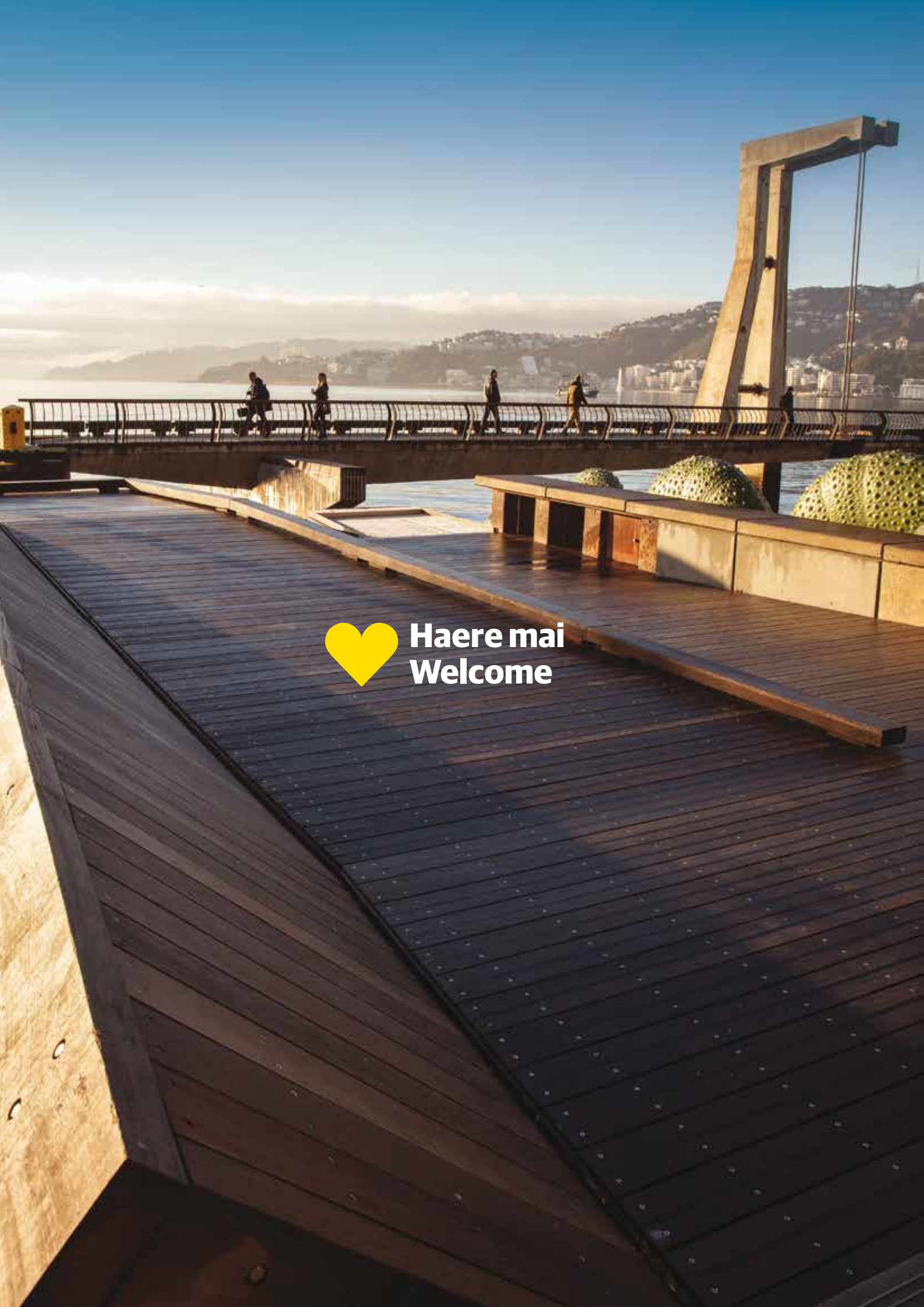




# Elected Member Induction Programme

Councillor Induction Pack 2019



**Haere mai  
Welcome**

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# Welcome

We are pleased to welcome you to Wellington City Council and congratulations on your success in the elections.

The purpose of the Elected Member Induction Programme is to induct newly-elected and returning members into their roles. The programme will cover training and development in areas of decision-making and how to be an effective Elected Member. The programme also provides vital information and builds on (new) skills to assist both new and returning Elected Members.

We are here to support you along the way: you'll find a list of key contact points at the back this booklet.

Please take note of any sessions that you found helpful, and where we could improve. We'll take on board your feedback and apply it to the next induction programme.

# Goal and objectives

We've developed an induction programme to support you in your journey as an Elected Member and the programme is designed to be more experiential, interactive and conducive with clear objectives.

Elected Members are from a diverse range of backgrounds and bring to the Council different skills. For new Elected Members, they will need to develop new skills and knowledge that are unfamiliar to them. Building on the experiences of returning Elected Members and taking on board that we have new members, we have created a programme that reflects the different skills and experiences for both new and returning members.

The main goal of the induction programme is to ensure that Elected Members have every opportunity to clearly understand their role and responsibilities and to develop skills and knowledge to perform their job well and in the best interest of the city.

The induction programme as a whole will cover the following required objectives.

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## Induction goal:

Elected members will be informed, effective and confident in their role as governors and a key strategic partner in developing the city

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## Induction objectives

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### Constructive culture

Professional, respectful and all here to make Wellington even better: Between Councillors, Executive Leadership Team and officers.

### Triennium focused

Build a triennium work programme to achieve Council and City strategic goals

### Evidence-based decision-making

Elected members receive and trust information from senior managers and add value to their strategy setting and decision-making

### Supporting governance role

Elected members confidently differentiate between their role as governors and the role of ELT and officers

### Governance tools

Elected members have the tools and information to support their role as decision makers and governors

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# Guiding principles for Elected Members

## **Govern Responsibly:**

- Recognise the role of the Council's Chief Executive
- Recognise the difference between your strategic governance role and management's everyday operational role
- Act in a governance role in accordance with the Elected Members' role as outlined in the Councils Local Governance Statement
- Be a responsible and active member of the Council, fulfilling your responsibilities in line with legislation and your role as a governor
- Ensure that Elected Members act within the laws that govern its purpose and operation as stated in the Local Government Act 2002

## **Personal Attributes:**

- **Manage self** - show drive and motivation, an awareness of strengths and weaknesses and a commitment to learn and understand with their individual learning styles
- **Display resilience and adaptability** - express your own views respectfully, persevere through challenges, and be flexible and willing to change and learn, be present
- **Demonstrate accountability** - Take responsibility for own actions and learning, commit to safety and act in line with legislation and policy

## **Build Relationships:**

- **Communicate and engage** - communicate early, clearly and respectfully, listen and encourage differing views and discussions
- **Work collaboratively** - be respectful, inclusive and reliable, collaborative with others and value diversity

## **Utilise available resources:**

- **Staff support** - engage with and request support from your Elected Member Support Advisor, be professional and seek advice, be respectful when engaging with wider Council officers
- **Technology and Information** - use technology and information to maximise efficiency and effectiveness

# Induction programme

Date	Time	Room	Event	Who should attend	Content	Outcomes
<b>October</b>						
<b>From Monday, 14 October 2019 (two weeks)</b>	Dependent on availability of Councillors	Home visit	On-boarding Council issued ICT devices	Not required - Home visit (not for Community Board members)	Delivery and set-up of Council issued devices at Elected Members' homes. Quick training on using the devices.	Ability to use Council issued devices and person to contact for ICT support
<b>Tuesday, 15 October 2019</b>	8.45am-10am	Level 8, The Terrace	Welcome Breakfast - first introduction to Councillors	Compulsory	Breakfast and tour of the Councillors lounge (Level 8).	<ul style="list-style-type: none"> <li>• Photograph taken for access cards</li> <li>• Introduction to the Executive Leadership Team and Governance unit.</li> </ul>
	9.30am-1.15pm	Level 16.11, The Terrace	Meeting the CEO, ELT and your governance support team (light lunch)	Compulsory	Welcome address by CEO and ELT members Setting-up Elected Members Tour of Level 16 & 17	<ul style="list-style-type: none"> <li>• Life as an Elected Member</li> <li>• HR and Democratic support</li> </ul>
<b>Monday, 21 October 2019</b>	9.30am-4.30pm	Level 16.11, The Terrace	How local government Works	Compulsory	1 day course about how local government is structured, what drives it and how it works. The focus will be on Wellington City Council and Wellington Regional Council services, committee structure, electoral system, governance and rating structures. <b><a href="http://www.trainingpractice.co.nz/what-we-do">www.trainingpractice.co.nz/what-we-do</a></b>	<ul style="list-style-type: none"> <li>• Understand the structure of local government and how it works</li> </ul>

Date	Time	Room	Event	Who should attend	Content	Outcomes
<b>Tuesday, 22 October 2019</b>	9.30am- 10.30am	Level 16.11, The Terrace	Laws affecting Councillors	Compulsory	Outline the laws affecting Elected Members in their capacity as regulators, decision makers and governors.	Local Government Act 2002 Local Electoral Act 2001 Local Government official Information and Meetings Act 1987 (LGOIMA) Resource Management Act 1991 Local Authorities (Members' Interests) Act 1968 Crimes Act 1961 Secret Commission Act 1910 Financial Markets Conduct Act 2013
<b>Tuesday, 22 October 2019</b>	10.30am- 12.30noon	Level 16.11, The Terrace	Human Rights Commission	Compulsory	A presentation by the Race Relation Commissioner Meng Foon on race relations, Māori and the role of Elected Members in implementing policy in relation to race relations.	<ul style="list-style-type: none"> <li>Understanding the role of Elected Members in relation to Maori and race relations and the impact of policy making.</li> </ul>
<b>Tuesday, 22 October 2019</b>	1pm-4.30pm	Level 16.11, The Terrace	How to be an effective Elected Member?	Compulsory for Councillors Optional for Community Boards	Understanding the definition of making decisions in the Local Government Act 2002 and what it means in practice Governance and management in local government context Strategic development and high-level thinking	Professional development for Elected Members around decision- making.
<b>Wednesday, 23 October 2019</b>	9.30am- 11.30am	Renouf Foyer, Michael Fowler	Rehearsal Swearing-in Ceremony	Compulsory for Councillors	An informal session to rehearse the swearing-in ceremony	Mayor and Councillors – elect to experience a dry run session of the swearing-in ceremony
<b>Wednesday, 23 October 2019</b>	1pm-3pm	Pipitea Marae, Thorndon	Pōwhiri welcome	Compulsory for Councillors Optional for Community Board members	A pōwhiri to welcome Elected Members at the Marae.	Building relationship with mana whenua.
<b>Thursday, 24 October 2019</b>	9.30am- 11.30am	Level 16.10, The Terrace	Management of Complaints and Information	Recommended for returning members Compulsory for new members	Providing general understanding of the role of the Ombudsman and the relationship with the Council in relation to managing LGOIMA complaints. Peter Boshier, the Ombudsman, will be presenting on LGOIMA and complaints.	<ul style="list-style-type: none"> <li>Understand the role of the Ombudsman and the management of complaints</li> <li>Understand the framework of LGOIMA and Privacy</li> <li>Understand the risk to the organisation and EMs</li> </ul>
<b>Thursday, 24 October 2019</b>	1.30pm- 2.30pm	WREMO office, 2 Turnbull St, Thorndon	Dealing with an emergency – Emergency Management (WREMO)	Compulsory	Elected Members will be briefed on their role in an emergency.	Understand the role of Elected Members in an emergency situation.



Date	Time	Room	Event	Who should attend	Content	Outcomes
<b>Tuesday, 29 October 2019 (DAY 1)</b>	9.30am-7pm	Te Papa, Wellington	EXTERNAL PROVIDER: 2019 Mayors Induction - LGNZ Induction Training	Only for the Mayor (requires registration)	To introduce the elected Mayor to their local government role, their key support networks and start the development journey towards being an effective community leader.  <b><a href="http://www.lgnz.co.nz/equip/2019-induction/2019-mayors-induction/">www.lgnz.co.nz/ equip/2019- induction/2019- mayors-induction/</a></b>	<ul style="list-style-type: none"> <li>Identify local government's role and the key issues it faces</li> <li>Recognise your own authentic leadership role</li> <li>Consider and start planning to address your local issues</li> <li>Define key actions to build effective relationships with your chief executive, your Elected Members and your key stakeholders</li> <li>Build supportive networks to enable your effective council</li> </ul>
<b>Wednesday, 30 October 2019 (DAY 2)</b>	9.30am- 12.30noon	Te Papa, Wellington	EXTERNAL PROVIDER: 2019 Mayors Induction - LGNZ Induction Training	Only for the Mayor (requires registration)	To introduce elected Mayor to their local government role, their key support networks and start the development journey towards being an effective community leader.  <b><a href="http://www.lgnz.co.nz/equip/2019-induction/2019-mayors-induction/">www.lgnz.co.nz/ equip/2019- induction/2019- mayors-induction/</a></b>	<ul style="list-style-type: none"> <li>consider how to set up your committees;</li> <li>clarify your Civil Defence role; and</li> <li>plan your media interactions.</li> </ul>
<b>Wednesday, 30 October 2019</b>	5.30pm (evening)	Renouf Foyer, Michael Fowler	Swearing-in ceremony	Compulsory for Councillors  Optional for Community Board members	Official ceremony to receive the declaration of the Mayor and Councillors and other related formal appointments e.g membership and Chairperson of Committees and portfolios	<ul style="list-style-type: none"> <li>Formal declaration of the Mayor and Councillors</li> <li>Appointments of Chairpersons and members to Committees</li> <li>Appointment of Councillors to portfolios</li> </ul>

## November

<b>Tuesday- Wednesday 5-6 November</b>	12noon start (5 Nov)  8am-1pm 6 November	Silverstream Retreat  3 Reynolds Bach Drive  Lower Hutt 5019	Away day Retreat	Compulsory for Councillors only	Establishing/ re-establishing relationships  Councillors to share motivations and goals for triennium  <b>Guest speaker one:</b> How to use the governance/leadership role to best effect  <b>Guest speaker two:</b> Give Councillors a detailed picture of the state of the city with its challenges, opportunities and priority areas	<ul style="list-style-type: none"> <li>Agreed Council approach to this Triennium. That one unique type of organisation, different roles at Council, ELT and officer level, all with high levels of expertise: All parts to work together for the benefit of the city.</li> <li>Clear understanding of good governance</li> <li>Understanding of colleagues' motivations, of current strategic environment</li> </ul>
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Date	Time	Room	Event	Who should attend	Content	Outcomes
<b>Tuesday, 5 November 2019</b>	TBA	Wellington (other dates available at different locations)	EXTERNAL PROVIDER - LGNZ Induction for Community Boards <a href="http://www.lgnz.co.nz/equip/training/workshops/">www.lgnz.co.nz/equip/training/workshops/</a>	Recommended for Elected Members (will require registration)	Training provided by LGNZ to support Elected Members across multi-disciplinary topics  One-day workshop to provide tools to build on your understanding of how the Council works and how an Elected Member fits into the broader local government framework.	<ul style="list-style-type: none"> <li>Develop other governance and personal development skills and increase the effectiveness of your role</li> </ul>
<b>Tuesday, 12 November</b>	9.30am-4.30pm	Level 16.09, The Terrace	Treaty of Waitangi	Compulsory for Councillors	Local government Te Tiriti responsibilities  Elements of successful organisational Treaty application  Te Tiriti relationships - the Wellington City council context	<ul style="list-style-type: none"> <li>Capability building for Elected Members</li> <li>Understand the implication of the Treaty</li> <li>Understand the obligation to the Treaty</li> </ul>
<b>Wednesday, 13 November 2019</b>	5pm	Level 16.09, The Terrace	Combined Community Boards workshop	Compulsory for Community Boards Optional for Councillors	This session is an opportunity for Community Boards to understand the major projects over the next triennium and what challenges lie ahead for the organisation and Wellington	<ul style="list-style-type: none"> <li>Understanding the role of Community Boards</li> <li>Building relationship with ELT and Councillors</li> </ul>
<b>Thursday, 14 November 2019</b>	9.30am-12.30pm	Level 16.09, The Terrace	Mock Committee Meeting (101 Meeting Protocol)	Compulsory for Councillors Recommended for Community Boards	Providing training on democratic process around your role on the decision-making table.	<ul style="list-style-type: none"> <li>Gain competency and demonstrate knowledge on Standing Orders and democratic processes</li> <li>Be equipped to participate effectively at all Committee meetings</li> </ul>
<b>Thursday, 14 November 2019</b>	6pm-8pm (evening)	5 Cambridge Terrace, Tawa Community Centre	Swearing-in ceremony for Tawa Community Board	Compulsory for Mayor and Northern Councillors, Tawa CB Optional for remaining Councillors	Official ceremony to receive the declaration of Tawa Community Board members. Approving related reports e.g meeting schedule	<ul style="list-style-type: none"> <li>Receive declaration of Board members</li> <li>Approval of meeting schedule</li> </ul>
<b>Monday, 18 November 2019</b>	12noon- 2pm	Level 16.11	Joint lunch session with Greater Wellington Regional Council	Compulsory for Councillors	Building a closer working relationship with the Elected Members and Executive Leadership Team from the Greater Wellington Regional Council	<ul style="list-style-type: none"> <li>Getting to know the new Elected Members and current Executive Leadership Team from GWRC</li> <li>Building effective relationships with GWRC</li> </ul>
<b>Tuesday, 19 November 2019</b>	1pm- 4pm	Level 16.09, The Terrace	Health and Safety	Compulsory for Councillors	Outline the H&S legislation and the role of Elected Members as governors.	Health & Safety Act Work Act 2015
<b>Wednesday, 20 November 2019</b>	9.30am-11.30am	Level 16.09, The Terrace	Council meeting	Compulsory for Councillors	First official Council meeting	Approving governance reports e.g delegations and terms of reference etc.

Date	Time	Room	Event	Who should attend	Content	Outcomes
<b>Tuesday, 12 November 2019</b>	9.30am-4.30pm	Level 16.09, The Terrace	Treaty of Waitangi	Compulsory for Councillors	History of NZ Why do we have the Treaty of Waitangi What was agreed and implication of the Treaty Further information to be provided.	<ul style="list-style-type: none"> <li>Revisit the Treaty of Waitangi</li> <li>Understand the implication and also the application of the Treaty for the Council</li> </ul>
<b>Thursday, 21 November 2019</b>	1pm-4pm	Level 16.09, The Terrace	Office of the Auditor General	Compulsory for Councillors	Overview of the role of the office of the Auditor General and managing conflicts and understanding of effective governance over audit and risk matters.	<ul style="list-style-type: none"> <li>General understanding of conflict of interest and managing risks</li> <li>Effective governance over audit and risk</li> </ul>
<b>Thursday, 21 November 2019</b>	6pm-8pm (evening)	Makara Community Hall	Swearing-in ceremony for Makara/Ohariu Community Board	Compulsory for Mayor & Makara/Ohariu CB Optional for rest	Official ceremony to receive the declaration of Makara/Ohariu Community Board members and other related reports e.g meeting schedule	<ul style="list-style-type: none"> <li>Receive declaration of Board members</li> <li>Approval of meeting schedule</li> </ul>
<b>Tuesday, 26 November 2019</b>	9.30am-12noon	Level 16, The Terrace	EXTERNAL PROVIDER: Media Training	Compulsory for new Councillors Recommended for returning Councillors	Media training provided by CABIX on video and phone interviews	<ul style="list-style-type: none"> <li>Demonstrate key techniques and strategies for video and phone interviews.</li> </ul>
<b>Wednesday, 27 November 2019</b>	9.30am-12noon 2pm-4pm (TBA)	Level 16.09, The Terrace	EXTERNAL PROVIDER - Standing Orders training Chairperson's training	Compulsory for new members and Chairperson Recommended for rest	Targeted training for Elected Members to participate effectively at Committee meetings Targeted training for Chairperson to support their role in chairing a meeting	<ul style="list-style-type: none"> <li>Be equipped to participate effectively in a Committee meeting.</li> <li>Demonstrate knowledge in chairing a Committee meeting.</li> </ul>

## December

<b>Thursday, 5 December 2019</b>	5pm-7.30pm (evening)	Level 16.11, The Terrace	Introduction to Advisory Groups	Only Mayor and liaison Councillors Optional for rest	Introduction to Advisory Groups and the purpose of Advisory Groups in Council	<ul style="list-style-type: none"> <li>General understanding of the role of Advisory Groups</li> </ul>
<b>3-11 December 2019</b>	9.30am	Level 16.09, The Terrace	Committees, Subcommittees and Council	Compulsory for Councillors	Committee and subcommittee meetings	<ul style="list-style-type: none"> <li>Committee meetings to approve reports dependent on delegation and governance structure.</li> </ul>

\*Disclaimer - This schedule may be subject to change but we will endeavour to keep the final schedule as close as possible to what appears here. If there are any changes, the team will contact individual Elected Members.

# Programmes for individual modules:

## Welcome Breakfast - First introduction to Councillors

**Date:** Tuesday, 15 October 2019

**Time:** From 8:45am

**Room:** Mayor and Elected Members lounge (level 8) and Level 16.11, 113 The Terrace (Tahiwi)

### **Purpose/Description:**

Formal introduction to the Executive Leadership Team and Governance Unit.

### **Scope:**

- Building initial relationship with ELT and Governance unit.
- Opportunity for returning and new Elected Members to formally meet the support staff in the organisation
- Breakfast format and formal presentation by Executive Leadership Team and one external presenter

### **Programme (Agenda)**

<b>8.45am</b>	Registration
<b>9.00am</b>	Breakfast Presentation by Executive Leadership Team
<b>10.15am</b>	Introduction to Governance Support teams
<b>10.30am</b>	Presentation by Sue Wells - Life as an Elected Member
<b>12.15noon</b>	Light lunch
<b>12.45pm</b>	Add Tour of Level 16, 17 and Mayor's office and Councillors Lounge
<b>1.30pm</b>	Key dates

### **Presenters**

**Kevin Lavery**, CEO of Wellington City Council.

**Andy Matthews, David Chick, Barbara McKerrow, Stephen McArthur, Meredith Blackler**, Executive Leadership Team (ELT)

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

**Sue Wells** has served five terms as a Christchurch City Councillor and six as a Community Board member. She is an accredited RMA Commissioner and was a radio presenter.

### **Session Format:**

- Stand up breakfast session
- Informal gathering and get to know Elected Members and key members of the organisation
- Presentation by different speakers

### **Outcome:**

- General understanding of the commitment required being an Elected Member
- Know who is your support person in the organisation
- Opportunity to complete any required HR paperwork and forms

# How Local Government works

**Date:** Monday, 21 October 2019  
**Time:** 9:30am - 4.30pm  
**Room:** Level 16.11, 113 The Terrace (Tahiwi)

## Purpose/Description:

Wellington City Council is a local government body, so it's important to understand how local government works. This course looks at the structure and function of local government and the rules that govern the way the Council operates.

## Scope:

- Understand how local government works
- Understand the structure and function of local government
- Key policy documents - Annual Plan and Long-term Plan

## Programme (Agenda)

- 9.30am** Introduction and confirm expectations
- 9.50am** 10 questions to get started  
*A look at a wide variety of City Council and wider local government issues*
- 10.15am** Basic history of local government reforms: 1989 - present  
*Major 1989 reforms  
Formation of Auckland Council  
Local Government Act 2002 and amendments*
- 10.45am** Morning tea
- 11.00am** Wellington City Council and Greater Wellington Regional Council services  
*Who provides which services?  
A look at the region's buses*
- 11.45am** How services are provided  
*Options and examples  
WCC's CCOs*
- 12.30noon** Local government boundaries  
*Recent proposed changes and their fate*
- 1.00pm** Lunch
- 1.30pm** The role of central government and challenges local government is facing  
*Powers of the Minister  
Water  
Funding: recent work by the Productivity Commission*
- 2.00pm** Local Governance Statement  
*Role of CE  
Governance versus management  
Committee structures  
Liaison with local iwi*
- 2.30pm** Long-Term Plan, 2018-2028  
*Consultation  
2040 Smart Capital  
Challenges and priorities*
- 3.00pm** Afternoon tea
- 3.15pm** Annual Plan, 2019-2020  
*Consultation  
Key projects*
- 3.30pm** Overview of rates  
*General rates  
Targeted rates  
Commercial and residential rating differential  
Public and private goods*
- 4.15pm** Last word
- 4.30pm** Close

## Presenters

### Hilary Bryan, Director The Training Practise

Hilary facilitates successful leadership, government, communications, emotional intelligence and business agility programmes. She's a dichotomy of thoughtful reflection and practical action. She's been a senior manager in central and local government, a communications consultant and a tertiary education lecturer.

Hilary has two tertiary teaching qualifications and recently completed her thesis on Emotionally Intelligent Leadership to become a Fellow of Speech NZ.

She has two degrees in Political Behaviour and is an avid follower of the NZ political and public sector scene. She leads The Training Practise's government and local government work.

## Session Format:

- Presentation on topic
- Fishbowl discussion - people grouped into smaller groups

## Outcome:

At the end of the programme, Councillors and Community Board members will understand:

- the structure of NZ local government
- the services provided by different councils, specifically the Wellington City Council and Greater Wellington Regional Council
- key challenges local government is facing
- how central government affects what local government does
- the role of the Local Government Minister and her powers
- the basics of the rating structure
- the 2016-2019 Local Governance Statement: management/governance; committee structure; role of Mayor and elected Councillors; role of Community Boards
- the sequence and structure of Long Term and Annual Plans.

# Laws affecting Councillors

**Date:** Tuesday, 22 October 2019  
**Time:** 9:30am  
**Room:** Level 16.11, 113 The Terrace (Tahiwi)

## **Purpose/Description:**

This session will cover some key areas of statutory compliance and will assist Elected Members to make robust decisions that withstand legal challenges.

## **Scope:**

- Outlining the laws affecting Councillors in their capacities as regulators, decision makers, and governors and CCO directors/trustees

## **Programme (Agenda)**

Content – laws affecting Councillors – role of governors on the following Acts:

- Local Government Act 2002
- Local Electoral Act 2001
- Local Government Official Information and Meetings Act 1987 (LGOIMA)
- Resource Management Act 1991
- Local Authorities (Members' Interests Act 1968)
- Crimes Act 1961
- Secret Commission Act 1910
- Financial Markets Conduct Act 2013

## **Presenters**

**Hayley Evans**, Director Legal and Risk  
**Jennifer Parker**, Manager Democracy Services

## **Session Format:**

- Presentation on topic
- Case study
- Fishbowl discussion – people grouped into smaller groups

## **Outcome:**

- At the end of the session Councillors will understand the laws affecting your role as an Elected Member and how to comply with the legal obligations, roles and responsibilities

# Human Rights Commission

**Date:** Tuesday 22 October 2019  
**Time:** 10.30am-12.30pm  
**Room:** Level 16.11, 113 The Terrace (Tahiwi)

## **Purpose/Description:**

Understanding the role of Elected Members in relation to Māori and race relations and the impact of policy making.

## **Scope:**

- Understanding the role of Elected Members in relation to Māori and race relations and the impact of policy making

## **Programme (Agenda)**

- To be advised closer to the date

## **Presenters**

**Meng Foon** has taken up the appointment of Race Relations Commissioner, after 24 years at the Gisborne District Council. Mr Foon was elected as a councillor in 1995 and in 2001 he was elected Mayor, a role he held for 18 years. He is one of a handful of people of Chinese descent to have become a mayor in New Zealand. He is fluent in English, Cantonese and Te Reo Māori. As of 2019, he is still the only mayor in New Zealand who is fluent in Te Reo.

He is a member of a number of community organisations including the Ngā Taonga a nā Tama Toa Trust, the New Zealand Chinese Association, Aotearoa Social Enterprise Trust and MY Gold Investments Ltd. He has released a musical number, Tu Mai, which includes various native tracks, he has been chair of Gisborne/Tarawhiti Rugby League since 2007, and is a member of the New Zealand Rugby League Board. Mr Foon is responsible for leading the work of the Human Rights Commission in promoting positive race relations.

## **Session Format:**

- Presentation by the Race Relation Commissioner

## **Outcome:**

- Understand the role of Elected Members in relation to Māori and race relations

# How to be an effective Elected Member

**Date:** Tuesday, 22 October 2019  
**Time:** 1:00pm  
**Room:** Level 16.11, 113 The Terrace (Tahiwi)

## **Purpose/Description:**

This session provides an opportunity for Elected Members to discuss about their role as an Elected Member and a decision maker.

## **Scope:**

- Understanding the requirements in the Local Government Act 2002 around making decisions in practice
- The difference between governance and management in local government context
- What it means by thinking strategically

## **Programme (Agenda)**

A discussion session around decision-making and the role of an Elected Member.

## **Presenters**

**Sue Wells** attended the University of Canterbury and served five terms as a Christchurch City Councillor. She has held a number of positions in the not for profit sector and as a Resource Management Act independent commissioner. She also has worked as a radio and television presenter.

## **Session Format:**

- Presentation on topic
- Open discussion

## **Outcome:**

- Understand the role of an Elected Member
- Differentiate the role of governors and managers
- Discuss what it means by thinking strategically

# Management of complaints and information - Ombudsman, LGOIMA and privacy

**Date:** Thursday, 24 October 2019  
**Time:** 9.30am  
**Room:** Level 16.10, 113 The Terrace (Tahiwi)

## **Purpose/Description:**

Provide general information to Elected Members regarding various legislation around information, privacy and the role of the Ombudsman.

## **Scope:**

- Understanding the role of the office of the Ombudsman
- Managing a public complaint and the role of Elected Members in providing information

## **Programme (Agenda)**

- Presentation by the Chief Ombudsman
- General information on various legislations in relation to information, privacy and the Office of the Ombudsman
- The types of information that can be requested under LGOIMA
- The functions of Complaints, Information and Assurance (CIA) unit
- The role of Elected Members in providing information to the Council

## **Presenters:**

**Peter Boshier**, Chief Ombudsman - Office of the Ombudsman

He was appointed in December 2015 following a distinguished career as a Judge.

Born and educated in Gisborne, Peter attended Victoria University of Wellington, obtaining a Bachelor of Laws with Honours Degree in 1975. After a period of practice in Wellington he was appointed as a District Court Judge with a specialist Family Court warrant in 1988.

In 2004 he was appointed as the Principal Family Court Judge of New Zealand and held that position until December 2012 when he was appointed a Law Commissioner, a position he held until his appointment as Chief Ombudsman.

As Chief Ombudsman, Peter's focus has been on a faster and more effective resolution of Official Information Act and other complaints, working with government agencies to improve their practices and strengthening his team's investigation and monitoring of prisons and public mental health facilities.

**Deborah Howse**, Head of Assurance, Wellington City Council

The Issues Resolution Office investigates public complaints about the Council's policies, activities and services in an effort to:

- Ensure the public is treated fairly in their dealings with the Council
- Reach a resolution that satisfies all parties improve future dealings with the Council.

The Issues Resolution Office is also the main point of contact for public requests for official information held by the Council.

## **Session Format:**

- Presentation on topic
- Fishbowl discussion - people grouped into smaller groups

## **Outcome:**

- Understanding of how the Council manages sensitive and complex requests for information
- The types of information that can be requested under LGOIMA



# Introduction to emergency management

**Date:** Thursday, 24 October 2019  
**Time:** 1.30pm  
**Room:** WREMO Office, 2 Turnbull Street, Thorndon

## **Purpose/Description:**

Drawing on lessons from the Canterbury and Kaikoura earthquakes, this session will provide Elected Members a brief overview of the framework for emergency management and your role as an Elected Member in an emergency.

## **Scope:**

- Wellington City hazards
- Emergency Management Framework (4Rs)
- The roles of Wellington City Council in emergency management
- The role of the Wellington Region Emergency Management Office (WREMO)

## **Programme (Agenda)**

A presentation by officers on key reduction, readiness, response and recovery activities in Wellington City, with a focus on the role of Elected Members during an emergency.

## **Presenters:**

**Mike Mendonca**, Chief Resilience Officer  
**Derek Baxter**, City Engineer  
**Jeremy Holmes**, Manager Wellington Region Emergency Management Office

## **Session Format:**

- Presentation by officers
- Q&A session

## **Outcome:**

- Understand the framework and role of Elected Members in an emergency
- Meet key officers

# Swearing-in ceremony (inauguration ceremony)

**Date:** Wednesday, 30 October 2019  
**Time:** 5.30pm (official start time) [required to arrive by 5.00pm]  
**Room:** Renouf Foyer, Michael Fowler Centre, 111 Wakefield Street, Wellington

## **Purpose/Description:**

The inauguration ceremony for the Mayor and Councillors-elect to make their declaration as Elected Members.

## **Scope:**

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- Declarations of Elected Members
- The Chief Executive to present his general explanation to Elected Members' on legal responsibilities under various pieces of legislations.
- Setting of a date for the first Council meeting

## **Programme (Agenda)**

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- 5.00pm** Group photo session
- 5.15pm** ELT make way to seats on stage and EMs to assemble outside of the foyer
- 5.30pm** Official entourage to be seated on stage
- OFFICIAL START at 5.30pm**
- 5.35pm** Chief Executive's Welcome
- 5.45pm** Kapa Haka Group performance
- 5.50pm** Declaration of Mayor-elect
- 6.00pm** Mayor to preside as Chairperson
- 6.05pm** Declarations of Councillors elect
- 6.30pm** CEO to present general understanding of various legislative and legal obligations
- 6.40pm** Other Committee relations report(s)
- 6.50pm** National Anthem - closing performance
- 7.00pm** Function

## **Session Format:**

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Formal meeting

# Away day retreat - setting the scene

**Date:** Tuesday, 5 - Wednesday, 6 November (overnight stay)  
**Time:** 12noon start 5 November, 8.00am start 6 November  
**Room:** Silverstream Retreat, 3 Reynolds Bach Drive, Lower Hutt

## **Purpose/Description:**

2-day retreat to set the scene for new and returning Councillors and establish relationships with Executive Leadership Team.

## **Scope:**

- The role of Elected Members as a decision maker and governance.
- Elected Members accountable to ratepayers and the organisation when they make decisions.
- Council's objectives are to align with Mayor's priorities.
- The problems, issues and approaches available, decisions required and when they're needed by.
- The timeline connecting the Away Days through to the next Long-term Plan
- How successful governors have navigated their messy worlds and delivered.

## **Programme (Agenda)**

Away day retreat - 2 full day programme

### **Day 1:**

- 12noon** Welcome by the Mayor  
**1.10pm** Guest speaker: Lessons from abroad  
**2.10pm** Guest speaker Delivery in a messy world  
**3.10pm** AFTERNOON TEA  
**3.30pm** Kevin Lavery, CEO - Key decisions lie ahead  
**5.30pm** DINNER  
**8.00pm** Leadership and Governance  
- how to distinguish between governance and operational  
**8.30pm** Informal socialising

### **Day 2:**

- 8.00am** BREAKFAST  
**9.00am** Welcome by the Mayor  
**9.10am** Guest Speaker - Central Library - next steps  
**10.00am** Money or the bag  
**10.45am** MORNING TEA  
**11.15am** Facilitated session - The Pathway Forward  
**12noon** LUNCH  
**1.00pm** CLOSE

## **Presenters**

(A separate information pack will be provided for this module closer to the date)

### **All Executive Leadership team**

### **Senior Staff**

### **External speakers**

## **Session Format:**

- Table and Group discussion
- Q&A
- Informal session

## **Outcome:**

### **Day 1:**

- Building knowledge and evidence bases for prioritisation/Annual Plan discussions
- More knowledge and understanding about governance v operational distinction, and how to use the governance role to achieve longer delivery goals

### **Day 2:**

- Basis of solid constructive working relationship between Councillors, ELT and officers
- Clear understanding of the need to prioritise and reset thinking about the Council's budget and options.

(\*this is a draft programme and is subject to change on the day itself)

# Te Tiriti o Waitangi in Local Government (Session 1)

**Date:** Tuesday, 12 November 2019

**Time:** 9.00am - 4.30pm

**Room:** Level 16.09, The Terrace

## **Purpose/Description:**

*Whāia te mātauranga kia mārama – Seek knowledge for understanding*

A sound understanding of the history and the current relevance of both Te Tiriti o Waitangi and colonisation is vital for fulfilling local government responsibilities. Tailored to the context of Wellington City Council, this session builds capability for Elected Members in local government (staff and elected representatives) to understand and respond to their Te Tiriti o Waitangi responsibilities.

## **Programme (Agenda)**

### **Understanding Te Tiriti o Waitangi**

This session provides Elected Members with an understanding of the relevance of Te Tiriti o Waitangi to Aotearoa today and to their work in local government. This session will be covering the following:

- Why we have a treaty
- What Te Tiriti says
- What happened post-signing: colonisation and its impacts
- Current issues: Treaty settlements and other key events post 1975
- The relevance of Te Tiriti to local government

### **Presenters**

**Jen Margaret** (Pākehā) who has been who has been active in Treaty education for over 20 years. Jen is the author of Working as allies: supporters of indigenous justice reflect and Ngā Rerenga o Te Tiriti: community organisations engaging with the Treaty of Waitangi.

"Jen Margaret is a leader in her field. She brings clarity, confidence and results to organisations seeking a way to operationalise Te Tiriti o Waitangi. Her writings on working as an ally of indigenous peoples, have provided invaluable insight for our staff seeking to engage in a respectful and purposeful manner with the Treaty partnership."

Helen Te Hira, Auckland Council

## **Session Format:**

- Presentation
- Group work
- Facilitated discussion

## **Outcome:**

- Capability building for Elected Members
- Understand the implication of the Treaty
- Understand the obligation to the Treaty

# Combined community boards workshop

**Date:** Wednesday, 13 November  
**Time:** 5.00pm  
**Room:** Level 16.11, 113 The Terrace (Tahiwi)

## **Purpose/Description:**

This session is an opportunity for Community Boards to understand the major projects over the next triennium and what challenges lie ahead for the organisation and impact on Wellington

## **Scope:**

- Understanding the key challenges and major decisions of the Council and impacts on communities
- How community boards can be involved in the process

## **Programme (Agenda)**

- 5.00pm** Mihi by Tira Poutama (Iwi Partnership) Team  
- light refreshments
- 5.30pm** Welcome by the Chief Executive
- 6.00pm** Introduction - Executive Leadership Team
- 6.15pm** Key decisions lie ahead and impact on the community
- 6.45pm** Community Board roles and responsibilities
- 7.00pm** Community Board support
- 7.10pm** Q&A session
- 7.30pm** Close

## **Presenters**

**Kevin Lavery**, CEO of Wellington City Council.  
**Andy Matthews, David Chick, Barbara McKerrow, Stephen McArthur, Meredith Blackler** - Executive Leadership Team (ELT)  
**Crispian Franklin**, Support Manager

## **Session Format:**

- Workshop presentation
- Q&A

## **Outcome:**

- Understanding the role of Community Boards

# Mock committee meeting (meeting protocol)

**Date:** Thursday, 14 November 2019  
**Time:** 9.30am-12noon  
**Room:** Level 16.09, 113 The Terrace (Tahiwi)

## **Purpose/Description:**

This session provides an opportunity for Elected Members to understand the life-cycle of a report and protocols for a Committee/Community Board meeting.

## **Scope:**

- General explanation of the lifecycle of a Committee report
- Explanation on meeting processes and protocols and key areas of Standing Orders

## **Programme (Agenda)**

- Welcome
- Explanation of the lifecycle of a Committee report
- Mock meeting to explain key areas of Standing Orders. The following will be covered:
  - Conduct of meetings
  - Suspension of Standing Orders
  - Rules of debate
  - Rules around motion and amendments
  - Procedural motions
  - Points of order
  - Voting
- Q&A session

## **Presenters**

**Democracy Services** and **Elected Member Support Advisor** teams

## **Session Format:**

- Mock meeting

## **Outcome:**

- Understanding the role of Community Boards
- Elected Members understand the skills and knowledge required to perform at a Committee/Community Board meeting

# Joint lunch meeting with Greater Wellington Regional Council - Wellington City Council

**Date:** Monday, 18 November 2019  
**Time:** 12noon-2.00pm  
**Room:** Level 16.11, 113 The Terrace (Tahiwi)

## **Purpose/Description:**

Building a closer working relationship with the Elected Members and Executive Leadership Team from the Greater Wellington Regional Council

## **Scope:**

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- Joint GWRC-WCC Lunch session to building a closer working relationship.

## **Programme (Agenda)**

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Lunch get-together

## **Attendance**

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Both Executive Leadership Team and Elected Members from both organisations.

## **Session Format:**

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- Informal lunch meeting.

## **Outcome:**

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- Getting to know the new Elected Members and current Executive Leadership Team from GWRC
- Building effective relationships with GWRC.

# Safety, security and wellbeing - governance

**Date:** Tuesday, 19 November 2019  
**Time:** 1.00pm  
**Room:** Level 16.09, 113 The Terrace (Tahiwi)

## **Purpose/Description:**

Briefing to incoming Councillors on due diligence as it relates to the Health & Safety at Work Act 2015

## **Scope:**

- The purpose of the presentation is to outline Councillors' due diligence obligations as it relates to the Health & Safety at Work Act 2015 from a governance perspective
- Group session to undertake a discovery exercise based on Councillors' due diligence obligations

## **Programme (Agenda)**

- 15 minute presentation on your role in regards to H&S Governance
- 30 minute discovery exercise to understand why good H&S governance is important
- 15 minute round up and questions session

**Note:** In addition to this one hour introduction, the following session will be run by external training provider 'Leading Safety', a company that provides governance training in health and safety.

Leading safety -

[www.leadingsafety.co.nz/services/safety-leadership](http://www.leadingsafety.co.nz/services/safety-leadership)

In addition to this one hour introduction, the next 2 hour session will be run by an external training provider 'Leading Safety', a company that provides governance training in Health and Safety.

## **Presenters**

**Paku Edwards**, Manager Safety, Security and Wellbeing and external provider for H&S training

**Dr Phillip Voss**, Leading Safety

## **Session Format:**

- Brief introduction on the topic
- Groups exercise

## **Outcome:**

- At the end of the session Councillors will have an understanding of the key requirements of effective H&S governance



# Te Tiriti o Waitangi in Local Government (Session 2)

**Date:** Thursday, 21 November 2019

**Time:** 9.00am - 12.00noon

**Room:** Level 16.09, The Terrace

## **Purpose/Description:**

A sound understanding of the history and the current relevance of both Te Tiriti o Waitangi and colonisation is vital for fulfilling local government responsibilities. Tailored to the context of Wellington City Council, this session builds capability for Elected Members in local government (staff and elected representatives) to understand and respond to their Te Tiriti o Waitangi responsibilities.

## **Programme (Agenda)**

### **Applying the Treaty within local government**

This session equips Elected Members with knowledge and strategies to support Treaty application within their work. The foundational learning Elected Member gained in the *Understanding Te Tiriti o Waitangi* workshop is contextualised through focusing on Treaty application in the local government context. Elected Members have an opportunity to discuss specific Te Tiriti relationships and opportunities for Wellington City Council.

- Content includes:
- Local government Te Tiriti responsibilities
- Elements of successful organisational Treaty application
- Te Tiriti relationships - the Wellington City council context

## **Presenters**

**Jen Margaret** (Pākehā) who has been who has been active in Treaty education for over 20 years. Jen is the author of *Working as allies: supporters of indigenous justice reflect and Ngā Rerenga o Te Tiriti: community organisations engaging with the Treaty of Waitangi*.

"Jen Margaret is a leader in her field. She brings clarity, confidence and results to organisations seeking a way to operationalise Te Tiriti o Waitangi. Her writings on working as an ally of indigenous peoples, have provided invaluable insight for our staff seeking to engage in a respectful and purposeful manner with the Treaty partnership."  
Helen Te Hira, Auckland Council

### **Session Format:**

- Presentation
- Group work
- Facilitated discussion

### **Outcome:**

- Capability building for Elected Members
- Understand the implication of the Treaty
- Understand the obligation to the Treaty

# Audit and risk - Office of the Auditor-General

**Date:** Thursday, 21 November 2019  
**Time:** 1.00pm  
**Room:** Level 16.09, 113 The Terrace (Tahiwi)

## **Purpose/Description:**

Understanding the important role of the audit and risk committee to strengthen the governance of Council including the role of independent members in the Audit and Risk Committee

## **Scope:**

- Understand good practice, guidance on audit and risk committee based on four fundamental principles – independence, clarity of purpose, competence and open and effective relationships
- Managing conflicts of interest, sensitive expenditure and ethics and integrity
- Understanding the elements of effective and good governance

## **Programme (Agenda)**

2-3 hour session

Staff from the Office of the Auditor General will run this session in a workshop session and provide case studies for Elected Members to work in a smaller group.

## **Presenters**

Staff from the Office of the Auditor-General

The Office of the Auditor-General is responsible for:

- planning the work programme for the organisation as a whole;
- carrying out performance audits, special studies, and inquiries;
- planning other audit work;
- reporting to Parliament and to select committees;
- setting auditing standards (the Auditor-General's auditing standards);
- allocating annual audits to appointed auditors;
- monitoring audit fees to ensure that they are fair and reasonable;
- overseeing auditors' performance; and
- carrying out quality assurance reviews of all work done on behalf of the Auditor-General, including annual audits by appointed auditors.

## **Session Format:**

- Workshop session with small group discussion on case studies

## **Outcome:**

- At the end of the session, Elected Members will have a clear understanding of the role of the Audit and Risk Committee based on the four fundamental principles.
- Elected members will have an understanding of the elements of effective and good governance.

# Media training

**Date:** Tuesday, 26 November 2019  
**Time:** 9:30am  
**Room:** Level 16 (2 rooms), 113 The Terrace (Tahiwi)

## **Purpose/Description:**

Provide practical media training for interviewing skills with the media

## **Scope:**

- Elected Members will be interviewed in two different formats – phone and video interviews and both sessions will be recorded
- Elected Members will be provided with the training tools and then practise the new skills while being interviewed. Both sessions will be recorded for training purposes.

## **Programme (Agenda)**

<b>15 minutes</b>	Phone Interview (recorded)
<b>15 minutes</b>	Video Interview (recorded)
<b>1 hour</b>	Explanation of the tools and skills required to respond back to reporter's questions by the phone and live interview format
<b>15 minutes</b>	Phone interview role-play (recorded)
<b>15 minutes</b>	Video interview role-play (recorded)
<b>30 minutes</b>	Briefing

## **Presenters**

**CABIX Communications: Media Trainers**, external provider

**Karen Barnsley**, Executive Director

Karen's background in journalism includes working as a BBC chief sub-editor in London, Radio New Zealand health specialist, current affairs producer, and reporter on daily newspapers.

She has carried out journalist training for Radio New Zealand, TVNZ and tertiary journalism institutes around the country. She is also one of three Cabix staff to have lectured in public relations and media studies at Massey University.

**Gina Jewell**, Director

Gina has worked in journalism and communications since 1993, starting in daily journalism as both a reporter and bureau chief before moving into public relations.

Gina is one of Cabix' senior trainers and is highly skilled in communications strategies, issues management and providing media counsel. She is one of three Cabix staff members to have lectured in public relations and media studies at Massey University.

She holds a Certificate in Journalism and has also achieved Accreditation in Public Relations, an international industry examination of achievement and competence.

## **Session Format:**

- Phone and video interview role-plays

## **Outcome:**

- Elected Members will learn the tools and skills to make an interview work for both the Elected Member and the media (phone and video interviews)

# Standing orders and chairperson training

**Date:** Wednesday, 27 November 2019  
**Time:** 9.30am-12noon  
**Room:** Level 16.09, The Terrace (Tahiwi)

## **Purpose/Description:**

Interactive session for chairpersons chairing Committee and Community Board meetings. Understanding Standing Orders and how to use them in a meeting.

## **Scope:**

- Provide tools and information to be an effective chairperson
- Understanding meeting processes and protocols.

## **Programme (Agenda)**

### **2 separate sessions**

#### **i) Standing Orders Training**

- What are Standing Orders
- Purpose of local government and other related legislation
- Key Standing Orders in a meeting
- Work with your Democracy Advisor
- Role of Elected Members and officers
- Meeting Protocol

#### **ii) Chairperson Training**

- Preparation before a meeting and run through meetings
- Establishing a relationship with your Democracy Advisor, ELT and staff
- Roles and responsibilities - chairperson & advisor
- How to run a meeting - tools and tips
- Key Standing Orders for a chairperson
- How to manage difficult Elected Members
- Time Management
- De-brief post meeting

## **Tools/Resources:**

Elected Members will be provided with a handbook. Elected Members are required to bring their Standing Orders to this training.

## **Presenters**

**Vern Walsh** and **Steve McDowell** have chaired boards, undertaken mediation, designed and delivered training on effective governance to Elected Members and to the management team that support the political side of the Council.

## **Session Format:**

- Role Play
- Discussion session
- Workbook

## **Outcome:**

Elected Members will learn:

- Understanding key skills and qualities of the chairperson
- Effectively utilising Standing Orders to manage a Committee or Community Board meeting
- How to effectively manage Elected Members in a meeting
- How to run a meeting effectively
- Understanding key Standing Orders

# Combined advisory groups workshop

**Date:** Thursday, 5 December 2019  
**Time:** 5.00pm  
**Room:** Level 16.11, The Terrace (Tahiwi)

## **Purpose/Description:**

This session is an opportunity for Advisory Boards to understand the major projects over the next triennium and what challenges lie ahead for the organisation and Wellington

## **Scope:**

Understanding the key challenges and major decisions of the Council and impact on communities.

How the Advisory Groups can be involved in the process.

## **Programme (Agenda)**

<b>5.00pm</b>	Light refreshments
<b>5.35pm</b>	Brief introduction by councillor representatives
<b>5.45pm</b>	Introduction – Executive Leadership
<b>6.00pm</b>	Key decisions lie ahead and impact on the community
<b>6.30pm</b>	Role of the Advisory Groups
<b>6.50pm</b>	Introduction from Advisory Group Chairs
<b>7.20pm</b>	Close

## **Presenters**

**David Chick, Barbara McKerrow, Stephen McArthur, Moana Mackey** – Executive Leadership Team (ELT)

Chairpersons:

**Freja Cook**, Youth Council

**Jocelyn Kua**, Pacific Advisory Group

**Tristram Ingham** and **Rachel Noble**, Accessibility Advisory Group

**Mark Fenwick**, Environmental Reference Group

## **Session Format:**

- Workshop presentation
- Q&A

## **Outcome:**

- Building relationship with Advisory Groups
- Understanding the role of Advisory Groups

# Calendar timetable for induction programme

## October

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12 Election
13 Delivery of Councillors pack	14 Delivery of ICT equipment starts here (two weeks)	15 Welcome breakfast	16 Mayor- Councillors meetings	17 Mayor- Councillors meetings	18 Mayor- Councillors meetings	19
20	21 How local government works	22 Laws affecting Councillors Human Rights Commission How to be an effective Elected Member	23 Rehearsal Swearing - ceremony Pōwhiri Pipitea Marae	24 Ombudsman, LGOIMA & privacy WREMO - Dealing with an emergency	25	26
27	28 Labour Day	29	30 Swearing-in ceremony (inauguration ceremony)	31		



## November

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
3	4	5 Away Day	6 Away Day	7	8	9
10	11	12 Treaty of Waitangi (S1)	13 Workshop AP/LTP (TBA) Combined Community Boards workshop	14 101 Meeting protocol Swearing-in ceremony Tawa CB	15	16
17	18 Joint GWRC-WCC lunch	19 Health & Safety	20 Council - 1 <sup>st</sup> meeting Workshop AP/LTP (TBA)	21 Treaty of Waitangi (S2) Office of the Auditor General Swearing-in ceremony Makara/Ohariu CB	22	23
24	25	26 Media Training	27 Standing Orders & Chairs training	28	29	30



## December

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<b>1</b>	<b>2</b>	<b>3</b> Pre-briefing	<b>4</b> SubCommittee	<b>5</b> Committee of the Whole Advisory Groups	<b>6</b>	<b>7</b>
<b>8</b>	<b>9</b>	<b>10</b> Committee – Grants Subcommittee	<b>11</b> Council – 2 <sup>nd</sup> Meeting	<b>12</b>	<b>13</b>	<b>14</b>
<b>15</b>	<b>16</b>	<b>17</b>	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>
<b>22</b>	<b>23</b>	<b>24</b>	<b>25</b> Christmas Day	<b>26</b>	<b>27</b>	<b>28</b>
<b>29</b>	<b>30</b>	<b>31</b>				



# Elected Member checklist

## First day essentials

- Go through the contents of your Induction Box
- Read the Elected Members Handbook
- Manually ensure your personal calendars are updated with the planned induction programme (when you're fully set-up you will have a Council Outlook email address)

## Getting started

- Photo taken for access card
- Where to park my vehicle (Level 3)
- Tour of facilities
- Get to know your allocated Elected Member Support Advisor and Democracy Services team
- How to use the photocopier, phone and laptop
- Home set-up of technology (confirm a date and time when you are at home for a home visit)
- Access to the Elected Members' lounge (Level 8, 113 The Terrace)
- Access to the Committee meeting room
- Access to personal locker
- How to book a meeting room (Note: Your EMSA can assist in arranging meetings)
- Complete HR forms and return within the first 2 weeks
- Payroll system (OneCouncil system)

## Induction programme

- Welcome breakfast with Mayor and Elected Members (First introduction to Elected Members)
- How local government works
- Laws affecting Councillors
- Human Rights Commission
- How to be an effective Elected Member
- Dealing with an emergency - WREMO
- Attend Rehearsal swearing-in ceremony
- Pōwhiri welcome
- Managing complaints and information
- Swearing-in ceremony (evening)
- Away Day retreat (overnight stay)
- Treaty of Waitangi (Session 1)
- Combined Community Boards workshop (evening)

- 101 Meeting protocol
- Joint GWRC-WCC lunch
- Health and safety
- Treaty of Waitangi (Session 2)
- Office of the Auditor General
- 1<sup>st</sup> Council meeting
- Media training
- Standing Orders and Chairperson Training
- Introduction to Advisory Groups (evening)

## Good governance

- Read the Code of Conduct
- Be familiar with Standing Orders
- Disclosure of related parties form
- Disclosure of conflict of interest

## Procedural matters

- Meeting procedures
- Meeting guidelines and protocol
- Basic understanding of Standing Orders
- Understand the format of a Committee agenda
- Understand the format of Committee minutes
- Meeting schedule (e.g outlook)
  - calendar management
- Terms of Reference and delegations
- Where to get help with procedural matters
  - Democracy Services

## Staff support

- Do you know how to escalate a constituent/Elected Member request
- Working with your Elected Member Support Advisor

## House rules

- Use of and access to Council facilities and building
- Inviting guest (family members and constituent) to the Council building
- Health and Safety
- No smoking policy
- Emergency procedures

# Contact list

## **Elected Member Support team** (or email [emsa@wcc.govt.nz](mailto:emsa@wcc.govt.nz))

The Elected Member Support team is here to help you. We provide a range of services such as research, liaison with Council officers, event co-ordination, diary support, and we can monitor and follow up on any EMQs that you lodge. We tailor our service to fit your individual style and needs.

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**Crispian Franklin, Elected Member Support Manager**

[Crispian.Franklin@wcc.govt.nz](mailto:Crispian.Franklin@wcc.govt.nz)



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**Kimberley Wicks, Elected Member Support Advisor**

[Kimberley.Wicks@wcc.govt.nz](mailto:Kimberley.Wicks@wcc.govt.nz)



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**Helena Patuwai, Elected Member Support Advisor**

[Helena.Patuwai@wcc.govt.nz](mailto:Helena.Patuwai@wcc.govt.nz)



## **Democracy Services team** (or email [democracyservices@wcc.govt.nz](mailto:democracyservices@wcc.govt.nz))

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.

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**Jennifer Parker, Democracy Services Manager**

[Jennifer.Parker@wcc.govt.nz](mailto:Jennifer.Parker@wcc.govt.nz)



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**Cyrus Frear, Senior Democracy Advisor**

[Cyrus.Frear@wcc.govt.nz](mailto:Cyrus.Frear@wcc.govt.nz)



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**Dominic Tay, Senior Democracy Advisor**

[Dominic.Tay@wcc.govt.nz](mailto:Dominic.Tay@wcc.govt.nz)



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**Sean Johnson, Democracy Advisor**

[Sean.Johnson@wcc.govt.nz](mailto:Sean.Johnson@wcc.govt.nz)



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**Erina Daymond, Business Support Officer**

[Erina.Daymond@wcc.govt.nz](mailto:Erina.Daymond@wcc.govt.nz)



# Executive Leadership Team

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**Kevin Lavery, Chief Executive Office**

Kevin.Lavery@wcc.govt.nz

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**Andy Matthews, Chief Financial Officer**

Andy.Matthews@wcc.govt.nz



Responsible for:

- Financial Strategy and Treasury
- Business Reporting, Analysis and Performance
- Financial Accounting and Transactional Services
- Property

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**Moana Mackey, Acting Chief City Planner**

Moana.Mackey@wcc.govt.nz



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**David Chick, Chief City Planner - Significant Programmes**

David.Chick@wcc.govt.nz



Responsible for:

- Build Wellington
- City Consenting and Compliance
- City Design and Place Planning
- Resilience and Sustainability
- Transport and Infrastructure

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**Stephen McArthur, Director Strategy and Governance**

Stephen.McArthur@wcc.govt.nz



Responsible for:

- Assurance
- Communications and Engagement
- Emergency Management and Business Continuity
- Governance
- Strategy, Policy and Research
- Tira Poutama - Iwi Partnerships

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**Barbara McKerrow, Chief Operating Officer**

Barbara.McKerrow@wcc.govt.nz



Responsible for:

- City Arts and Events
- City Housing
- Community Networks
- Parks, Sport and Recreation
- Smart Council

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**Hayley Evans, Head of Legal & Risk**

Hayley.Evans@wcc.govt.nz



Responsible for:

- Legal
- Risk Management
- Project Governance

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**Meredith Blackler, Director Human Resource**

Meredith.blackler@wcc.govt.nz



Responsible for:

- HR Services
- Organisational Development
- Safety, Security and Wellbeing

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**Absolutely Positively**  
**Wellington City Council**

Me Heke Ki Pōneke