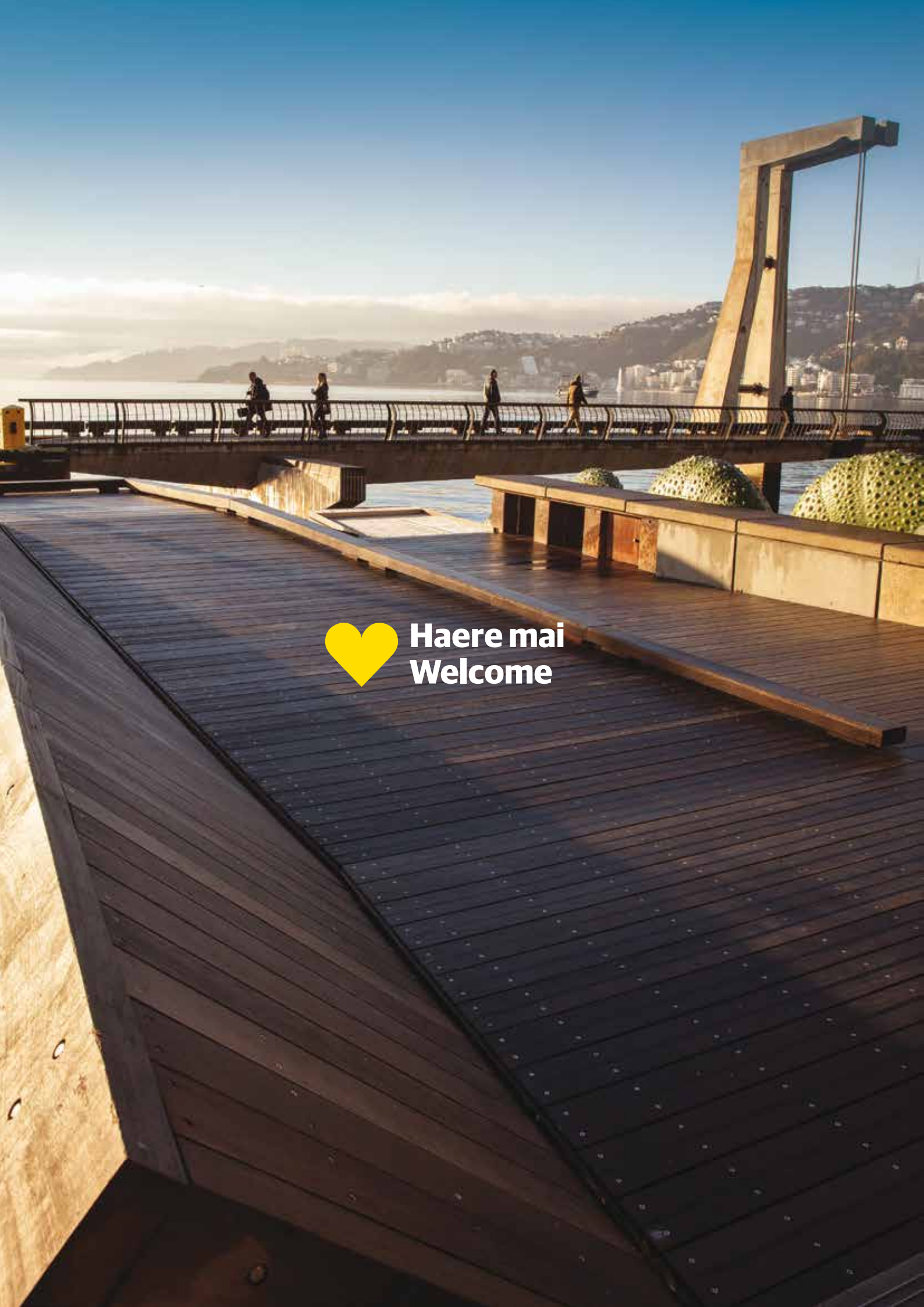




Elected members handbook

Councillor induction pack 2019



Haere mai
Welcome


Ihirangi

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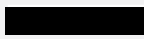
Organisational structure








Danny McComb
Economic and Commercial




Finance & Business
Andy Matthews
Chief Financial Officer




Human Resources
Meredith Blackler





Legal & Risk
Hayley Evans
Director





**Business Reporting
Analysis &
Performance**
(Vacant)


HR Services
Carla Flynn




**Financial Accounting &
Transactional Services**
Richard Marshall



**Organisational
Development**
Jonny McKenzie



**Financial Strategy &
Treasury**
Martin Read



**Safety, Security &
Wellbeing**
Paku Edwards



Property
Peter Brennan
Manager Civic Precinct
Re-Development
Manager Property: Leah Hearn



Te Taupua Manapori me Te Tira Āwhina mō ngā mema kua kōwhiria Democracy Services and Elected Member Support teams

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Waveney Parkinson

Senior EA to the Mayor

Phone [REDACTED]
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Contacts for assistance

| Enquiry/Issue type | Responsible team | Contact details |
|---|-----------------------------|--|
| Supply of stationery | Elected Member Support | emsa@wcc.govt.nz 04 803 8334 |
| Remuneration | Elected Member Support | emsa@wcc.govt.nz 04 803 8334 |
| Reimbursement of Council-related expenses | Elected Member Support | emsa@wcc.govt.nz 04 803 8334 |
| Mail and couriers | Elected Member Support | emsa@wcc.govt.nz 04 803 8334 |
| Technology and equipment | ICT Shared Services Desk | ICTSharedServices@wcc.govt.nz 0800 949 600 |
| Responding to community | Customer Services | electedmembersqueries@wcc.govt.nz 04 499 4444 |
| Council/Committee meetings | Democracy Services | Contact Democracy Services |
| Dealing with the media | Media Manager | [REDACTED] |
| | Media Specialist | [REDACTED] |
| Advice on social media | Senior Social Media Advisor | [REDACTED] |





Pōneke: Te wāhi e tāea ai ngā mea katoa

Wellington: the place of the possible

Pōneke, he wāhi e whakapāho ana i tōna ake ngākaupai. Kua kiki i ngā tāngata whakaaro nui, kaihangā, nui ngā moemoeā, i ngā tāngata e mahi noa i te mahi, i ngā tāngata e arohanui ana i te ao e noho nei ia. Kāore he wāhi i tua atu o Pōneke mō te whakatutuki i ngā mea katoa.

Wellington is a city that generates its own positive energy. Packed with creators, thinkers, dreamers, doers and lovers of life, it's the one place in the country - in the world - where everything is possible.





He wāhi tēnei hei whakatinana i ngā whakaaro, he wāhi hei tāera te noho, he wāhi e tūhono ai ki te taiao e noho nei koe, he wāhi hei kimi hoa haere mōu. E tāea ana e koe ngā mea katoa.

Ko Pōneke te wāhi e tāea ai ngā mea katoa: Tēnā i te tūperere, i te mārū rānei o Pōneke, he wāhi e ora ana i te ngākaupai.

Te Kaunihera o Pōneke

Nau mai ki tō wāhanga hai mema paremata mō Te Kaunihera o Pōneke; He ngahau, he kuene, he tūtataki pea ki a koe, heoi mā te Kāhui Ratonga Manapori nō Te Kaunihera o Pōneke koe e hāpai.

Ko te manako ia mā tēnei puka koe e whakamōhio ki ngā āhuatanga o tō tūranga mahi, mā tēnei hoki e whakarawe i ētahi mōhiotanga ngāwari hai hāpai i a koe me ō mahi, he mea whakamārama i ngā āhuatanga me mōhio koe, he mea whakamārama anō hoki i ngā haepapa ka tau ki a koe.

Kua tohua he Mema ki ia kaikaunihera, hei hāpai i a koe me tō mahitahi ki a mātou o te Kaunihera.

He pākihi rahi, he pākihi whakaehu te Kaunihera. He mea whakahaere e ngā rūnanga whakature, me ngā ture. Ko te āhua nei he wāhanga e mahue ana. E ai ki tō tūranga mahi hei Mema, ko ngā haepapa ki a koe ko te whakatau i te rautaki hei whaiwhai mā te te tāone nei. Ko te whakaae ki ngā tāhua pūtea, mō ngā kaupapa here me ngā momo hōtaka kua whakaritea ki taua rautaki. Heoi hoki tāu, he whaiwhai, he whakarongo, he whakaū hoki i ngā whakahokinga kōrero a te hāpori i mua i tō koke whakamua.

E rua hoki ngā poari hāpori i te tāone nei - mō Tawa me Makara-Ohariu. I whakaritea ēnei poari e te Komihana Kawanatanga-a-Rohe i te tau 1989 e whai pānga ana ki a rātou whakaritenga hou. Ko te mahi matua ki a rātou, he māngai, he whakawaha i ngā hiahia, i ngā wawata o te hāpori ki te Kaunihera, he āta mātaki i ngā āhuatanga e whakaratohia ana e te Kaunihera.

E ono ngā mema kua pōtitia hei māngai mō te Poari Hāpori o Tawa, ā, tokorua ngā mema kua tautohua hei māngai (rāua tahi he mema kua pōtitia nō te Wāri Tūāraki). E ono ngā mema kua pōtitia hei māngai mō te Poari Hāpori o Makara-Ohariu, ā, karekau ngā mema kua tautohua.

Katoa ngā mema kua pōtitia, ka manaakihia e te kaiwhakahaere matua, e Kevin Lavery, e tana tira whakahaere (ELT), e te 1125 hoki o ngā kaimahi. Ko tā rātou, he tuku āwhina, he whakatinana i ngā whakataunga a te Kaunihera, he manaaki hoki i ngā mahi o ia rā o te tāone.



Here you can make ideas happen, live in style, connect with nature, and find friends for life. You can, quite literally, have it all.

We hope this booklet helps set the scene for what you can expect and provides an easy access guide to supporting you in your role, explaining what you can expect and setting out what your responsibilities will be.

Wellington City Council

Welcome to your role as an elected member for Wellington City Council; you'll find it interesting, demanding and fulfilling and the Elected Member Support and Democracy Services teams at Wellington City Council are here to help.

We hope this booklet helps set the scene for what you can expect and provides an easy access guide to supporting you in your role, explaining what you can expect and setting out what your responsibilities will be.

Every councillor is allocated with an Elected Member Support Advisor who will be there to support you in your role in Council.

The Council is a large and diverse business and is governed by prescriptive legislation and rules. As an elected member, it is your job to set the city's overall strategic direction and approve budgets, policies and plans aimed at achieving that direction. Part of your role is to seek, listen and take into account any feedback from the community before making decisions.

The city also has two community boards - for Tawa and Makara-Ohariu. These were set up by the Local Government Commission in 1989 as part of the local government reorganisation. Their main role is to represent and advocate for the interests of their communities to the Council and to maintain an overview of the services provided by the Council.

The Tawa Community Board has six elected members and two appointed members (both of whom are elected members from the Takapū/Northern Ward). The Makara-Ohariu Community Board has six elected members and no appointed members.

All elected members are supported by the Chief Executive, Kevin Lavery, and his Executive Leadership Team (ELT), as well as about 1125 full-time equivalent staff members who provide advice, put Council decisions into action, and look after the city's day-to-day operations.



Tō Wāhanga ki Te Kaunihera o Pōneke

Your role at Wellington City Council



Ngā Mema

Elected members

The elected Council makes decisions on matters that can't be delegated to committees, community boards or the organisation's staff. Even though they are elected from wards, elected members represent the whole city.

Elected members may only act by majority decisions at meetings - no individual Councillor has the authority to act on behalf of the Council unless provided for by statute or the Council has expressly delegated such authority.

Your role as an elected member is to:

- provide leadership and guidance for the city and the community
- represent the interests of residents and ratepayers by advocating and adopting policy and service levels
- monitor the performance of the Council against its stated objectives and policies
- facilitate communication between the Council and its community (consultation)
- provide prudent stewardship of the Council's resources
- promote the overall interests of the Council to the region and other government agencies
- be a strategy and policy maker (Strategic Plan, Annual Plan, Long-term Plan)
- be a statutory decision maker.

Te Koromatua

The Mayor

As a member and Chairperson of the Council, the Mayor:

- provides leadership to other elected members, the organisation and the people living in Wellington City
- is responsible for appointing the Deputy Mayor, establishing committees of the Council and appointing Chairs of those committees
- leads the development of the Long-term and Annual Plans, policies and budgets for consideration by the Council.

The duties of the Mayor are defined in section 41A of the Local Government Act 2002.

Te Koromatua Tuarua

The Deputy Mayor

The Deputy Mayor:

- is appointed by the Mayor following a triennial election
- exercises the same roles as other elected members and, if the Mayor is absent or incapacitated, performs all of the responsibilities and duties, and may exercise the powers, of the Mayor
- may be removed from office by resolution of the Council.

The duties of the Deputy Mayor are defined in Clause 17(3), Schedule 7 of the Local Government Act 2002.

Te Koromatua Tuarua Councillors

The main role of a Councillor is to:

- represent and advocate for the interests of residents and ratepayers
- promote the overall interests of the Council to other government sectors and relevant bodies.

Councillors are responsible for governance, including:

- the development and adoption of Council policy
- monitoring the performance of the Council against its stated objectives and policies
- prudent stewardship of Council resources
- the employment of the Chief Executive (CEO).

A Councillor will be involved in a wide range of important issues, such as the level of investment in community infrastructure, provision of community services, direction of social policy and support for particular political issues.

Ngā Mema o te Poari Community board members

The main role of a community board member is to:

- represent and advocate for the interests of their communities to the Council
- liaise with community organisations
- maintain an overview of the services provided by the Council.

The boards provide a direct link between their community and the Council, and act as a sounding board for the Council on community matters.

Hei āwhea au tae atu ki te Tari? When do I take office?

All elected members take office on the day after the election result is declared in a formal public notice.

If an election is not required (for example, because the number of candidates is not larger than the number of vacancies), those candidates are declared elected (unopposed) once nominations close. However, those members do not take office until the day after the election result is declared in a formal public notice.

If a person is appointed to fill an extraordinary vacancy, they take office on the day of their appointment.

Before being able to act as a member of a local authority, you must make a declaration at a meeting of the local authority, as required by the Local Government Act 2002. This meeting (the Inaugural Meeting) is called by the CEO as soon as practicable after the results of the election are known.

Hei āwhea au wehe atu i te Tari? When do I leave office?

In normal circumstances, you will step down when members elected at the next election take office .

In the case of an appointment, a member leaves office on the same day as the member's successor takes office. If a member resigns, they leave office on the date their resignation is received by the CEO. The same applies for a member appointed or elected to fill an extraordinary vacancy during a triennium.

He aha tōku hononga ki ngā kaimahi o te Kaunihera?

What's my relationship to Council staff?

For the Council to perform effectively there must be a high level of cooperation, mutual trust and respect between elected members and staff.

- An elected member is elected to make decisions in the best interests of his or her community, based on the information provided by an officer.
- An officer is employed to provide specialist technical expertise, and will help elected members make informed decisions.
- An Elected Member Support Advisor is employed to facilitate the flow of information from community and staff to councillors in order for them to effectively serve their communities.

Uhingaro Ārahi Code of Conduct

We provide guidelines and general principles about the standard of behaviour expected of an elected representative while carrying out their duties.

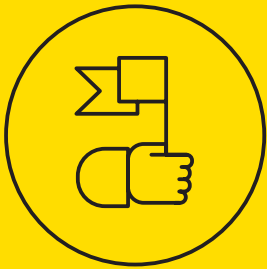
Required under the Local Government Act 2002 (LGA), this Code of Conduct:

- applies to members in their dealings with each other and with the CEO, Council staff, media and the general public
- is based on general principles of good governance and outlines how elected members are expected to behave with respect to relationships, contact with media, confidential information and conflicts of interest.

Once adopted, the Code continues in force until amended by the Council. The Code can be amended at any time but cannot be revoked unless the Council replaces it with another. Once adopted, amendments to the Code of Conduct, or the adoption of a new code, require a resolution supported by 75 percent or more of the members of the Council present.

Wellington City Council has a Code of Conduct which applies to Councillors and officers.

You are expected to read the Code of Conduct and abide by it during your time in office.



Mana Whakahaere me Mahi Whakatau Governance and decision-making

Whakatureture Legislation

Certain laws control how the Council's business may be conducted and the laws affecting elected members

Local Government Act 2002 (LGA)

The Local Government Act 2002 is the main piece of legislation defining the power and responsibilities of local authorities.

The Act (Part 2, Section 10) states that the purpose of local government is to:

- enable democratic local decision-making and action by, and on behalf of, communities; and
- to meet the current and future needs of communities for good-quality local infrastructure, local public services and performance of regulatory functions in a way that is most cost-effective for households and businesses.

The role of the Council is to give effect, within its district, to the purpose of local government and to perform the duties, and exercise the rights conferred on it by the Act or any other enactment.

Under Section 46(1) of the Act, elected members can be held liable for losses reported to the Auditor-General under section 44 of the same Act, resulting from negligence or unlawful action by the elected Council.

Under Schedule 7 Clause 1 of the Act, an elected member (the Mayor, a Councillor or community board member) will be disqualified if they cease to be an elector or become disqualified for registration as an elector under the Electoral Act 1993, or are convicted of an

offence punishable by a term of imprisonment of 2 years or more.

An elected member will also automatically lose office if he/she is absent without leave of the Council or community board from four consecutive meetings (other than extraordinary meetings) of the local authority (Schedule 7, Clause 5).

Local Electoral Act 2001

The Local Electoral Act 2001 is aimed at:

- making local electoral legislation principle-based, less prescriptive and flexible to accommodate changing electoral systems, voting methods and new technologies
- consolidating all local legislation
- implementing the single transferable vote (STV) option and candidate campaign spending limits.

Under this Act, a local authority can decide on the electoral systems it wishes to elect its members under for the next local authority elections. At present, Wellington City Council elections are conducted under the STV system. The decision to use the STV system can be reviewed again in time for the next local elections.

Electors can demand that a poll be held to change the electoral system currently in place or to challenge any Council proposal to change the existing electoral system. The threshold to demand a poll is set at 5 percent of the number of electors

enrolled as eligible to vote at the previous Council triennial election.

If a poll is held, the electoral system adopted or confirmed must be used for:

- the next two local government elections
- all subsequent elections until a further resolution by the authority or a further poll is held, whichever occurs first.

A local authority can also determine the voting method to be used, i.e. ballot box or postal voting.

Local Government Official Information and Meetings Act 1987 (LGOIMA)

This Act governs the availability of information and is based on the underlying principle that, unless there is a good reason to withhold it, information should be made publicly available. The specific grounds for withholding information can be summarised as follows:

- protecting the natural and legal rights of third parties
- enabling the Council to conduct its affairs without prejudice or disadvantage
- avoiding the possibility of improper action by any party.

The obligations of LGOIMA are binding on elected members, and apply to the disclosure of information by a member in respect of any information held by them in

their capacity as an elected member. Council officers handle matters relating to requests and the release of information.

This Act also sets meeting procedures and requirements. These include:

- the requirement to give public notice of meetings
- the public availability of the agenda and supporting papers for meetings of the Council, and its committees and subcommittees
- the circumstances when the Council, and its committees and subcommittees, may resolve to exclude the public from meetings, and the procedure that must be followed in such circumstances
- the responsibility of the Chair to maintain order at meetings.

Resource Management Act 1991

The Resource Management Act (RMA) is the main piece of legislation that sets out how we should manage our environment. It is based on the idea of the sustainable management of our resources.

District and Regional Plans are one of the most important aspects of the RMA. The RMA requires councils to prepare plans to help them manage the environment in their area.

District Plans (prepared by councils) concern the use and development of land and contaminated land and set out the policies and rules a council will use to manage the use of land in its area.

Regional Policy Statements set the basic direction for environmental management in the region. Regional Plans tend to concentrate on particular parts of the environment, like the coast, soil, a river or the air. They set out how discharges or activities using these resources will be managed to stop the resources being degraded or polluted.

Local Authorities (Members' Interests) Act 1968

This Act regulates situations where a member's personal interests have a negative effect on, or could be seen as having a negative effect on, their duties as an elected member.

The Act provides that an elected member is disqualified from office if that member, or their spouse, is concerned or interested in contracts under which payments made by, or on behalf of, the local authority exceed \$25,000 (incl GST) in any one financial year. This restriction is waived if prior approval is obtained from the Office of the Controller and Auditor-General.

Elected members are also prohibited from participating in any council discussion or voting on any matter in which they, or their spouse, have a financial interest, other than an interest in common with the general public or if they have been granted an exemption or declaration.

Members may contact the Office of the Auditor-General for guidance as to whether they have a financial

interest and, if so, may, under certain conditions, seek an exemption to allow them to participate or vote on a particular issue in which they may have a financial interest. This must be done before the discussion or vote.

If members are convicted of a breach of these requirements they will automatically be disqualified from office. A disqualification means that a person cannot:

- be elected or appointed to
 - the authority
 - any committee of the authority
- hold office as a member of the authority or any committee.

Crimes Act 1961

Under this Act it is unlawful for an elected member (or officer) to:

- accept or solicit for themselves (or anyone else) any gift or reward for acting or not acting in relation to the business of the Council
- use information gained in the course of their duties for their, or another person's, monetary gain or advantage.

These offences are punishable by a term of imprisonment of up to 7 years. Elected members convicted of these offences will be automatically removed from office.

Secret Commissions Act 1910

Under this Act an elected member who accepts a gift or obtains any advantage from any other party as a reward for doing any act in relation to Council business commits an offence. It is also an offence not to disclose a financial interest in any contract, and also to aid or abet or be involved in any way in an offence under this Act.

A conviction of any offence under the Act can lead to imprisonment for up to 2 years or a fine of up to \$1000, or both. A conviction would therefore result in the removal of the member from office.

Securities Act 1978

This Act places elected members in the same position as company directors whenever the council offers stock to the public. Elected members therefore have the same responsibilities as directors and may be personally liable if an investment document, such as a prospectus, contains untrue statements, and may be liable for criminal prosecution if the requirements of the Act are not met.

In addition to these key statutory provisions, if an elected member is convicted of an offence that carries a term of 2 or more years' prison under these, or under any other Acts, that member will be removed from office.

Health and Safety Act 2015

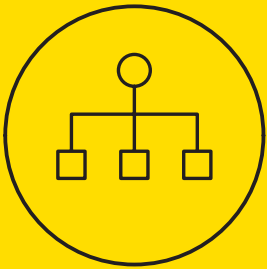
The Health and Safety at Work Act 2015 (HSWA) is New Zealand's workplace health and safety law. It introduces new responsibilities for managing the work-related risks that could cause serious injury, illness or even death. HSWA recognises that to improve our poor health and safety performance we all need to work together. Government, businesses and workers must establish better leadership, participation in, and accountability for people's health and safety.

Everyone who goes to work should come home healthy and safe. To achieve this, HSWA provides a new way of thinking.

The Health and Safety at Work Act:

- ensures everyone has a role to play
- makes everyone's responsibilities clear
- focuses on managing work risk
- requires those who create the risk to manage the risk
- requires businesses to engage with workers and enable them to actively participate in health and safety
- allows flexibility in managing health and safety risks.

This is a summary of the legislative requirements that have some bearing on the duties and conduct of elected members. Copies of these statutes can be found in the elected members' office.



Whakatakotoranga Mana Whakahaere Governance structure

Tiro Whānui Overview

As the Council goes about its business, its elected members and staff must always make sure they are acting within the laws that govern its purpose and operation - the main one being the Local Government Act 2002 (LGA).

In meeting its purpose, the Council has a variety of roles, including the:

- management of local infrastructure including network infrastructure (eg roads, sewage disposal, water, storm water) and community infrastructure (libraries, parks and recreational facilities)
- city development and marketing
- regulatory services relating to building, plumbing and drainage, resource management, environmental health, liquor licensing, animal control, parking, general bylaws and the storage and handling of hazardous substances.

Te Kaunihera kua tohua

Elected Council

The elected Council has overall responsibility and accountability for the proper direction and control of the city's activities. It previously meets monthly at the end of each committee round. Unless otherwise provided in the LGA or in its Standing Orders, the Council can only act by majority decisions at meetings.

The elected Council is made up of the Mayor and all 14 elected members. No individual member (including the Mayor) has authority to act on behalf of the Council unless provided for by statute or the Council has expressly delegated such authority.

Council delegations

The elected Council has the ability to delegate a number of functions, except for those where there is a statutory responsibility on the part of the elected Council to carry them out. Governance functions may be delegated to committees, subcommittees or community boards. Other responsibilities, duties and roles may be delegated to the CEO and other specific officers.

The elected Council retains the sole power to perform a number of functions. These are either specified by the LGA and other relevant legislation, or are allowed under these pieces of legislation and the Council has chosen not to delegate

those powers. Powers that cannot be delegated include the power to:

- make a rate
- make a bylaw
- borrow money or purchase or dispose of assets, other than in accordance with the Long-term Plan (LTP)
- adopt an LTP, Annual Plan or Annual Report
- appoint a CEO
- adopt policies required to be adopted and consulted on under the LGA
- approve changes to the Council's Standing Orders
- make decisions on representation arrangements.

Terms of reference

Terms of reference map out the jurisdiction of each committee or subcommittee. The Council agrees the terms of reference for each committee or subcommittee at the start of the triennium.

Where an issue overlaps the terms of reference of two or more committees, officers will advise on how the matter should be handled and may propose a joint meeting to consider the issue.



Komiti me Komiti Tuarua Committees and subcommittees

Standing committees

Standing committees operate throughout the elected Council's term and undertake most of the elected Council's workload. A committee's work centres on policy formulation and the monitoring of organisational performance. In practice, much of the detailed consideration of Council policies and projects takes place at committee level.

Subcommittees

Subcommittees generally have a small membership of around five to seven elected members. Every subcommittee comes under the 'umbrella' of a standing committee and provides a forum for specialist work towards the strategic aims of their 'parent' committee.

Subcommittees tend to have a specific focus, providing detailed consideration of a particular issue. Subcommittees are usually set up on an 'as-needed' basis. If needed, some subcommittees have external members to add specialised knowledge to the decision-making process.

Membership of committees and subcommittees

Under the elected Council's Standing Orders, the Mayor is a member of

every committee and subcommittee except for any hearings committee constituted under legislation, such as the Resource Management Act 1991. As community boards are not committees or subcommittees, the Mayor is not a member of these.

The Mayor has the power to appoint the Deputy Mayor, set up committees and appoint the Chairs of those committees (including him or herself). The Mayor can appoint a committee Chair before the other members of the committee are decided.

All other committee members are appointed by the elected Council and may include external (non-elected) members.

The elected Council may at any time remove any Chair or member of a committee or subcommittee and, if it thinks fit, appoint a replacement. A committee may recommend to the Council the removal of any member of a subcommittee for which it has responsibility and the appointment of a replacement member.

Working parties

Working parties may be established from time to time. They are set up, at Council direction, to help officers with policy development or working through material for the Annual Plan/ Long-term Plan in detail. This allows officers to get input in an informal environment from elected members when it would be inefficient to do so at a committee or subcommittee.

Working parties are informal bodies

and can only recommend matters to committees or subcommittees - they have no decision-making authority. The elected Council retains the right to appoint elected members to working parties and may also appoint a Chair and deputy Chair of the working party.

Working parties are not bound by the provisions relating to meetings in the Local Government Official Information and Meetings Act 1987, but may be subject to Wellington City Council Standing Orders that allow the Chair to decide how the meeting is run.

Appointments made by the elected Council

As well as the appointments the elected Council makes to committees, subcommittees and working parties, it may also appoint elected members to:

- Council-controlled organisations (CCOs)
- Council-controlled trading organisations (CCTOs)
- other external bodies (Council organisations or COs).

In many cases, the establishment documentation or statute specifies that the Council must be represented on the governance body of external organisations.

The method of voting used when making these appointments is the French Presidential Style (see "Voting" on page 8 of Wellington City Council Standing Orders 2.7.1).



Mahere ā-rohe me Hui Whakaaetanga Rawa Taiao

District Plan and resource consent hearings

District Plan hearings

The Wellington City District Plan sets out the policies and rules that the Council uses to manage the city's natural and built environment sustainably.

It is a legal document that the Council is required to adopt under the Resource Management Act 1991 (RMA). The District Plan is also guided by the non-statutory Wellington Urban Growth Plan (2015). Both the Growth Plan and District Plan are being reviewed with a new Spatial Plan for the City to be finalised in early/mid 2020, and a reviewed District Plan notified in late 2021/early 2022.

The Council aims to turn the RMA's broad sustainable management principles into a practical set of policies, rules and design guides covering the various areas that make up the city.

These are:

- the central city
- suburban centres
- residential areas
- business areas
- rural and coastal areas
- open spaces, such as the Town Belt and Miramar Peninsula
- significant ecological and landscape areas
- areas occupied by large institutions, such as the hospital, universities and the airport
- heritage areas, buildings, objects and trees.

One of the biggest issues facing Wellington at the moment is providing housing and employment opportunities for a growing and increasingly diverse population.

The District Plan allows a range of different housing types: low-density (greenfield), medium-density (residential infill and targeted medium-density housing areas around key suburban centres), and high-density (apartment) development in the central area.

The central area will remain the city's key growth area. It is important that the District Plan continues to make high-quality apartment development possible for a range of lifestyles and family groupings. Further intensification helps support present and future businesses; provides opportunities for more affordable housing; and enables more efficient

use of existing infrastructure, public transport, community facilities and services.

Suburban centres and business areas are also zoned to provide for existing and future employment uses throughout the city. The Lincolnshire Farm Structure Plan area north of Newlands and Woodridge is a major development area, with the structure plan ensuring a range of housing, a commercial centre, and large areas set aside for employment uses.

Engagement and consultation occurs at various stages in the policy and plan-making process. The same process applies when the Council or a private party wants to make a change to the District Plan (eg the delisting of the heritage-listed Gordon Wilson Flats by Victoria University). When the public make submissions the Council must hold hearings to let people deliver their submissions orally if they wish. Elected members are eligible to sit on hearings.

Resource consent hearings

The Council has a regulatory function to consider resource consent applications under the RMA. Currently, around 1 percent of all resource consents are notified either to a limited number of parties or publicly; the rest are non-notified. If a resource consent is notified, submissions can be made by those considered affected by the planner in the case of a limited notified application, or by the public in general if publicly notified.

Applications that require a hearing are often complex with potentially significant environmental effects or challenging issues that concern the community.

If submissions are received, a decision will be made on the resource consent by either a sole independent commissioner or a panel of hearings commissioners. Elected members, and in some cases community board members, may sit on hearing panels. However, it is established practice that the majority of hearings are heard either by a sole independent commissioner or a mixed panel of experts and elected members. Elected members are only eligible to sit on hearings panels if they have completed the necessary training and hold a current practising certificate from the Making Good Decisions Course, which is run by the Ministry for the Environment.

The decision on how a hearings panel is made up is influenced by both the complexity and expert skills required to robustly assess and weigh up an application.

Komiti Raihana ā-Rohe District Licensing Committees

The Sale and Supply of Alcohol Act 2012 (the Act) requires the Council to appoint one or more District Licensing Committees to deal with licensing matters.

The Committee/s are appointed by Council to administer the Council's alcohol licensing framework as determined by the Act.

The District Licensing Committee is an independent decision making body on all applications for alcohol licences and managers certificates that are processed by the Council.

The functions of District Licensing Committees are specified by the Act and are as follows:

- a) to consider and determine applications for licences 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 special licences
- e) to consider and determine applications for the variation of licences (other than special licences) unless the application is brought under section 280 of the Act
- f) with the leave of the Chairperson for the Alcohol Regulatory and Licensing Authority (ARLA), to refer applications to the licensing authority
- g) to conduct inquiries and to make reports as may be required of it by the licensing authority under section 175 of the Act
- h) any other functions conferred on licensing committees by or under the Act or any other enactment.

In the last triennium, WCC had four committee chairs, one deputy chair and five list members. The next rounds of appointments will occur in 2021 and 2023.

Poari ā-Hapori Community boards

There are two community boards in Wellington City – Tawa and Makara-Ohariu.

The role of a community board as set out in the LGA is to:

- represent, and act as an advocate for, the interests of its community
- consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board
- maintain an overview of services provided by the territorial authority within the community
- prepare an annual submission to the territorial authority for expenditure within the community
- communicate with community organisations and special interest groups within the community
- undertake any other responsibilities that are delegated to it by the territorial authority.

Six members are elected to each community board every 3 years alongside the local authority general elections. In addition, the Tawa Community Board has two elected members from the Takapū/Northern Ward appointed to it by the Council. Each board elects its own Chairperson. The community boards have their own Standing Orders.

A person elected to both a community board and the Council at a triennial general election must resign as a community board member and take up the Council position. In those cases, the next highest polling candidate at the community board election, if there is one, will be declared elected. If no other candidates stood for election (ie only six candidates stood for six positions) a by-election must be held to fill the vacancy.

Community board members are often invited to attend and participate at committee meetings if there are papers being considered that affect their community. When a motion under debate is of particular interest to the residents of its community, a community board may also, under the Council's Standing Orders, nominate the Chair or a member of the board to speak.

Elected members are welcome to attend any meetings of community boards. However, apart from the two Takapū/Northern Ward elected members appointed by the Council to the Tawa Community Board, they may not participate as a member of the board or vote.

Te Marohi me Ngā Rōpū Tohutoro Advisory and reference groups

Advisory/reference groups give the Council access to information, skills and experience within the community to help with developing policy or carrying out projects.

The groups are part of the Council's engagement processes, and sit below the established committees and subcommittees. Advisory groups report to the committee most closely related to the group's area of interest.

While the Council has links to a number of other advisory groups in the community, what sets Council advisory groups apart is that they are formally established by Council resolution and governed by terms of reference.

These groups can provide knowledge, perspectives and experiences from the community. It should be noted that these groups are not a substitute for consultation but may support consultation processes, for example by communicating issues to outside groups.

Elected members are welcome to attend and participate at advisory group meetings.

Advisory/reference groups:

- are a useful forum for engagement
- are subject-based - long-term, ongoing issues
- have representative membership
- provide a sounding board
- assume the members have a high level of understanding of their area
- provide feedback sought by the Council
- contribute feedback to policy development and implementation
- can reduce conflict between the Council and external groups by increasing understanding
- maintain the relationship between the Council and the group.

The following groups have been set up by the Council:

- Accessibility Advisory Group
- Environmental Reference Group
- Pacific Island Advisory Group
- Youth Council.

Wānanga Forums

Forums provide an opportunity to meet with the community, address issues and inform them about the Council's practices and policy development.

The Council's City Communities unit is responsible for the Pacific, Ethnic and Accessibility Forums, while the Parks, Sport and Recreation unit looks after the Sport and Recreation Forum. Elected members receive invitations to attend all forums.

The following forums have been set up by the Council:

- Pacific Forum
- Ethnic Forum
- Accessibility Forum
- Sport and Recreation Forum.

Awheawhe me Arotake Workshops and briefings

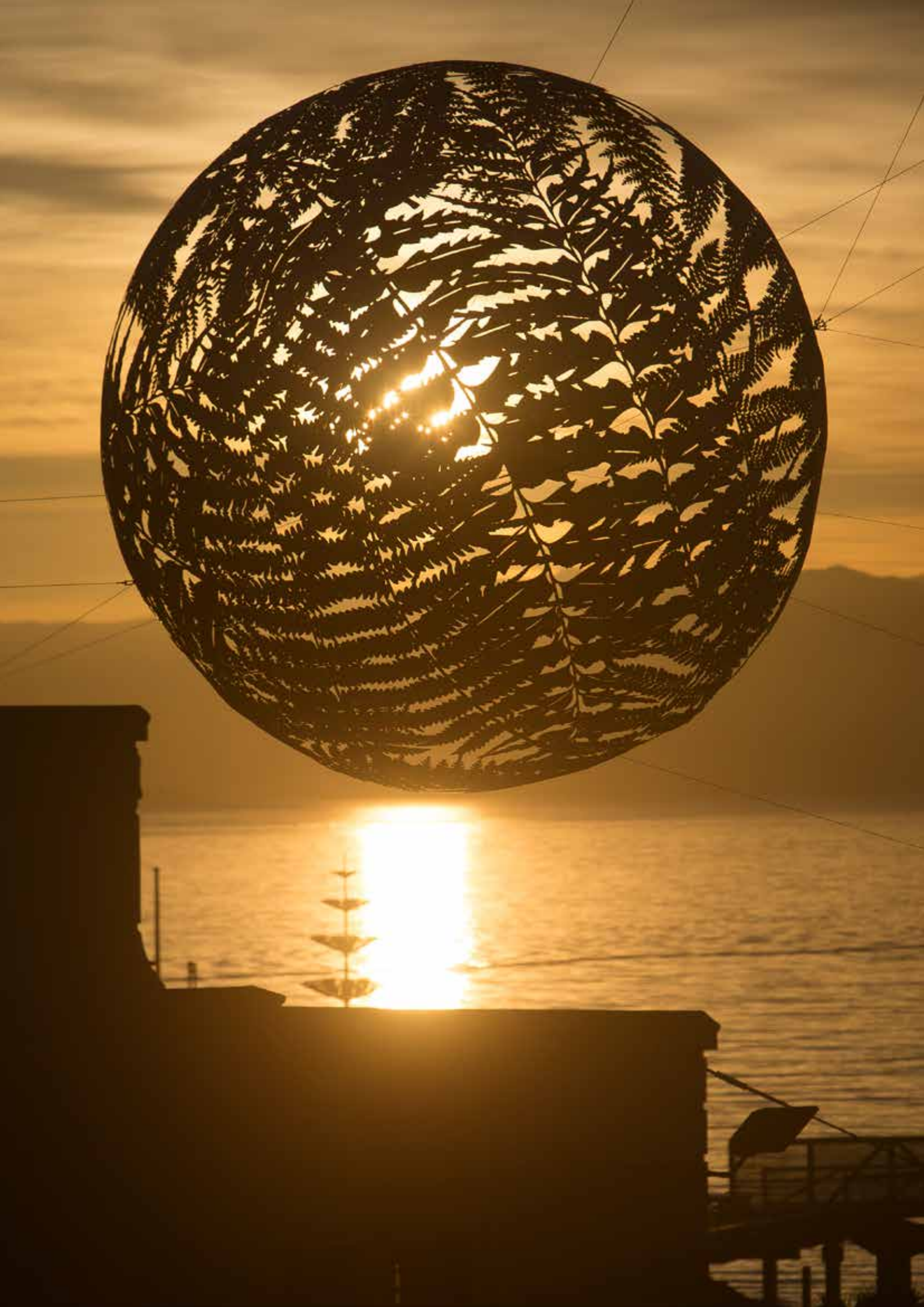
Officers can set up workshops to help with significant issues or policy development.

They are held to allow free and frank discussion and exchange of ideas. Officers will use workshops to get feedback from elected members on particular proposals. They are less formal than committee meetings.

Briefings are held as required, or according to a schedule if one is agreed. Generally officers use briefings to update elected members on Council activities or to inform them about matters that will be the subject of a report to a committee in the future.

All elected members are invited to workshops and briefings. Occasionally a workshop will be held that has a narrow focus relating to the work of a particular committee or subcommittee.

As they are not meetings under the Local Government Official Information and Meetings Act 1987, the public does not have a statutory right to attend any workshop or briefing but may be invited at the Chair's discretion after seeking advice from officers.





Te Kaunihera o Pōneke Wellington City Council

Tāhūhū Rangapū

Chief Executive

The Local Government Act 2002 (LGA) requires the elected Council to employ a Chief Executive Officer (CEO). The CEO's responsibilities include employing other staff on the elected Council's behalf, implementing their decisions and providing them with advice.

The CEO has statutory powers granted by the LGA and other powers granted at the discretion of the elected Council.

Under the Act, the CEO is the only person who may lawfully give instructions to a staff member. Any complaint about individual staff members should, therefore, be directed to the CEO, rather than the Mayor or elected members.

The CEO performs these responsibilities by delegating tasks and authority to an Executive Leadership Team (ELT) and other Council staff. The Council's administrative organisation is separated into 'business units'.

Tuhinga Matua

Key documents

The Council produces a number of plans, strategy documents, policies, reports and projects. These are developed through consultation with stakeholders, approved by the relevant committee(s) and then adopted by the elected Council.

They are reviewed as and when appropriate. For example, a set timeframe for review may be established within the document itself, changes to certain legislation may result in a review or a specific request may come from the Council.

Strategies

Strategies are Council-approved 'big picture' documents and leadership statements, generally with an agenda for change, setting out how the Council can get from where it is to where it wants to be.

Policies

Policies are documents that contain approved statements of position or bases for action. They explain the Council's position on specific issues to the city and general public or to satisfy a legislative requirement.

Plans

Plans set out the Council's future projects and programmes. Under the Local Government Act (LGA) 2002, the Council must produce long-term plans (LTP) and annual plans. The intention of both the LTP and annual plan is to create clarity and transparency in the business of local government, as well as establishing requirements for participation and involvement of the public in its decision-making. Each LTP is subject to audit by Audit New Zealand.

Long-term plan

The Council publishes an LTP every 3 years, which details the projects and programmes for the following 3 years and forecasts the financial position of the Council for the next 10 years. The LTP must be adopted by the elected Council before the start of the first year to which it relates. It continues in force until the end of the third consecutive year to which it relates, but can be updated through the annual plan process.

The LTP process culminates in a consultation process (sections 83 and 93A of the LGA 2002) where the public can make written and oral submissions before Councillors deliberate and adopt the document.

Section 93 of the LGA 2002 sets out the purpose of an LTP as being to:

- describe the activities of the local authority
- describe the community outcomes of the local authority's district



- provide integrated decision-making and co-ordination of the resources of the local authority
- provide a long-term focus for the decisions and activities of the local authority
- provide a basis for accountability of the local authority to the community.

Each year the Council produces a consultation document that sets out the proposed projects and programmes specific to that financial year.

Annual plan

In the years two and three of the LTP, the Council publishes an annual plan, which concentrates on the year ahead. As with the LTP, residents are invited to make submissions on the document.

Section 95 of the LGA 2002 sets out the purpose of the annual plan as being to:

- contain the proposed annual budget and funding impact statement for the year to which the plan relates
- identify any variation from financial statements and funding impact statement included in the local authority's LTP in respect of the year
- support the LTP in providing integrated decision-making and co-ordination of the resources of the local authority

- contribute to the accountability of the local authority to the community.

See Part 6 section 95 of the LGA 2002.

Annual report

The annual report presents an account of Wellington City Council's performance in the year from 1 July to 30 June. It is a key document, as it outlines what the Council committed to do in the year, and how it delivered on that - providing accountability to ratepayers.

The annual report must include and identify the group of activities, community outcomes these activities contribute to, and the results of any measurement undertaken during the year towards the achievement of performance measures and outcome indicators. (See Schedule 10, part 3 of the LGA 2002.)

The Council also publishes a summary annual report document.

Pre-election report

The CEO presents a pre-election report that shows the Council has sound finances and is in a strong position to invest in projects that will transform the city.

Publication of the pre-election report is a requirement of the LGA 2002. The report outlines how the city is performing, the state of the Council's finances and provides a snapshot of the challenges and opportunities expected in the coming 3 years.

Te Hua Mana Whakahaere Asset management

The Council manages a large portfolio of assets worth billions of dollars. These include things like buildings, roads and footpaths, pipes and drains, the landfill, swimming pools and recreation centres, the Town Hall and land.

The Council needs to know that these assets can meet people's needs - that stormwater drains won't overflow in heavy rain, for example, and that roads won't be left to develop potholes. Asset management plans are developed to assure the Council that it's managing things right and to ensure that the decisions about asset renewals and replacements are consistent with the overall strategic approach.

The asset management plans are monitored and updated as new information becomes available about asset condition, service levels, demand and so on. As well as these ongoing updates, the Council reviews all asset management plans ahead of and to inform long-term plans every 3 years. They are guided by the infrastructure and financial strategy which is also reviewed every 3 years.



The Council aims to manage the city's assets and finances prudently and to ensure that ratepayers get value for money. In preparing the plans, the Council carefully reviews its capital spending and operational activities and revenue streams to ensure they meet its strategic objectives and that the benefits justify the costs.

Tōpūtanga nā te Kaunihera

Council-controlled organisations

To achieve its objectives for Wellington, the Council has established several Council-controlled organisations (CCOs) and Council-controlled trading organisations (CCTOs).

These organisations were set up to independently manage Council facilities or to deliver significant services and undertake significant developments on behalf of the Wellington community.

The Council, in some cases jointly with other local authorities, either controls 50 percent or more of the voting rights of the shareholders, members or controlling body of the entity or directly or indirectly appoints 50 percent or more of the directors or trustees. Under the Council's Appointments Policy, CCO boards of four or more directors or trustees have a designated, non-remunerated elected member position, unless otherwise determined by the Council.

Where necessary, the Council provides funding to support their operations and capital investment requirements.

There are six CCOs or CCTOs actively monitored by the CCO unit:

- Wellington Regional Economic Development Agency (WellingtonNZ)
- Wellington Museums Trust
- Wellington Cable Car Ltd
- Wellington Water Ltd
- Wellington Zoo Trust
- Basin Reserve Trust

In addition, Wellington Regional Stadium Trust, Zealandia and Wellington International Airport Limited are not formally defined as CCOs, but are typically included in Council reports on CCOs to reflect the interest that Wellington City ratepayers have in both organisations and their activities.



WellingtonNZ



WellingtonNZ

Structure

Wellington City Council is an 80% shareholder in this company. Greater Wellington Regional Council is a 20% shareholder.

All trustees are appointed by the Wellington Regional Strategy Committee (WRS).

Objectives

WellingtonNZ is an economic development agency that brings together the region's economic development agency (Grow Wellington) with existing city tourism (Positively Wellington Tourism) and venues (Positively Wellington Venues) agencies, and Wellington City Council's major events activities.

The benefits to the region of a single agency include: one voice, clearer focus, better use of resources, and improved scale and capacity.

Wellington Museums Trust

Structure

Set up to promote and manage the City Gallery, Museum of Wellington City and Sea, the Colonial Cottage, Capital E, the Cable Car Museum, the Plimmer's Ark Restoration project, Carter Observatory and the New Zealand Cricket Museum.

All trustees are appointed by the Council.

Objectives

To contribute to Wellington's community and economic development by running heritage, education, and cultural activities and ensure equitable access to these activities both for residents and visitors.

Wellington Cable Car Limited

Structure

The Council is the 100 percent shareholder in this company. The directors are internal officer appointments - currently the CFO and City Engineer.

Objectives

To own, maintain and manage the Cable Car passenger service and the trolley bus overhead wire network.



Wellington Water Limited

Structure

Wellington, Hutt City, Upper Hutt, Porirua and Greater Wellington Regional councils are equal shareholders in this company. Each council continues to own its respective water services assets and to determine the level and standard of services to be provided in its area. The directors are appointed by the Wellington Water committee.

Objectives

To manage the provision of water and drainage services (water supply, sewerage and storm water) to residents and businesses in the areas served by Wellington, Hutt City, Upper Hutt and Porirua councils.



Basin Reserve Trust

Structure

There are four trustees, of whom two are appointed by the Council and two by Cricket Wellington.

Objectives

To manage the Basin Reserve for recreational activities and for the playing of cricket.



Wellington Zoo Trust

Structure

The Wellington Zoo Trust trustees are appointed by the Council.

Objectives

To manage the assets and operation of Wellington Zoo.



Wellington Regional Stadium Trust

Structure

All trustees are jointly appointed by the Council and Greater Wellington Regional Council.

Objectives

To maintain and operate the Wellington Regional (Westpac soon to be Sky Stadium) Stadium as a multi-purpose sporting and cultural venue on a prudent commercial basis.

Zealandia

Structure

There are five trustees, of whom two are appointed by the Council and three appointed by the Sanctuary Guardians.

Currently, a proposal is being considered to make Zealandia a CCO, with Council appointing all trustees.

Objectives

To bring the benefits of our natural heritage to the people of Wellington and beyond.

Wellington International Airport Limited

Structure

The Council is a 33% shareholder in this company and appoints two directors.

Objectives

To maintain and operate the Wellington International Airport.





Te Mahitahi ki te Māori

Working with Māori

Wellington City Council acknowledges it has obligations under Te Tiriti o Waitangi towards the mana whenua and the wider Māori community of Te Whanganui a Tara.



The Local Government Act 2002 requires local authorities “to take appropriate account of the principles of the Treaty of Waitangi and to maintain and improve opportunities for Māori to contribute to local government decision making processes ...”

There are also obligations under other legislation, most notably the Resource Management Act, to account for the culture and traditions of Māori as it relates to the natural environment and to take account of the principles of the Treaty of Waitangi.

These statutory obligations may be the foundations for organisational policy and delivery but on their own they don’t adequately emphasise the importance of Te Tiriti, the partnership with Māori and the critical value that this unique relationship can bring to the city both domestically and internationally.

The principles of the Treaty of Waitangi, developed for social policy in 1988 and applied in a local government context, are:

Partnership: Māori and the New Zealand Government to act reasonably, honourably and in good faith. There is an important distinction between central and local government - the obvious key partners in local matters are the relevant local authority and the local tribal representatives.

Protection: Consider the implications of the Treaty for the full range of social, cultural, environmental and economic policies - actively protecting taonga and safeguarding cultural concepts, values and practices to be celebrated and enjoyed by all.

Participation: Ensure opportunities exist for Māori to contribute to deciding the future of the city. The extent of this exchange acknowledges the status of tribal authorities and further recognises the need for active support and approval of the wider Māori community.

Wellington City Council gives effect to these obligations in two main ways:

- 1) the development of strong relationships with the two mandated mana whenua iwi entities in Wellington (partnership)
- 2) fostering networks amongst the wider Māori community.

The Treaty of Waitangi Te Tiriti o Waitangi

The Treaty of Waitangi was signed in Port Nicholson on 29 April, 1840 by 34 Māori. In 2003 the Waitangi Tribunal found that in 1840 the iwi exercising ahi kā, established occupation and customary rights in Wellington City, were:

- Te Atiawa at Te Whanganui-a-Tara and parts of the south-west coast
- Ngāti Tama at Kaiwharawhara and environs, and parts of the south-west coast

- Taranaki and Ngāti Ruanui at Te Aro; and
- Ngāti Toa at parts of the south-west coast

These groups also had take raupatu, a wider area in which they had more general rights in the Port Nicholson Block.

Relationship with iwi Te Hononga ki te Iwi

Currently, these iwi are represented by two mandated iwi organisations:

- Te Rūnanga o Toa Rangatira Incorporated
- Port Nicholson Block Settlement Trust (and legacy ahu whenua land trusts)

To give effect to these important partnerships the Council has a Memorandum of Understanding with each organisation. It governs the nature of the relationship and includes:

- The entitlement to appoint a non-voting representative to the Council’s City Strategy Committee and Long Term and Annual Plan Committee
- Input to the Council’s policy programme and resource management issues
- Assistance to the Council around protocol for significant occasions
- Naming rights for parks and reserves of significance to iwi
- Project work as defined.

Wellington City Council has established effective working relationships with both iwi groupings.

Te Rūnanga o Toa Rangatira Incorporated

The Ngāti Toa settlement legislation was passed on 17 April 2014 and we have continued our long standing relationship with the Rūnanga. The Rūnanga continues as the iwi authority for Ngāti Toa Rangatira and is the administrative body of iwi estates and assets.

The Rūnanga deals with the political and public issues of national interest such as Treaty of Waitangi claims, commercial and customary fisheries, health services, including primary mental health and residential care services, local government relationships and resource and environmental management.

Port Nicholson Block Settlement Trust (www.portnicholson.org.nz)

The Port Nicholson Block Settlement Trust was established on 11 August 2008. The purpose of the trust is to receive, administer and manage the assets, rights and cash of the settlement package for the benefit of Taranaki Whānui ki Te Upoko o Te Ika (Taranaki Whānui). Taranaki Whānui is made up of four iwi groups: Taranaki, Te Ātiawa, Ngāti Ruanui, Ngāti Tama.

The Port Nicholson Block Settlement Trust is governed by a board of 11 Trustees. A small project management team runs the day-to-day operations

of the Trust. The Trust's vision is to restore, revitalise, strengthen and enhance the cultural, social and economic wellbeing of Taranaki Whānui ki Te Upoko o Te Ika.

The ahūwhenua trusts were established to administer Māori reserve lands:

The Wellington Tenths Trust (est. 1839):

- Total assets of \$70.1m as at 31 March 2018
- The Trust owns a total of 81 hectares of land largely in urban Wellington.

Palmerston North Māori Reserves Trust (est. 1866):

- Total assets of \$94.6m as at March 31, 2018
- The Trust owns approximately 13 hectares of land in central Palmerston North. It also jointly owns a property with Wellington Tenths Trust in Thorndon, Wellington.

Māori community Hāpori Māori

A person has Māori descent if they are of the Māori race of New Zealand; this includes any descendant of such a person. In Wellington city, some 17,346 people identified themselves as being of Māori descent. This equates to 9.1% of the total population (Census 2013). A large proportion of Wellington Māori associate with iwi and hapū from outside of the region.

Migration

The urban migration of the predominantly rural Māori population began in the 1930s but increased rapidly after World War II. Māori from other districts were encouraged to move to Wellington to meet the labour demands of industry, such as the Ngauranga freezing works and the Kaiwharawhara woollen mills, as well as larger employers in the Hutt Valley and Porirua. As numbers grew, urban Māori moved into a wider variety of unskilled and semi-skilled labour, service industries, and clerical work.

Integration into urban society was not always easy and new Māori arrivals often felt isolated. Far from their tribal homes, Māori sought out other Māori and many found their way to the thriving Ngāti Pōneke Young Māori Club, formed in 1937 and which thrived for many years before Pipitea Marae was opened on 31 May 1980 to meet the needs of Wellington's urban Māori.

The land of Pipitea marae is now vested in Taranaki Whānui as part of their recent Treaty Settlement with the Crown, and the facility is governed by a board comprising both iwi mana whenua and Ngāti Pōneke representatives.





Hui Meetings

Hōtaka Scheduling

Council, committee, community board and, in some cases, subcommittee meetings are scheduled months in advance.

The adoption of a meeting schedule:

- means you will be given as much warning as possible about when meetings will happen, so you can plan your commitments over the period concerned
- facilitates an open, democratic process
- allows for the planning of committee work programmes.

The meetings schedule is subject to amendments and additions, which the Council's business dictates.

Forward programmes

Forward programmes are the future work programmes for committees, community boards and some subcommittees. The forward programmes are administered by Democracy Services.

Te Tuaringa o ngā Rarangi Take me Pūrongo

Distribution of agendas and reports

All agendas and reports will be made available to you at least two days before meetings, as required by the Local Government Official Information and Meetings Act.

Agendas are distributed through the Councillors' Dashboard, which can be accessed via the technology provided to you. You will be given training in how to use the Dashboard.

We aim to be environmentally friendly, and print a minimal amount of agendas. We encourage using our website and Councillors' Dashboard to access meeting papers. During development of the annual plan and long-term plan, in which there are large documents with financial tables and graphs, we provide elected members with printed copies of meeting documents.

Copies of the agendas are distributed to:

- elected members
- the media
- libraries
- other interested parties.

Ngā Tukanga Standing Orders

Meetings are run according to Standing Orders, which are the set of rules adopted by the Council to help manage the conduct of meetings and to protect the democratic rights of members.

Local authorities are required by statute to adopt a set of Standing Orders. These are issued to elected members at the beginning of the triennium. All elected members receive training in these and Democracy Advisors advisors are available to provide further advice.

Community board meetings are also run under their own Standing Orders.

Te Hui

During the meeting

Apologies

Absence from meetings, hearings, workshops and briefings

In accordance with the Code of Conduct, elected members are expected to attend the meetings (ordinary and extraordinary) of Council, as well as the committees and subcommittees and working parties to which they have been appointed as members. They are also expected to attend any official workshops, hearings, briefings and elected-member sessions that might be scheduled.

If you are unable to attend a meeting, will be late or need to leave early, you should advise Democracy Services as soon as possible. It is best to provide this information by email or telephone. The Democracy Advisor will notify the Chair of the meeting/event and/or the event's lead supporting officer.

Where an apology has not been tendered the individual concerned will be recorded as 'absent' in the minutes.

If you think you will not be present for the latter part of a meeting (including any public-excluded items), make sure to give your apologies for an early departure at the start of the meeting.

Absence from external organisation meeting

Elected members are appointed to a range of external bodies (eg Council-controlled organisations) and under the Code of Conduct are expected to attend the meetings of those bodies. It is your responsibility to give any apologies to the nominated person in the external organisation if you are unable to attend.

Leave of absence and apologies

Under Standing Order 3.8, if you will be absent from a meeting or meetings of the Council you must apply to the Mayor or the Chief Executive for leave of absence at least 5 working days before the first ordinary meeting of the Council you will miss. The first ordinary meeting of the Council following the application will grant or decline the leave of absence request.

You can apply for leave of absence by informing Democracy Services.

Under the LGA 2002, any member who fails to attend four consecutive ordinary meetings of the Council without being granted leave of absence is automatically removed from office.

Recording attendance

The media, among others, are interested in the performance of elected members (and to some extent community board members) including whether they attend meetings.

Voting

Every elected member present in the meeting room when a motion is put must vote, unless a conflict of interest prevents them from doing so. If you have a conflict of interest you should leave the table and not be involved in the debate or decision-making. You may also leave the room until that matter has been discussed and voted on.

The council has an electronic voting system which is used for all meetings and the results are displayed and notified to the chairperson who then declares the result to the Committee.

If the electronic voting system is not used due to technical problems, any elected member may call for a show of hands either before the vote is taken or immediately after the Chair has declared the result of a vote on voices. An elected member may also call for a division, in which case the names of the elected members voting will be recorded. The Chair or Democracy Advisor will then declare the result of the vote.

Every motion coming before the Council is decided by open voting, except where the Council resolves (under Standing Orders) to use an alternative open voting system when voting, if the need arises, for the selection of the Deputy Mayor, Chairs of committees and any other Council representatives.



French Presidential Style

When the elected Council is making an appointment - for example, as the representative of the Council on another body - Standing Orders provide for the Council to use the 'French Presidential' style of voting. This open system of voting is used when there are multiple candidates. It requires that the person elected, or appointed, gets the majority of votes from those present and voting at the meeting.

Simple majority

When the French Presidential Style of voting is not used, the Chair will put the motion and ask for those in favour to say 'aye' and then for those against to say 'no'. The result is decided by a majority of the elected members present and announced by the Chair. It will be final unless it is questioned immediately, in which event the Chair will call for a show of hands.

Casting vote

Unless the LGA 2002 says otherwise, all decisions made by the elected Council are to be decided by majority vote. If a vote is tied, the Chair has the opportunity to use a casting vote. The Chair may, however, also choose to not exercise this right, in which case the status quo will be upheld.

Minutes

A Senior/Democracy Advisor records the minutes during meetings. The minutes are not a verbatim account of the meeting, but rather a record of proceedings. After each meeting, the Democracy Advisor compiles the minutes and distributes them to members for adoption at the next meeting of the committee or Council.

The confirmed minutes are also placed on the Council website and are the official record of the meeting.

Mahitahi ki te Hapori Public involvement

With a few exceptions, community board, committee, subcommittee and Council meetings are advertised beforehand to make sure members of the public know about them and can attend.

Agendas, including the relevant reports from officers, are made available to the public at the same time as elected members receive them.

Public participation/ deputations

A maximum of 60 minutes is set aside for public participation at the start of any meeting of the Council or its committees that is open to the public. This time may be extended at the discretion of the Chair.

Members of the public can speak to the meeting, provided that a written, oral or electronic application to address the meeting, which sets forth the subject, has been lodged with the Chief Executive by 12 noon of the working day prior to the meeting concerned, and has been subsequently approved by the Chair.

Exclusion of the public

The elected Council may, by resolution, exclude the public from the whole or part of any meeting if it meets the grounds specified in the Local Government Official Information and Meetings Act 1987. The Act's overarching principle is freedom of official information, which means that the public should only be excluded when it is absolutely necessary.

Every resolution to exclude the public must be in the specified form and give the reason for exclusion. The resolution must be put while the meeting is open to the public. Specified non-members with particular knowledge of the relevant matter may remain after the public has been excluded if the appropriate resolution is passed.

The media

Journalists can attend any meeting for the purpose of reporting the proceedings, apart from any meeting or part of any meeting that the public is excluded from. See Engagement and Communication section - "Contact with the news media" page 51 of this document.

Petitions (including ePetitions)

Any person or organisation may present a petition about any matter within the Council's jurisdiction to the Council or any of its committees or subcommittees. The initiator of the petition, or 'primary petitioner', may nominate an associate or request a Councillor or Council officer to present the petition on his/her behalf.

The petition may be in any form so long as its purpose, intent and expected actions are clearly stated. The Council website includes an ePetition section that allows primary petitioners to run their petitions online. Democracy Services administers the ePetition service, but is not involved with collection or collation of signatures for individual ePetitions.

Once a petition has been presented at a Council, committee, or subcommittee meeting, it is formally handed to the Chair. The meeting then resolves what action will be taken with the petition.





Mana Whakahaere ā-Parongo me Whakawhiti Kōrero Information management and communication

Ōkawa, Pārongo Matawhaiaro me Matatapu

Official, personal and confidential information

Official information means any information held by a local authority. Confidential information includes information that officers have judged there is good reason to withhold from the public under the Local Government Official Information and Meetings Act 1987 (LGOIMA). Personal information is any information about a specific individual.

Official information

Official information is any information that an elected member or officer creates or receives while wearing their ‘official hat’ (as opposed to when they are a private citizen, say, writing an email to their bank manager about their mortgage, or to their cousin about an upcoming wedding).

It does not matter where such information is created or stored (eg at a personal residence or on a privately owned computer) - it is official information if the link can be made between that information and the official role of the person who created or is storing it.

Even if the person who created the information is no longer an elected member or an officer, it remains official information.

Confidential information

Confidential information is the term usually used to describe information that is meant for the eyes of elected members and officers only, but is not necessarily in the form of an official Council, committee or subcommittee report where there has been a formal resolution made to treat the report as ‘public excluded’.

The information could be shared and discussed in any number of different forums at the Council - from formal Council meetings to meetings between officers and elected members, email and so on. In all cases, it is possible that some or all of the information shared and discussed could be confidential. The venue or medium that the information has been shared or discussed in does not impose any limit on this.

It is important to note that confidential information can still be requested under LGOIMA and each request will be assessed on its own merits.

Personal information

Personal information is any information which tells us something about a specific individual. The information does not need to name the individual, as long as they are identifiable in other ways, like through their home address. How personal information (whether about members of the public, Elected Members, or Council staff) is collected, used, stored and shared is controlled by the Privacy Act 1993. This legislation contains 12 Principles that govern how personal information must be handled:

1. Only collect personal information if you need it for a lawful purpose
2. Only collect personal information directly from the people concerned (where possible)
3. Tell people what you intend to do with their information
4. Collect personal information fairly and transparently
5. Take all practicable safeguards to ensure personal information is stored safely and securely
6. People have the right to request access to any personal information held about them
7. People have the right to request correction of any personal information held about them, if they think it is incorrect
8. Take all reasonable steps to ensure personal information is correct and up-to-date before use
9. Only hold personal information for as long as you need it (subject to Council's information retention schedule)
10. Only use personal information for the purpose for which it was collected
11. Do not share or disclose personal information, unless there is a legal reason to do so under the Privacy Act
12. Do not assign or request unique identifiers (for example drivers' licence or passport numbers), unless you are legally permitted to do so.

Privacy incidents or complaints relating to any of these principles are reported to Council's Privacy Officer, who is part of the Assurance team. For more information about Privacy at Council, please see our Privacy Statement on WCC website.

Supporting you in your role, and using the formal channel to lodge operational queries

Te Urupare ki ngā pātai o te Hapori

Your allocated Elected Member Support Advisor (EMSA) is your first point of contact to assist you with any administrative, research, and constituent support that you require to assist you in confidently performing your role as an elected member. For example, answers to general queries, responding to constituent complaints via the drafting of letters, researching and providing background information on an issue, the provision of equipment, and diary assistance. We adapt to your style, and work with you to ensure your needs are met.

The Elected Member Support team (emsa@wcc.govt.nz) works closely with the council's Customer Services team to provide a holistic and integrated approach so that you receive high quality support. The Customer Services team manages an inbox called 'Elected Members Queries' (also known as EMQs) in which you can lodge any operational queries (for example, in relation to on the ground council-provided services such as building consents, encroachments, infrastructure, and recreational facilities). The EMQ channel is a dedicated channel

for councillor requests. The Customer Services team allocates a reference number to each request and maintains a database of your requests, updating them as new information becomes available. It's helpful to copy your EMSA into each request so they can be informed of, and follow up on, any requests that you make. Send your EMQs to: Bus: Elected Members Queries Electedmembersqueries@wcc.govt.nz

Taumautanga me Whakawhitinga Kōreo Engagement and Communication

Communications and Engagement Unit

The following protocol applies to the relationship between Communications and Engagement staff and the Mayor and elected members.

The Mayor, Deputy Mayor, Chairs and Portfolio Leaders (appointed by the Council) will receive communications support and advice when they are acting in an official Council capacity. That communications support includes:

- media liaison
- writing and release of media statements and background material

- issues-management advice
- advice and assistance on how to use social media (see below).

The Communications and Engagement unit will not provide assistance to elected members on personal or political issues.

Media training will be made available to all elected members.

Generally, media releases issued by the Council will be copied to elected members via email and posted on the Council's website.

The Mayor, Chairs and Portfolio Leaders may require that the Communications and Engagement unit provide support and advice to individual elected members in relation to a particular issue, where appropriate.

Contact with the news media

What elected members say to the news media can have a major effect on how an issue develops; how the Council is portrayed to the public.

The City Council has a Media Policy that applies to elected members and staff (We can provide you with this policy on request).

The following rules apply for media contact on behalf of the Council:

The Mayor (or, in the Mayor's absence, the Deputy Mayor) is the first point of contact for the official City Council view on any issue. Usually, a matter will be referred to the relevant Portfolio Leader or Chair

for their comment.

Comment on operational or management matters should be left to the Chief Executive and management.

No other member may comment on behalf of the Council without first getting the approval of the Mayor or, in the Mayor's absence, the Deputy Mayor.

You are free to express a personal view in the media at any time. When doing so, you should observe the following:

- Media comments must be clear that they are the elected member's opinion or view, and not state or imply that they represent the views of the wider Council
- if you are making a statement that is contrary to a Council decision or Council policy, you must not state or imply that your statements represent a majority view
- Media comments must observe the requirements of the Code of Conduct - for example, they should not disclose confidential information.

If contacted by a reporter, the following advice can be useful:

Do not feel pressured into giving an immediate response - or any response. If you wish, tell the reporter you will call back. Ask for:

- their name
- the media organisation they work for

- their phone number
- their deadline
- the questions they want answered (write them down).

Remember that nothing is 'off the record'. Everything you say may be used by the media.

If you need advice on dealing with the media, phone the Media Manager on [REDACTED] Media Specialist on [REDACTED].

Social media

The City Council has a Social Media Policy (we can provide the Policy on request) that aims to promote, protect and position its services, direction and purposes to the wider community through social media. It aims to build trust and confidence in the Council and ensure communication with the community is consistent, well informed, timely, factual and appropriate.

The policy applies to all Council staff and elected members. It should be read in conjunction with the Codes of Conduct applying to staff and elected members.

Why this policy matters to Wellington City Council

Social media is defined as online tools for sharing and discussing information. It can be described as the leading method of communication in the 21st century.

Social media is a significant way for the Council to engage with the

community. It allows us to have a two-way conversation with residents to help their understanding of, and participation in, Council decision-making processes, access Council services and receive and pass on important information, comments and opinions.

Despite being an effective tool for communicating publicly, social media carries some risk for the organisation as it is a forum where sensitive and controversial issues can be identified, discussed and shared by the community. As a result, management of the Council's social media channels is handled by the Communications and Engagement Team and after-hours call centre staff.

The Communications and Engagement group, in conjunction with the Council's Contact Centre, deals with inward and outward social-media communications. In doing so, we will:

- Be helpful, courteous and timely when responding to inquiries
- Have regard for the privacy of staff, contractors and other organisations we work with
- Be mindful of our responsibilities under LGOIMA, the Privacy Act, and other relevant legislation.

Councillors have been elected to represent our community and are free to use social media to comment on any subject. Councillors may express personal opinions on any issue but must make it clear they

are speaking for themselves and not on behalf of the Council, unless supporting a Council position.

The Social Media Team will coordinate the Council's social media interactions with relevant staff and spokespeople, including Councillors.

The Mayor, Deputy Mayor, Chairs and Portfolio Leaders (appointed by the Council) will, where necessary, receive support and advice from the Social Media Team when they are acting in an official Council capacity.

For assistance, please contact your EMSA support person.

Mëra Mail

Elected members' lockers

The elected members' lockers are in the elected members' lounge on Level 8 in The Terrace. To access your locker, use your access card and swipe on the access panel next to the lockers.

Internal and external mail

You can leave your internal and external mail in the trays by the mailboxes.

Courier deliveries

It is sometimes necessary for Democracy Services to send out courier deliveries of Committee papers after 5.30pm. When this happens, material will be delivered to your door to ensure the security of its contents. For a variety of reasons, deliveries may be made quite late at night. If a delivery is planned for after 7pm you will be notified by Democracy Services that a late delivery is expected. Democracy Services should be informed of any special delivery instructions at that point.

Cancelling mail deliveries

If you are going away, please inform the Elected Member Support Team so that your mail can be held until your return.

Ìmera Email

You will be set up with an official WCC email address and email service that that can be accessed from anywhere in the world.

Democracy Services/ EMSAs will communicate by email with you to reschedule or notify meetings through your WCC Outlook; but you will need to synchronise your own personal electronic Outlook calendars.

Email protocol

The standards of conduct set out in the Code of Conduct apply to email use as well as face-to-face contact, so breaching them through email may result in a complaint under the Code.

Access to email is provided to elected members as a business tool. Emails are deemed official information by the Local Government Official Information and Meetings Act 1987 and the Privacy Act 1993, so every email sent may be recoverable as public information. See "Official and confidential information" on page 49 of this document.

Remember that emails are likely to be discoverable in court proceedings, so careful judgement should be used in what is written.



Governance Business Unit Structure

The Head of Governance is Anusha Guler. The Governance Unit consist of the Mayor's Office, International Relations, Democracy Services and Elected Member Support.

Te Tari o te Koromatua Office of the Mayor

The Officer of the Mayor comprises of the Mayor, the Deputy Mayor and seven staff.

The staff provide a range of support duties for the Mayor and Deputy Mayor, including email assistance, diary management, media relations, communications, speech writing, presentation preparation and, on occasion, political advice.

The Mayor's office also organises events for the Mayor which include Citizenship ceremonies, lunches or morning tea for visiting dignitaries, Mayor in the Chair meetings in the suburbs, celebratory occasions and Absolutely Positively Wellingtonians awards evenings.

Staff often deal with councillors, other council officials and members of the public on behalf of the Mayor or Deputy Mayor.

Huānga ā-Ao International Relations

The International Relations team is responsible for the facilitation of bilateral and multilateral exchange and collaboration, supporting a globally connected and competitive capital city.

Āheinga Matua Key functions

- Provide professional and strategic advice on foreign affairs and exchange to elected members.
- Support the delivery of council strategy by facilitating outcome based global engagement and best practice exchange.
- Promote Wellington's identity and brand overseas, and increase global visibility through well-managed partnerships and projects.
- Develop and maintain strategic global connections through the sister city programme and other partnership platforms to enhance opportunities for valuable global dialogue.

If you are contacted by visitors from overseas for a courtesy meeting or other types of gathering where you will be representing the Council, please inform your EMSA and the International Relations team so they can advise you on logistics and protocols.

Ratonga Manapori Democracy Services

Democracy Services is the group within the Council that provides a responsive point of contact between elected members, the organisation and the community in relation to Committee matters.

The core functions of the Democracy Services team are to:

- provide high-quality advice to elected members
- facilitate efficient, legal and democratic decision-making
- manage elections, polls and election-related processes
- provide information and advice to Council staff and residents about the democratic and decision-making processes
- encourage public participation in the democratic process.

Āheinga Matua Key functions

Committee management and advice

- Providing advice on meeting and agenda management processes, Standing Orders, conflicts of interest, committee terms of reference and delegations
- Maintaining accurate and complete records of meetings including publishing agendas and minutes on the website
- Scheduling and notifying elected members and the public of meetings, and preparing and distributing agendas and minutes.

Committee support

- Publishing a weekly schedule of meetings
- Maintaining the Councillors' calendar of meetings
- Meeting room set-up.

Public participation and information

- Liaising with residents' associations
- Encouraging public participation in the democratic process.

Advice and elections

- Triennial review of membership and basis of representation
- Elections and polls
- Governance issues.

Te Tira Āwhina mō ngā mema kua kōwhiria Elected Member Support

The Elected Member Support team's focus is to support Elected Members to connect with their communities, local wards and the organisation.

Āheinga Matua Key functions

The support provided by the team is divided into three areas:

Administration

- IT and stationery
eg internet, laptop,
business cards, ink/paper etc.
- Councillors' lounge - room
bookings, furniture, kitchen etc.
- Miscellaneous - diary
management, scheduling
meetings, gift register etc.

Information

- Disseminating news from various
sources in relation to ward matters
- Doing research - Council,
committee papers and specific
portfolio interests
- Preparing speech notes
- Training and socialisation -
logistics around events
and training.

Engagement

- Connecting with the experts -
liaison and meeting with officers
- Connecting with constituents -
meeting with residents/ external
parties
- Escalating service and
policy queries
- Correspondence - draft emails/
letters to residents and external
organisations

Contact details for key Democracy Services, Elected Member Support and the Office of the Mayor staff are listed on the inside front cover.



Hauora me Marutau Health and safety



Personal safety and security

What to do if you are threatened

Being an elected member, you are more accessible to the public and this can occasionally lead to issues around your personal safety and security.

If you are ever in a position where you feel threatened or receive threatening phone calls, the Police have advised to do the following:

- Determine the seriousness of the situation.
- For less serious matters, whilst you are on Council premises, contact the Council's security staff (phone 04 801 3373), and make sure the matter is reported to the nearest Police station in person or over the phone.
- If you feel in danger or there are weapons present, call 111 immediately and Police will respond. It is important you provide your exact location to the 111 call taker so Police officers are able to find you quickly.
- If the offender leaves the scene before Police arrive, try to have the direction of travel and description of the offender available for attending officers. Do not move any objects left behind by the offender as these can be used

by Police dogs to track and locate them.

- When you are reporting a less serious incident, advise Police that you are an elected member and provide your contact details so you are kept up-to-date about the progress of any subsequent investigation.
- If a threat is received by phone, keep any messages or details of the call on your phone (including date, time, phone number) so that follow-up enquiries can be made. Please notify the Elected Member Support team and provide details.
- If you receive a threat via email then keep these emails and do not delete or respond to these. The emails will be used by the security team to block them and notify police if the content is serious, for eg threat made to cause physical harm.
- Any threat or abuse made via your personal social media, for example twitter and facebook should be notified to Netsafe by emailing help@netsafe.org.nz, text 'Netsafe' to 4282 or call us toll-free on 0508 NETSAFE (0508 638 723).

Council staff can assist but cannot report incidents on behalf of an elected member.

On receipt of a complaint about a less serious incident, the Police will arrange for you to be sent a Complaint Acknowledgement Form, which will include an event number or case number. It pays to keep this

number handy so that you can follow up with the Police file management centre to track progress on the resolution of the reported offence.

If you receive a number of threats while at home, your address can be flagged with the Police as a location of interest, which means that subsequent incidents are linked so they can receive an appropriate and timely response.

Further information on what action you should take can be found online at www.police.govt.nz/advice/personal-community/out-about

Security officers

Wellington City Council operates a 24/7 manned security control room that can be contacted at any time for security assistance, 365 days a year, by dialling 04 [REDACTED]

If there are occasions where a meeting requires a security presence, then security staff are available to provide support as and when required. This will normally be arranged by the Elected Member Support team.

Working after hours - Tahiwī

If you need to work late or come in over the weekend (any time after 5.00pm or on weekends and public holidays), please make sure you contact Security on 04 801 3373. In the event of an evacuation, security officers will be able to pass on a more accurate number of staff within the building to Emergency Services.

Visitors

Elected members are responsible for their own visitors - especially in the event of an emergency where evacuation may be necessary. All visitors, including family and friends must be signed in and escorted at all times. You're also required to inform security on 04 801 3373 about any visitors coming in after hours.

Evacuation procedures

In the event of an emergency during a Council or committee meeting, the Democracy Advisor or floor warden will direct everyone to the appropriate evacuation assembly point.

If there is a fire: Leave the building via the fire exit stairwell and exit the building.

If there is an earthquake: Take cover wherever possible and stay in the building until instructed to do otherwise.

If there is a tsunami warning: Stay in the building until instructed to do otherwise.

Lockdown Scenario: Stay in your offices or on secured floors and wait for instructions from your floor warden.



KEEP CLEAR city



Ngā Rauemi me Hangarau Facilities and technology

Building access - Tahiwī

Security cards

Elected members will receive a WCC Photo Access-ID card, which will provide them with access to their work areas and also act as a form of identification. Council Access-ID cards must be displayed as a form of identification at all times. Cardholders must also ensure they do not allow access to unknown persons on their access-ID card, by swiping or lending their own access card to others.

These cards will provide you with 24/7 entry to areas you'll need access to (for example, Councillor Offices on Level 8, Reception on Level 16 and elected members car park).

The front doors of Tahiwī are open to the public between 7.30am-5.30pm, Monday to Friday. The access-ID card will also give you access to staff floors including the Democracy Services/ EMSA area between 8am-5pm, Monday to Friday.

If your security card is lost or stolen, please immediately contact:

- During business hours - allocated Elected Member Support Advisor or alternatively the Business Support Officer, phone [REDACTED]
- Outside business hours - Security Office, phone [REDACTED]

Tūnga Waka Car park - Tahiwī

The Mayor and elected members are each allocated a car park in the basement area at Tahiwī, for their exclusive use.

All access to the carpark is through the Terrace entrance and a strict 10km/h speed limit is in place. The door is currently on free access between 7:30am-9:00am and 4:30pm-6:00pm. The councillors' car parks are on Level [REDACTED]

- The Mayor's park is on Level [REDACTED]
- Only elected members and their immediate family may use an official car park, and only one at any time.
- The car parks may be used at any time (24/7).
- Access to the car park out of normal business hours is secured and elected members will need their access card to gain entry.
- Car licence plates must be registered with the Elected Member Support.
- The rules relating to use of official car parks are approved by the Remuneration Authority, and so may change from time to time.

If you have any queries or concerns about car parking, please contact your Elected Member Support Advisor.

Rūma Hui Committee Meeting room

The Committee meeting room is on Level 16 Room 9 (16.09).



Elected Members' suite/Councillors lounge

The suite includes a lounge, work centre, three meeting rooms and space for mailboxes and storage lockers.

The suite is set aside for elected members' sole use and is provided to help you carry out your role as an elected member of Wellington City. It is a space in which you can entertain guests, relax or work in between appointments and meetings. It is a restricted area and your security swipe card will be needed to gain access. Elected members may also use the rooms out of office hours.

Please note that, as it is a shared space, we ask you respect other users and make sure it is kept clean and any papers left behind are kept in your locker.

Computers and printing

The work area has workspaces, three additional desk spaces and a colour printer. The computers and printer are serviced by the Council's IT Operations staff. The computers are linked to the Council's server, so elected members use the same password as on their home computer.

If you have any problems with or questions about these computers or the printer, phone ICT Shared Services on 0800 949 600, or email ICTSharedServices@wcc.govt.nz

Photocopier

There is one photocopier. Instructions for the photocopier are on the wall above the machine. If you need training on how to use the photocopier or if there are any problems with it, please contact your Elected Member Support Advisor.

Stationery

Each workspace is stocked with stationery supplies. As this is for all elected members to use, we request that stationery is left in the office.

You will also be offered business cards, Wellington City Council letterhead paper and a range of office stationery for Council-related business. Requests should be made through your Elected Member Support Advisor.

Printer cartridges

Elected members will be supplied with up to three replacement black cartridges and one colour replacement a year. The colour cartridges in particular are expensive to replace so printing in colour should be done only when necessary.

It is important to note that during elections, while it is acceptable for elected members to use their Council-supplied technology, you should not use Council telephone numbers (ie the telephone number provided to elected members by the Council) or Council email addresses (ie those ending in @wcc.govt.nz) for electioneering purposes or in your campaign material.

Elected members' meeting rooms

Three rooms are available for meetings with colleagues, officers or constituents. These rooms are exclusively for elected members' use. These rooms are available on a first come, first served basis.

Remember to make sure any external visitors are signed in with the Receptionist on level 16.



Whare Pukapuka Rangatōpū me Whare Whakamōhio

Corporate Library and Information Centre (CLIC)

The Corporate Library (Tahiwi Level 17, the Terrace) has one full-time librarian and one part-time librarian who can provide you with information.

Our collection includes:

- Books, reports, magazines and newspapers
- Wellington City Council publications

The Corporate Library offers:

- Current events awareness service - regular bulletins of article titles and new books can be distributed along with articles, contents pages to meet specific individual or unit information needs
- Borrowing - the library can locate and borrow material from the public library and other libraries in New Zealand.

For more information, phone the Corporate Librarian on [REDACTED]

Te Pūrere Tā - rahi nei Bulk printing

Democracy Services is responsible for all printing jobs that will be distributed to elected members.

- Creative Services (internal printing unit) is unable to process any printing requests without approval from the unit responsible for the budget - this ensures that all printing requests are charged to the correct cost centre.
- Any requests for printing by Creative Services should be made to the Elected Member Support (EMSA) team and not directly to Creative Services.
- If you want printing done that does not meet the required criteria, the Elected Member Support team can request Creative Services to provide a quote - they will invoice you directly for any work done.
- You should be able to claim these types of expenses through your tax return at the end of the financial year. For further information on this, talk to your independent accountant or tax advisor.

Pūrere Tā Photocopying

If you need Council-related photocopying, your EMSA can help.

- Give the EMSA as much notice as possible so as to meet your needs within reasonable timeframes.
- If the EMSA is unavailable and your request is urgent, any other member of the EMSA/Democracy Services teams team can help.
- If your photocopying is related to other matters - for example, responding to a LGOIMA request, or a ward-related issue - the photocopier in the elected members' lounge is available for Councillor to use.
- For larger copying jobs, the EMSA team can arrange for the Creative Services team to provide a quote.

Te Whakaahua Kaikaunihera

Councillor photographs

Elected members are entitled to one new portrait photograph a year.

You are usually offered the opportunity to update your photograph in time for the publication of the Annual Report in August. If you would like additional photographs from the Council photographer, you will be invoiced for these. The cost is about \$100 per additional photograph request.

Tomonga ki ngā kupu āwhina

Access to legal advice

The Head of Legal and Risk manages the provision of legal services to the Council internal Legal Services Team.

Lawyers are only able to be instructed by members of the Legal Services team in accordance with the Council's Legal Services Policy.

The Council has the following procedures in place for elected members:

- Elected members can request copies of Council's legal advice. However as legal privilege applies to all advice, it is not to be disclosed outside the Council without the approval of the General Counsel and Chief Executive. (Note that disclosure of legal advice may constitute a waiver of legal privilege and could prejudice the Council's position). See "Official and confidential information" on page 49 of this document.
- Elected members can, with the approval of the Council's Executive Leadership Team, be briefed on the legal view or position on a particular Council issue. This will be provided by the General Counsel.
- Elected members may seek oral advice from the General Counsel.

- Elected members may seek approval from the General Counsel, to get oral advice from the Council's external lawyers on conflict-of-interest matters.
- If elected members wish to receive written legal advice on conflict-of-interest matters, they will need to make a request through the General Counsel who will then commission the advice and provide a summary of it to the elected member. The restrictions relating to disclosure of legal advice outside Council (see above) also apply here.

An elected member should not make direct contact with the Council's external law firms to discuss legal issues. An elected member who identifies a legal issue should discuss the matter with the Chief Executive, or the General Counsel who will decide what further action (for example, briefing the Council's lawyers on an issue impacting Council business), if any, to take.

The Council's Legal Services team hold in-house practising certificates. This means they can only provide legal advice to their employer, the Council. Where there is a dispute between the organisation and an elected member, the Council's lawyers therefore must only represent the organisation.





Hangarau Technology

**Whare Pukapuka
Rangatōpū me
Whare Whakamōhio
Corporate Library
and Information
Centre (CLIC)**

So you can be flexible about where and when you work, you will be supplied with a tablet (and charger), printer, mobile phone (and charger), training and helpdesk support service.

One-on-one training will be provided on the use of this technology and you will be contacted immediately following the election to arrange this.

Please note that this equipment is provided for official work purposes and in compliance with the Council’s Technology Policies. This means that they must not be used for electioneering purposes. Elected members may find it easier in terms of managing files and access to information if their computer is not used for personal use by themselves or family members.

Mayor and Councillors

| | |
|-------------------------------------|---|
| Technology suite | Laptop and charger |
| | Mobile phone and charger |
| | Multi-function printer |
| Laptop and charger | HP Elite |
| Mobile phone and charger | Apple iPhone |
| Multi-function printer/scanner | HP Colour Laser |
| Stationery and computer consumables | Councillors will be provided with a supply of stationery and computer consumables for Council-related purposes. |

Community board Chairs

| | |
|-----------------------|--|
| Mobile phone | The Council does not provide mobile phones to community board Chairs. |
| Home-based technology | No home-based technology is provided. A home-based technology allowance of \$45 per month is provided. |

Community board members

| | |
|--------------|--|
| Mobile phone | The Council does not provide mobile phones to community board members. |
|--------------|--|

IT support

For IT support, contact ICT Shared Services - phone 0800 949 600 or email ICTSharedServices@wcc.govt.nz

Council website

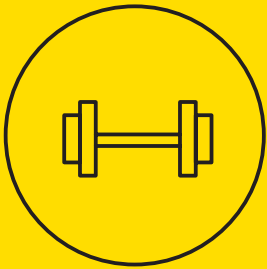
The Your Council section of the Council's website (wellington.govt.nz) under the subheading 'Meetings' provides access to minutes and agendas for the Council, committees, subcommittees and community boards as soon as they are available. There is also a calendar that lists the full schedule of meetings.

Secure documents

The following tips will go some way towards preventing personal messages from falling into the wrong hands.

- Make sure to lock your laptop if left unattended, so others can't access your emails and other documents.
- Change your temporary default password as soon as possible. If you have any problems doing this - ICT Shared Services can help. Continuing to use the temporary password reduces the level of security on your account. When creating your new password, don't choose anything obvious like family or pets' names.
- If the printer runs out of paper when you are printing an email or document in the elected members' lounge and it's not possible to replenish the paper before leaving the elected members' suite, protect your information by deleting your documents on the printer - ICT Shared Services can help.





Whakangungu Training

Te Whakangungu o te Mema kua kōwhiria

Elected members' training

As an elected member, you will be carrying out an important role. While each of you will bring to the Council table a variety of skills from different life experiences, the skills required in local government may be different to those previously expected of you.

At the start of the triennium, elected members can attend a number of induction workshops that cover Standing Orders, conflicts of interest, the code of conduct, media management and meeting and facilitation skills.

The targeted training, offered both 'in-house' and by Local Government New Zealand, will focus on bringing members up to speed with Council processes and the legislation under which the Council is required to operate. The training will enhance your ability to provide leadership for our communities. All elected members are encouraged to make the most of these opportunities.

Further training on other issues will be available in the New Year. Any training workshops or courses identified will be considered by Elected Member Support team based on cost, value for money, demand and value to elected members in their role.

If you have any questions about this initial training, please contact the Elected Member Support team.

Te Whanaketanga Ringa Ngaio o te Mema kua pōtitia

Elected members' professional development

At the start of each financial year, EMSA works closely with elected members asking what skills or techniques they would like training in as part of their professional development as elected members.

Te Whakatinanatanga ki te Hui

Conference attendance

From time to time, the Council approves the attendance of one or more elected members at a specific conference, usually domestic but sometimes overseas.

Conference attendance is a matter of official Council business, and is approved after formal consideration of a report that sets out the benefits from such attendance or travel. Selection of attendees is done via nomination at a Council or committee meeting, using the approved voting method. See "Travel and Accommodation Policy" on page 79 of this document.



Moni Utu, Āheinga me Ruihi Remuneration, allowances and expenses

Moni Tāpui Payments

Elected members are entitled to three types of payments.

These are:

- Annual salary - different levels of remuneration are paid depending on the elected member's specific responsibilities
- Resource consent hearing fees, if applicable
- District licensing hearing fees, if applicable
- Other expense reimbursements or allowances.

Their payment is processed through the Payroll team.

Determining elected members' remuneration

The remuneration rates, the level of allowances payable and the reimbursement of expenses are set by the Remuneration Authority - a statutory body whose members are appointed by the Government.

The Remuneration Authority has, over the past 2 years, carried out an extensive review of the way in which salaries are set for elected members. As a result of that review the Authority now sets the base salaries for all elected members of local authorities, including community boards.

An explanation of the process the Remuneration Authority follows for the setting of elected members salaries can be viewed on the Councillors' Dashboard.

Tautahi Utu Annual salary

Based on the existing governance structure, the Remuneration Authority has determined that the following base salaries will apply, with immediate effect, once elected members come into office following the 2019 local authority elections.

| Position | Base Salary |
|--|-------------|
| Mayor | \$180,500 |
| Councillors (minimum allowable remuneration) | \$86,874 |
| Chair, Tawa Community Board | \$18,810 |
| Member, Tawa Community Board | \$9,405 |
| Chair, Makara-Ohariu Community Board | \$9,429 |
| Member, Makara-Ohariu Community Board | \$4,716 |

Elected members receiving additional pay to reflect extra responsibilities will be paid at their base salary rate until appointed to the positions or roles that include those responsibilities. Their additional pay will apply from the date of their appointment to those positions.

Salary levels and expense policy rules are deemed to be in the public interest and are published on the Council's website.

Te Utu mō ngā Hui Whakaaetanga Rawa Taiao

Resource consent hearings payments

Elected members appointed to sit as commissioners on resource consent hearings are paid for the time spent hearing and determining resource applications.

The payment entitlements are set by the Remuneration Authority and are as follows:

- The Chair is paid \$100 per hour (of hearing time)
- Other member(s) are paid \$80 per hour (of hearing time)
- Meeting fees are not payable to the Mayor

The hourly rate set by the Remuneration Authority applies to formal committee deliberations and pre-hearing meetings, formal site inspections, and in determining a notified resource consent application where a formal hearing does not take place. Members are not paid for preparing for a resource consent hearing or inspecting a site, unless it is a formal site inspection.

Komiti Raihana ā-Rohe

District Licensing Committee

Elected members who are appointed as members of a District Licensing Committee are entitled to the following payments for time spent on hearing and determining licensing applications:

- The Chair is paid \$78 per hour (up to a maximum of 8 hours per day)
- Other member(s) are paid \$51 per hour (up to a maximum of 8 hours per day).

Members are entitled to be paid for pre-reading, meeting/hearing time, time spent post-hearing in decision-making and writing the decision. They are entitled to claim for reasonable expenses, for example travel at the IRD rate, but not travel time.

Ngā Āheinga Allowances

Mobile phone allowance/ reimbursement

All elected members are eligible for an allowance of \$400 annually for Council-related toll and mobile phone charges.

A home-based technology allowance of \$45 per month is paid to the Chairs of the Tawa Community Board and Makara-Ohariu Community Board.

The payment of the allowance will be processed through the payroll system. Withholding tax will not be deducted from the allowance.

Mileage allowance

Although the legislation allows for the payment of a mileage allowance to elected members for Council-related business, the Council, at its meeting on 26 March 2009, resolved to discontinue the payment of a mileage allowance to its elected members. Vehicle-related expenses can, however, be claimed through your annual tax return.

As a guide, vehicle expenses can be deducted either on the basis of actual motor vehicle expenses or, if the elected member does not travel more than 5000 kilometres per year on Council business, through using standard mileage rates published by Inland Revenue or the rates published by a reputable independent New Zealand source, for example the NZ Automobile Association. The mileage rate takes into account the fixed costs of running a car.

If you do not wish to use the IRD or AA mileage rates, and would prefer to calculate your actual motor vehicle expenses, you can do so.

Speak to your tax advisor or accountant to learn more about claiming these expenses.

Ngā Raru Katimauhe Taxation issues

Self-employed status

Under present legislative criteria, elected members are classified as being self-employed. The implications of this are significant.

You must speak to your accountant regarding the following tax issues. Wellington City Council staff members are not in a position to provide you with advice around your personal situation.

Withholding tax

Tax code declaration

All income is subject to tax deductions for scheduler payments (WT), formerly withholding tax.

Elected members are required to complete a Tax Code Declaration (IR330) - withholding payments - for category 'honoraria'. This form was included in the welcome box that was provided to you immediately following the election.

- Once the completed IR330 has been received by your Elected Member Support Advisor, withholding tax will be deducted at a rate of 33%.
- If the IRD330 is not received, withholding tax will be deducted at a rate of 48%.



Certificate of Exemption

Elected members may be eligible for a Certificate of Exemption (IRD 331). An application for exemption must be made by you to Inland Revenue. IRD issue Certificates of Exemption for up to five years; the length of exemption is decided by IRD by looking at your past tax records. The Certificate of Exemption must be renewed by you every tax year before 31st March. Once the Certificate of Exemption expires, withholding tax will be deducted until a current certificate is provided.

- Wellington City Council cannot reimburse any withholding tax that is deducted due to the expiry of a Certificate of Exemption.

You should speak to your accountant to find out if you might be eligible for a Certificate of Exemption.

Withholding tax and expense reimbursements

- Where an elected member receives an expense reimbursement to cover a specific cost, that expense reimbursement does not attract a withholding tax deduction.
- Elected members may incur expenses that are not reimbursed by Wellington City Council, or expenses that are over and above the reimbursement rules set by Wellington City Council - these expenses may be tax-deductible.
- Guidelines for deductible expenses can be found on the Inland Revenue website.

Local Government NZ will advise that the communications and mileage allowance are no longer subject to withholding tax.

Speak to your accountant to find out which expenses are claimable.

Accident Compensation (ACC) Levies

Elected members are liable for their own Accident Compensation premiums - both the earner premium and the self-employed levy.

The correct classification for elected members is 'Business Management Services'.

Payslips

Elected members' salaries and expenses are paid fortnightly through the Council's payroll system. Elected members will be provided with a username and temporary password to access the Council's payroll system. Elected Members will be provided with a username and temporary password to access the Council's payroll system.



Travel and accomodation

Kaupapa Here mō te Hāereere Travel Policy

This section outlines what's required of you when considering and booking domestic or international travel.

The policy is based on the Wellington City Council Travel and Accommodation Standard, a full copy of which can be viewed on the Council's Dashboard.

All domestic and international travel for elected members (including community board members) must be approved by the appropriate level of authority before any expenditure is incurred and must be:

- business related - it contributes to Council objectives
- appropriate for the situation, meaning that alternatives such as teleconferencing or videoconferencing have been considered
- appropriate for the Councillor, meaning that the Councillor travelling is the most appropriate person to travel, given all the circumstances
- the most cost-effective method, meaning that expenses are reasonable and sustainable under public scrutiny
- planned and booked in advance.

Elected Members Support staff will action travel requests for elected members and make the necessary arrangements.

Airline selection is based on the best value for the Council.

Business-class travel is granted where the traveller will fly more than 8 hours continuously and where the duration is likely to affect that person's ability to carry out their business on arrival and a recuperation period of 24 hours is not available.

Elected members who are required to travel on Council business (domestically or internationally):

- will have reasonable costs associated with the travel pre-paid or reimbursed
- must provide a full itinerary (including accommodation details, contact phone numbers, flight details) to an Elected Member Support Advisor before departing for travel so they can be contacted if necessary.

'Reasonable costs' means costs incurred while on Council business that are:

- not excessive, meaning they are the most appropriate and cost-effective for the circumstances
- deemed acceptable under public scrutiny.

Elected Member Support Manager is responsible for deciding if a traveller's expenses are reasonable.

International travel insurance

The Council provides full international travel insurance during official business.

The Council's insurer:

- is automatically notified when travel bookings are made through Business Direct
- issues an international insurance card with your itinerary
- does not cover any:
 - existing condition or illness if travel is for over 21 days
 - single piece of property valued at over \$5000.

You must notify the staff member who is arranging your travel for you if you need extra insurance to cover your condition, illness or property.

You may be required to reimburse the cost of travel insurance for any personal days of travel.

Visa fees

You will be reimbursed if you are required to travel overseas on business and an entry visa is required for the country you are visiting.

Excess baggage

You are responsible for paying any excess baggage surcharge for personal items.

Any excess surcharges incurred on items required for Council business will be reimbursed.



Passport application fees

You will be reimbursed if you are required to travel overseas on business and:

- you do not have a passport
- your passport is out of date or will be at the time of travel
- your passport will expire within 6 months of the return travel date.

International driver's licence

You will be reimbursed if you need an international driver's licence to drive a rental car while on overseas business.

Car parking charges

Where elected members are travelling by air on Council business, airport parking charges will be reimbursed on presentation of a receipt. Car park charges incurred on Council business will also be reimbursed on presentation of a receipt.

Use of taxis

Taxi cards are available from the Business Support Officer for those situations where use of a personal car is not possible, such as transport from an airport to a conference venue.

Bus and rail fares

Bus and rail fares incurred as part of Council business will be reimbursed on presentation of a receipt.

Accommodation Policy

The standard of accommodation must be:

- appropriate to the length of stay and business need
- deemed acceptable under public scrutiny.

Wellington City Council recognises that elected members travelling away from home on Council business should not suffer a reduction in their living standards. However, if the applicable standard of accommodation is not available due to high hotel occupancy, there may be rare occasions when a lesser standard may have to be accepted.

- You must stay in a hotel where the Council has a preferred supplier arrangement.
- Accommodation bookings, both domestic and international, are to be made through the Elected Member Support Advisors.
- Wellington City Council is able to procure 'government rates' at many New Zealand hotels. These rates are significantly lower than standard rates offered to business customers and are often lower than the rates offered through conference organisers. For this reason, conference accommodation should be booked through the Elected Member Support Advisors team.

Meals

You can choose, based on personal preference, one of the following two ways to receive reimbursement of meal expenses:

- a pre-agreed meal allowance for all meals not included in your accommodation, conference or seminar package
- payment of actual and reasonable expenditure, supported by receipts.

No reimbursements are paid for days when elected members are not on official business (but are payable during the weekends if you are working through the weekend).

Alcohol

- The purchase of alcohol is restricted to reasonable quantities accompanying a meal.
- Meal allowance rates are inclusive of any alcohol you have with a meal.

Laundry

Actual and reasonable laundry fees will be reimbursed:

- for trips longer than 4 days
- where an accident necessitates (suitable receipts are required).

Note that it is generally cheaper to have your laundry done outside the hotel laundry service.



Tips – international travel

You may claim reasonable tips for countries where you are expected to tip for services. You do not need receipts for tips.

Mini-bars and movies

Any items consumed from the mini bar or pay movies from a hotel are not covered by the Council and payment of these is your responsibility.

How to claim expenses

Discuss how travel expenses will be reimbursed with your Elected Member Support Advisor before any travel bookings are made.

- Travel expenses can be reimbursed by actual and reasonable expenditure and must be supported by receipts/tax invoices.
- There is a standard form that should be used when claiming all Council-related expenses, which you can get from the Elected Member Support Advisors team or the Hub.
- Make sure any expense claims are completed in a timely fashion following the period of the travel.

Responsibilities during travel

During travel, you are responsible for:

- carrying and presenting pre-paid accommodation vouchers at check-in
- carrying travel insurance emergency contact details at all times
- collating receipts and tax invoices as required
- keeping taxi voucher copies
- recording expenses in the Domestic Travel Reconciliation Report or International Travel Reconciliation Report.

Responsibilities after travel

After travelling, elected members are responsible for:

- completing a Domestic Travel Reconciliation Report or International Travel Reconciliation Report
- submitting an Expense Reimbursement Form to your Elected Member Support Advisor, if seeking reimbursement in a timely fashion
- ensuring that appropriate receipts and tax invoices are attached to Expense/Reimbursement reports
- returning any unspent cash advance funds (including travellers' cheques) to your Elected Member Support Advisor. Travellers' cheques must be countersigned by the traveller before being hand-delivered to your Elected Member Support Advisor
- returning the travel insurance card to your Elected Member Support Advisor.



Council acronyms

| | | | |
|----------|------|---|---|
| A | ACC | Accident Compensation Corporation | |
| | AM | Asset Management | |
| | AMP | Asset Management Plan | |
| | ARS | Audit and Risk Subcommittee | |
| | AP | Annual Plan or Accounts Payable | |
| | APW | Absolutely Positively Wellington | The brand for the city and the Council |
| | AP | Annual Plan | |
| | AAG | Accessibility Advisory Group | Advises the Council on issues that concern people with disabilities in Wellington. The group responds to issues raised by the Council as well as raising concerns expressed by people with disabilities |
| B | BAU | Business as usual | |
| | BCC | Building Consents and Compliance | |
| | BCLS | Building Consents and Licensing | |
| | BCP | Business Continuity Plan | |
| | BCAW | Business Continuity Awareness Week | |
| | BEAT | Business Engagement Analysis and Training | |
| | BIDs | Business Improvement Districts | |
| | BIS | Business Information Services | |
| | BU | Business Unit | |
| | BCP | Business Continuity Plan | |

| | | | |
|----------|-------------|---|--|
| C | CAB | Civic Administration Building | |
| | CAD | Computer Aided Design | |
| | CAPEX | Capital Expenditure | |
| | CB | Community board | A group of people elected at the triennial elections to advocate on behalf of their community on local issues/ interests to the Council |
| | CCDHB | Capital and Coast District Health Board | |
| | CO | Council Organisation | Any Council-related organisations (includes CCOs and CCTOs) |
| | CCO | Council-controlled Organisation | Council owns 50% or more |
| | CCOPS | Council Controlled Organisations Performance Subcommittee | |
| | CCTO | Council Controlled Trading Organisation | |
| | CCTV | Closed-circuit television | |
| | CD | Annual Plan Consultation document | The document that sets out how the Council proposes spending its money in the next financial year. The public are able to make submissions on the document and all submissions are taken into account when the Council is formulating the Annual Plan document |
| | CEA | Collective Employment Agreement | |
| | CDEM | Civil Defence Emergency Management | |
| | CE/CEO | Chief Executive Officer | |
| | CFO | Chief Financial Officer | Member of the ELT |
| | CMPs | Catchment Management Plans | |
| | CMT | Crisis Management Team | |
| | CPS | Core Property System | |
| | CTG | Culture Transformation Group | |
| | COB | Close of Business | |
| | COO | Chief Operating Officer | Member of the ELT |
| | CPO | Chief Planning Officer | Member of the ELT |
| | CRS | Core Records System | |
| | CRS / CLLRS | Councillors | |
| D | D&I | Diverse and Inclusive | |
| | DA | Drug and Alcohol | |
| | DC | Development Contributions | |
| | DLA | District Licensing Authority | |
| | DOC | Department of Conservation | |
| | DP | District Plan | |
| | Dem Serv/DS | Democracy Services | The unit of the Council that provides advice and support to elected members in relation to meetings of the elected Council and its Committees |

| | | | |
|----------|-----------|--|--|
| E | EA | Executive Assistant | |
| | EAP | Employee Assistance Programme | |
| | ECM | Electronic Content Management | |
| | EDA | Extra Duties Allowance | |
| | EDRMS | Electronic Document and Records Management System | The Council's record management system |
| | EEO | Equal Employment Opportunities | |
| | EM | Elected Members | The Mayor, Councillors and community board members |
| | EFM | Effectiveness for Māori | |
| | EI | Early intervention | Physiotherapy |
| | ELT | Executive Leadership Team | Includes the CEO and Directors |
| | EMSA(s) | Elected Member Support Advisor(s) | Support for Elected Members |
| | EO | Electoral Office | The Council's Electoral Officer |
| | EOI | Expressions of Interest | |
| | EQPB | Earthquake-prone Buildings | |
| | ERG | Environmental Reference Group | An advisory group of the Council on issues relating to the natural environment |
| F | FAP | Financial Assistance Package | This package is to help those who have leaky homes |
| | FAQ | Frequently Asked Questions | |
| | FM | Facilities Maintenance | |
| | FMI | Financial Management Information Services | |
| | FTB | Financial Transactions Bureau | |
| | FTE | Full Time Equivalent | Employee |
| | FY | Financial Year | |
| | FYI | For Your Information | |
| G | GEMS | Government Enterprise Management System | |
| | GIS | Geographic Information System | |
| | GRP | Group email address | |
| | GS | Grants subcommittee | |
| | GW / GWRC | Greater Wellington / Greater Wellington Regional Council | Regional Council |
| H | H&S | Health and Safety | |
| | HS&W | Health, Safety and Wellbeing | |
| | HDA | Higher Duties Allowance | |
| | HR | Human Resources | |
| | HRC | Human Resources Consultant | |
| | HRIS | Human Resources and Information System | (PeopleSoft) |
| | HSE | Health and Safety Employment Act | |

| | | | |
|----------|--------|--|---|
| | HSIP | Highway Safety Improvement Program | |
| | HSW | Health and Safety and Wellness team | |
| I | ICDB | Internal Customer Database | |
| | ICT | Information and Communications Technology | |
| | IEA | Individual Employment Agreement | |
| | IM | Information Management | |
| | IPANZ | Institute of Public Administration NZ | |
| | IRD | Inland Revenue Department | |
| | IT | Information Technology | |
| J | JD | Job Description | |
| | JSA | Job Safety Analysis | |
| K | KPI | Key Performance Indicator | |
| L | L&D | Learning and Development | |
| | LATE | Local Authority Trading Enterprise | The term used for Council owned/controlled enterprises prior to LGA 2002 |
| | LGA | Local Government Act 2002 | |
| | LGC | Local Government Commission | |
| | LGNZ | Local Government New Zealand | |
| | LGOIMA | Local Government Official Information and Meetings Act | Based on the principle that information should be made available unless there is a good reason for withholding it. |
| | LIB | Library Building | |
| | LIM | Land Information Memorandum | |
| | LG | Leadership Group | |
| | LOS | Loss of Service | |
| | LTCCP | Long Term Council Community Plan | |
| | LTP | Long-term Plan | The Council publishes the LTP every 3 years, which details the projects and programmes for the following 3 years and forecasts the financial position for the Council for the next 10 years |
| M | MBIE | Ministry of Business Innovation and Employment | |
| | MFC | Michael Fowler Centre | |
| | MOB | Municipal Office Building | The building between Civic Administration Building and the Town Hall |
| | MOBC | Makara-Ohariu Community Board | |

| | | | |
|----------|----------|--|--|
| N | N2A | Ngauranga to Airport | |
| | NCMC | National Crisis Management Centre | Parliament's Civil Defence Basement |
| | NZIA | New Zealand Institute of Architects | |
| | NZICA | New Zealand Institute of Chartered Accountants | |
| | NZSO | New Zealand Symphony Orchestra | |
| | NZTA | New Zealand Transport Agency | |
| O | OAG | Office of the Auditor General | |
| | OD | Organisational Development | |
| | OPEX | Occupational Expenditure | |
| | OSH | Occupational Safety and Health | |
| P | P&G | Parks and Gardens | |
| | PAG | Pacific Advisory Group | An advisory group of the Council on issues relating to Pacific peoples |
| | PD | Position Description | |
| | PE | Public Excluded | |
| | PPE | Personal Protective Equipment | |
| | PPP | Public-Private Partnership | |
| | PIF | Project Initiation Form | |
| | PIMS | Pipe Information Management System | |
| | PIP | Performance Improvement Plan | |
| | PMI | Project Management Institute | |
| | PMG | Project Management Group | |
| | PMP | Project Management Professional | |
| | PRC | Performance Review Committee | Assessing and monitoring the Chief Executive's performance |
| | PSR | Park, Sport & Recreation | |
| | PS | Parking Services or Pump Station | |
| | PWC | PriceWaterhouseCoopers | |
| | PWV | Positively Wellington Venues | |
| | PWT | Positively Wellington Tourism | |
| | PWV | Positively Wellington Venues | |
| | R | RAF | Regional Amenities Fund |
| RAMM | | Road Assessment and Maintenance Management | |
| REGS | | Regulatory Processes Committee | |
| RFP | | Request for Proposal | |
| RM | | Risk Manager | |
| RMA | | Resource Management Act | Main piece of legislation that sets out how we should manage our built and natural environment |
| RONS | | Roads of National Significance | |

| | | | |
|----------|-------|---|---|
| S | S&P | Standard and Poor's | |
| | SAMPT | Strategic Asset Management & Planning Team | |
| | SLG | Senior Leadership Group | |
| | SO | Standing Orders | Rules that guide meeting protocols which are adopted by the Council |
| | SOI | Statement of Intent | |
| | SOLGM | Society of Local Government Managers | |
| | SW | Stormwater | |
| T | TA | Territorial Authority | |
| | TBC | To Be Confirmed | |
| | TCB | Tawa Community Board | |
| | TLC | Tenancy Liaison Coordinator | |
| | TOC | Traffic Operations Centre | |
| | TOR | Terms of Reference | Terms of reference map out the jurisdiction of each committee or subcommittee |
| | TROVE | The Repository of Virtually Everything | Archives management system |
| | TTR | Traffic Transport Rooding | |
| | TUANZ | Telecommunications Users Association of New Zealand | |
| U | UPS | Uninterrupted power supply | |
| | URM | Unreinforced masonry | |
| W | WCC | Wellington City Council | |
| | WEMO | Wellington Emergency Management Office | |
| | WIAL | Wellington International Airport | |
| | WOW | World of Wearable Art | |
| | WRAC | Wellington Regional Aquatic Centre | |
| | WREDA | Wellington Regional Economic Development Agency | |
| | WREMO | Wellington Regional Emergency Management Office | |
| | WRI | Work-related Injury | |
| | WRS | Wellington Regional Strategy Review | |
| | WS | Water Service | |
| | WW | Wastewater | |
| | WWL | Wellington Waterfront Limited | |

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