strategy and policy for consultation/ engagement
6. Recommend to Council strategy and policy for adoption
7. Monitor and review strategy and policy

###### Service levels

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

###### Significant Projects & Monitoring and reporting

9. Receive and consider reports on the Council's performance against the Long-term Plan and Annual Plan.
10. Review business cases and agree next steps on significant projects.
11. Monitor and oversight of significant projects.
12. Review and recommend to Council the adoption of the Annual Report.

### **Financial**

13. 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 (Strategy) is met from savings and efficiencies within the Activity Group (Strategy).
  - (b) The overall budget for capex is not exceeded.
  
14. 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**

15. Conduct any consultation processes required on issues before the Committee.
16. Act as a community interface for consultation on policies and as a forum for engaging effectively.
17. Receive reports from the Council's Advisory Groups and monitor engagement with the city's communities.
18. Review as necessary and agree the model for Council Advisory Groups and Forums.

### **Submissions and legislation**

19. Approve submissions to external bodies/organisations and on legislation and regulatory proposals 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 Portfolio Leader, Chair of Strategy and Policy Committee, 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 Portfolio Leader prior to lodging the submission).
  - (c) During the formal pre-election period, in which case submissions are approved by the Chief Executive.
20. Recommend to Council the promotion of legislation or significant amendments to legislation (e.g., a local bill).

### **Bylaws**

21. Develop and agree the statement of proposal for new or amended bylaws for consultation.
22. Recommend to Council new or amended bylaws for adoption.
23. 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).

#### **Fees**

24. Set fees in accordance with legislative requirements unless the fees are set under a bylaw (in which case the decision is retained by Council and the committee has the power of recommendation) or set as part of the Long-term Plan or Annual Plan (in which case the decision will be considered by the Long-term and Annual Plan Committee and agreed by Council).

#### **Property and other assets**

25. Recommend to Council the acquisition or disposal of assets, unless the acquisition or disposal is provided for specifically in the Long-term Plan.
26. Recommend to Council whether land is required for a Public Work or not (noting that a recommendation that land is still required for a public work must be recommended to Council for agreement).

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

27. 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) Agree leases, subleases and easements (in relation to land or buildings).
  - (b) Agree that 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, agree 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**

28. 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, agree a concession).

#### **Wellington Waterfront**

29. 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.

### **District Plan**

30. 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).
31. Withdraw a proposed plan or plan change under clause 8D, First Schedule of the Resource Management Act 1991.
32. 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 Portfolio Leader Urban Development and the Chair of the Strategy and Policy 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.
33. **Naming**
  - (a) In accordance with the Naming Policy, making significant naming decisions, which are not considered by the Regulatory Process Committee.

### **Governance and CCOs**

34. Review, develop and recommend to Council policy and practices in respect of governance (including representation reviews).
35. Oversee, develop and approve the Council's relationship with Maori.
36. Undertake any reviews of CCOs and agree CCO changes to governance arrangements and consider any issues regarding CCOs referred to the Committee by the CCO subcommittee.
37. Receive and consider recommendations from the CCO Subcommittee to approve Letters of Expectation and Statements of Intent.

### **Elected members**

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

### **Grants including City Growth Fund**

39. Agree the criteria and focus areas for grants funds referred for decision by the Grants Subcommittee.
40. Approve any grants referred for decision by the Grants Subcommittee.
41. 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**

42. Consider and make decisions which are within the Chief Executive's delegations that the Chief Executive has referred to the committee for decision making.
43. Establish a subcommittee or working party and approve its terms of reference.

**Delegation to the Chairperson**

44. The Chair of the Strategy and Policy Committee and the Portfolio Leader for Urban Development are authorised to approve the resolution of minor District Plan appeals, provided that all decisions made under this delegation are reported to the Committee at the next practicable date.

### 3.2 Long-Term and Annual Plan Committee

<b>Chair</b>	Deputy Mayor Sarah Free
<b>Deputy Chair</b>	Mayor Andy Foster
<b>Membership</b>	Mayor and all Councillors
<b>External Membership (non-voting)</b>	One representative of Ngāti Toa Rangatira appointed by Te Rūnanga o Toa Rangatira Incorporated One representative of the Port Nicholson Block Settlement Trust appointed by the Port Nicholson Block Settlement Trust
<b>Quorum</b>	8
<b>Frequency of meeting</b>	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 give effect to the strategic direction and outcomes set by the Strategy and Policy Committee 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 the Strategy and Policy Committee.
5. Approve the three year Waterfront Development Plan for including in the draft and final Long-term Plan and agree any variances for including in the draft and final Annual Plan.
6. Approve asset management plan(s).
7. Receive reports from the Revenue and Finance Working Party.
8. Establish any new subcommittee or working party and approve its terms of reference.

### 3.3 Regulatory Processes Committee

<b>Chair</b>	Councillor Malcolm Sparrow
<b>Membership</b>	Deputy Mayor Sarah Free Councillor Jill Day Councillor Teri O'Neill Councillor Jenny Condie Councillor Rebecca Matthews
<b>Quorum</b>	3
<b>Frequency of meeting</b>	Monthly

#### Area of focus

1. The Regulatory Processes Committee has responsibility for conducting regulatory functions of Council, including responsibility for:
  - (b) Approving the list of Resource Management Act Commissioners and the associated Appointment Guidelines
  - (c) Objections to classifications under the Dog Control Act
  - (d) Fencing of swimming pools
  - (e) Road stopping
  - (f) Naming places in accordance with the Naming Policy, except for significant naming decisions, which are considered by the Strategy and Policy Committee.
  - (g) Traffic resolutions which are not considered by the Strategy and Policy Committee.
  - (h) Suburb boundaries
  - (i) Development Contributions remissions.
  - (j) 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 agree 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 following classifications under the Dog Control Act 1996:
    - (i) objection to classification as a probationary owner (section 22)
    - (ii) objection to disqualification (section 26)
    - (iii) objection to classification of dog as a menacing under section 33A (section 33B) and
    - (iv) objection to classification of dog as menacing under and section 33C (section 33D)
  - (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
- (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 Strategy and Policy Committee
  - (i) traffic resolutions (clause 11 of Part 7: Traffic) which are not considered by the Strategy and Policy 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 Portfolio Leader);
  - (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

<b>Chair</b>	Councillor Diane Calvert
<b>Membership</b>	Deputy Mayor Sarah Free Councillor Jill Day Councillor Fleur Fitzsimons Councillor Nicola Young
<b>Quorum</b>	3
<b>Frequency of meeting</b>	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 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 Finance, Audit and Risk Management Subcommittee**

<b>Chair</b>	Councillor Diane Calvert
<b>Deputy Chair</b>	Councillor Jenny Condie
<b>Membership</b>	Councillor Sean Rush Councillor Tamatha Paul Councillor Iona Pannett
<b>External Membership</b>	Two external members
<b>Parent Committee</b>	Strategy and Policy Committee
<b>Quorum</b>	3 (including at least one external member)
<b>Frequency of meeting</b>	Quarterly or as and when required

#### **Area of focus**

1. The Finance, Audit and Risk Management 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), and significant projects and programmes of work focussing on the appropriate management of risk.

#### **Members**

2. Members of the Finance, Audit and Risk Management Subcommittee, members 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. They may be eligible for re-appointment post those elections if they are returned to office and have not already served two terms on the subcommittee.
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

#### **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 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

#### **Internal Audit**

9. 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**

10. 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.
11. Receive the external audit report(s) and review action to be taken by management on significant issues and audit recommendations raised within.
12. Conduct a members' only session (i.e. without any management present) with external audit to discuss any matters that the auditors wish to bring

#### **External Reporting and Accountability**

13. Agree 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. Other committees dealing with CCO matters may refer matters to the Audit and Risk Committee for review and advice.
18. This subcommittee 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 subcommittee will ensure that all affected entities are aware of and appropriately managing the relevant risk.

## 4.2 Grants Subcommittee

<b>Chair</b>	Councillor Fleur Fitzsimons
<b>Deputy Chair</b>	Councillor Rebecca Matthews
<b>Membership</b>	Councillor Laurie Foon Councillor Tamatha Paul Councillor Iona Pannett Councillor Malcolm Sparrow
<b>Parent Committee</b>	Strategy and Policy Committee
<b>Quorum</b>	3
<b>Frequency of meeting</b>	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 Strategy and Policy 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 Strategy and Policy Committee.

### 4.3 Council-Controlled Organisations Subcommittee

<b>Chair</b>	Councillor Jenny Condie
<b>Membership</b>	Councillor Simon Woolf Councillor Nicola Young Councillor Laurie Foon Councillor Sean Rush Councillor Teri O'Neill
<b>Parent Committee</b>	Strategy and Policy Committee
<b>Quorum</b>	3
<b>Frequency of meeting</b>	As and when required

#### Area of focus

1. The Council-Controlled Organisations Subcommittee is responsible for communicating the Council's priorities and strategic outcomes to CCOs and ensuring delivery by CCOs through the development of Letters of Expectation, Statements of Intent and integration of CCO outcomes with the Council's Long-term Plan and Annual Plan funding processes and decisions. The Subcommittee is also responsible for monitoring the performance, including financial, and delivery on strategic outcomes of the Council's CCOs.

#### Delegations

2. The Council-Controlled Organisations Subcommittee 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 recommend the draft Letter of Expectation to the Strategy and Policy Committee for adoption.
  - (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 Subcommittee meetings to present their reports and respond to any questions from members of the Subcommittee.
  - (e) Monitor board performance, including the performance of board members appointed by Council, 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 Subcommittee 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) Bring to the attention of the Strategy and Policy Committee any matter that the Subcommittee believes are of relevance to the Committee's consideration of the financial performance or the delivery of strategic outcomes of Council's CCOs.
  - (i) Receive reports and updates from certain COs, noting that while the Wellington Regional Stadium Trust is a CO, clauses 1 to 8 apply to that entity.
  - (j) Receive reports and updates from Wellington International Airport Limited on a quarterly and annual basis.

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3. In respect of Wellington Water and Wellington Regional Economic Development Agency (WREDA), this committee performs delegations (a) and (b) only.
  4. For the avoidance of doubt, Council Controlled Organisations are not within the remit of this organisation, excluding WRST, which does fall within this committee



## 5 REVENUE AND FINANCE WORKING PARTY

<b>Chair</b>	Councillor Diane Calvert
<b>Membership</b>	Mayor Andy Foster Deputy Mayor Sarah Free Councillor Sean Rush Councillor Teri O'Neill Councillor Jenny Condie
<b>Parent Committee</b>	Long-term and Annual Plan Committee
<b>Quorum</b>	3
<b>Frequency of meeting</b>	A schedule of meetings will be agreed with the Working Party

### **Purpose of Working Party**

1. The purpose of the working party is to:
  - (a) Review the Revenue and Financing Policy at least annually as it applies to all activity components.
  - (b) Review the performance measure framework as part of the Long-term Plan process.
  - (c) Review asset management plans as part of the Long-term Plan process.
  - (d) Provide a governance perspective and strategic overview of Council's revenue, funding and financing.
  - (e) Provide input into the Annual Plan financials and underlying assumptions.

### **Delegations**

2. The Working Party will have 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.

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- (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.
  - (h) Review asset management plans as part of the long-term plan process to ensure they:
    - (i) Identify the relevant levels of service and policies, together with associated demand forecasts, and confirm that the listed assets are suitable to deliver on these.
    - (ii) Provide for maintenance and renewal programmes that incorporate lifecycle asset management strategies that are cost effective, industry standard and optimise the use of the assets.
    - (iii) Review the appropriateness of the degree of risk the Council will tolerate in managing assets.
  - (i) Review the Annual Plan financials and underlying assumptions.

## **6 APPOINTMENTS GROUP**

<b>Chair</b>	Mayor Andy Foster
<b>Membership</b>	Chair of CCO Subcommittee Deputy Mayor Chief Executive
<b>Parent Body</b>	Council
<b>Quorum</b>	Two
<b>Frequency of meeting</b>	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

<b>Commissioners</b>	As appointed
<b>List Members</b>	Note: Each commissioner has a separate appointment as a list member. As appointed
<b>Executive</b>	The Chief Executive is the Secretary of District Licensing Committee/s. The Chief Executive may delegate this responsibility.
<b>Frequency of meeting</b>	As and when required

### Area of focus

1. The Sale and Supply of Alcohol Act 2012 (“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 Committees.

## 8 COMMUNITY BOARDS

### Tawa Community Board

<b>Chair</b>	TBD
<b>Deputy Chair</b>	TBD
<b>Members</b>	Steph Knight Richard Herbert Graeme Hansen Robyn Parkinson Jackson Lacy Anna Scott Plus 2 Council members
<b>Quorum</b>	4
<b>Frequency of meeting</b>	TBD

### Mākara/Ohariu Community Board

<b>Chair</b>	TBD
<b>Deputy Chair</b>	TBD
<b>Members</b>	Christine Grace John Apanowicz Hamish Todd Chris Renner Wayne Rudd Judy Liddell
<b>Quorum</b>	3
<b>Frequency of meeting</b>	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 undertake any other responsibilities that are delegated to it by the territorial authority.

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**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 to be 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 (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**

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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**

7. 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.
8. The Mayor will lead the following, supported as necessary by relevant Councillors:
  - (a) Central Government liaison.
  - (b) Transport and urban development
  - (c) Major projects (to be determined at the Mayor's discretion).
9. 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 relevant portfolio lead.
  - (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 that it can be funded from the budget approved as part of the Annual Plan.

### **Deputy Mayor**

10. 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 of 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).
  - (c) Lead and take responsibility for liaison with Councillors on matters of support for carrying out their governance role.
11. 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.
12. 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 and
  - (b) The Deputy Mayor consults with one of either the Mayor or Chair of the Strategy and Policy Committee prior to approval
  - (c) Attendance is relevant to the member's role and responsibilities.



**Other**

13. The Mayor and Deputy Mayor and Chair of the Strategy and Policy Committee<sup>2</sup> 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 of a Committee or Subcommittee**

14. A 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) Where an issue does not come within a separate portfolio responsibility or is an issue of committee process, act as the council's spokesperson and point of contact for the committee's activities.
  - (f) Collaborate with other committee chairs where objectives are shared.
  - (g) Support and work effectively with portfolio leaders within their committee, if any.
  - (h) Work effectively with council officers.
  - (i) Ensure progress is made towards the council's strategic priorities in the committee's area of responsibility.
  - (j) Ensure governance oversight and direction is provided to the projects that report to their committee.
  - (k) Ensure council's advisory groups have effective input.
  - (l) Meet regularly with the mayor, deputy mayor, Chief Executive and senior staff.
  - (m) Keep the mayor informed of emerging issues.
  - (n) Maintain a "no surprises" approach for elected members and staff.
  - (o) Raise issues of council performance with assigned executive leadership staff member in the first instance, following up with the mayor and Chief Executive if necessary.

**Role Descriptions: Portfolio Leaders**

15. Council's role in shaping Wellington is complex and highly integrated. As such, the boundaries between portfolios are often blurred and any one issue often has implications across several portfolios. As such, a collegial approach, recognising shared interests and acknowledging differences is required to effectively lead a portfolio. The following is required from portfolio leads:
- (a) Facilitate policy discussions between elected members, public and officers regarding portfolio matters
  - (b) Playing a leadership role in the development policy and strategy falling under that portfolio
  - (c) Work effectively with Council officers to progress strategic priorities and projects
  - (d) Enhance relationships with key stakeholders and act as Council spokespersons and contact person for activities within portfolio

<sup>2</sup> 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).

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- (e) Collaborate with Committee chairs and other portfolio leaders regarding issues impacting the portfolio
  - (f) Attend relevant portfolio events, launches of new activities and projects
  - (g) Maintain a 'no surprises' approach to carrying out the duties of the portfolio with the Mayor and staff

Meet regularly with Mayor, Deputy Mayor, CEO, Chair and senior staff to keep informed of progress and emerging issues

## **10 CHIEF EXECUTIVE DELEGATIONS: CI 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.

**Delegations of Authority from Wellington City Council to a Consent Planner**

The following table sets out the powers and functions that are delegated to the individuals who are appointed in the role of (or in the event of a restructure, the person who carries out a role that is the same or substantially the same as):

- Consent Planner
- Resource Consents Team Leader
- Resource Consents Manager
- Manager City Consenting and Compliance
- Chief City Planner

The powers are performed in the capacity of either a Consenting Authority or a Territorial Authority as defined under either the Resource Management Act 1991 (**RMA**), Local Government Acts, Sale and Supply of Alcohol Act 2012, Wellington Consolidated Bylaw 2008 or the Housing Accords and Special Housing Areas Act 2013 (**HASHAA**).

The table is marked “yes” where the power has been delegated to that role and “no” where it has not, and may be subject to additional sign off as stated in the corresponding entry. In addition to the below delegations, those persons appointed to the position of Consent Planner, Resource Consents Team Leader, Resource Consents Manager, Manager City Consent & Compliance or Chief City Planner are delegated any other powers or functions of Wellington City Council under the RMA and HASHAA necessary to process and issue resource consent applications or cancellation of resource consents, and process and make recommendations to requiring authorities on notices of requirement.

Note: In this delegation, all references to “application for resource consent” shall be read as including applications for a change or cancellation of consent conditions and an extension of time under both the RMA and the HASHAA.

	<b>Consent Planner</b>	<b>Resource Consents Team Leader</b>	<b>Resource Consents Manager</b>	<b>Manager City Consenting &amp; Compliance</b>	<b>Chief City Planner</b>
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	Consent Planner	Resource Consents Team Leader	Resource Consents Manager	Manager City Consenting & Compliance	Chief City Planner
<b>Under the Resource Management Act 1991</b>					
<i>General</i>					
1. Undertake all regulatory functions required of the Council under the RMA in relation to called in matters or matters to be determined by the Environment Court by way of direct referral.	No	No	No	Yes	Yes
2. To waive any requirement or waive/extend a time period specified in the RMA and waive the need to provide officer's reports to other parties, in accordance with the requirements for waivers and extensions.	Yes, with sign off from a team leader or above	Yes, with sign off from an additional Consent Planner or above	Yes, with sign off from an additional Consent Planner or above	Yes	Yes
3. To require payment of any charges or costs, or any additional charges, and provide an estimate of any additional charges.	Yes, with sign off from the Resource Consents Manager or a Resource Consents Team Leader	Yes, with sign off from the Resource Consents Manager or another Resource Consents Team Leader	Yes, with sign off from one of the Resource Consents Team Leaders	Yes	Yes
4. To remit the whole or part of a charge, or discount charges or make any other decision which reduces the charges imposed under the RMA.	No	No	Yes <b>NOTE:</b> The exercise of this delegation must be in accordance with the financial delegations to remit from the	Yes <b>NOTE:</b> The exercise of this delegation must be in accordance with the financial delegations to remit from the	Yes <b>NOTE:</b> The exercise of this delegation must be in accordance with the financial delegations to remit from the

	<b>Consent Planner</b>	<b>Resource Consents Team Leader</b>	<b>Resource Consents Manager</b>	<b>Manager City Consenting &amp; Compliance</b>	<b>Chief City Planner</b>
			Chief Executive	Chief Executive	Chief Executive
5. To process and make decisions on certificate of compliance requests.	Yes, with sign off from an additional Consent Planner or above	Yes, with sign off from an additional Consent Planner or above	Yes, with sign off from an additional Consent Planner or above	Yes	Yes
6. To process and make decisions on existing use certificate requests.	Yes, with sign off from an additional Consent Planner or above	Yes, with sign off from an additional Consent Planner or above	Yes, with sign off from an additional Consent Planner or above	Yes	Yes
7. To lapse applications made under the RMA lodged prior to 10 August 2005.	Yes, with sign off from an additional Consent Planner or above	Yes, with sign off from an additional Consent Planner or above	Yes, with sign off from an additional Consent Planner or above	Yes	Yes
8. To grant an extension of existing use rights.	Yes, with sign off from the Resource Consents Manager or a Resource Consents Team Leader	Yes, with sign off from the Resource Consents Manager or another Resource Consents Team Leader	Yes, with sign off from one of the Resource Consents Team Leaders	Yes	Yes
9. To refund a financial contribution to a consent holder where a resource consent has lapsed, is cancelled, or is surrendered.	Yes, with sign off from the Resource Consents Manager or a Resource Consents Team Leader	Yes, with sign off from the Resource Consents Manager or another Resource Consents Team Leader	Yes, with sign off from one of the Resource Consents Team Leaders	Yes	Yes
10. To exercise Council's discretion to allow a consent holder to continue to operate under their current resource	Yes, with sign off from the Resource Consents Manager	Yes, with sign off from the Resource Consents Manager	Yes, with sign off from one of the Resource Consents	Yes	Yes

	Consent Planner	Resource Consents Team Leader	Resource Consents Manager	Manager City Consenting & Compliance	Chief City Planner
consent where that resource consent will expire within 3 to 6 months and the consent holder has applied for a new consent for the same activity.	or a Resource Consents Team Leader	or another Resource Consents Team Leader	Team Leaders		
11. To determine the completeness of an application for resource consent and associated applications, and whether to reject or accept that application.	Yes	Yes	Yes	Yes	Yes
12. To exercise all powers necessary to: a. process applications; b. <b>issue decisions and impose conditions where no hearing is required.</b>	Yes, with the exception that issuing a decision and imposing conditions ( <b>bold</b> ) requires sign off an additional Consent Planner or above	Yes, with the exception that issuing a decision and imposing conditions ( <b>bold</b> ) requires sign off an additional Consent Planner or above	Yes, with the exception that issuing a decision and imposing conditions ( <b>bold</b> ) requires sign off an additional Consent Planner or above	Yes	Yes
13. To make decisions on the notification of an application for or a review of a resource consent (including subdivision consents), and any other applications or reviews under the RMA that require consideration of notification.	Yes, with sign off from an additional Consent Planner or above	Yes, with sign off from an additional Consent Planner or above	Yes, with sign off from an additional Consent Planner or above	Yes	Yes
14. To exercise all powers necessary to process applications in respect of deemed permitted boundary activities.	Yes, with sign off from an additional Consent Planner or above	Yes, with sign off from an additional Consent Planner or above	Yes, with sign off from an additional Consent Planner or above	Yes	Yes
15. To exercise all powers necessary before proceeding with a hearing and	Yes	Yes	Yes	Yes	Yes



	Consent Planner	Resource Consents Team Leader	Resource Consents Manager	Manager City Consenting & Compliance	Chief City Planner
during a hearing of an application for resource consent and all associated applications and functions, including:					
a. conducting pre-hearing meetings and mediations;	Yes	Yes	Yes	Yes	Yes
b. making directions prior to a hearing;	Yes	Yes	Yes	Yes	Yes
c. deciding a hearing is necessary despite there being no submitter wanting to be heard and no request from the applicant; and	No	Yes	Yes	Yes	Yes
d. making orders regarding the protection of sensitive information (whether there is a hearing or not).	No	Yes	Yes	Yes	Yes
16. To exercise all powers and functions necessary in relation to the review of and/or cancellation of any resource consent.	No	Yes	Yes	Yes	Yes
17. To issue certificates under section 226 of the RMA and process and decide on applications to vary or cancel esplanade strips and exercise all other statutory powers in respect of subdivisions under the RMA (including powers relating to access strips).	Yes, with sign off from an additional Consent Planner or above	Yes, with sign off from an additional Consent Planner or above	Yes, with sign off from an additional Consent Planner or above	Yes	Yes
18. To defer an application for resource consent pending further resource consents.	Yes	Yes	Yes	Yes	Yes
19. To require preparation of a report on	Yes	Yes	Yes	Yes	Yes

	Consent Planner	Resource Consents Team Leader	Resource Consents Manager	Manager City Consenting & Compliance	Chief City Planner
information provided by an applicant or person who made a submission on an application for a resource consent, review of a resource consent, or application to change or cancel a condition of a resource consent.					
20. To issue an amended resource consent correcting minor mistakes or defects in the original consent.	Yes, with sign off from an additional Consent Planner or above	Yes, with sign off from an additional Consent Planner or above	Yes, with sign off from an additional Consent Planner or above	Yes	Yes
21. The power to determine whether to jointly hear and determine applications.	No	Yes	Yes	Yes	Yes
22. To determine and exercise all powers relating to the surrender of resource consents.	No	Yes	Yes	Yes	Yes
23. To make decisions on objections to decisions on an application for a resource consent, where: <ul style="list-style-type: none"> <li>a. the resource consent was granted subject to conditions; and</li> <li>b. the objection relates to a condition or conditions imposed on the resource consent; and</li> <li>c. agreement has been reached with the consent holder in respect of the impugned condition; and</li> <li>d. there is no requirement for a hearing.</li> </ul>	Yes, with sign off from an additional Consent Planner or above	Yes, with sign off from an additional Consent Planner or above	Yes, with sign off from an additional Consent Planner or above	Yes	Yes

	Consent Planner	Resource Consents Team Leader	Resource Consents Manager	Manager City Consenting & Compliance	Chief City Planner
24. To receive a notice of requirement by a requiring authority or heritage protection authority on behalf of Wellington City Council.	Yes	Yes	Yes	Yes	Yes
25. To exercise all powers necessary to: a. process notices; and b. <b>make recommendations to the requiring authority or heritage protection authority;</b> on notices of requirement (for both designations and heritage protection orders), and alterations to designations and heritage protection orders, where no hearing is required.	Yes, with the exception that making a recommendation to a requiring authority or heritage protection authority ( <b>bold</b> ) requires sign off from an additional Consents Planner or above	Yes, with the exception that making a recommendation to a requiring authority or heritage protection authority ( <b>bold</b> ) requires sign off from an additional Consents Planner or above	Yes, with the exception that making a recommendation to a requiring authority or heritage protection authority ( <b>bold</b> ) requires sign off from an additional Consents Planner or above	Yes	Yes
26. To make decisions on the notification of notices of requirement (for both designations and heritage protection orders), alterations to designations, alterations to heritage protection orders, and any other applications or reviews under the RMA that require consideration of notification.	Yes, with sign off from an additional Consent Planner or above	Yes, with sign off from an additional Consent Planner or above	Yes, with sign off from an additional Consent Planner or above	Yes	Yes
27. To exercise all powers necessary before proceeding with a hearing of any notice of requirement (for both designations and heritage protection orders), alterations to designations or	Yes, with the exception that making orders regarding the protection of	Yes, with the exception that making orders regarding the protection of	Yes, with the exception that making orders regarding the protection of	Yes	Yes

	Consent Planner	Resource Consents Team Leader	Resource Consents Manager	Manager City Consenting & Compliance	Chief City Planner
alterations to heritage protection orders, including:  a. conducting pre-hearing meetings and mediations; b. making directions prior to a hearing; and c. <b>making orders regarding the protection of sensitive information (whether there is a hearing or not).</b>	sensitive information ( <b>bold</b> ) requires sign off from a Team Leader or above	sensitive information ( <b>bold</b> ) requires sign off from a Team Leader or above	sensitive information ( <b>bold</b> ) requires sign off from a Team Leader or above		
28. To require preparation of a report on information provided by an applicant or person who made a submission on a notice of requirement (designation or heritage protection order) or requirement to alter a designation or heritage protection order.	Yes	Yes	Yes	Yes	Yes
29. To exercise all powers necessary for applications for extension of time for designations and heritage protection orders.	Yes, with sign off from a Team Leader or above	Yes, with sign off from a Team Leader or above	Yes, with sign off from a Team Leader or above	Yes	Yes
30. To approve, request changes to or waive the need for an outline plan.	Yes, with sign off an additional Consent Planner or above	Yes, with sign off an additional Consent Planner or above	Yes, with sign off an additional Consent Planner or above	Yes	Yes
31. To decide whether to decline the removal of a part of a designation.	Yes, with sign off an additional	Yes, with sign off an additional	Yes, with sign off an additional	Yes	Yes

	<b>Consent Planner</b>	<b>Resource Consents Team Leader</b>	<b>Resource Consents Manager</b>	<b>Manager City Consenting &amp; Compliance</b>	<b>Chief City Planner</b>
	Consent Planner or above	Consent Planner or above	Consent Planner or above		
32. To make decisions and exercise all powers under the provisions of the Local Government Act 1974 and 2002 that relate to the resource consent and subdivision process under the RMA, including section 348 of the Local Government Act 1974 (which relates to rights of way).	Yes, with sign off an additional Consent Planner or above	Yes, with sign off an additional Consent Planner or above	Yes, with sign off an additional Consent Planner or above	Yes	Yes
33. To issue a resource management certificate to accompany applications under the Sale of Liquor Act 2012.	Yes	Yes	Yes	Yes	Yes
34. To process applications and issue decisions on signage advertising commercial sex premises and/or services under Part 5 (Public Places) Wellington Consolidated Bylaw 2008 and to determine any other approvals required under the Wellington Consolidated Bylaw 2008.	Yes, with sign off from a Team Leader or above	Yes, with sign off from a Team Leader or above	Yes, with sign off from a Team Leader or above	Yes	Yes
35. To exercise all powers and functions necessary to: a. Process applications; b. <b>Issue decisions and impose conditions where no hearing is required.</b>	Yes, with the exception that issuing a decision and imposing conditions ( <b>bold</b> ) requires sign off from an additional Consent Planner or	Yes, with the exception that issuing a decision and imposing conditions ( <b>bold</b> ) requires sign off from an additional Consent Planner or	Yes, with the exception that issuing a decision and imposing conditions ( <b>bold</b> ) requires sign off from an additional Consent Planner or	Yes	Yes



**Delegations of Authority from Wellington City Council to a Subdivision Compliance Officer**

The following powers and functions are delegated to the individuals who are appointed in the role of Subdivision Compliance Officer in the Subdivision Compliance Team.

Please note that:

- the signature of one resource consent planner is required when exercising the delegated powers in the second column below
- the signature of the Team Leader Specialist Advice, Team Leader Subdivision Compliance or the Manager Compliance and Advice is required when exercising the delegated powers in the third column below

Subdivision Compliance Officer	Subdivision Compliance Office with signature of Resource Consent Planner	Subdivision Compliance Officer with signature of Team Leader Specialist Advice, Team Leader Subdivision Compliance or the Manager Compliance and Advice
<b>Under the Resource Management Act 1991 (RMA):</b>		
<b><i>Online certification (or document)</i></b>		
1. To decide whether to approve a survey plan and to certify that a survey plan has been approved under the RMA, including certifying that an allotment is in accordance with the requirements and provisions of the district plan.		
2. To decide whether to issue a certificate that conditions of subdivision consent have been complied with, or otherwise provided for, prior to the deposit of the survey plan under the RMA.		
3. In the case of a subdivision of land to be affected by the grant of a cross lease or		

Subdivision Compliance Officer	Subdivision Compliance Office with signature of Resource Consent Planner	Subdivision Compliance Officer with signature of Team Leader Specialist Advice, Team Leader Subdivision Compliance or the Manager Compliance and Advice
company lease, or by the deposit of a unit plan, to decide whether buildings comply, or will comply, with the provisions of the building code described in Section 116A of the Building Act 2004, and to issue a certificate under the RMA.		
4. To decide whether to endorse a survey plan with a certificate that a covenant against a transfer of allotments has been entered into and to sign any such covenant on behalf of the Council under the RMA.		
<b>Document</b>		
5. To decide whether to issue a consent notice under the RMA.		
6. To decide whether to issue a completion certificate and to decide on extensions to the period to which the certificate relates, under the RMA.		
7. To exercise all powers necessary to take and administer bonds under the RMA.		
8. To decide whether to issue a certificate that an allotment is in accordance with the district plan, a proposed district plan or a permission granted under the Town and Country Planning Act 1977, under the RMA. This delegation may be exercised by one officer.		



Subdivision Compliance Officer	Subdivision Compliance Office with signature of Resource Consent Planner	Subdivision Compliance Officer with signature of Team Leader Specialist Advice, Team Leader Subdivision Compliance or the Manager Compliance and Advice
9. To decide whether to approve plans or execute legal documents relating to esplanade reserves, esplanade strips and access strips, under the RMA.		
10. To certify, on a survey plan, an existing interest is to remain affecting a reserve to vest in the Council under the RMA. Prior to making a decision, advice shall be sought from Parks, Sport and Recreation.		
<b><i>Document, or online authorisation, to cancel, revoke or consent</i></b>		
	11. To decide whether to vary or cancel any condition imposed in a consent notice under the RMA.	
	12. To decide whether to cancel any covenant against a transfer of allotments and to endorse or certify that any such covenant has been cancelled under the RMA.	
	13. To decide whether to cancel a condition requiring amalgamation of allotments and to endorse or certify the cancellation of any such condition under the RMA.	
	14. To decide whether to consent to the surrender, merger or variation of an easement under the RMA.	
	15. To decide whether to revoke a condition of a subdivision consent requiring an easement under the RMA and to endorse or certify the	

Subdivision Compliance Officer	Subdivision Compliance Office with signature of Resource Consent Planner	Subdivision Compliance Officer with signature of Team Leader Specialist Advice, Team Leader Subdivision Compliance or the Manager Compliance and Advice
cancellation under the RMA.		
<b>Fees</b>		
17. To remit charges under the RMA, or discount charges or make any other decision which reduces charges imposed under the RMA. The exercise of this delegation must be in accordance with the financial delegations to remit from the Chief Executive.		16. To require payment of additional charges under the RMA.
<b>Unit Titles Act 2010 (UTA)</b>		
<b>Online certification or document</b>		
18. To decide whether to certify that a unit plan is consistent with a proposed unit development plan under the UTA.		
19. To decide whether to certify that every building on a unit plan has been erected, and the boundaries of every unit and the common property can be physically measured, and every principal unit conforms to the definition of principal unit, under the UTA.		
<b>Local Government Act 1974 and 2002 (LGA 1974, LGA 2002)</b>		
20. To decide whether to cancel a building line restriction under the LGA 1974.		
21. To decide whether to withhold a certificate under section 224(c) of the Resource		

Subdivision Compliance Officer	Subdivision Compliance Office with signature of Resource Consent Planner	Subdivision Compliance Officer with signature of Team Leader Specialist Advice, Team Leader Subdivision Compliance or the Manager Compliance and Advice
Management Act 1991, until a development contribution is paid, under the LGA 2002.		
		22. To require payment of additional charges under the LGA 2002.
23. To exercise the general power of entry under section 171 of the Local Government Act 2002.		
<p>Note: No delegation is required to authorise a survey plan for a right of way (LINZ require it to be authorised online). Section 348 of the LGA 1974 only requires the permission of the Council, which is given by planning officers.</p>		
<b>Land Transfer Act 1952 (LTA)</b>		
<i>Documents</i>		
	24. To decide whether to execute on behalf of the Council an interest in an easement in gross under the LTA.	
	25. To decide whether to execute on behalf of the Council an interest in an esplanade strip under the LTA.	
	26. To decide whether to consent to a surrender or partial surrender of a right of way subject to conditions of consent under the LTA.	
<b>Public Works Act 1981 (PWA)</b>		
<i>Documents</i>		
27. To decide whether a compensation certificate has been performed or otherwise discharged under the PWA.		
<b>Building Act 2004 (BA)</b>		

Subdivision Compliance Officer	Subdivision Compliance Office with signature of Resource Consent Planner	Subdivision Compliance Officer with signature of Team Leader Specialist Advice, Team Leader Subdivision Compliance or the Manager Compliance and Advice
<b>Documents</b>		
28. To decide whether to issue and authenticate a certificate that states an allotment shall only be transferred or leased in conjunction with one or more other allotments under the BA.		
29. To decide whether to remove a restriction on the transfer or lease of allotments under the BA and to issue and authenticate any certificate required.		
<b>Consent as an Encumbrancee/Covenantee</b>		
<b>Documents</b>		
30. To decide whether to consent on behalf of the Council as an encumbrancee/covenantee to the deposit of a unit plan under the UTA.		
31. To decide whether to consent on behalf of the Council as an encumbrancee/covenantee to the registration of a document under the Land Transfer Act 2017.		
<p>Note: Examples are the introduction of unit title ownership, the variation of a mortgage, the registration of an easement, and the variation or surrender of an easement. The Council's interest in the property usually concerns heritage protection and advice is sought from a heritage planner. The consent of Council as an encumbrancee requires the use of the Council common seal.</p>		
<b>General Authority</b>		
32. To use the Council common seal and exercise authority to sign documents physically or electronically on behalf of the Council that		

Subdivision Compliance Officer	Subdivision Compliance Office with signature of Resource Consent Planner	Subdivision Compliance Officer with signature of Team Leader Specialist Advice, Team Leader Subdivision Compliance or the Manager Compliance and Advice
are consistent with the role of subdivision compliance officer as they relate to the Resource Management Act 1991, Unit Titles Act 2010, Local Government Act 2002, Building Act 2004, Land Transfer Act 1952 and the Public Works Act 1981.		
33. To use the Council common seal and exercise authority to sign documents on behalf of the Council, on the request of the Team Leader Compliance and Monitoring or the Manager Compliance and Advice, in relation to conditions of land use consent under the Resource Management Act 1991.		
34. To apply the Council common seal to any Council document to authenticate a copy of it, or part of it.		

The delegation of these powers and functions to the Subdivision Compliance Officer shall only continue in effect while that person remains a Subdivision Compliance Officer of the Council or until the delegation is revoked.

This delegation replaces all existing delegations to the Subdivision Compliance Officer from the Council, Chief Executive, or such other officer as permitted by law.

Signed by

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 [ ]  
 on behalf of Wellington City Council

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 Date

**Delegations of Authority from Wellington City Council to a Compliance and Monitoring Officer**

The following powers and functions are delegated to the individuals who are appointed in the role of Compliance and Monitoring Officer in the Compliance and Monitoring Team. These powers and functions are performed in the capacity of an enforcement officer as defined under the Resource Management Act 1991 (**RMA**) and the Local Government Act 2002 (**LGA**).

Please note that:

- approval by the Manager Compliance and Advice is required when exercising the delegated powers in the second column below (such approval must be recorded in writing);
- consultation with the Team Leader Compliance and Monitoring is required when exercising the delegated powers in the third column below;
- approval of the Team Leader Compliance and Monitoring is required when exercising the delegated powers in the fourth column below (such approval must be recorded in writing).

Compliance and Monitoring Officer	Compliance and Monitoring Office with approval by Manager Compliance and Advice	Compliance and Monitoring Office after consultation with Team Leader Compliance and Monitoring	Compliance and Monitoring Office with approval of Team Leader Compliance and Monitoring
<b>Enforcement, investigation and monitoring compliance</b>			
<b><i>Under the RMA:</i></b>			
A council officer that is appointed as a Compliance Monitoring Officer is authorised as an enforcement officer under section 38 of the RMA to carry out the following functions and powers under the RMA:			
	1. To exercise all of the powers of an enforcement officer under the RMA (including powers of entry), including:		

Compliance and Monitoring Officer	Compliance and Monitoring Office with approval by Manager Compliance and Advice	Compliance and Monitoring Office after consultation with Team Leader Compliance and Monitoring	Compliance and Monitoring Office with approval of Team Leader Compliance and Monitoring
	a. issuing any statutory notices, including abatement and infringement notices and excessive noise directions under the RMA.		
2. To exercise all of the powers of an enforcement officer under the RMA (including powers of entry), including: a. taking steps necessary to cause noise to be reduced to a reasonable level, and when accompanied by a constable, seizing and impounding the noise source, rendering inoperable or making unusable any noise source contributing to excessive noise; b. making decisions on the return of any seized or impounded property.			
		3. To process and issue decisions on applications to change or cancel an abatement notice.	
		4. To invoke emergency work provisions.	
			5. To require payment of any additional charges under

Compliance and Monitoring Officer	Compliance and Monitoring Office with approval by Manager Compliance and Advice	Compliance and Monitoring Office after consultation with Team Leader Compliance and Monitoring	Compliance and Monitoring Office with approval of Team Leader Compliance and Monitoring
			section 36(5) of the RMA with the approval of the Team Leader Compliance and Monitoring or the Manager Compliance and Advice.
6. To remit charges under the RMA, or discount charges or make any other decision which reduces charges imposed under the RMA. The exercise of this delegation must be in accordance with the financial delegations to remit from the Chief Executive.			
7. To exercise all powers necessary to make and issue decisions in respect of deemed permitted marginal or temporary activities.			
<b><i>Under the LGA</i></b>			
A council officer that is appointed as a Compliance Monitoring Officer is authorised as an enforcement officer under section 177 of the LGA to exercise all of the powers of an enforcement officer under the LGA (including the powers of entry, removal of works and seizure) and includes issuing any notices under the LGA 2002 and/or any regulations or bylaws made under that Act.			

The delegation of these powers and functions to the role of Compliance and Monitoring Officer shall only continue in effect while that person remains Compliance and Monitoring Officer of the Council or until the delegation is revoked.



This delegation replaces all existing delegations under the RMA and LGA to the role of Compliance and Monitoring Officer from the Council, Chief Executive, or such other officer as permitted by law.

Signed by

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[ ]

Date

on behalf of Wellington City Council

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**Delegations of Authority from Wellington City Council to the Place Planning Manager**

The following powers and functions are delegated to the individuals who are appointed in the role of Place Planning Manager in the Place Planning Team. The powers are performed in the capacity of a Territorial Authority as defined under the Resource Management Act 1991.

**Setting the District Plan and Policy**

1. To exercise all powers necessary to initiate, consult on and prepare a proposed plan, change or variation for public notification.
2. To exercise all powers necessary to publicly notify and serve notice of a proposed plan, change or variation after review and approval of it by the City Strategy Committee.
3. To prepare a summary of decisions sought by submitters on a proposed plan, change or variation and to give notice as required by clause 7 of the First Schedule of the RMA.
4. To invite any submitters on a proposed plan, change or variation to meet with the Council or any other person for the purpose of clarifying or facilitating the resolution of any matter relevant to the proposed plan, change or variation.
5. To give public notice of the withdrawal of any proposed plan, change or variation if the withdrawal is approved by the City Strategy Committee.
6. To exercise all powers necessary to publicly notify and serve notice of any decision on a proposed plan, change or variation, and any recommendation on a notice of requirement or requirement for a heritage order requested as part of any proposed plan, change or variation.
7. To alter the proposed plan, change or variation on notice from a requiring authority or heritage protection authority under clause 13 of the First Schedule of the RMA.
8. To amend a proposed plan, variation or change under clause 16 or 20A of the First Schedule of the RMA.
9. To engage in the resolution of appeals on a proposed plan, change or variation, subject to authorisation of any resolution by the City Strategy Committee.
10. Once a proposed plan, change or variation is finally approved by the Council, give public notice of the date it shall become operative.

11. To engage in discussions on, and agree a consultation process, under clause 3A of the First Schedule of the RMA.
12. To exercise all powers necessary to facilitate the private plan change process, subject to consultation with and overall management by the City Strategy Committee.
13. Note: the City Strategy Committee makes the decision to accept, adopt or reject private plan change requests under clause 25 of the First Schedule of the RMA, and the Council approves the Hearing Commissioners' recommendation on a private plan change.
14. The power to amend the District Plan and any proposed district plan to address a duplication or conflict of rules contained in national environmental standards under s 44A.
15. The power to amend the District Plan and any proposed district plan if a national policy statement directs that:
  - a. the District Plan or any proposed district plan include specific objectives and policies set out in the statement; or
  - b. the District Plan or any proposed district plan objectives and policies give effect to objectives and policies specified in the national policy statement; or
  - c. it is necessary to make the District Plan or any proposed district plan consistent with any constraint or limit set out in a national policy statement;  
1 under s 55(2).
16. The power to amend the District Plan and any proposed district plan if a national planning standard directs that specific provisions be included in the District Plan or any proposed district plan, and ensure that the District Plan or any proposed district plan is consistent with any constraint or limit placed on the content of the District Plan or any proposed district plan by the national planning standard under ss 58I(2) and (3).
17. The discretion to initiate the process set out in Schedule 1 where a national planning standard directs that a number of specific provisions in the national planning standard may be incorporated into the District Plan and any proposed district plan under ss 58I(4), (5) and (6).
18. The power to amend the District Plan and any proposed district plan to include a designation as if it were a rule in accordance with the requirement and state the name of the requiring authority that has the benefit of the designation under s 175.

19. Where a requiring authority or heritage protection authority gives notice that it no longer wants:
- a. a designation or heritage protection order; or
  - b. part of a designation or heritage protection order and a Consent Planner, acting in accordance with their delegated power, decides not to decline the removal of the part of the designation or heritage protection order;
- 2 the power to amend the District Plan and any proposed district plan to remove the designation, part of the designation, heritage protection order or part of the heritage protection order under ss 182 and 196.
20. The power to amend the District Plan and any proposed district plan to note the transfer of responsibility for a heritage order where the responsible Minister publishes a notice in the Gazette of a transfer of responsibility for an existing heritage order to another heritage protection authority under s 195C.
21. The power to amend the District Plan when the Environment Court makes a direction that the District Plan be amended under s 292.
22. The power to amend, without using the process in Schedule 1 of the RMA, the operative District Plan to correct any minor errors under cl 20A of Schedule 1.

The delegation of these powers and functions to the Place Planning Manager shall only continue in effect while that person remains in that role or until the delegation is revoked.

This delegation replaces all existing delegations to the Place Planning Manager from the Council, Chief Executive, or such other officer as permitted by law.

Signed by

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[ \_\_\_\_\_ ]

Date

on behalf of Wellington City Council

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## **ELECTED MEMBERS' APPOINTMENTS TO COUNCIL CONTROLLED ORGANISATIONS, COUNCIL ORGANISATIONS AND EXTERNAL OR JOINT COMMITTEES AND ORGANISATIONS.**

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### **Purpose**

1. This report requests the Council 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 the Council's representation on and the appointment of members to those bodies.

### **Recommendations**

That the Council:

1. Receive the information.
2. Appoint Wellington City councillors to vacancies on the Boards of the following Council Controlled Organisations:

<b>Council Controlled Organisation</b>	<b>Representation</b>	<b>Appointee</b>
Basin Reserve Trust	One councillor	Cr Sean Rush
Joe Aspell Trust <sup>3</sup>	Three councillors	Cr Malcolm Sparrow Cr Rebecca Matthews Cr Nicola Young
Wellington Museums Trust	One councillor	Cr Diane Calvert
Wellington Zoo Trust	One councillor	Cr Fleur Fitzsimons
Karori Sanctuary Trust (Zealandia)	One councillor	Mayor Foster
Wellington Regional Stadium Trust	One councillor	Cr Sean Rush

3. Appoint Wellington City councillors to the following Council Organisations:

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<sup>3</sup> Excluding the Mayor, who is automatically appointed to the Trust.

<b>Council Organisation</b>	<b>Representation</b>	<b>Appointee</b>
Wellington International Airport Ltd	One councillor	Mayor Andy Foster
Creative Communities Local Funding Scheme	Two councillors (under the terms of the contract with Creative NZ)	Cr Nicola Young Cr Tamatha Paul
NZ International Arts Festival Trust	Mayor*	Mayor Andy Foster
Porirua Harbour and Catchment Trust	One councillor	Cr Jenny Condie
Thomas George Macarthy Trust	Mayor*	Mayor Andy Foster
Te Wharewaka o Pōneke	Two councillors	Cr Jill Day Cr Tamatha Paul
Guardians of the Sanctuary	One councillor	Cr Teri O'Neill

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

4. Appoint a Wellington City councillor, and an alternate, to the following Council Advisory and Reference Groups:

<b>Council Advisory and Reference Group</b>	<b>Representation</b>	<b>Appointee</b>
Accessibility Advisory Group	One councillor (and one alternate)	Cr Rebecca Matthews (Cr Tamatha Paul)
Environmental Reference Group	One councillor (and one alternate)	Cr Tamatha Paul (Cr Laurie Foon)
Pacific Advisory Group	One councillor (and one alternate)	Cr Teri O' Neill (Cr Rebecca Matthews)
Safe and Sustainable Transport Reference Group	One councillor (and one alternate)	Cr Jenny Condie (Cr Rebecca Matthews)
Youth Council	One councillor (and one alternate)	Cr Tamatha Paul (Cr Jill Day)

5. Appoint a Wellington City councillor and an alternate to the following groups and organisations:

<b>Other Organisations</b>	<b>Representation</b>	<b>Appointee</b>
Art Collection Group	One councillor (and one alternate)	Cr Nicola Young (Cr Fleur Fitzsimons)
Liaison with the Wellington Multi-Cultural Council	One councillor (and one alternate)	Cr Diane Calvert (Cr Jill Day)
Waste Forum – Wellington Region	One councillor (and one alternate)	Cr Laurie Foon (Cr Iona Pannett)

6. Appoint a Wellington City councillor and an alternate, if need be, to the following joint external committees:

<b>Joint External Committees</b>	<b>Representation</b>	<b>Appointee</b>
Regional Transport Committee	One councillor (and one alternate)	Mayor Andy Foster Deputy Mayor Sarah Free
Wellington Regional Strategy Committee	Four councillors	Mayor Foster Deputy Mayor Sarah Free Cr Diane Calvert Cr Jenny Condie
Wastewater Treatment Plant and Landfill Joint Committee	One councillor (and one alternate)	Cr Sean Rush (Cr Laurie Foon)
Wellington Regional Amenities Fund Joint Committee	One councillor (and one alternate)	Mayor Andy Foster* (Cr Nicola Young)
Wellington Water Committee	One councillor	Cr Sean Rush
Te Awarua-o-Porirua Harbour and Catchment Joint Committee	One councillor	Cr Jenny Condie
Wellington Region Waste Management and Minimisation Plan Joint Committee	One councillor	Cr Laurie Foon
Whaitua te Whanganui-a-Tara	One councillor	Cr Tamatha Paul
Wellington Region Climate Change Working Group	One councillor (and one alternate)	Cr Tamatha Paul (Cr Laurie Foon)

7. Appoint two Takapū/Northern Ward councillors, Cr Jill Day and Cr Malcolm Sparrow, to the Tawa Community Board for the 2019/2022 triennium.
8. Delegate to the Tawa Community Board the authority to appoint a board member as a representative on Camp Elsdon.
9. Appoint Mayor Andy Foster (as presiding delegate), Deputy Mayor Sarah Free, Cr Jill Day and Cr Malcolm Sparrow 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 2022-2025 triennial election or 31 December 2022.

## **Background**

### **Appointments policy on CCOs**

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 two directors. Council officers Andy Matthews and Hayley Evans are the current directors.
  - Wellington Waterfront Ltd – which has only two directors. Council officers Kevin Lavery and Andy Matthews are the current directors.
  - Karori Sanctuary Trust. Council is represented by a Councillor appointee to the Guardians of the sanctuary.
  - Wellington Regional Economic Development Agency Limited. Council is represented by four elected member appointees to the Wellington Regional Strategy Committee.
  - Wellington Water Limited. Council is represented by an elected member appointee to the Wellington Water Committee.
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.

**Other information**

9. 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.
10. 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 the entity makes to the strategic outcomes of the Council.



15. Where an obligation to appoint a councillor, officer or external person exists but that right is not exercised, Council's performance monitoring obligations cannot be avoided except that Council may exempt a small organisation that is not a council-controlled trading organisation, in terms of section 7.3 of the Local Government Act 2002.
16. Officers provide a separate report to Council to approve exemptions.
17. 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**

18. 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*

19. 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*

20. The Wellington Regional Strategy Committee is administered by the Greater Wellington Regional Council and comprised of 10 members appointed by the Greater Wellington Regional Council. These members are; one regional councillor, four members nominated by Wellington City Council, one member nominated by each of Kāpiti Coast District Council, Hutt City Council, Porirua City Council and Upper Hutt City Council, and one member nominated by the three Wairarapa district councils.
21. The Committee implements and develops the Wellington Regional Strategy, including overseeing the performance of Wellington Regional Economic Development Agency Ltd.

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*Wastewater Treatment Plant and Landfill Joint Committee*

22. 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).
23. 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*

24. 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.
25. The membership of the Joint Committee is made up of one elected member from each of the following territorial authorities: Kāpiti Coast District Council, Hutt City Council, Upper Hutt City Council, Porirua City and Wellington City Council. 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.

*Wellington Water Committee*

26. Wellington Water Ltd (Wellington Water) is jointly owned by Hutt City, Porirua, Upper Hutt, Wellington, South Wairarapa and Greater Wellington Regional Councils. Wellington Water is a council owned, shared service organisation that provides three waters network management services to its shareholder clients (the territorial authorities listed).
27. A representative from each council sits on the regional Wellington Water Committee that provides overall leadership and direction for the company.
28. Wellington Water Ltd is governed by a board of independent directors.

*Te Awarua-o-Porirua Harbour and Catchment Joint Committee*

29. Te Awarua-o-Porirua Harbour and Catchment Joint Committee oversees the development, monitoring, review and implementation of the Porirua Harbour and Catchment Strategy and Action Plan 2012.

30. The committee membership comprises one representative from Porirua City Council, Wellington City Council, Greater Wellington Regional Council and Ngāti Toa.

*Wellington Region Waste Management and Minimisation Plan Joint Committee*

31. The Wellington Region Waste Management and Minimisation Plan Joint Committee will oversee the implementation of the Wellington Region Waste Management and Minimisation Plan and its statutory review which is required not more than 6 years after the last review. The Joint Committee sets the priorities and strategic framework for managing waste in the Wellington region. Once the plan is adopted, the actions will be carried forward by each of the councils into their Long Term and Annual Plans to ensure the resourcing is available to deliver the plans' goals and objectives.
32. Each Territorial Authority in the Wellington Region is entitled to appoint one member to the Joint Committee. In addition, each Territorial Authority can appoint an alternate member to attend and vote Joint Committee meetings in the appointed member's absence.
33. A representative from the following territorial authorities is appointed to this joint committee: Upper Hutt City Council, Masterton District Council, Wellington City Council, Carterton District Council, South Wairarapa District Council, Hutt City Council, Kāpiti Coast District Council, Greater Wellington Regional Council and Porirua City Council.

**The Whaitua Process**

34. Whaitua is te reo Māori for catchment or space. The Wellington Region is divided into five whaitua, each of which has a Whaitua Committee assigned to develop a programme to improve water quality.
35. A Whaitua committee is not a subordinate decision-making body of the Council and is not a committee under the Local Government Act 2002.

*Whaitua Te Whanganui-a-Tara Committee*

36. Whaitua Te Whanganui-a-Tara Committee is a group of local people from Hutt Valley and Wellington assigned with developing a programme to improve the quality of the regions streams, rivers and harbour.
37. The Committee is established by GWRC and The Committee is co-managed by mana whenua.

*Community Boards*

38. 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) Mākara-Ohariu Community Board will comprise six elected members
  - (b) Tawa Community Board will comprise six elected members and two members representing the Northern Ward appointed to the community board by the Council.
  - (c) 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 continues to have representation on the organisation through the Board.

#### **Local Government New Zealand (LGNZ) Zone 4**

39. 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.

40. 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**

41. 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**

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

<b>Organisation</b>	<b>Activity</b>	<b>Reason for recommendation</b>
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 the Council 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 his/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 Rūnanga 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"> <li>• Governor General of New Zealand</li> <li>• Prime Minister of New Zealand</li> <li>• Mayor of Wellington</li> <li>• Roman Catholic Archbishop of Wellington</li> </ul>
Te Wharewaka o Pōneke	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 two trustees
Guardians of the Karori Sanctuary	Guardians of Karori Sanctuary is constituted under the Karori Sanctuary Trust deed (as amended) 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**

43. 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 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 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.

**Table C – Council's Advisory and Reference Groups**

44. 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"> <li>• people with disabilities' knowledge of Council processes to enable them to participate in Council's decision-making processes</li> <li>• the Council's knowledge of the needs of people with disabilities, and how these can best be resolved.</li> </ul>	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 one alternate).
Pacific Advisory Group	The purpose of the Pacific Advisory Group (PAG) is to: <ul style="list-style-type: none"> <li>• strengthen engagement between Wellington City Council and Pacific nation groups</li> <li>• build the Pacific nation groups' knowledge of Council processes to enable them to participate in Council's decision-making processes</li> <li>• build the Council's knowledge of the needs of Pacific nation groups and how these can best be met.</li> </ul>	The group will comprise: three representatives from Samoa, two each from Niue, Tonga, Cook Islands, Tokelau, Tuvalu and Fiji and one councillor representative (and one alternate).
Safe and Sustainable Transport Reference Group	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.	The group is well represented by a wide range of public agencies and community groups. The group has one councillor representative (and one alternate).
Youth Council	The purpose of the Youth Council is to: <ul style="list-style-type: none"> <li>• strengthen engagement between Wellington City Council and young people</li> <li>• build young people's knowledge of Council processes to enable them to participate in Council's decision-making processes</li> <li>• build the Council's knowledge of the needs of young people and how these can best be met.</li> </ul>	The Youth Council will comprise a maximum of 20 members and one councillor representative (and one alternate).

**Attachments**

Nil

Authors	Cyrus Frear, Senior Democracy Advisor Warwick Hayes, Project Manager Economic & Commercial
Authoriser	Anusha Guler, Head of Governance Stephen McArthur, Director, Strategy and Governance

**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



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## **2019-2022 TRIENNIUM MEETING SCHEDULE**

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### **Purpose**

1. This report seeks the Council's approval of the proposed 2019-2022 triennium meeting schedule for the Council and its committees for the periods from December 2019 to September 2022.

### **Summary**

2. The Council is required to approve a schedule of meetings so that the meetings can be publicly notified in accordance with the requirements set by the Local Government Official Information and Meetings Act 1987.
3. Local Government Act 2002 specifies that the schedule may cover any future period that the Council considers appropriate and may be amended. In addition, notification of the schedule or any amendment to that schedule constitutes a notification of every meeting on the schedule or amendment.
4. The adoption of the meeting schedule by the Council will facilitate an open, democratic process and allow for planning of forward programmes. It also allows for elected members to plan their commitments over the triennium years.

### **Recommendation/s**

That the Council:

1. Receive the information.
2. Adopt the schedule of meetings for the committees of Council for the period of December 2019 to September 2022 (Attachment 1).
3. Note the following timing guidelines:
  - i) Council meetings will be held on the last Wednesday of the month at 9:30 am unless it is an extraordinary or additional Council meeting.
  - ii) Briefings for Strategy and Policy Committee meetings will be held on Tuesdays between 9:30 am and 12:30 pm.
  - iii) Strategy and Policy Committee meetings will be held every Thursday between 9:30 am and 3:30 pm except for the last week of the month.
4. Note that additional ordinary, extraordinary and multi-day meetings may be scheduled from time to time in consultation with the Mayor and Chief Executive.
5. Note that meeting times for other committees and subcommittees will be formally notified by Democracy Services.
6. Note that some committee/subcommittee meetings may be rescheduled if special circumstances require so.

### **Background**

5. At its meeting on 30 October 2019, the Council agreed to the dates for the first two Ordinary Council meetings, which was 20 November and 11 December 2019.

6. The Council is required to approve a schedule of meetings so that the meeting can be publicly notified in accordance with the requirements set by the Local Government Official Information and Meetings Act 1987. A schedule of meetings for the period of December 2019 to September 2022 is attached.
7. The adoption of the schedule by the Council will facilitate an open, democratic process and allow for planning of the forward programme. It also allows for elected members to plan their commitments over the triennium years.

### **Discussion**

8. The triennium meeting schedule is based on the governance structure agreed by the Council at its inaugural meeting on 30 October 2019, where the Strategy and Policy Committee, being a committee of the whole with wide-ranging delegations, will be overseeing a large part of the Council business.
9. There were a number of considerations in the preparation of the schedule of meetings, including:
  - The timing of conferences and seminars that members may wish to attend, where known, such as the Local Government New Zealand Annual Conference and Annual General Meeting.
  - The draft programme of the Council's consultation and deliberations activities leading into the 2020/21 Annual Plan and review of Long-term Plan in 2021.
  - Ensuring that, where possible, committee meetings are held between 9:30 am and 4:30 pm and that Council meetings start at 9:30 am.
  - Allowing time for resource consent hearings and additional meetings by ad hoc committees, subcommittees and other bodies.

### **Additional Meetings**

10. The aim, through careful scheduling of work programmes, is to reduce the need for additional or reconvened meetings and the rescheduling of meetings. However, given the breadth of the Council's work, from time to time additional or extraordinary meetings will no doubt need to be scheduled. The pattern of Strategy and Policy Committee meetings, held in the Tuesday and Thursday block, makes this a relatively easy task to do without causing undue disruption to the plans of elected members.

### **Ad Hoc Committee, Subcommittee and Other Meetings**

11. This schedule includes subcommittee meetings, however, there will be occasions when additional meetings or workshops will need to be scheduled on Mondays or Fridays, in particular, with those subcommittees involving non-external members.

### **School Holidays**

12. The council has a month's break of meetings to coincide with school holidays in July. No meetings are scheduled for the month of July. No meeting has been scheduled for the month of January either due to year-end holidays.

### **Advisory Groups**

13. Advisory Groups have not been scheduled. These do not make decisions and do not comply with the Local Government Official Information and Meetings Act 1987 for public notification.

### **Options**

14. The council has the following options:
- a) Adopt the meeting schedule for the whole triennium.
  - b) Adopt the meeting schedule only for the first year of the triennium.

### **Next Actions**

15. Democracy Services will be actioning the above resolution.

### **Attachments**

Attachment 1. 2019-2022 triennium meeting schedule [↓](#) 

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Author	Cyrus Frear, Senior Democracy Advisor
Authoriser	Anusha Guler, Head of Governance Stephen McArthur, Director, Strategy and Governance

## **SUPPORTING INFORMATION**

### **Engagement and Consultation**

Staff have been developing the calendar in consultation with the Mayor.

### **Treaty of Waitangi considerations**

N/A

### **Financial implications**

N/A

### **Policy and legislative implications**

N/A

### **Risks / legal**

Local Government Official Information and Meetings Act 1987 requires that the meetings of the local authority be publically notified. A schedule of meetings will facilitate meeting this requirement.

### **Climate Change impact and considerations**

N/A

### **Communications Plan**

N/A

### **Health and Safety Impact considered**

N/A

# December 2019

Monday	Tuesday	Wednesday	Thursday	Friday
25	26	27	28	29
2	3 Council-Controlled Organisations Subcommittee 9:30am	4 Regulatory Processes Committee 9:30am	5 Grants Subcommittee 9:30am	6
9 Wellington Region Waste Joint Committee 9:30am  CEO Performance Review Committee 3:00pm  Pre-meeting: Strategy & Policy 9:30am	10	11 Strategy & Policy Committee 9:30am	12 Council 9:30am	13
16	17 No meetings	18 No meetings	19 No meetings	20 No meetings
23	24 No meetings	25 Christmas Day	26 Boxing Day	27 No meetings

# January 2020

Monday	Tuesday	Wednesday	Thursday	Friday
30	31	1 New Year's Day	2 Day after New Year's Day	3 No meetings in January
6	7	8	9	10
13	14	15	16	17
20 Wellington Anniversary Day	21	22	23	24
27	28	29	30	31

# February 2020

Monday	Tuesday	Wednesday	Thursday	Friday
27	28	29	30	31
3 Strategy & Policy Committee pre-meeting 9:30 am	4 Regulatory Processes Committee 9:30 am	5 Strategy & Policy Committee 9:30 am	6 Waitangi Day	7
10	11 Pre-meeting: Strategy & Policy Committee 9:30am	12 CEO Performance Review Committee 2:00pm	13 Strategy & Policy Committee 9:30 am	14
17	18	19	20 Annual Plan/Long-term Committee 9:30am	21
24	25	26 Council 9:30 am	27	28

# March 2020

Monday	Tuesday	Wednesday	Thursday	Friday
24	25	26	27	28
2	3 Pre-meeting: Strategy & Policy Committee 9:30am	4 Regulatory Processes Committee 9:30am	5 Strategy & Policy Committee 9:30am	6
9 Wellington Region Waste Joint Committee 9:30am	10 Pre-meeting: Strategy & Policy Committee 9:30am	11 Finance, Audit & Risk Management Subcommittee 9:30am	12 Strategy & Policy Committee 9:30am	13
16	17	18 Grants Subcommittee 9:30am	19 Annual Plan/Long-term Committee 9:30am	20
23	24	25 Council 9:30 am	26	27



# April 2020

Monday	Tuesday	Wednesday	Thursday	Friday
30	31	1	2	3
6	7 Pre-meeting: Strategy & Policy Committee 9:30am	8 Council-Controlled Organisations Subcommittee 9:30am	9 Strategy & Policy Committee 9:30am	10 Good Friday
13 Easter Monday	14 Pre-meeting: Strategy & Policy Committee 9:30am	15 Regulatory Processes Committee 9:30am	16 Strategy & Policy Committee 9:30am	17 Wellington Regional Amenities Fund Joint Committee 1:30pm
20	21 Pre-meeting: Strategy & Policy Committee 9:30am	22 CEO Performance Review Committee 2:00pm	23 Strategy & Policy Committee 9:30am	24
27 ANZAC Day observed	28	29 Council 9:30 am	30 Annual Plan consultation ends	1

# May 2020

Monday	Tuesday	Wednesday	Thursday	Friday
27	28	29	30	1
4 Annual Plan Hearings	5 Annual Plan Hearings	6 Annual Plan Hearings	7 Annual Plan Hearings	8 Annual Plan Hearings
11 Annual Plan Hearings	12 Pre-meeting: Strategy & Policy 9:30am	13 Annual Plan Hearings	14 Strategy & Policy Committee 9:30am	15 Annual Plan Hearings
18	19 Regulatory Processes Committee 9:30am	20 Grants Subcommittee 2:00pm	21 Annual Plan/Long-term Committee/workshop 9:30am	22
25	26	27 Council 9:30 am	28 Annual Plan/Long-term Committee 9:30am	29

# June 2020

Monday	Tuesday	Wednesday	Thursday	Friday
<b>1</b> Queen's birthday	<b>2</b> Pre-meeting: Strategy & Policy Committee 9:30am	<b>3</b> Council-Controlled Organisations Subcommittee 9:30am	<b>4</b> Strategy & Policy Committee 9:30am	<b>5</b>
<b>8</b>	<b>9</b> Regulatory Processes Committee 9:30am	<b>10</b> Finance, Audit & Risk Management Subcommittee 9:30am	<b>11</b> Annual Plan/Long-term Committee/workshop 9:30am	<b>12</b>
<b>15</b>	<b>16</b> Pre-meeting: Strategy & Policy Committee 9:30am	<b>17</b> CEO Performance Review Committee 2:00pm	<b>18</b> Strategy & Policy Committee 9:30am	<b>19</b>
<b>22</b>	<b>23</b>	<b>24</b> Annual Plan/Long-term Committee 9:30am Council 9:30am	<b>25</b>	<b>26</b>
<b>29</b>	<b>30</b>	<b>1</b>	<b>2</b>	<b>3</b>

# July 2020

Monday	Tuesday	Wednesday	Thursday	Friday
29	30	1 No meetings in July	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

# August 2020

Monday	Tuesday	Wednesday	Thursday	Friday
27	28	29	30	31
3	4 Pre-meeting: Strategy & Policy Committee 9:30am	5 Grants Subcommittee 9:30am	6 Strategy & Policy Committee 9:30am	7
10	11 Pre-meeting: Strategy & Policy Committee 9:30am	12 Regulatory Processes Committee 9:30am	13 Strategy & Policy Committee 9:30am	14
17	18 Pre-meeting: Strategy & Policy Committee 9:30am	19 CEO Performance Review Committee 9:30am	20 Strategy & Policy Committee 9:30am	21 Wellington Regional Amenities Fund Joint Committee 1:30pm
24	25	26 Council 9:30am	27	28

# September 2020

Monday	Tuesday	Wednesday	Thursday	Friday
31	<b>1</b> Pre-meeting: Strategy & Policy Committee 9:30am	<b>2</b> Grants Subcommittee 9:30am	<b>3</b> Strategy & Policy Committee 9:30am	<b>4</b>
<b>7</b>	<b>8</b> Pre-meeting: Strategy & Policy Committee 9:30am	<b>9</b> Regulatory Processes Committee 9:30am	<b>10</b> Strategy & Policy Committee 9:30am	<b>11</b>
<b>14</b>	<b>15</b> Pre-meeting: Strategy & Policy Committee 9:30am	<b>16</b> Finance, Audit & Risk Management Subcommittee 9:30am	<b>17</b> Strategy & Policy Committee 9:30am	<b>18</b>
<b>21</b>	<b>22</b> CEO Performance Review Committee 2:00pm	<b>23</b>	<b>24</b> Annual Plan/Long-term Committee 9:30am	<b>25</b>
<b>28</b>	<b>29</b>	<b>30</b> Strategy & Policy Committee 9:30am Council 9:30am	<b>1</b>	<b>2</b>

# October 2020

Monday	Tuesday	Wednesday	Thursday	Friday
28	29	30	1	2
5	6 Pre-meeting: Strategy & Policy Committee 9:30am	7	8 Strategy & Policy Committee 9:30am	9
12	13	14 Regulatory Processes Committee 9:30am	15 Annual Plan/Long-term Committee 9:30am	16
19	20 Pre-meeting: Strategy & Policy Committee 9:30am	21	22 Strategy & Policy Committee 9:30am	23
26 Labour Day	27	28 Council 9:30am	29	30

# November 2020

Monday	Tuesday	Wednesday	Thursday	Friday
26	27	28	29	30
2	3 Pre-meeting: Strategy & Policy Committee 9:30am	4	5 Strategy & Policy Committee 9:30am	6
9 Wellington Region Waste Joint Committee 9:30am	10 Pre-meeting: Strategy & Policy Committee 9:30am	11 Regulatory Processes Committee 9:30am	12 Strategy & Policy Committee 9:30am	13
16	17	18 Council-Controlled Organisations Subcommittee 9:30am	19 Annual Plan/Long-term Committee 9:30am	20
23	24	25 Council 9:30am	26	27



# December 2020

Monday	Tuesday	Wednesday	Thursday	Friday
30	1 Pre-meeting: Strategy & Policy Committee 9:30am	2 Grants Subcommittee 9:30am	3 Strategy & Policy Committee 9:30am	4
7	8 Pre-meeting: Strategy & Policy Committee 9:30am	9 Regulatory Processes Committee 9:30am	10 Strategy & Policy Committee 9:30am	11
14	15	16 Council 9:30am	17	18
21 No meetings	22 No meetings	23 No meetings	24 No meetings	25 Christmas Day
28 No meetings	29 No meetings	30 No meetings	31 No meetings	1

# January 2021

Monday	Tuesday	Wednesday	Thursday	Friday
28	29	30	31	1
4 No meetings in January	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

# February 2021

Monday	Tuesday	Wednesday	Thursday	Friday
<b>1</b>	<b>2</b> Pre-meeting: Strategy & Policy Committee 9:30am	<b>3</b> Regulatory Processes Committee 9:30 am	<b>4</b> Strategy & Policy Committee 9:30am	<b>5</b>
<b>8</b> Waitangi Day observed	<b>9</b> Pre-meeting: Strategy & Policy Committee 9:30am	<b>10</b> CEO Performance Review Committee 2:00pm	<b>11</b> Strategy & Policy Committee 9:30am	<b>12</b>
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b> Annual Plan/Long-term Committee 9:30am	<b>19</b>
<b>22</b>	<b>23</b>	<b>24</b> Council 9:30 am	<b>25</b>	<b>26</b>
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

# March 2021

Monday	Tuesday	Wednesday	Thursday	Friday
<b>1</b>	<b>2</b> Pre-meeting: Strategy & Policy Committee 9:30am	<b>3</b> Regulatory Processes Committee 9:30am	<b>4</b> Strategy & Policy Committee 9:30am	<b>5</b>
<b>8</b> Wellington Region Waste Joint Committee 9:30am	<b>9</b> Pre-meeting: Strategy & Policy Committee 9:30am	<b>10</b> Finance, Audit & Risk Management Subcommittee 9:30am	<b>11</b> Strategy & Policy Committee 9:30am	<b>12</b>
<b>15</b>	<b>16</b>	<b>17</b> Grants Subcommittee 9:30am	<b>18</b> Annual Plan/Long-term Committee 9:30am	<b>19</b>
<b>22</b>	<b>23</b> Pre-meeting: Strategy & Policy Committee 9:30am	<b>24</b>	<b>25</b> Strategy & Policy Committee 9:30am	<b>26</b>
<b>29</b>	<b>30</b>	<b>31</b> Council 9:30 am	<b>1</b> Annual Plan consultation starts	<b>2</b>

# April 2021

Monday	Tuesday	Wednesday	Thursday	Friday
29	30	31	1	2 Good Friday
5 Easter Monday	6 Pre-meeting: Strategy & Policy Committee 9:30am	7 Council-Controlled Organisations Subcommittee 9:30am	8 Strategy & Policy Committee 9:30am	9
12	13 Pre-meeting: Strategy & Policy Committee 9:30am	14 Regulatory Processes Committee 9:30am	15 Strategy & Policy Committee 9:30am	16 Wellington Regional Amenities Fund Joint Committee 1:30pm
19	20 Pre-meeting: Strategy & Policy Committee 9:30am	21 CEO Performance Review Committee 2:00pm	22 Strategy & Policy Committee 9:30am	23
26 ANZAC Day	27	28 Council 9:30 am	29	30 Annual Plan consultation ends

# May 2021

Monday	Tuesday	Wednesday	Thursday	Friday
26	27	28	29	30
3	4	5	6	7
Annual Plan Hearings	Annual Plan Hearings	Annual Plan Hearings	Annual Plan Hearings	Annual Plan Hearings
10	11	12	13	14
Annual Plan Hearings	Pre-meeting: Strategy & Policy 9:30am	Annual Plan Hearings	Strategy & Policy Committee 9:30am	Annual Plan Hearings
17	18	19	20	21
	Regulatory Processes Committee 9:30am	Grants Subcommittee 2:00pm	Annual Plan/Long-term Committee/workshop 9:30am	
24	25	26	27	28
		Council 9:30 am	Annual Plan/Long-term Committee 9:30am	

# June 2021

Monday	Tuesday	Wednesday	Thursday	Friday
31	<b>1</b> Pre-meeting: Strategy & Policy Committee 9:30am	<b>2</b> Council-Controlled Organisations Subcommittee 9:30am	<b>3</b> Strategy & Policy Committee 9:30am	<b>4</b>
<b>7</b> Queen's birthday	<b>8</b> Regulatory Processes Committee 9:30am	<b>9</b> Finance, Audit & Risk Management Subcommittee 9:30am	<b>10</b> Annual Plan/Long-term Committee/workshop 9:30am	<b>11</b>
<b>14</b>	<b>15</b> Pre-meeting: Strategy & Policy Committee 9:30am	<b>16</b> CEO Performance Review Committee 2:00pm	<b>17</b> Strategy & Policy Committee 9:30am	<b>18</b>
<b>21</b>	<b>22</b> Pre-meeting: Strategy & Policy Committee 9:30am	<b>23</b>	<b>24</b> Strategy & Policy Committee 9:30am	<b>25</b>
<b>28</b>	<b>29</b>	<b>30</b> Annual Plan/Long-term Committee 9:30am Council 9:30am	<b>1</b>	<b>2</b>

# July 2021

Monday	Tuesday	Wednesday	Thursday	Friday
28	29	30	1 No meetings in July	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30



# August 2021

Monday	Tuesday	Wednesday	Thursday	Friday
26	27	28	29	30
2	3 Pre-meeting: Strategy & Policy Committee 9:30am	4 Grants Subcommittee 9:30am	5 Strategy & Policy Committee 9:30am	6
9	10 Pre-meeting: Strategy & Policy Committee 9:30am	11 Regulatory Processes Committee 9:30am	12 Strategy & Policy Committee 9:30am	13
16	17 Pre-meeting: Strategy & Policy Committee 9:30am	18 CEO Performance Review Committee 9:30am	19 Strategy & Policy Committee 9:30am	20 Wellington Regional Amenities Fund Joint Committee 1:30pm
23	24	25 Council 9:30am	26	27

# September 2021

Monday	Tuesday	Wednesday	Thursday	Friday
30	31 Pre-meeting: Strategy & Policy Committee 9:30am	1 Grants Subcommittee 9:30am	2 Strategy & Policy Committee 9:30am	3
6	7 Pre-meeting: Strategy & Policy Committee 9:30am	8 Regulatory Processes Committee 9:30am	9 Strategy & Policy Committee 9:30am	10
13	14 Pre-meeting: Strategy & Policy Committee 9:30am	15 Finance, Audit & Risk Management Subcommittee 9:30am	16 Strategy & Policy Committee 9:30am	17
20	21 CEO Performance Review Committee 2:00pm	22	23 Annual Plan/Long-term Committee 9:30am	24
27	28	29 Strategy & Policy Committee 9:30am Council 9:30am	30	1

# October 2021

Monday	Tuesday	Wednesday	Thursday	Friday
27	28	29	30	1
4	5 Pre-meeting: Strategy & Policy Committee 9:30am	6	7 Strategy & Policy Committee 9:30am	8
11	12	13 Regulatory Processes Committee 9:30am	14 Annual Plan/Long-term Committee 9:30am	15
18	19 Pre-meeting: Strategy & Policy Committee 9:30am	20	21 Strategy & Policy Committee 9:30am	22
25 Labour Day	26	27 Council 9:30am	28	29

# November 2021

Monday	Tuesday	Wednesday	Thursday	Friday
<b>1</b>	<b>2</b> Pre-meeting: Strategy & Policy Committee 9:30am	<b>3</b>	<b>4</b> Strategy & Policy Committee 9:30am	<b>5</b>
<b>8</b> Wellington Region Waste Joint Committee 9:30am	<b>9</b> Pre-meeting: Strategy & Policy Committee 9:30am	<b>10</b> Regulatory Processes Committee 9:30am	<b>11</b> Strategy & Policy Committee 9:30am	<b>12</b>
<b>15</b>	<b>16</b>	<b>17</b> Council-Controlled Organisations Subcommittee 9:30am	<b>18</b> Annual Plan/Long-term Committee 9:30am	<b>19</b>
<b>22</b>	<b>23</b>	<b>24</b> Council 9:30am	<b>25</b>	<b>26</b>
<b>29</b>	<b>30</b>	<b>1</b>	<b>2</b>	<b>3</b>

# December 2021

Monday	Tuesday	Wednesday	Thursday	Friday
29	30 Pre-meeting: Strategy & Policy Committee 9:30am	1 Grants Subcommittee 9:30am	2 Strategy & Policy Committee 9:30am	3
6	7 Pre-meeting: Strategy & Policy Committee 9:30am	8 Regulatory Processes Committee 9:30am	9 Strategy & Policy Committee 9:30am	10
13	14	15 Council 9:30am	16	17
20 No meetings	21 No meetings	22 No meetings	23 No meetings	24
27 No meetings	28 No meetings	29 No meetings	30 No meetings	31

# January 2022

Monday	Tuesday	Wednesday	Thursday	Friday
27	28	29	30	31
3 No meetings in January	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

# February 2022

Monday	Tuesday	Wednesday	Thursday	Friday
31	<b>1</b> Pre-meeting: Strategy & Policy Committee 9:30am	<b>2</b> Regulatory Processes Committee 9:30 am	<b>3</b> Strategy & Policy Committee 9:30am	<b>4</b>
<b>7</b> Waitangi Day observed	<b>8</b> Pre-meeting: Strategy & Policy Committee 9:30am	<b>9</b> CEO Performance Review Committee 2:00pm	<b>10</b> Strategy & Policy Committee 9:30am	<b>11</b>
<b>14</b>	<b>15</b>	<b>16</b>	<b>17</b> Annual Plan/Long-term Committee 9:30am	<b>18</b>
<b>21</b>	<b>22</b>	<b>23</b> Council 9:30 am	<b>24</b>	<b>25</b>
<b>28</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>

# March 2022

Monday	Tuesday	Wednesday	Thursday	Friday
28	<b>1</b> Pre-meeting: Strategy & Policy Committee 9:30am	<b>2</b> Regulatory Processes Committee 9:30am	<b>3</b> Strategy & Policy Committee 9:30am	<b>4</b>
<b>7</b> Wellington Region Waste Joint Committee 9:30am	<b>8</b> Pre-meeting: Strategy & Policy Committee 9:30am	<b>9</b> Finance, Audit & Risk Management Subcommittee 9:30am	<b>10</b> Strategy & Policy Committee 9:30am	<b>11</b>
<b>14</b>	<b>15</b>	<b>16</b> Grants Subcommittee 9:30am	<b>17</b> Annual Plan/Long-term Committee 9:30am	<b>18</b>
<b>21</b>	<b>22</b> Pre-meeting: Strategy & Policy Committee 9:30am	<b>23</b>	<b>24</b> Strategy & Policy Committee 9:30am	<b>25</b>
<b>28</b>	<b>29</b>	<b>30</b> Council 9:30 am	<b>31</b>	<b>1</b> Annual Plan consultation starts



# April 2022

Monday	Tuesday	Wednesday	Thursday	Friday
28	29	30	31	1
4	5 Pre-meeting: Strategy & Policy Committee 9:30am	6 Council-Controlled Organisations Subcommittee 9:30am	7 Strategy & Policy Committee 9:30am	8
11	12 Pre-meeting: Strategy & Policy Committee 9:30am	13 Regulatory Processes Committee 9:30am	14 Strategy & Policy Committee 9:30am	15 Good Friday
18 Easter Monday	19 Pre-meeting: Strategy & Policy Committee 9:30am	20 CEO Performance Review Committee 2:00pm	21 Strategy & Policy Committee 9:30am	22 Wellington Regional Amenities Fund Joint Committee 1:30pm
25 ANZAC Day	26	27 Council 9:30 am	28	29 Annual Plan consultation ends

# May 2022

Monday	Tuesday	Wednesday	Thursday	Friday
25	26	27	28	29
<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
Annual Plan Hearings	Annual Plan Hearings	Annual Plan Hearings	Annual Plan Hearings	Annual Plan Hearings
<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
Annual Plan Hearings	Pre-meeting: Strategy & Policy 9:30am	Annual Plan Hearings	Strategy & Policy Committee 9:30am	Annual Plan Hearings
<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>
	Regulatory Processes Committee 9:30am	Grants Subcommittee 2:00pm	Annual Plan/Long-term Committee/workshop 9:30am	
<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>
		Council 9:30 am	Annual Plan/Long-term Committee 9:30am	

# June 2022

Monday	Tuesday	Wednesday	Thursday	Friday
30	31 Pre-meeting: Strategy & Policy Committee 9:30am	1 Council-Controlled Organisations Subcommittee 9:30am	2 Strategy & Policy Committee 9:30am	3
6 Queen's birthday	7 Regulatory Processes Committee 9:30am	8 Finance, Audit & Risk Management Subcommittee 9:30am	9 Annual Plan/Long-term Committee/workshop 9:30am	10
13	14 Pre-meeting: Strategy & Policy Committee 9:30am	15 CEO Performance Review Committee 2:00pm	16 Strategy & Policy Committee 9:30am	17
20	21 Pre-meeting: Strategy & Policy Committee 9:30am	22	23 Strategy & Policy Committee 9:30am	24
27	28	29 Annual Plan/Long-term Committee 9:30am Council 9:30am	30	1

# July 2022

Monday	Tuesday	Wednesday	Thursday	Friday
27	28	29	30	1 No meetings in July
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

# August 2022

Monday	Tuesday	Wednesday	Thursday	Friday
<b>1</b>	<b>2</b> Pre-meeting: Strategy & Policy Committee 9:30am	<b>3</b> Grants Subcommittee 9:30am	<b>4</b> Strategy & Policy Committee 9:30am	<b>5</b>
<b>8</b>	<b>9</b> Pre-meeting: Strategy & Policy Committee 9:30am	<b>10</b> Regulatory Processes Committee 9:30am	<b>11</b> Strategy & Policy Committee 9:30am	<b>12</b>
<b>15</b>	<b>16</b> Pre-meeting: Strategy & Policy Committee 9:30am	<b>17</b> CEO Performance Review Committee 9:30am	<b>18</b> Strategy & Policy Committee 9:30am	<b>19</b> Wellington Regional Amenities Fund Joint Committee 1:30pm
<b>22</b>	<b>23</b>	<b>24</b> Council 9:30am	<b>25</b>	<b>26</b>
<b>29</b>	<b>30</b>	<b>31</b>	<b>1</b>	<b>2</b>

# September 2022

Monday	Tuesday	Wednesday	Thursday	Friday
29	30 Pre-meeting: Strategy & Policy Committee 9:30am	31	1 Strategy & Policy Committee 9:30am	2
5	6 Pre-meeting: Strategy & Policy Committee 9:30am	7 Regulatory Processes Committee 9:30am	8 Strategy & Policy Committee 9:30am	9
12	13 Pre-meeting: Strategy & Policy Committee 9:30am	14 Finance, Audit & Risk Management Subcommittee 9:30am	15 Strategy & Policy Committee 9:30am	16
19	20 CEO Performance Review Committee 2:00pm	21 Grants Subcommittee 9:30am	22 Annual Plan/Long-term Committee 9:30am	23
26	27	28 Strategy & Policy Committee 9:30am Council 9:30am	29	30

# October 2022

Monday	Tuesday	Wednesday	Thursday	Friday
26	27	28	29	30
3	4 Local Government Elections (no committee meetings)	5	6	7
10	11	12	13	14
17	18	19	20	21
24 Labour Day	25	26	27	28





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## **EXEMPTION OF COUNCIL CONTROLLED ORGANISATIONS FROM THE STATUTORY REPORTING REGIME**

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### **Purpose**

1. This report seeks the Council's approval for the continued exemption of Council Controlled Organisations from from the definition of "council controlled organization" (CCO) under section 7(4) of the Local Government Act 2002 (LGA) and also the statutory monitoring regime set out in LGA.

### **Summary**

2. Under Section 6(4)(i) of the LGA, an organisation is not a Council Controlled Organisations (CCO or CCOs) if it is exempted under Section 7 of the Act.
3. The Joe Aspell Trust, Wellington Waterfront Limited and the Wellington Rural Fire Authority are deemed to be CCOs and would otherwise be subject to the prescribed monitoring regime set out in the LGA. However, Section 7 of the Act allows the Council to exempt a small organisation.
4. The exemption renewal is required to be granted by resolution of the Council and must be reviewed every three years. The entities have all been exempted previously by the Council.

### **Recommendations**

That the Council:

1. Receive the information.
2. Continue to treat Joe Aspell Trust, Wellington Waterfront Limited and the Wellington Rural Fire Authority as exempted organisations, in accordance with the provisions of section 7 of the Local Government Act 2002, and as such not council-controlled organisations.

### **Background**

5. A CCO is an entity in which a council, either on its own or jointly with other local authorities, has the right directly or indirectly to appoint 50% or more of the trustees, directors or managers of the organisation. Alternatively, an entity is also a CCO if council(s) have the right to 50% or more of the votes at a meeting of members (shareholders).
6. Under this definition, the entities are deemed CCOs and would be subject to the prescribed monitoring regime set out in the LGA. However, Section 6(4)(i) of the Act provides that an organisation is not a CCO if it is exempted under Section 7. Section 7 allows the Council to exempt a small organisation for the purposes of Section 6(4)(i), after having taken account of:
  - a) the nature and scope of the activities provided by the organisation, and
  - b) the costs and benefits, if an exemption is granted, to the Council, the CCO and the community.

7. The exemption is required to be granted by resolution of the Council and must be reviewed every three years.
8. The benefits of exemption are:

*For the entity*

9. There will be no requirement:
  - to produce an annual Statement of Intent, incorporating measures by which the Council can assess the achievement of its objectives;
  - to submit to the Council a half yearly report on its operations;
  - to submit to the Council, and make available to the public, an annual report on its operations; and
  - to submit its annual report for audit by an auditor appointed by the Auditor-General.
10. Being exempted from these requirements will relieve the entities of a significant additional administrative and cost burden.

*For the Council*

11. There will be no requirement to
  - set the Council's key performance objectives for the entity (which have not been considered); and
  - monitor the performance of the entity to evaluate its contribution to the achievement of the Council's strategic aims and outcomes (which, even if relevant, is small).

**Discussion****Wellington Waterfront Limited (WWL)**

12. In 2014 the management services carried out by WWL (including planning, management of day-to-day operations and property development in respect of the waterfront), were transferred to Council.
13. However, the company structure of WWL was and is still required to be retained to hold the Council's waterfront assets in trust as a bare trustee with respect to the Marine and Coastal Areas Act (2011).
14. As such, WWL essentially functions as a holding company for the Council's waterfront assets with the day to day operations formerly delivered by WWL now undertaken by the Council.
15. The Board of WWL is now made up of Council officers appointed by the Chief Executive who now carry out administrative and compliance duties as necessary on behalf of WWL.
16. The activities that are required to be monitored under the LGA are carried out by Council and as such, no purpose would be served by requiring WWL to meet the monitoring requirements of the LGA.

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**Joe Aspell Trust**

17. The Joe Aspell Trust is a charitable trust that administers funds settled on Wellington City Council in 1990 from the estate of the late Joe Aspell (a former City Councillor) for the purpose of providing for “the care, benefit, maintenance, upbringing, education, advancement in life and general welfare of young people who reside in Wellington and who are socially disadvantaged”.
18. The Trust is considered a CCO by virtue of the trust deed naming the Mayor for the time being as Chairperson of the Board of Trustees and requiring three of the remaining five trustees to be Wellington City Councillors, appointed by the Mayor.
19. The nature and scope of the Trust’s activities are neither material nor significant in terms of contribution to the Council’s strategic objectives or from a public profile viewpoint.

**Wellington Rural Fire Authority (WRFA)**

20. The WRFA is established under the Forest and Rural Fires Act 1977 as a body corporate. The Wellington Rural Fire District is managed by the Wellington Rural Fire Authority (the Authority), as gazetted on 13 June 2013 (no. 74, p. 1980).
21. The WRFA governance is via a committee of seven members. The committee is established to administer the Wellington Rural Fire District. In addition to the provisions contained within the Forest and Rural Fires Regulations the detailed rules by which the business of the committee is conducted are provided for in the constitution and the committee rules documentation.
22. The five member authorities can only appoint three members onto the committee, and as such do not have voting control on the committee. While the five councils are not shareholders of the entity (there are no actual shareholders provided for under the Forest and Rural Fires Act), the five councils do provide most of the funding and so at an AGM each have a vote. Therefore, under section 6(1)(a)(i) of the LGA2002 the WRFA meets the definition of a CCO.
23. The Forest and Rural Fires Regulations 2005 provides a detailed framework for how a Rural Fire Committee must function under the Forest and Rural Fires Act 1977. This includes provisions around making appointments, the governance committee role and function, disclosure of interests, provisions for sub-committees, financial provisions and reporting confidentiality of information, etc.

**Options**

13. The alternative to granting exceptions to the WWL and the Joe Aspell Trust would be to require them to meet the obligations of a CCO. This would see the staff of these organisations producing a statement of intent including key performance indicators and financial reporting. This would require significant additional resourcing.
14. The alternative to granting an exemption to the WRFA would be to require it to meet the obligations of a CCO. This would see the WRFA staff producing a statement of intent including key performance indicators and financial reporting in the respective formats of each of the five member councils. This would require significant additional resourcing over and above those needed to meet the reporting requirements of the Fire Service Commission (via the National Rural Fire Authority).

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**Next Actions**

15. No further actions are required prior to a review of the exemption in three years.

**Attachments**

Nil

Author	Warwick Hayes, Project Manager Economic & Commercial
Authoriser	Danny McComb, Manager Economic & Commercial

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## **SUPPORTING INFORMATION**

### **Engagement and Consultation**

Not applicable

### **Treaty of Waitangi considerations**

This report raises no new treaty considerations.

### **Financial implications**

There are no financial implications

### **Policy and legislative implications**

This report complies with the legislative requirements of the Local Government Act (2002) and is consistent with existing Council policy.

### **Risks / legal**

Not applicable

### **Climate Change impact and considerations**

Not applicable

### **Communications Plan**

Not applicable

### **Health and Safety Impact considered**

Not applicable



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## 2019-2022 TRIENNIUM COUNCILLORS' REMUNERATION

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### Purpose

1. This report seeks the Council's decision on the allocation of the pool specified by the Remuneration Authority (the Authority) for the remuneration of councillors, based on the new governance structure for the 2019–2022 triennium.

### Summary

1. Following the election in October 2019, a new governance structure was proposed by Mayor Foster and agreed at the Inaugural Committee meeting of 30 October 2019 (see attachment).<sup>4</sup> It is proposed that the set remuneration pool for councillors be distributed based on the new governance structure.
2. All elected members must be paid at least the minimum rates prescribed by the Authority in Schedule 2 of the Local Government Members (2019/20) Determination 2019.<sup>5</sup> The Authority set the annual minimum base salaries for Wellington City Council elected members as follows:
  - a. Mayor: \$180,500
  - b. Councillor: \$86,874
  - c. Chair Makara-Ohariu Community Board: \$9,429
  - d. Member Makara-Ohariu Community Board: \$4,716
  - e. Chair Tawa Community Board: \$18,810
  - f. Member Tawa Community Board: \$9,405.
3. The Authority requires local authorities to fully allocate a specified pool of money<sup>6</sup> for the remuneration of councillors and their additional responsibilities (e.g. chairs of committees) following the Council's adoption of its 2019–2022 governance structure.
4. 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). After accounting for the minimum councillor base pay set by the Authority (14 x \$86,874 = \$1,216,236), there is \$368,916 left to distribute amongst councillors.
5. 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. The requirement to allocate the full pool is a change from last triennium.

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<sup>4</sup> Committee structure available here: <https://wellington.govt.nz/~media/your-council/meetings/council/2019/10/committee-structure-memo-from-mayor-30-october-2019-report---final.pdf>

<sup>5</sup> Schedule 2 of the Local Government Members (2019/20) Determination 2019 is viewable here:

<http://www.legislation.govt.nz/regulation/public/2019/0135/latest/LMS212264.html>

<sup>6</sup> The Authority based the remuneration pools on the population served by each council and the expenditure of each council.

- 
6. The Council must inform the Authority of its proposed allocations by one of the following deadlines: 20 November 2019 for the December 2019 determination, or 24 January 2020 for the January/February 2020 determination.
  7. Newly approved remuneration rates will be paid once they have been included in a gazetted determination by the Authority. Regardless of the Authority's determination date, pay will be backdated so that:
    - a. All councillors would be back-paid the new proposed base salary (\$111,225), to the date after the date that the election result was officially declared (i.e. Saturday 19 October 2019)
    - b. Councillors with additional responsibilities (i.e. the Deputy Mayor and the Chair of the Committee of the Whole) would be back-paid their additional remuneration from the day after the day that the Council formally voted to confirm their positions of responsibility. This occurred at the Inaugural Committee meeting of 30 October 2019, so pay would back-dated from 31 October 2019.
  8. The pool specified by the Authority has been budgeted for in Council's Annual Plan and Long-term Plan 2018–2028.<sup>7</sup>

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<sup>7</sup> Under the budget activity code '1002 Committee and Council Process'. Elected Member Remuneration is monitored on a monthly basis as part of the internal management reporting process.



## Recommendation/s

That the Council:

1. Receive the information.
2. Agree to recommend the below proposal to the Remuneration Authority:

<b>Proposal for the allocation of Wellington City Council's set remuneration pool</b>					
<b>Position</b>	<b>Current base salary as determined by the Authority (legal minimum, per annum)</b>	<b>Proposed new base salary (per annum)</b>	<b>Proposed additional remuneration (per annum)</b>	<b>Proposed new salary (per annum)</b>	<b>Total (per annum)</b>
Mayor Foster	\$180,500	N/A	N/A	N/A	N/A
1x Deputy Mayor and Chair of the Annual Plan/Long Term Plan Committee [Cr Sarah Free]	\$86,874	\$111,225	\$19,000	\$130,225 (1 councillor)	\$130,225
1x Chair, Strategy and Policy Committee (Committee of the Whole/COW) [Cr Jill Day]	\$86,874	\$111,225	\$9,002	\$120,227 (1 councillor)	\$120,227
12x Councillors	\$86,874	\$111,225	N/A	\$111,225 (x12 Councillors)	\$1,334,700
Grand total (pool)					\$1,585,152

3. Agree that the above proposal be provided to the Authority by close of business on 20 November 2019, to ensure it is included in the December 2019 determination.

## Background

9. The Local Government Act 2002 provided the Authority with the responsibility for setting local government elected member remuneration and determining which expenses and allowances can be paid to members.
10. The Authority has recently been reviewing and consulting on changes to elected member remuneration and allowances. As a result of its review, the Authority decided to make changes by way of two determinations:
  - The 2018/19 Determination (which was effective from 1 July 2018 to 30 June 2019) introduced a set of revised and updated council size indices and created a local government pay scale using parliamentary remuneration as a comparator.

- The 2019/20 Determination<sup>8</sup> (split into two parts, effective from 1 July 2019 and the date on which the official results of the 2019 election were declared, Friday 18 October 2019) changed the way that the Authority sets councillor remuneration.

Under the new approach, the Authority created a total “governance remuneration pool” for each council, reflecting the ranking of that council on the index. The governance pool is the total amount of money per annum that must be allocated to remunerate councillors (it does not apply to mayors or community board members).

11. When each new council took office following the 2019 local election, each council was invited to give the Authority its recommendations for how its pool should be distributed amongst its councillors. The Authority will consider council recommendations before determining the remuneration payable to councillors.

## Discussion

12. The Authority requires councils to use a pre-set Excel spreadsheet with background formulas to calculate the distribution of each council’s pool. The below proposal has been extracted from this Excel spreadsheet.
13. The Council is required to provide the Authority with a proposed new “base remuneration”. The proposed new base remuneration rate has been set at \$111,225, which is a 28% increase on the legally required minimum salary set by the Authority.
14. The Authority 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)
  - Councillor minimum remuneration (\$86,874, set by the Authority)
  - (Proposed) 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 (refer to paragraph 16)
    - Number of members per position (see below table)
    - (Proposed) annual remuneration for the position (see below table)
    - Confirmation that the pool is fully allocated (see below table)
    - Date positions and remuneration were confirmed by council (30 October / 20 November 2019)
15. 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 the 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 (i.e. what are the requirements for the councillor who undertakes it). See paragraph 16.

<sup>8</sup> The Local Government Members (2019/20) Determination 2019 is viewable here: <http://www.legislation.govt.nz/regulation/public/2019/0135/latest/LMS211368.html>

- b. The proposed annual dollar value of remuneration attached to each role, and the name of the councillor elected to fill that role. See information in the below table titled 'Proposal for the allocation of Wellington City Council's set remuneration pool'.
16. Based on the Terms of Reference and Delegations of the Wellington City Council 2019–2022 (to be tabled at today's Council meeting), the below extracts would fulfil the Authority's requirement for a short description of the two roles with additional responsibility:

***Deputy Mayor (Sarah Free)***

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 of 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).
- (c) Lead and take responsibility for liaison with Councillors on matters of support for carrying out their governance role.

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.

The Deputy Mayor is authorised to approve elected member attendance at conferences or training and associated travel and accommodation within New Zealand."

[refer to Terms of Reference and Delegations, page 33]

***Chair of the Strategy and Policy Committee (Councillor Jill Day)***

The Chair would be responsible for presiding over the Committee of the Whole, which has a role to:

"set the broad vision and direction of the city, determine specific outcomes that need to be met to deliver on that vision, and set in place the strategies and policies, bylaws and regulations, and work programmes to achieve those goals."



[refer to Terms of Reference and Delegations, page 9]

<b>Proposal for the allocation of Wellington City Council's set remuneration pool</b>					
<b>Position</b>	<b>Current base salary as determined by the Authority (legal minimum, per annum)</b>	<b>Proposed new base salary (per annum)</b>	<b>Proposed additional remuneration (per annum)</b>	<b>Proposed new salary (per annum)</b>	<b>Total (per annum)</b>
Mayor Foster	\$180,500	N/A	N/A	N/A	N/A
1x Deputy Mayor and Chair of the Annual Plan/Long Term Plan Committee [Cr Sarah Free]	\$86,874	\$111,225	\$19,000	\$130,225 (1 councillor)	\$130,225
1x Chair, Strategy and Policy Committee (Committee of the Whole/COW) [Cr Jill Day]	\$86,874	\$111,225	\$9,002	\$120,227 (1 councillor)	\$120,227
12x Councillors	\$86,874	\$111,225	N/A	\$111,225 (x12 councillors)	\$1,334,700
Grand total (pool)					\$1,585,152

## Next Actions

17. The Authority will be provided with the Council's agreed proposal for the allocation of the councillor remuneration pool by close of business on 20 November 2019, to ensure it is included in the December 2019 determination.

## Attachments

- Attachment 1. Remuneration Authority Processes [↓](#)  Page 142  
Attachment 2. Committee Structure, Chairpersons and Membership [↓](#)  Page 165

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Authoriser	Anusha Guler, Head of Governance Stephen McArthur, Director, Strategy and Governance

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## **SUPPORTING INFORMATION**

### **Engagement and Consultation**

No additional consultation was undertaken. The Authority consults with Council about elected member remuneration and allowances.

### **Treaty of Waitangi considerations**

There are no Treaty of Waitangi considerations.

### **Financial implications**

The base salaries for all elected members, together with the pool for the additional responsibilities, is met from the allocation for elected member remuneration in the Council's 2019–2020 Annual Plan and Long-term Plan 2018–28.

### **Policy and legislative implications**

There are no implications. The Local Government Act 2002 provided the Authority with the responsibility for setting local government elected member remuneration and determining which expenses and allowances can be paid to members.

### **Risks / legal**

The Authority sets determinations for the Council based on legislation and the decision is gazetted.

### **Climate Change impact and considerations**

There is no impact.

### **Communications Plan**

The salaries of elected members is public information.

### **Health and Safety Impact considered**

There are no relevant considerations.



# Remuneration Setting for Local Authorities

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Published October 2019

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## 1. Local Government Elected Members

The Authority sets remuneration for elected positions in individual local authorities. It also sets the rules for reimbursement of costs met by members in undertaking their duties.

The Authority does not set remuneration for chief executives of local or regional councils. That is the responsibility of the local/regional authorities.

### Current remuneration for local authority elected members

Information on current remuneration and allowances for local authority elected members is in:

[Local Government Members \(2019/20\) Determination 2019](#)

## 2. The legal framework for setting local authority elected members remuneration

The main acts relating to remuneration and allowances for elected local authority members are the Local Government Act and the Remuneration Authority Act.

- The [Local Government Act 2002](#) (clause 6 of Schedule 7), provides for the Remuneration Authority to:
  - set the remuneration, allowances and expenses of mayors, regional chairs and other elected members on local authorities including local and community boards;
  - set scales of salaries, allowances, ranges of remuneration, different forms of remuneration; prescribe rules for the application of those scales, ranges or different forms of remuneration; differentiate between individuals occupying equivalent positions in different, or in the same, local authorities or community boards; set pay arrangements that apply to individuals or groups occupying equivalent positions;
  - make determinations that apply to individuals, or groups, occupying equivalent positions;
  - approve rules proposed by a local authority for reimbursing expenses incurred by members, subject to any conditions that the Authority thinks fit.

Under clause 7 of Schedule 7 of the [Local Government Act 2002](#) when determining elected members' remuneration the Authority must have regard to the need to:

- minimise the potential for certain types of remuneration to distort the behaviour of elected members;
- achieve and maintain fair relativity with the levels of remuneration received elsewhere;
- be fair both to the persons whose remuneration is being determined and to ratepayers;

- attract and retain competent persons.
- The [Remuneration Authority Act 1977](#) (sections 18 & 18A) sets out additional criteria to which the Authority must have regard in determining the pay for local authority elected members and the other groups and individuals for which it sets pay. These are:
  - the requirements of the job;
  - the conditions of service enjoyed by the persons whose remuneration is being determined and those enjoyed by the persons or members of the group of persons whose remuneration and conditions of employment are, in the opinion of the Authority, comparable with those of the persons or members of the group of persons whose remuneration is being determined;
  - any prevailing adverse economic conditions (which may lead the Authority to set remuneration at a rate lower than might otherwise have been the case).

### 3. Establishing Remuneration for Local Government Elected Members

This section relates to remuneration of elected councillors, mayors and regional council chairs. It does not relate to community board members or members of Auckland local boards.

In 2018 the Authority completed a comprehensive review of its approach to determining the remuneration and allowances for local government elected members. The substance of these changes is outlined below and in other attached links. However, for a deeper understanding of the issues that drove the changes, here is the link to an information paper issued by the Authority in June 2018 describing in detail the proposals and the rationale for them: [Determining the Remuneration of Local Government Elected Members – Information Paper \(PDF, 1MB\)](#)

It should be noted that, in addition to the set remuneration, there is also provision for elected members to be paid for their involvement in hearings and related meetings for resource consents and district/regional plans under the Resource Management Act. Here is the link to the section outlining these payments: [Plan, RMA and HASHA hearings](#)

Elected members are also entitled to a range of allowances that reimburse them for expenditure required in undertaking their duties. All allowances are paid at the discretion of the council. Here is the link to the section describing the allowances: [Elected Members Allowances](#)

The 2018 review resulted in the creation of three new size indices – one each for territorial authorities, regional authorities and unitary authorities – and the consequent construction of a new local government pay scale.

### **Sizing Local Authorities**

For the Remuneration Authority, the term “size index” means the assessed size of the total governance accountabilities of any council – it has no relationship to the number of councillors on that council.

The previous size index (a single index) that was used to size all types of council was based on the population served by each council and the expenditure of each council. Three new size indices have been implemented as a result of the review and they use the following factors:

### **Territorial Authorities**

- Population (source: Stats NZ estimated resident population)
- Total operating expenditure (source: Stats NZ local authority financial statistics)
- Total assets (source: Stats NZ local authority financial statistics)
- Socioeconomic deprivation index (source: University of Otago Socioeconomic Deprivation Indices.)

### **Regional Authorities**

- Population
- Total operating expenditure
- Total assets
- Geographic size (source: Stats NZ geographic Areas)
- Public passenger transport boardings (source: Ministry of Transport’s public transport passenger boardings).

### **Unitary Authorities**

- Population
- Total operating expenditure
- Total assets
- Socioeconomic deprivation index
- Geographic size
- Public transport boardings.

All factors used are retrospective but measured at “a point in time” as near as possible to the time of our decision. That means that, except for the deprivation index, no data sets should be more than three years old.

With the exception of the Auckland Council and the Chatham Islands Council (which because of their respective sizes are considered as outliers), all councils were placed on the new size index at 30 June 2018.

It should be noted that the new size indices were developed specifically for use by the Authority in assessing remuneration and are not intended to meet the needs of any other users.

#### **Local Government Pay Scale**

After constructing new size indices, the Authority then also considered a local government pay scale that (as required by our legislation) would have regard in particular to the need to achieve and maintain fair relativity with remuneration received elsewhere. After exploring various occupational groups that might have some relativity with local government elected members, we concluded that the only similar occupation was that of a member of Parliament. We will therefore in future be using the parliamentary salary scale as a comparator, but based on the position of each council on the size index and the pro rata time required for an average local government member to undertake the role on a council of any particular size. No local government elected member, regardless of the size of their role, will be able to be paid more than a Cabinet Minister.

As part of its recent research into the roles of councillors, it became evident that in the large "metro" councils (Christchurch, Wellington, Hamilton, Tauranga and Dunedin) a councillor is likely to work up to full time – i.e. one full time equivalent (FTE). There is a second group of councils where councillor workloads sit between full time and half time, with the workload of members of the remainder of councils generally varying around or below 50% of an FTE. It must be stressed, however, that data collected showed that both between and within councils the average work time differs, even allowing for different roles such as deputy mayor or committee chair. However, the overall pattern was sufficient for the Authority to use it as a basis for decisions.

The pay scale therefore takes into account three factors - the size of the governance role of each council, the average time required by a councillor on a council of a particular size and a general comparison with parliamentary salaries. Local government elected members' remuneration will in future reflect this pay scale. As a consequence of this changed approach, relativities between councils have been changed, resulting in differential increases in remuneration which began in the 2018/19 Determination and will continue through till 2010/21 at least.

Christchurch (the largest council excluding Auckland) is used to anchor the top of the pay scale. The bottom of the councillor pay scale is anchored by a proportion of the annual average wage. However, we have concluded that there is a "basic job" for any councillor, no matter how small the council size. Except for the Chatham Islands, the lowest councillor remuneration is currently now pegged to a half time equivalent of about two thirds of the average wage. In the case of the smallest councils this breaches our "governance remuneration pool" approach (see below) and means that the resultant governance pool needs to reflect the current number of councillors, rather than the ranking of the council on the size index. Of the 13 councils that are currently impacted, one has 14 councillors, but the average number of members of the remaining 12 councils is between eight and nine.

#### **Introduction of a pool approach**

As a further reinforcement of the importance of the size of the total governance accountabilities of the whole council, the Authority looked at the issue of the different

numbers of elected members on different councils. Excluding Auckland and the Chatham Islands the population per councillor ranges from approximately 23,800 to 530 individuals. The idiosyncratic differences we see now are a legacy of historical circumstance such as amalgamations and boundary changes, population sparsity or density - and even the presence or absence of activist community groups at particular times.

The more councillors, the higher the governance cost to ratepayers. Councils with larger ratepayer bases can more easily absorb higher governance costs than can smaller ones. In the 21<sup>st</sup> century, ubiquitous mobile technology, better transport linkages and the mass media have had a homogenising effect. On the other hand, even in cities, local populations pride themselves on the difference between their area and often quite close neighbouring suburbs. Frequently this is accompanied by expectations of having “their” councillor represent them. This diversity enriches our culture and social fabric. However, if the collective governance role for any council is to be reflected in remuneration and if it is to be fair to ratepayers (as is legally required of the Authority), then such widely varying numbers of councillors beg the question of whether any group of New Zealanders living in a particular area should pay a significantly higher governance cost per head than those living elsewhere.

To resolve this issue the Authority has decided to create a “pool” for each council as a collective, reflecting the size of the actual total governance roles of councils rather than the number of councillors. This “pool” approach is being implemented following the 2019 Local Government election.

Further, the Authority has decided that the councils themselves should each make recommendations on the allocation of their own pool amongst the various positions that councillors undertake on their council. During our review it became clear that regardless of identical legal responsibilities, local circumstances of councils were all very different and that the ability of the Authority to make numerous decisions reflecting these circumstances was limited. Thus the Authority has decided that, beginning from the 2019 election, each council will make recommendations about the allocation of its pool, with the only restriction being that the Authority has decided the minimum base salary for a councillor in each case. Once the council has made its decisions it will forward these recommendations to the Authority for a decision on inclusion in the amending determination.

For details of the process of allocating the pool, here is a link to the section that describes the process: [Implementing the Governance Pool](#) and to the section that outlines the timetable for decisions: [Timetable for Local Government Remuneration Setting](#). Over the three-year cycle the Remuneration Authority will send detailed instructions to mayors, regional chairs and CEOs to keep them informed at all stages of the process. This will include worksheets to facilitate the council in its decision making as well as the relevant forms to fill in.

The impact of differing numbers of councillors on relative total governance pools will remain an issue for active consideration by the Authority in future years when setting local government remuneration.

#### Auckland and Chatham Islands Councillors

Because of their respective sizes, neither Auckland Council nor the Chatham Islands Council fit within our size index, so each year the Authority will make an informed judgement on the size of the pools for these two councils.

## 4. Implementing the Governance Remuneration Pool

### Approach

Following the 2019 local elections, councils will be implementing their new “governance remuneration pools” allocated to them by the Remuneration Authority.

Each council's governance pool is aligned with their ranking of the council on the relevant size index and within the framework of the new local government pay scale. The governance pool will provide the total amount that can be paid in remuneration to councillors in each individual council (aside from the mayor or regional council chair). The governance pool will not have any relationship to the number of councillors. Thus, if a council wishes to change the number of councillors and the Local Government Commission agrees, the size of the governance pool will not change, it will just have to be shared amongst more or fewer people.

Each council will need to decide how it wants to allocate its pool according to its own priorities and circumstances. Roles to which additional differential remuneration can be attached may include not just “internal” council roles such as deputy mayor, committee chair or portfolio holder, but also other jobs representing the council on outside groups.

There will be four requirements for each council:

- **The whole pool must be used.** We understand that in any community there will be pressure to “keep rates down” by paying councillors less and we feel it is important that councils are protected from such pressure.
- **The council will need to decide a “base remuneration” for councillors who have no additional responsibilities.** This could be higher than the minimum allowable remuneration set by the Authority.
- **For any roles which attract additional remuneration above the base rate, the council will be required to have a formal vote** which must include the following: a title and short description of each role (i.e. what are the requirements for the councillor who undertakes it), the proposed annual dollar value of remuneration attached to the role and, course, the name of the councillor elected to fill that role.
- Following its formal decision-making, the council will need to **forward their proposal for additional remuneration to the Authority** for consideration and inclusion in the determination. Prior to the election the Authority will send to all CEOs an electronic worksheet, forms and instructions to facilitate this process.

### RMA, HASHA and District/Regional Plan Hearings

Councillors undertaking RMA resource consent hearings and district and regional plan hearings (including Regional Policy Statement) are entitled to additional fees for that work.

Those fees are not drawn from the council's governance remuneration pool (see Plan, RMA and HASHA Hearings (see [Plan, RMA and HASHA hearings](#))).

The governance remuneration pool does not apply to the annual remuneration of mayors, regional council chairpersons, Auckland local board members, or community board members. Their remuneration will continue to be set separately by the Authority.

The allowances that cover all elected members are not part of the council's governance remuneration pool. The recompensing of allowances and hearing fees to elected members comes out of the fund set aside by the council for such payments. Here is the link to the elected members allowances: [Elected Members Allowances](#)

### **Proposals for Changes During a Council Term**

Although most councils are unlikely to change their positions of responsibility during a triennium, the Remuneration Authority will consider proposals made to it by councils requesting new arrangements and will either issue an amending determination or consult further with these councils. All proposals must be submitted to the Authority regardless of the additional level of remuneration proposed. The Authority expects councils to consider their full work programme for the triennium when making proposals.

A council cannot exceed its allocated governance remuneration pool and the pool is required to be fully distributed. The pool covers a base councillors' remuneration, positions of additional responsibility and additional remuneration paid to community board members who have been delegated significant levels of responsibility (see section on [Remuneration for Community Board Members](#)).

### **Establishing a New Position of Responsibility**

If a council proposes to establish a new position, it will need to review its allocation of its governance remuneration pool. Because the pool will already be fully allocated, the new position, if it is not replacing an existing position, will require a reallocation of the remuneration paid to other positions that were previously approved by the Authority.

### **Disestablishing a Position of Responsibility**

If a council proposes to disestablish a position of responsibility, the council will need to review its allocation of its governance remuneration pool. As the pool is required to be fully allocated, the released amount available from the disestablished position will need to be reallocated amongst the other existing positions covered by the pool.

### **Seeking Remuneration Authority Approval**

In both cases (establishing and disestablishing a position) the councils will need to seek the Authority's approval to make the changes. Councils' proposals must include the following information:

- Name of council
- Number of elected members
- Governance remuneration pool

- Councillor minimum remuneration
- (Proposed) base councillor remuneration
- Name/title of each (proposed) position of responsibility including:
  - Brief description of additional responsibilities above those of a base councillor
  - Number of members per position
  - (Proposed) annual remuneration for the position
  - Confirmation that the pool is fully allocated
  - Date positions and remuneration were confirmed by council

#### **Criteria**

The Authority has traditionally accepted proposals in respect of additional remuneration that are unanimously supported by council.

Where it receives split recommendations, strong supporting documentation concerning the reasoning behind any change in the recognition of positions should be provided.

The Authority will consider proposals for changes as they are received. The process of developing and producing a determination generally takes about three months to complete. In all cases where there is a change, councils need to wait till an amended determination is gazetted by the Authority before they can make the changes to their elected members remuneration. However, all payments are effective on and from the day after the date on which the Council confirmed the position, so will be backdated in the determination.

A council cannot generally make a request for an increase in the size of its governance remuneration pool if it appears that it is not sufficient to meet their needs. Under extraordinary circumstances (for example following a major natural disaster) the Authority might agree to an increase.

#### **Representation Reviews**

Changes in councillor numbers following a representation review will not affect the council's governance remuneration pool. However, it will have an impact on councillors' minimum allowable remuneration and consequently it will impact the remuneration rate set for a base councillor and for positions of responsibility.

The reduction in councillor numbers will see an increase in the funds available from within the governance pool to allocate to the base councillor position and positions of responsibility. Conversely more councillors would mean that the available governance pool would need to be spread among more people.

## **5. Remuneration for Mayors and Regional Council Chairs**

The Authority considers that, with the exception of the Mayor of the Chatham Islands, all mayors and regional council chair positions should be remunerated as full time.

Remuneration for mayors and regional chairs is not included in the council governance remuneration pool, but it is set directly by the Authority. Remuneration for a mayor or



regional chair will be based on the placement of their council on one of the three size indices, plus the relationship that the Authority has established between local government and parliamentary remuneration. Here is a link to the paper outlining the approach to sizing local authorities and to the local government pay scale: [Information Paper](#)

Mayors/chairs (with the exception of the Mayor of the Chatham Islands) are not able to claim travel time allowance and no additional remuneration can be provided to them, with the exception of fees for resource consent hearings in exceptional circumstances. Here is the link with information on these payments: [Plan, RMA and HASHA hearings](#)

The Authority takes a “total remuneration” approach to mayor and regional chair remuneration. This means that mayors/chairs who choose to have a council-provided car will have their remuneration adjusted by their council, using the formula provided by the Authority. The formula will be included in each annual determination. A limit has been set on the value of council-supplied vehicles, again with the maximum purchase price provided in each determination. The purchase price of current vehicles that were bought before 1 July 2018, will be “grand-parented” until they are disposed of by the Council or no longer used by the mayor/chair.

The Authority expects that if a mayor or regional council chair is provided with a motor vehicle, the local authority will publish in its annual financial statements the vehicle details, including its annual value as a component of the mayor’s or regional chairperson’s total remuneration.

## 6. Remuneration for Community Board Members

### Basis of Community Board Member Remuneration

A council’s rank on the size index, used for the remuneration of mayors/regional chairs and councillors, is not used to size community board remuneration, which is related solely to population size.

The Authority conducted a review of community boards early in 2019. Here is the link to the results of the review: [Community Board Paper](#). The review showed that community boards have a massive span in terms of their resident per capita representation - from 72 residents to 13,000 residents per board member. This range in representation represents the biggest difference amongst all boards. However there is also a myriad of differences in what the boards actually do, with many of them administering, for example, modest grant funds or being responsible for a budget for town centre amenity improvements. Despite these variations, the Authority concluded that the primary function of the overwhelming majority of community boards is representation and advocacy.

This being so, we have taken the view that having community board remuneration linked to population is fairer to board members. It is reasonable to expect that the time, effort and expertise required to represent a large number of people would be greater than that for a board representing a smaller number of people.

This does not mean that community board remuneration is an exact fixed multiple of its population; rather it means that there is relativity between a community board's population and the remuneration of its elected members.

#### **Additional Delegations to Community Boards**

A small number of community boards have reasonably substantial delegations from their councils. The Authority is currently considering these boards' functions and work load in relation to their councils and will be in a position to make an amending determination early in the calendar year 2020. That decision will apply to all the community board functions that were formally delegated prior to the October 2019 election.

If any council wants to delegate further functions from the time it takes office following the October election and want the community board remuneration to increase accordingly, the value of that increase will need to come out of the council governance remuneration pool, recognising that additional work by community board members relieves councillors of this work.

Additional levels of responsibility can be recognised only for the board as a whole, and not for individual members. Each proposal will be considered on a case by case basis. Evidence will be required to show how any community board is operating significantly above and beyond the role of community boards as outlined in section 52 of the Local Government Act 2002. The maximum amount that can be added to the community board member remuneration is 30%.

#### **Councillor Members of Community Boards**

Where a councillor is formally appointed as a member or chair of a community board, she or he is not automatically entitled to remuneration as a councillor as well as remuneration as a community board member. Following the 2019 election, any such additional remuneration will come from the council's governance pool.

#### **Chairs and Deputy Chairs of Community Boards**

The remuneration of an elected chair of a community board will be twice the remuneration of a community board member, including additional remuneration for that board's members, if any (see below).

The deputy chair of a community board is remunerated as a board member, reflecting the Authority's view that the role of deputy chair is not sufficiently different from that of a board member to warrant additional remuneration.

## **7. Remuneration for Auckland Local Board Members**

### **Approach**

During the first quarter of 2019 the Remuneration Authority completed a review of its approach to setting the remuneration of Auckland local boards elected members.

As part of the review of Auckland local boards they were "re-sized" according to similar criteria that were used for territorial authorities (TAs) but with different weightings and

sources. The Authority was not able to use an identical size scale to that of TAs because they have different responsibilities from those of Auckland local boards which all have unique characteristics. However, there are also some in common. We understand that some of the factors we use are also used by Auckland Council in allocating operational budget to their local boards. Please note that size relates to the role and responsibilities of the entire board, not to the number of elected members or to the population size the board serves, although population is one of the important factors we considered as follows

- Population (source: Stats NZ estimated resident population)
- Gross operating expenditure (source: Auckland Council assets attributed to local boards)
- Total assets (source: Auckland Council annual plan local board agreements)
- Socioeconomic deprivation index (source: University of Otago Socioeconomic Deprivation Indices)

All factors used are retrospective but measured at “a point in time” as near as possible to the time of our determination. That means that, except for the deprivation index, no data sets should be more than three years old.

After constructing the new size index, the Authority then considered an appropriate pay scale, covering the local boards, that (as required by our legislation) would have regard in particular to the need to achieve and maintain fair relativity with remuneration received elsewhere particularly between the members of Auckland Council’s Governing Body and the local boards, and between the individual local boards.

Having re-sized, we also had to make a decision as to whether or not we would allocate a pool for each board to make proposals to the Authority to distribute or whether we would continue to solely decide remuneration. We have opted to continue the latter approach for the time being as Auckland local boards have no formal positions of responsibility aside from their chairs and deputy chairs. For that reason, the Authority will continue to set remuneration for Auckland local board chairs, deputy chairs, and members.

#### **Auckland Local Board Chairs and Deputy Chair**

The annual remuneration rate of an elected chair of an Auckland local board is set at twice the remuneration of an elected member on the same board.

A deputy chair of an Auckland local community board’s remuneration is set at 60% of the rate set for their respective chair.

The Authority believes that those rates are a fair recognition of the extra workload attached to the chair and deputy chair’s positions.

## 8. Local Government Elected Members Allowances

Elected members of a local authority may be entitled to receive the following allowances, but it should be noted that all allowances are entirely at the discretion of their individual council within the limits set by the Remuneration Authority.

- [Vehicle Mileage Allowance](#) – to reimburse costs incurred on eligible travel associated with local authority business.
- [Travel Time Allowance](#) – to reimburse costs incurred for eligible time spent travelling within New Zealand associated on local authority business.
- [Communications Allowance](#) – to reimburse costs incurred for the provision of information and communications technology required by the elected member to perform their local authority functions.
- [Childcare Allowance](#) – to contribute towards the expenses incurred by an eligible member for the provision of childcare while the member is engaged on local authority business.

These allowances are reviewed annually by the Remuneration Authority.

If a council approves an allowance for their elected members it must be included in the council's elected members expenses and reimbursement policy, which the council publishes on its website.

Note: councils are no longer required to obtain the Authority's agreement to changes to their elected members' expenses and reimbursement policy or to their mayors/regional chairs' motor vehicle entitlements so long as the policy remains within the limits of the current remuneration and allowances determination.

## 9. Vehicle Mileage Allowance

A local authority may pay to an elected member a vehicle mileage (kilometre) allowance to reimburse that member for costs incurred in respect of eligible travel by private motor vehicle.

A member's travel is eligible for the allowance if it occurs on a day when the member is not provided with a motor vehicle by the local authority and the member is travelling in a private vehicle on local authority business by the most direct route that is reasonable in the circumstances.

The allowance payable to a member for eligible travel is:

- (a) for a petrol or diesel vehicle,—
  - (i) **79** cents per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and

- (ii) **30** cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term:
- (b) for a petrol hybrid vehicle,—
  - (i) **79** cents per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and
  - (ii) **19** cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term:
- (c) for an electric vehicle,—
  - (i) **79** cents per kilometre for the first 14,000 kilometres of eligible travel in the determination term; and
  - (ii) **9** cents per kilometre after the first 14,000 kilometres of eligible travel in the determination term.

The vehicle mileage allowance reflects the kilometre rates, for self-employed people and employees, published by the Inland Revenue Department on its website as at 7 June 2019.

## **10. Travel Time Allowance**

### **Criteria**

All elected members except mayors and regional council chairs (excluding the Mayor of the Chatham Islands) are entitled to claim an allowance for time travelled within New Zealand on local authority business, provided:

- the council agrees to adopt a travel time allowance policy;
- the journey is by the quickest form of transport reasonable in the circumstances;
- the travel time exceeds one hour;
- the travel time does not exceed nine hours (including the first hour which is not covered) within a 24 hour period.

The allowance is available each day for any business on behalf of the council or board or between the member's residence and an office of the council or board. It is not available for overseas travel.

An elected member of a local authority who resides outside the local authority boundary and travels to the local authority area on local authority business is eligible for a travel time allowance in respect of eligible travel time only after the member crosses the boundary of the local authority area after the first hour of eligible travel within the local authority area.

Mayors and regional council chairs, with the exception of the Mayor of the Chatham Islands, are not entitled to claim a travel time allowance because their roles are deemed to be full time and they are remunerated accordingly. In future the Authority may reconsider this entitlement for councillors whose roles are assessed to be full time.

**Rate**

The current rate is \$37.50 per hour in respect of any qualifying travel that conforms to the criteria above.

**11. Communications Allowances****Approach**

It is the Remuneration Authority's view that elected members should not carry the costs of communicating with councils or with ratepayers. It is the responsibility of each council to decide the communications equipment needed to carry out its business effectively and efficiently and decisions about equipment for members should flow from that.

**Council owned equipment**

The Authority believes it is efficient if a council provides each elected official with a phone (mobile or landline), a PC and/or a tablet or a laptop, and a compatible scanner & printer. The council should also cover the costs of any consumables required.

Equipment should remain the property of the council and shall be replaced or updated at least triennially.

Whilst the Authority has a strong preference for direct provision of equipment, the decision on whether elected members can use personal devices and the nature of the technology required will be a local decision. In approving allowances in expenses documents, the Authority will seek confirmation of a formal decision by the council around the use of technology.

**Member owned equipment**

Where councils decide to provide an annual allowance to those using their own devices and/or connections, the following annual allowance will apply:

- for the use of a personal computer, tablet or a laptop, including any related docking station, \$200;
- for the use of a multi-functional or other printer, \$40;
- for the use of a mobile telephone, \$150;
- for the use of a home internet/broadband connection, \$400;
- for the use of a personal telephone plan, \$400 or actual cost upon production of receipts.

The total annual cost of allowances to a member for the use of her or his own equipment and services must not exceed \$1190.

Where the council provides a mobile phone plan, the portion of the cost to be paid by the member to cover personal use will be agreed with the council. The Authority recommends that councils look at current practice in central government for models and we can supply examples if requested.

The Authority has assumed that councils will not be providing plans for home internet/broadband services because household use is growing significantly and it is unlikely that official use required by the elected member will be a high proportion of the cost. However, in cases where this is not so and the council wishes to supply the whole plan, the council should contact the Authority.

#### **Unusual circumstances**

In some areas of the country a regular landline or mobile coverage is not available. Where such circumstances exist the council may put a costed recommendation to the Authority for approval to make a one-off payment for installation of appropriate technology and either a reimbursement or allowance for on-going maintenance and support reflecting the costs involved. It is anticipated this allowance will normally reflect no more than 75% of the costs involved.

## **12. Childcare Allowance**

### **Approach**

On 1 July 2019, the Remuneration Authority introduced a childcare allowance for local authority elected members who have responsibility for caring for children under the age of 14 years. The allowance is a contribution towards expenses incurred by the elected member for the provision of childcare while the member is engaged on local authority business.

The introduction of the allowance is in response to widespread concern from the local government sector that a lack of financial support for childcare created a barrier for people, in particular women, to enter into elected positions. Research shows that a number of councils in similar jurisdictions (Australia and the United Kingdom) provide their elected members with allowances to cover costs associated with child and dependent care whilst the elected member is on local authority business.

### **Eligibility**

An elected member is eligible to be paid a childcare allowance if:

- they are the parent or guardian of the child, or is a person who usually has responsibility for the day-to-day care of the child (other than on a temporary basis);
- the child is aged under 14 years of age; and
- the childcare is provided by a person who
  - is not a family member of the member;
  - does not ordinarily reside with the member; and
- they provide evidence satisfactory to the council of the amount paid for childcare.

### **Allowance**

Councils can reimburse eligible elected members for childcare while engaged on council business up to a sum of \$6,000 per annum for each child under 14 year of age.

## 13. Plan, RMA and HASHA Hearings

### Hearings Fees

Elected members are entitled to receive additional payments for the following work:

- Resource consent hearings under the [Resource Management Act 1991](#) (RMA) or the [Housing Accords and Special Housing Areas Act 2013](#) (HASHA)
- District Plan hearings
- Regional Plan or Regional Policy Statement hearings.

These fees are not part of the governance remuneration pool covering councillors' remuneration and positions of additional responsibility.

There is no annual cap on the payment of fees for these hearings.

The hourly rate paid is to be decided by the council up to the following amounts:

- \$80 an hour for a hearing member; and
- \$100 an hour for a hearing chair.

Councils must include their hearings fees in their individual expense and reimbursement policy.

The Authority does not have any jurisdiction over fees related to alcohol licensing hearings.

### Preparation Time

Councillors undertaking these hearings are also paid for preparation time. Preparation time to be reimbursed should not exceed the time of the actual hearing. For example, if a hearing lasts for three hours then no more than three hours of preparation time may be paid. Preparation time may include time for reading, attending onsite meetings, or attending pre-hearing briefings/meetings.

Reimbursement will be at the same rates as those for actual hearings time. The chair of a hearing may also be paid for time spent writing up the decision or communicating for the purpose of the written decision.

### Committee Chair Chairing a Hearing

If the chair of a council's Hearings Committee undertakes resource consent hearings and is paid additional fees for that, those fees are in addition to what that person can be paid for the additional responsibility as chair of the Hearings Committee.

### Mayors/Regional Chairs

Generally, mayors and regional chairs are not able to receive fees for participating in resource consent hearings. Fees might be considered in exceptional circumstances if there is a shortage of experienced hearing commissioners on the council and there is a significant hearing of a lengthy duration, which would create undue time pressure on the mayor or



chair. In such circumstances, no fees should be paid without seeking prior approval from the Remuneration Authority.

## **14. Private Use of a Vehicle Provided to a Mayor or Regional Council Chair**

A council may decide whether or not to provide their mayor or regional council chair with a motor vehicle and on what basis. The determinant is what is most cost effective for the council and ratepayers.

If a motor vehicle is provided to a mayor or regional chair for their private use the council is responsible for valuing the cost of private use and for making the appropriate deduction from the mayor or regional chair's annual remuneration as shown in the local government members' determination.

### **Maximum Purchase Prices**

The Remuneration Authority has set a limit on the actual purchase price that may be paid for a motor vehicle bought by a council for their mayor or regional council chair's use. The maximum purchase prices will be set each year in the determination. The maximum purchase prices applying for motor vehicles purchased from the year beginning 1 July 2018 are for:

- a petrol or diesel vehicle – \$55,000 (including on road costs, dealer charges and GST paid)
- an electric or hybrid vehicle – \$65,000 (including on road costs, dealer charges and GST paid).

Note the above limits do not apply to existing motor vehicles purchased before 1 July 2018. In these cases the actual purchase prices are "grand-parented" until the existing vehicles are either replaced or relinquished.

### **Valuing the Private Use of a Vehicle**

#### **Usage criteria**

One of following criteria must be applied by the council (for all vehicles purchased either before or from 1 July 2018):

#### **Full private use** – the vehicle:

- is usually driven home and securely parked by the mayor or regional chair;
- is available for the mayor or regional chair's unrestricted personal use;
- is used by the mayor or regional chair for a mix of council business; private use; and
- may also be used by other local authority members or staff on council business, with the permission of the mayor or regional chair.

**Partial Private Use** – the vehicle:

- is usually driven home and securely parked by the mayor or regional chair;
- is used by the mayor or regional chair for a mix of Council business and private purposes;
- may also be used by other local authority members or staff on Council business, with the permission of the mayor or regional chair;
- is used of the vehicle for private purposes accounts for no more than 10% of the vehicle's annual mileage; and
- all travel in the vehicle is recorded in a logbook.

**Restricted Private Use** – the vehicle:

- is usually driven home and securely parked by the mayor or regional chair;
- is otherwise generally available for use by other local authority members or staff on Council business;
- is used solely for Council business; and
- all travel in the vehicle is recorded in a logbook.

**Calculate Deductions**

If the mayor or regional chair is provided with a vehicle, the Council must deduct from the annual remuneration of the mayor or regional chair the appropriate amount calculated in accordance with one of the following formula:

**Full private use:**

- $V \times 41\% \times 20\%$

eg:  $\$42,800 \times 41\% \times 20\% = \$3,510$ .

**Partial private use:**

- $V \times 41\% \times 10\%$

eg:  $\$42,800 \times 41\% \times 10\% = \$1,755$ .

Note an amount less than 10% for partial private use is no longer applicable.

**Restricted private use:**

No deduction from annual remuneration.

Where:

- **V** = actual purchase price, on-road costs, dealer charges and GST paid
- **41%** = assessed annual value of motor vehicle
- **20%** = assessed as full private use
- **10%** = assessed as a lesser amount of private use which must be supported by a log-book

<b>For example</b>	<b>Full private use</b>	<b>Partial private use</b>	<b>Restricted private use</b>
Annual remuneration as shown in either schedule 1 or schedule 2	\$85,220	\$85,220	\$85,220
Motor vehicle deduction	\$3,510	\$1,755	\$0
Salary paid	\$81,710	\$83,465	\$85,220

**Publication of Motor Vehicle and Remuneration Details**

The Authority expects that if a mayor or regional chair is provided with a motor vehicle, the council will publish in its annual financial statements the vehicle details including its annual value as a component of the mayor or regional chair’s total remuneration.

**Publication of Policy**

If a council approves the provision of a motor vehicle for their mayor or regionals chairs private use the policy must be included in the council’s elected members expenses and reimbursement policy which is published on their website.

**15. Timetable for Local Government Remuneration Setting**

The Remuneration Authority will review the local government size indices and the councils’ rankings on the indices once every three years. This work will commence during the year immediately before a local government election year.

**Local Government Election Year**

At the beginning of each election year, the Authority will issue a list showing the councils’ rankings, their planned individual governance remuneration pools (NB: this is not a national pool) and minimum allowable councillor remuneration that will apply from 1 July. This timing will allow existing councils to assess any changes and propose recommendations for remuneration based on the size of the pool available. Well before the election at which they will be required to implement the pool. People considering running for office will have this information prior to the election, for example: they will have an indication of the remuneration they could expect if elected as a councillor without any additional responsibilities.

Each council is expected to submit a proposal to the Authority in the first part of the calendar year in which the election is scheduled. We will issue a determination in the middle of that year which will have two parts:

Part One - for the period from July 1 till the day on which the new council assumes office, and

Part Two - for implementation when the new council takes office following the election.

When the new council takes office, all councillors (except the mayor) will receive the base councillor remuneration set out in Part One of that year's determination. For positions of responsibility (including the subsequently elected chair of a regional council), the remuneration will apply from the date the new council makes its formal decision on roles. If newly elected councils wish to change the proposal they will have a window of three months following the election to do so and submit the proposed changes to us for incorporation into a determination that will be backdated to the date the new council made its formal decision on roles and appointments.

#### **Non-election Years**

In the years between the assessments of the "governance pool", all local government elected member remuneration will be changed on an annual basis using the same public sector equivalent formula that the Authority utilises for parliamentary remuneration.

## **16. Other Information**

- [Local authorities size indices rankings – June 2018](#)
- [Information paper: determining the remuneration of local government elected members – June 2018](#)
- [Review of community boards remuneration – April 2019](#)
- [Auckland local boards size ranking – February 2019](#)

## Memorandum

**Absolutely Positively**  
**Wellington City Council**  
Me Heke Ki Pōneke

Date: 29 October 2019  
To: **The Council**  
From: **His Worship the Mayor**  
Subject: **Committee Structure, Chairpersons and Membership**

File ref:

This memorandum provides a broad overview of the governance and decision-making structures for the Wellington City Council for the 2019 – 2022 triennium. The structure is designed to be inclusive at both political and community level and facilitates quality decision making.

### Committees of Council

Committee	Chairperson	Membership
Strategy and Policy Committee	Cr Jill Day Deputy Chair: Cr Diane Calvert	Mayor and all councillors
Annual Plan/Long Term Plan Committee	Deputy Mayor Sarah Free Deputy Chair: Mayor Andy Foster	Mayor and all councillors
Regulatory Process Committee	Cr Malcolm Sparrow	Deputy Mayor Sarah Free Cr Jill Day Cr Teri O'Neill Cr Simon Woolf Cr Rebecca Matthews
CEO Performance Review Committee	Cr Diane Calvert	Deputy Mayor Sarah Free Cr Jill Day Cr Fleur Fitzsimons Cr Nicola Young

### Subcommittees reporting to Strategy and Policy Committee

Subcommittee	Chairperson	Membership
Grants	Cr Fleur Fitzsimons	Cr Rebecca Matthews Cr Laurie Foon Cr Tamatha Paul Cr Iona Pannett Cr Malcolm Sparrow
Finance, Audit and Risk	Cr Diane Calvert Deputy Chair: Cr Jenny Condie	Cr Sean Rush Cr Tamatha Paul Cr Iona Pannett Plus 2 external appointments
Council-Controlled Organisations	Cr Jenny Condie	Cr Simon Woolf Cr Nicola Young Cr Laurie Foon Cr Sean Rush Cr Teri O' Neill

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

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.



Andy Foster  
**Mayor of Wellington**