

Chief Executives' Forum
C/- Office of the Chief Executive
UPPER HUTT CITY COUNCIL

15 February 2010

To Mayoral Forum

PROPOSED PLAN FOR IMPLEMENTATION OF REVIEW OF WELLINGTON GOVERNANCE ISSUES

PURPOSE OF REPORT

To recommend a process to be followed if the Mayoral Forum on Friday 26 February 2010 approves the "Terms of Reference for Review of Wellington Governance issues".

BACKGROUND

At its meeting on 27 November 2009, the Wellington Mayoral Forum:

- (a) *Agreed to invite Mayors and Chief Executives to refer the proposed "Terms of Reference for Review of Wellington Governance Issues" (attached to the paper from the Chief Executives' Forum to the Wellington Mayoral Forum dated 23 November 2009) to their respective Councils for approval, and report to the next Mayoral Forum in February 2010.*
- (b) *Agreed that, subject to the outcome of the consideration of the Terms of Reference by Councils, the Wellington Mayoral Forum will be the governance body for the review and the chief decision making body, with direct channels of communication to the separate Councils, and that the Chief Executives' Forum will deliver an agreed programme of work and advice to the Wellington Mayoral Forum.*
- (c) *Agreed that the Chief Executives' Forum will prepare a project plan, timeline and budget for the Review, and that allocation of resources to different work streams will ensure that the burden is shared equally in proportion to size and capabilities of the Local Authorities in the Region, for consideration at the next Mayoral Forum in February 2010, should the Review be approved by that Mayoral Forum.*
- (d) *Agreed that the Chair of the Wellington Mayoral Forum issue a press statement that the proposed "Terms of Reference for Review of Wellington Governance Issues" will be referred by Mayors to their Councils for approval.*

PROPOSED PROCESS AND TIMETABLE

The Chief Executives' Forum discussed a recommended process for the Review of Wellington Governance issues on Friday 12 February 2010. We recommend to the Mayoral Forum that we contract an independent person(s)/consultant for the purpose:

"To undertake research, analysis and facilitate a process of working with Councils and others to address the issues in the approved Terms of Reference for Review of Wellington Governance issues, and report to the Chief Executives' Forum and Mayoral Forum"

The advantages of contracting an independent person(s)/consultant for this task are:

- The person would be seen to be independent and not influenced by any particular Council or group of Councils, and would be able to give independent and objective advice to the Chief Executives' Forum and the Mayoral Forum.
- The independent person would be a dedicated resource able to manage an intensive process over the next few months leading to preparation of a report prior to the Local Government Elections on 9 October 2010 (whereas use of existing Council staff is usually subject to competing demands of other workload pressures).
- The independent person would be expected to bring particular expertise and knowledge on the governance issues in question, and ability in research and analysis, which would add value to the process.
- An independent person would provide a continuity of approach to the issues through the proposed series of workshops with each Council.

It is envisaged that the process could include:

- The independent person would carry out research and analysis of Governance issues in the Wellington region.
- The independent person would facilitate a workshop of each Council in the region to draw out each Council's views on the issues.
- The independent person would facilitate workshops with interested groups, for example the Wellington Regional Strategy Committee and other groups that may be suggested by the Chief Executives' Forum/Mayoral Forum.
- The independent person would obtain inputs from interested groups, including the business community, community organisations such as residents' associations and individuals and collate a report on those views.
- The independent person would facilitate a public opinion survey on the governance issues within the review.

PROPOSED TIMETABLE

The proposed timetable is as follows:

- **26 February 2010** – report to Mayoral Forum of outcome of consideration by Councils of the Terms of Reference, and CHs' recommendation on process, timetable and budget of the Review.
- **22 March 2010** – confirmation from Councils of agreement to funding of independent person(s)/consultant.
- **31 March 2010** – contract independent person(s)/consultant selected by the Chief Executives' Forum (this would be subject to email approval from Mayors).
- **31 March to 10 September 2010** – independent person would conduct research, analysis and facilitate the process as set out in the section above, give progress updates at each meeting of the Chief Executives' Forum and Mayoral Forum and prepare a final report to the first Mayoral Forum after the Local Government elections on 9 October 2009.
- **10 September 2010** – briefing on report to Mayoral Forum on 10 September 2010.

Note: It is proposed that the report from the independent person go to the incoming Mayoral Forum meeting after the Local Government elections on 9 October 2010. It is proposed that the Chief Executives' Forum and Mayoral Forum meetings in September will be briefed on the report, but will not approve it. This is to allow the incoming Mayoral Forum to receive advice that has come out of the process facilitated by the independent person. If the outgoing Mayoral Forum had any differences with the independent person's report, those differences could be explicitly advised to the incoming Mayoral Forum along with the report.

BUDGET AND COST SHARING

If the Mayoral Forum agrees with the approach recommended above, it is proposed that the budget be as follows:

Consultancy over six months by independent person – 60 days @ \$1600 per day ...	\$96,000
Disbursements eg public opinion survey, printing, editing	\$39,000
Contingency	\$15,000
Total	\$150,000

It is proposed that the cost of the project be shared on a pro rata basis according to population amongst the nine local authority Councils in the Wellington Region, including Greater Wellington. It is proposed that the Greater Wellington share be the same as that of Wellington City Council and that otherwise the share of the total budget be pro rata by population of each territorial local authority area. The distribution of costs would be as follows:

COUNCIL	POPULATION	COST SHARE	TOTAL COST	COST PER COUNCIL \$
WCC	195500	29.0%	150000	43508
GWRC	195500	29.0%		43508
HCC	102100	15.1%		22722
PCC	51450	7.6%		11450
UHCC	40600	6.0%		9035
KCDC	48930	7.3%		10889
SWDC	9250	1.4%		2059
CDC	7420	1.1%		1651
MDC	23270	3.5%		5179
	674020	100.0%		150000

PROJECT MANAGEMENT

For project management purposes, it is proposed that the independent person will report to the Chair of the Chief Executives' Forum and provide regular reports through the Chair to the Chief Executives' Forum on the progress against plan and budget.

SELECTION OF INDEPENDENT PERSON/CONSULTANT

The Chief Executives' Forum will select a recommended independent person(s), with the required knowledge and competencies and seek approval from Mayors prior to appointment.

RECOMMENDATIONS

That the Mayoral Forum members seek approval from their Councils as follows:

- (a) **Agree** to contract an independent person(s)/consultant to research, analyse and facilitate a process of working with Councils and others to address the issues in the agreed Terms of Reference and report to Chief Executives' Forum and Mayoral Forum, with a final report to be presented to the incoming Mayoral Forum after the Local Government Election on 9 October 2010.
- (b) **Agree** that the independent person(s)/consultant once selected will prepare a detailed process and timeline for approval of the Chief Executives' Forum, and that process could include research, analysis and facilitated workshops of each Council, other committees such as the Wellington Regional Strategy Committee, inputs from business, community organisations and individuals, and a public opinion survey on specific governance issues within the Terms of Reference.
- (c) **Agree** to a budget of \$150,000 and that cost sharing amongst the nine Local Authority Councils in the Wellington region will be on a pro rata basis by population (except that the contribution by Greater Wellington will be the same as that of Wellington City Council), with distribution as follows:

WCC	\$ 43508
GWRC	\$ 43508
HCC	\$ 22722
PCC	\$ 11450
UHCC	\$ 9035
KCDC	\$ 10889
SWDC	\$ 2059
CDC	\$ 1651
MDC	\$ 5179
TOTAL	\$150,000

- (d) **Agree** that for project management purposes the independent person(s)/consultant will report to the Chair of the Chief Executives' Forum and that regular project progress reports against budget and timetable will be provided through the Chair to the Chief Executives' Forum.

Max Pedersen
Chief Executive
UPPER HUTT CITY COUNCIL
Chair, Chief Executives' Forum