

From: [Vivienne Harvey](#) on behalf of [Sandy Graham](#)
To: [REDACTED]
Subject: RE: The George St Advisory Group LGOIMAct [#C03881]
Date: Friday, 4 September 2020 05:05:17 p.m.
Attachments: [TOR for Central City Advisory Group.docx](#)
[Appendix B Template for Establishing a Councillor Advisory Panel.pdf](#)
[Committee Structure and Delegations Manual s24-38.pdf](#)

Dear [REDACTED]

I refer to your LGOIMA request of 17 August 2020 regarding the George Street Advisory Group, and now provide the following response. I have restated your questions and provide answers in response.

1. Can you clarify that this group is not legally a 'meeting of the Council'?

The Central City Advisory Group is not a 'meeting' of Council as per LGOIMA.

2. Does the resolution of Council which created this Workshop include a template with all the required information?

Yes, the Central City Advisory Group uses the template from the Committee Structure and Delegations Manual (attached).

3. Is the name of this group a misnomer?

The group is not a workshop, it is an Advisory Group as per the Committee Structure and Delegations Manual and acts in line with its Terms of Reference (attached).

I also attach the relevant section of the Committee Structure and Delegations Manual from s24-38.

The questions re climate budget were dealt with in a separate LGOIMA.

4. Has this proposed Steering Group on Climate Change been shelved?

This group from the previous triennium lapsed as per section 26 of the Committee Structure and Delegations Manual. It has not been reconstituted this triennium.

I trust this answers your questions.

Regards

Sandy Graham

ACTING CHIEF EXECUTIVE

-----Original Message-----

From: [REDACTED]
Sent: Monday, 17 August 2020 07:53:18 a.m.
To: dcc@dcc.govt.nz

Subject: The George St Advisory Group LGOIMAct

Kia Ora, this is an Official Information request. Can you clarify that this group is not legally a 'meeting of the Council' where no decisions are made so it must be, according to Standing Orders, 'a workshop' and so comply with all the requirement for 'workshops' in Standing Orders. So does the Resolution of Council which created this Workshop include a template with all the

required information? And finally is the name of this group a misnomer since a Workshop can do more than gather information and report back to Council or one of its committees. It cannot advise because it would have to make a decision on what to advise.

Governance staff may remember I made a similar question about the Steering Group on Climate Change created and voted a million dollar dollar budget last triennium. I was told that this would also have to be constituted as a working party or workshop but I have seen no Council Resolution to do that. Has this proposed Steering Group been shelved? If so who made the decision and how was it made and what happened to the money budgeted?

With thanks,



Central City Advisory Group Terms of Reference

(revised to incorporate resolutions from Council on 30 June 2020)

Name of Councillor Advisory Group	Central City Advisory Group
Councillor Advisory Group Terms of Reference	To provide a forum for inclusive engagement, to advise and feedback on the ongoing detailed design of the George Street part of the Central City Plan.
Committee of Council that the Councillor Advisory Group is to report to	Planning and Environment Committee
Chairperson of the Councillor Advisory Group	The Mayor
Quorum	4 (with at least 1 Councillor representative)
Membership of the Councillor Advisory Group	<ul style="list-style-type: none"> • Chair or Deputy Chair of the Planning and Environment Committee • Chair or Deputy Chair of the Infrastructure Services and Networks Committee • Chair or Deputy Chair of Economic Development Committee <p>One representative each from:</p> <ul style="list-style-type: none"> • Grow Dunedin • The Retail Subcommittee Chair of the Chamber of Commerce (or their delegate) • Aukaha • Disability sector • Generation Zero • Automobile Association • Heart of Dunedin • Hospitality Association Dunedin Branch • Local Emergency Services • Otago Polytechnic Students Association • Dunedin Youth Council • Any collective of interested parties upon receipt of their membership list. <p>The Group will have the power to co-opt members to assist them in their work.</p> <p>The Group will be free to consult with specific interest groups, who are not members of the Group, as required.</p>
Support Staff	Group Manager Community and Planning Group Manager Transport Governance Support Officer
General Managers supporting the Councillor Advisory Group	General Manager City Services General Manager Infrastructure Services
Expected term of the Councillor Advisory Group	Meet monthly initially then on an as-required basis until the end of the triennium.

APPENDIX B: TEMPLATE FOR ESTABLISHING A COUNCILLOR ADVISORY PANEL

Name of Councillor Advisory Panel	
Councillor Advisory Panel Terms of Reference <i>(detail the purpose, powers, duties and functions of the Councillor Advisory Panel)</i>	<ul style="list-style-type: none"> ▪ ▪ ▪ ▪
Committee of Council that the Councillor Advisory Panel is to report to	
Chairperson of Councillor Advisory Panel	
Membership of Councillor Advisory Panel <i>(detail by position or by name)</i>	<ul style="list-style-type: none"> ▪ ▪ ▪ ▪
Support Staff <i>(detail by position)</i>	<ul style="list-style-type: none"> ▪ ▪ ▪
General Manager (or Chief Executive) supporting Councillor Advisory Panel	
Expected term of Councillor Advisory Panel <i>(include anticipated end date)</i>	

ROLE OF COUNCILLOR ADVISORY PANELS

- 24 Councillor Advisory Panels have no power to act or decide. Councillor Advisory Panels have an investigative, advisory and fact-finding role within the terms of reference determined by the Council, Standing Committee or Subcommittee, establishing the Councillor Advisory Panel. Councillor Advisory Panels will have the power to make recommendations only to the extent allowed under the Councillor Advisory Panel's terms of reference, and on matters, which are within the scope of the terms of reference defined by the committee establishing the Councillor Advisory Panel.
- 25 Members may be appointed to Councillor Advisory Panels by position or by name.
- 26 Unless expressly specified otherwise, a Councillor Advisory Panel will be terminated if it has not met for six months or more.
- 27 Councillor Advisory Panels are not authorised to hear submissions.
- 28 The resolution establishing the Councillor Advisory Panel shall clearly define:
 - a) Its terms of reference including its purpose, and the scope of its investigative, advisory and fact-finding roles
 - b) Membership: noting that the membership will usually comprise elected members, however there may be occasions where it is appropriate to include people from outside agencies.
 - c) The Chairperson of the Councillor Advisory Panel.
- 29 All Councillor Advisory Panels must be established using the Councillor Advisory Panel template attached to this Manual, at Appendix B.

TERM OF DELEGATION

- 30 Unless any delegation is stated to be for a defined term, it will continue until revoked by the delegator or the Council or is withdrawn by operation of law.

DELEGATION TO OFFICE

- 31 Unless stated otherwise every delegation is to a committee or office and will be unaffected by changes in the membership of a committee or the holder of an office.

REPORTING AND FINDINGS

- 32 Every committee and subcommittee will report decisions taken under delegated authority in the manner required by Standing Orders, i.e. in minutes submitted to the next available meeting of the Council or the committee to which a subcommittee reports, as the case may be.

- 33 Councillor Advisory Panels must report their findings and recommendation back to the Council or the standing committee or subcommittee which formed them through a report from the Chief Executive, General Manager or relevant Group Manager(s).

DELEGATION

- 34 A Committee, subordinate decision-making body, or Community Board may delegate powers or functions as specified in Schedule 7, Clause 32(3) of the Local Government Act 2002. Subcommittees may not delegate powers and functions granted to them. They may establish Councillor Advisory Panels to advise them.
- 35 Delegations to officers will be made to the Chief Executive who may delegate a power, function or duty to another officer or subcommittee of officers. As well as the discretionary delegations made under this Manual there are provisions in various Acts applying to the Council which provide for powers, duties and functions to be exercised directly by specified staff.
- 36 Officers (other than the Chief Executive) may not delegate powers and functions given to them.

DELEGATIONS TO BE IN WRITING AND RECORDED

- 37 Every delegation made by a Committee, subordinate decision-making body, or Community Board will be in writing and clearly define the nature, purpose and limitation of the power, function or duty delegated.
- 38 Every delegation made by the Chief Executive will be recorded in a register kept for that purpose. This register is known as the Staff Delegations Manual.