

Christchurch City Council

# Governance Statement 2019-2022



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# Christchurch City Council

## Governance Statement 2019-2022

### 1 What is a Governance Statement?

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The Christchurch City Council's Governance Statement explains how the Council works and how it involves the public in decision-making. The aim is to promote local democracy by making sure that everyone understands how their Council operates and how they can have their say.

The Council is required to prepare a Governance Statement after each triennial election and make it available to the public. It includes information on:

- Council functions, responsibilities and activities.
- How Community Board members and Councillors are elected.
- The roles and conduct of those elected members.
- Governance structures and processes.
- Public access to people and the organisation.
- Key planning and policy documents.

### 2 Functions, Responsibilities, and Activities of the Council

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The purpose of local government is to enable democratic local decision-making and action by, and on behalf of, communities. It is also to promote the social, economic, environmental, and cultural well-being of communities in the present and for the future. (s.10 Local Government Act 2002).

The Christchurch City Council is responsible for giving effect to these purposes and for performing the duties, and exercising the rights, conferred on it by the Act and any other enactment.

The Local Government Act 2002 provides the Council with full capacity to carry on or undertake any activity or business, subject to it complying with the requirements of the Act, any other enactment, and the general law. Its Long Term Plan contains information about all of the Council's activities, over a period of 10 years. A link to the Plan is on page 9 of this document.

The Council has responsibility for carrying out functions prescribed by a number of statutes. These include the management of reserves (Reserves Act 1977); managing natural and physical resources sustainably through its planning processes (Resource Management Act 1991); ensuring compliance with the building code (Building Act 2004); and planning and providing for civil defence emergency management within the Christchurch area (Civil Defence Emergency Management Act 2002).

A list of all the principal Acts of Parliament applicable to the Christchurch City Council can be found in Appendix 9.

The activities undertaken by the Council include core services such as local roading, water and wastewater services, solid waste collection, libraries, reserves as well as local governance, commercial and investment, economic development, community, lifestyle, cultural, and corporate support activities.

### 3 How the Council is Governed

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The Christchurch City Council is governed by a Mayor, Councillors and Community Board members elected by the community. They are responsible and accountable for decisions made.

Membership details of the Council and Community Boards are provided in Appendix 1.

Elections are held every three years, currently using the First Past the Post (FPP) electoral system. An alternative voting system, used by the Canterbury District Health Board and some other local authorities around the country, is the Single Transferable Vote (STV) system.

Under the FPP system, electors vote by indicating their preferred candidate(s). Those candidates that receive the most votes are declared elected, regardless of the proportion of votes that each candidate obtained.

Under the STV system, electors rank candidates in order of preference. When votes are counted, all first preferences are allocated in the first instance. In an STV election, some candidates must reach a certain number of votes to get elected. This is called a quota. The quota is based on the

total number of votes and the number of vacant positions. If a candidate is elected, they keep only the proportion of the vote they need to reach the quota. The surplus part of each vote is transferred to the voters' second choice – this is repeated until sufficient candidates reach the quota to fill all the vacancies.

### Changing the System

The voting system used in local elections can be changed if:

- The change is agreed to and a resolution is passed by the Council, or
- The Council conducts a binding poll of electors, or
- Electors demand a binding poll be held by collecting the signatures of at least 5% of registered voters on a petition.

Once in place, an electoral system must be used for at least the next two triennial Council elections.

The most recent review of the electoral system was held in 2014. The First Past the Post (FPP) electoral system was retained for the 2016 and 2019 Christchurch City Council triennial local elections.

## 4 Representation Arrangements

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### The Mayor and Councillors

The Christchurch City Council is made up of 16 Councillors, one representing each of the following 16 wards.

- Banks Peninsula
- Burwood
- Cashmere
- Central
- Coastal
- Fendalton
- Halswell
- Harewood
- Heathcote
- Hornby
- Innes
- Linwood
- Papanui
- Riccarton
- Spreydon
- Waimairi

Councillors are elected by voters within each individual ward. The Mayor is elected in a separate, city-wide vote by electors. Maps showing each ward are attached as Appendix 3.

### Community Boards

The community is also represented by the seven Community Boards below:

- Te Pātaka O Rākaihautū/Banks Peninsula
- Waitai/Coastal-Burwood
- Waipuna/Hornby-Halswell-Riccarton
- Waimāero /Fendalton-Waimairi-Harewood

- Waikura/ Linwood-Central-Heathcote
- Waipapa/Papanui-Innes
- Waihoru/Spreydon-Cashmere

Community Board members are elected from the sixteen wards with the Councillors for those wards also appointed to each Board. The Banks Peninsula ward is made up of four subdivisions (Akaroa, Wairewa, Lyttelton, and Mount Herbert) and Community Board members are elected from each of the subdivisions.

The requirements for the establishment of community boards do not require a statistically even distribution of boards and members across a district.

Community governance is an important function of local government. Its purpose is to build effective communities that support and connect with one another. Boards represent their communities and act as advocates for community interests.

In 2019, the Council entered into a Governance Partnership Agreement with the seven Community Boards. The Agreement sets out a partnership approach to local decision-making in Christchurch. It seeks to encourage communication, coordination and cooperation between the Council and the Community Boards to enable them to work together to

- Facilitate local decision-making and action by, and on behalf of, communities;
- Promote active citizenship;
- Strengthen the connection to neighbourhoods and citizens; and
- Provide local input into Council strategies, plans and services.

The Council has made a broad range of delegations to Community Boards and these are set out in the Register of Delegations in Part D at [ccc.govt.nz/governance](http://ccc.govt.nz/governance)

## 5 Representation Reviews

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The Council is required to review its representation arrangements at least once every six years. This review must consider:

- The number of Councillors (between six and 30 including the Mayor).
- Whether the elected members (other than the Mayor) are to be elected by the district as a whole or by wards (or a mixture of both systems).

- If election by wards is preferred, the boundaries and names of those wards and the number of elected members that will represent them.
- Whether to have Community Boards, and if so how many, what their boundaries and membership should be, and whether to subdivide a community for electoral purposes.

The Council is required to follow the procedures set out in the Local Electoral Act 2001 when carrying out its review, as well as guidelines published by the Local Government Commission. Interested parties have the right to make written submissions to the Council and to be heard if that is what they wish. There is also a right of appeal to the Local Government Commission in respect of any decisions made by the Council. A decision made by the Commission is binding on the Council.

### 2014/2015 Representation Review

The Council undertook a representation review during 2014/2015 following the process set out in the Local Electoral Act 2001. In 2015 the Council resolved an initial proposal which was then open for public submissions. The Council received 128 submissions on its initial proposal. Following consideration of submissions, the Council agreed its final proposal.

Seven appeals and 18 objections were received against the Council's final proposal. In early 2016, the Local Government Commission heard the objections and appeals. For the large part, the Commission agreed with the Council's final proposal and determined that:

- There would be 16 wards represented by one councillor each.
- Banks Peninsula would be a single ward.
- There would be seven communities with associated community boards, some communities containing two wards and others containing three wards.
- The Banks Peninsula Community Board would represent one ward but have four subdivisions.

The Christchurch City Council district does not currently include separate wards for Māori electors. Alternatively a poll may be demanded by a petition signed by at least 5% of electors. For the 2014/15 Representation Review, the required population threshold for establishing a Māori ward was met. However, after consulting the local Iwi, the Council decided not to establish a Māori ward.

Further information on matters relating to representation arrangements for the Christchurch City Council district may be found in the Local Government Act 2002, Local Electoral Act 2001 and guidelines issued by the Local Government Commission. The next representation review will need to be completed in this triennium – 2019-2022.

## 6

### Roles and Conduct of Elected Members

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#### Decision making

Only the Mayor and Councillors have the authority, under the Local Government Act 2002, to make certain decisions. These include:

- Setting rates.
- Passing bylaws.
- Adopting a Long Term Plan, Annual Plan and Annual Report.
- Adopting policies.
- Appointing the Chief Executive.

Councillors also make decisions on matters not otherwise delegated to Community Boards, Committees, the Chief Executive or other staff members. A clear division of authority is required in respect of decisions made by elected members and those made for the purpose of managing the activities carried out by the Council. The intention is that decisions are made at the most appropriate and effective level.

Information on powers delegated to Community Boards, Committees and staff is set out in the delegations register which can be found at [ccc.govt.nz/register-of-delegations](http://ccc.govt.nz/register-of-delegations)

#### Meetings

The Mayor presides at Council meetings. In the Mayor's absence meetings are chaired by the Deputy Mayor who is appointed by the Mayor and confirmed by members of the Council at its first meeting following a triennial general election.

The Council and Community Boards can establish committees, subcommittees and working parties – see Appendix 4 for a current list. Under the Local Government Act 2002, the Mayor has the powers to establish committees and appoint the chairperson of each committee of the Council. Other committees, subcommittees and working parties and community boards may elect their own chairperson.

#### Meeting Conduct

The Council has adopted a set of Standing Orders for the conduct of its meetings and those of its committees. These also apply to Community Boards and their committees. The current set of Standing Orders are available at: [ccc.govt.nz/assets/Documents/The-Council/How-the-Council-works/Standing-Orders-adopted-6-April-2017-Final-Formatted.pdf](http://ccc.govt.nz/assets/Documents/The-Council/How-the-Council-works/Standing-Orders-adopted-6-April-2017-Final-Formatted.pdf) Other meeting procedures and organisational matters are set out in Schedule 7 of the Local Government Act 2002

and in the Local Government Official Information and Meetings Act 1987.

In addition, the Mayor, Councillors and Community Board members must comply with other specific statutory obligations. These include:

- The Council's current Code of Conduct: [ccc.govt.nz/codes-of-conduct](http://ccc.govt.nz/codes-of-conduct)
- The Local Authorities (Members' Interests) Act 1968 (conflicts of interest).
- The Secret Commissions Act 1910 (accepting gifts or rewards).
- The Crimes Act 1961 (improper use of official information).

The current Code of Conduct, adopted by the Council and by each Community Board, applies to Elected Members in their dealings with each other, Council staff, the public and the media. It sets out general principles for conduct, standards of behaviour and conduct in particular circumstances. Its objectives are to:

- Create more effective working relationships.
- Enhance the Council's effectiveness, credibility and accountability within the community.
- Enhance the mutual trust, respect and tolerance between Councillors as a group, and between Councillors and Council staff.

The Code of Conduct makes provision for Councillors to complete a Register of Interests. The Register is completed at least each term and a summary published on the Council's website.

## 7 How Meetings Work

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### Frequency

The Christchurch City Council generally meets once a month on Thursdays where it considers strategic and policy related matters, those not otherwise delegated to community boards and committees. The community boards also report to the Council, advising on their activities and decisions made under delegation.

In addition, the Mayor has appointed a number of Committees of the Whole, and these committees also meet once a month on Wednesdays or Thursdays. These Committees are made up of the Mayor and all Councillors and they each have a separate chairperson (not the Mayor). The Committees of the Whole are the Finance and Performance Committee, the Sustainability and Community

Resilience Committee, the Three Waters Infrastructure and Environment Committee, and the Urban Development and Transport Committee.

Community Boards meet twice a month.

Dates of Council, Committee and Community Board meetings are available on the Council website:

[ccc.govt.nz/meeting-finder](http://ccc.govt.nz/meeting-finder)

### Public Involvement

The public is advised of all upcoming meetings of the Council, its Community Boards and all committees and subcommittees. Unless there are specific reasons under the Local Government Official Information and Meetings Act 1987 for excluding the public, all items on the agendas of these bodies are dealt with in open meetings, which the public can attend. Members of the public will be made aware of any decision to exclude the public from all or certain parts of a meeting. The reasons for excluding the public for any particular item usually relate to the protection of personal privacy, professionally privileged or commercially sensitive information, and maintenance of public health, safety and order.

Although meetings are open to the public, the right to speak at meetings is not available unless specifically requested. A request for speaking rights, as a public forum presentation or if it relates to a report on the agenda, as a deputation, must be made in advance of the meeting. People who wish to address the Council, a Committee or a Community Board should contact the Council Secretary, the relevant Committee adviser or Community Governance Manager in the first instance.

The Chairperson may refuse requests for speaking rights which are repetitive or offensive. A deputation or public forum is not to be used to speak to a matter for which there is a separate hearings process. For further information refer to the Council's Standing Orders.

Residents are encouraged to raise local issues – for example, issues that relate to their street, community or neighbourhood – with their local Community Board in the first instance. Community Boards can refer issues to the Council or a Committee if necessary.

Minutes of meetings of decision-making bodies are kept and made publicly available, again subject to the provisions of the Local Government Official Information and Meetings Act 1987. Agendas and minutes can be accessed on the Council's website at [ccc.govt.nz/meetings-agendas-and-minutes](http://ccc.govt.nz/meetings-agendas-and-minutes). Printed copies of the agendas are available at each meeting.

## 8

### Management Structures and Relationships

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The Council's Chief Executive is responsible for implementing the decisions of the Council and providing advice to elected members. The Chief Executive must ensure that all matters delegated to him/her or to any person employed by the Council are properly performed and that the activities of the Council are effectively and efficiently managed. The Chief Executive is also responsible for maintaining systems that enable effective planning and accurate reporting of the Council's financial and service performance.

An important role of the Chief Executive, as the principal administrative officer of the Council, is to ensure that the Council's management structure provides for the separation of regulatory responsibilities and decision-making processes from non-regulatory responsibilities and processes.

The management structure of the Council comprises six groups headed by General Managers who, along with the Chief Executive, form an Executive Leadership Team. In addition, there is also the Office of the Mayor and Chief Executive which provides advice to these two roles. Further information on the organisational structure and the Council units is set out in Appendix 5.

## 9

### Transparency and access to official information

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Under the Local Government Act 2002, one of the principles that applies to a local authority is that it should conduct its business in an open, transparent, and democratically accountable manner.

Between October 2018 and July 2019, the Chief Ombudsman Peter Boshier reviewed the Council's Local Government Official and Information and Meetings Act 1987 compliance and practices. His review found that while there were areas of good practices, some do not support openness and transparency.

Based on his findings, the Council has put in place a 39-step improvement plan that will ensure better practices, and support openness and transparency. A copy of the improvement plan can be found at [ccc.govt.nz/request-information](http://ccc.govt.nz/request-information) Further information about official information requests can be found at page 12 of this Statement.

## 10

### Council Controlled Organisations

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#### What is a CCO?

A Council Controlled Organisation (CCO) is a company or an organisation such as a trust, in which the Council controls 50% of the shares or other voting rights, or appoints more than half of the Board governing the organisation.

#### What is a CCTO?

A Council Controlled Trading Organisation (CCTO) is a CCO that operates a trading activity for the purpose of making a profit.

#### How do they work?

Christchurch City Holdings Ltd (CCHL) is a CCTO. It holds shares on behalf of the Council in companies that own and operate some of the strategic assets and services that form part of the infrastructure of Christchurch City. The subsidiaries of CCHL are also CCTO's. These include:

- Orion New Zealand Limited.
- Christchurch International Airport Limited.
- Lyttelton Port Company Limited.
- Enable Services Limited.
- Red Bus Limited.
- City Care Limited.
- EcoCentral Limited.
- Development Christchurch Limited.

The Council's share of profits generated by these companies is applied to costs that would otherwise be met from rates.

In addition to CCHL the Council also has an interest in a small number of CCTOs and CCOs, including Trans Waste Ltd, VBase Ltd, and ChristchurchNZ Ltd. Further information about the Council's interests in CCOs and CCTOs is provided in Appendix 6.

CCOs and CCTOs are accountable to the Council through the preparation of an annual statement of intent that sets out the activities and financial information relevant to the organisation, and the provision of half yearly and annual reports. The Council has the right to appoint and/or replace a majority of the directors.

## 11

### Remuneration Policy

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The Christchurch City Council strives to be a good employer and maintains a consistent and transparent remuneration practice in line with Council business principles and relevant legislation.

## 12

### Diversity at Work Policy

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Previously called the Equal Employment Opportunities Policy, the Diversity at Work Policy outlines the Council's commitment to creating a workplace that attracts, retains, and values diverse employees. To achieve this policy objective, the Council seeks to:

- Provide the same opportunities for all people in all areas of employment, regardless of their sex, marital status, religious or ethical belief, colour, race, ethnic or national origins, disability, age, political opinion, employment status, family status, or sexual orientation;
- Foster a positive workplace climate which appreciates a diversity of background and individual contribution and encourages employees to develop their potential;
- Meet its responsibilities under Te Tiriti o Waitangi by recognising the aims, aspirations, and employment requirements of Māori;
- Identify and eliminate any policies, programmes, procedures, or practices which have the effect of putting any person or group of people at a disadvantage in any aspect of employment;
- Maintain zero tolerance for any form of unfair discrimination in the workplace on any ground including sex, marital status, religious or ethical belief, colour, race, ethnic or national origins, disability, age, political opinion, employment status, family status, or sexual orientation;
- Ensure all employees are aware of the Council's commitment to EEO and understand the principles of EEO and valuing diversity.

## 13

### Key Approved Planning and Policy Documents

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#### Christchurch District Plan

The Christchurch District Plan sets out how land use and subdivisions are managed within the City, which includes Banks Peninsula. For example, they define areas for residential or industrial activities, areas of urban growth, and include details such as the permitted height of buildings, and controls to protect significant landscapes and natural areas. The District Plan became operative in December 2017 (although the coastal hazard provisions in the Christchurch City Plan and the Banks Peninsula District Plan still apply). The Plan can be accessed from the Council's website: <https://districtplan.ccc.govt.nz/pages/plan/book.aspx?exhibit=DistrictPlan>

A District Plan must be reviewed once every 10 years, and give people the opportunity to make submissions on the proposals through hearings, before the plan is finalised.

#### Long Term Plan

The Local Government Act 2002 requires the Council to develop a Long Term Plan (LTP) in consultation with the community. The LTP covers a period of not less than 10 years, and is reviewed and updated every three years. The Council will next review its LTP in 2021.

The purpose of the LTP is to describe the activities carried out by the Council and the community outcomes it aims to deliver. The LTP provides an integrated decision-making process and aims to coordinate the resources of the Council, as well as provide a long term focus. Through its LTP the Council becomes accountable to the community, and it is an opportunity for public participation in decision-making processes required for the activities to be undertaken by the Council.

The Council's 2018-2028 LTP contains the following information:

- Financial strategy,
- Infrastructure strategy,
- Capital expenditure and funding impact statement for each group of activities undertaken by the Council,
- The Council-Controlled Organisations established by the Council, including their ownership and control, nature and scope of activities, and key performance measures,
- Steps taken to foster the contribution by Māori to the decision-making processes of the Council,
- Revenue and Financing Policy,
- Significance and Engagement Policy,
- Financial statements,
- Funding impact statement,
- Rating information,
- Reserve funds,
- Significant forecasting assumptions.

The 2018-2028 LTP (including amendments adopted in 2018) can be found at [ccc.govt.nz/the-council/plans-strategies-policies-and-bylaws/plans/long-term-plan-and-annual-plans/ltp/](https://ccc.govt.nz/the-council/plans-strategies-policies-and-bylaws/plans/long-term-plan-and-annual-plans/ltp/)

#### Annual Plan

In addition to its Long Term Plan, the Council is required to prepare and adopt an Annual Plan for each financial year. One of the purposes of this document is to contain the proposed annual budget and funding impact statement for the year to which the Annual Plan relates.

It is also to identify any variation from the financial statements and funding impact statement included in the Council's Long Term Plan in respect of that year.

The Annual Plan contributes to the Council's accountability to its community.

### Significance and Engagement Policy

The Council seeks meaningful interaction with the community through engagement on local decision-making. Genuine engagement will be encouraged in a manner that is consistent with the significance of the issue, proposal, or decision, and which is transparent and clearly communicated.

The Council adopted its current Significance and Engagement Policy in November 2014 and made minor amendments in 2019. A wider review of the Policy is planned for 2022.

The purpose of the policy is to give clarity and certainty to the community about when it can expect to be engaged.

The policy is based on the following principles:

- Decisions-makers are well-informed, aware of and take into account the views of the community;
- The Council will use a consistent approach to establishing the significance of a matter before making a decision;
- The level of engagement will be tailored to the level of significance for each issue, proposal or decision;
- Decision-making and engagement processes are transparent and clearly expressed;
- The community will have clarity on the range of engagement methods the Council may use, relative to the significance of a matter;
- Engagement is pro-active, accessible, a two-way dialogue, and people are aware of and understand the final decisions made by the Council.

The Significance and Engagement Policy is available as Appendix 8 and on the Council website: [ccc.govt.nz/significance-and-engagement-policy](http://ccc.govt.nz/significance-and-engagement-policy)

### Liaison with Māori

The Council has established a joint committee with Ngāi Tahu, the Te Hononga Council Papatipu Rūnanga Committee.

It also has a services agreement, at the staff management level, with Mahaanui Kurataiao Ltd (MKT), a company that represents the six Ngāi Tahu Rūnanga within the Christchurch territory.

This agreement outlines how the Rūnanga, represented by MKT, can participate in the Council's decision-making process around resource management, and the preparation of policy statements and plans. MKT also provides services to increase the Council's knowledge around protocol, translation and relationship-building.

The agreement is a key step that the Council is taking to fulfil its obligations under the Local Government Act 2002 and give effect to requirements under the Resource Management Act 1991 to consult with iwi. It also assists the Council to obtain information on matters relevant to tangata whenua interests.

The Resource Management Act has specific requirements for Councils to take into account an Iwi Management Plan when preparing or changing their District Plans. The six Rūnanga in Christchurch have for the past three years worked to bring their values and aspirations into a single planning document. The Mahaanui Iwi Management Plan was formally presented at a ceremony on 1 March 2013.

While Ngāi Tahu is mana whenua in most of the South Island the Council has also established a working relationship with and meets regularly with Te Rūnanga o Ngā Maata Waka who represent a large number of non Ngāi Tahu Māori in Christchurch.

## 14 Bylaws

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The Local Government Act 2002 provides the Council with the power to make bylaws (or rules) in respect of any one or more of the following purposes:

- Protecting the public from nuisance;
- Protecting, promoting, and maintaining public health and safety;
- Minimising the potential for offensive behaviour in public places.

A number of other statutes also contain bylaw-making powers.

A schedule of the current bylaws in force is attached as Appendix 7.

## 15 Legislation Applicable to the Council

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A list of the principal Acts of Parliament that are applicable to the Christchurch City Council is provided in Appendix 9.

In addition, the Council is also bound by Acts of local legislation (Acts that only apply within Christchurch). These are listed in Appendix 10.

The Canterbury earthquakes and aftershocks since 4 September 2010 had a significant impact on the activities of the Council. The Government passed legislation that

assisted the Council with its response to these events, the latest being the Greater Christchurch Regeneration Act 2016. This includes Orders in Council that have been made to give the Council exemptions from, modify or extend a number of existing statutory provisions.

Orders in Council currently in force are set out in Appendix 11.

The Greater Christchurch Regeneration Act enabled the Council and the Crown to establish Regenerate Christchurch, a jointly owned and managed statutory body to lead regeneration in Christchurch city. There is a proposal to dis-establish Regenerate Christchurch on 30 June 2020 through the Greater Christchurch Regeneration Amendment Bill.

Information about Regenerate Christchurch can be found at [regeneratechristchurch.nz](http://regeneratechristchurch.nz)

## 16 Public Access to the Council and its Elected Members

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Information about current elected members and their contact details is contained in Appendix 1. The contact details for the Council offices are set out in Appendix 2: [ccc.govt.nz/contact-us](http://ccc.govt.nz/contact-us)

The public can make a request for Council services by:

- Visiting the Civic Offices or a service centre for assistance with any general enquiries or requests for service.
- By telephone – the customer call centre can be contacted 24 hours a day on 941-8999.
- In writing – including letters, and emails – to the relevant Council unit.
- Using the Snap Send Solve app to report a problem.
- Contacting elected members – the Mayor, Councillors or Community Board members.

The Council has a system that enables the public, through customer call centre staff or the Council’s website, to submit an enquiry or request for information/service. Customer call centre staff are trained to respond to the majority of general enquiries from a wide ranging database system or request for service forms that can be completed on the Council’s website. The customer call centre can be contacted 24 hours a day by phone on 941 8999, or residents can go to their local service centre for assistance with any general enquiries or requests for services.

Requests for information from the Council can be made via the Local Government Official Information and Meetings Act 1987. The guiding principle is to make information available to the public unless there is good reason under the Act to withhold. Requests are best made in writing and should be directed to the Council. It is recommended that any request be specific in identifying the information requested. Requests for information are to be responded to within 20 working days unless the time frame is extended under the Act. There may be a charge but this must be reasonable and you should be told in advance of any cost, or an estimate of any cost before the information is provided. More information can be found at the Ministry of Justice website: [justice.govt.nz/about/official-information-act-requests](http://justice.govt.nz/about/official-information-act-requests)

Individuals, groups or organisations are entitled to seek speaking rights at Council, Committee or Community Board meetings. For details on how to seek speaking rights, refer to section 7 “How Meetings Work” of this Governance Statement. Residents are encouraged to raise a local issue – for example, one that relates to their street, community or neighbourhood – with their local Community Board in the first instance. Community Boards can forward issues to the Council or a Committee if necessary.

The Council regularly seeks community input on a range of issues, including for example draft policies, local capital works projects, and the Council’s Long Term Plan. All information for making a submission is available on the Council’s Have Your Say website at [ccc.govt.nz/have-your-say](http://ccc.govt.nz/have-your-say) You can also obtain a hard copy of any of the relevant documents from any Christchurch City Council library or service centre, or by calling the customer call centre to request that the information is sent to you.

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## APPENDIX 1

### Council and Community Board members

#### Christchurch City Council Elected Members 2019-2022

	Phone	Email	Postal Address
<b>Mayor</b>			
Lianne Dalziel	03 941 8999	mayor@ccc.govt.nz	PO Box 73016, Christchurch 8154
<b>Deputy Mayor</b>			
Andrew Turner	021 159 3100	andrew.turner@ccc.govt.nz	PO Box 73016, Christchurch 8154
<b>Councillors</b>			
Phil Mauger	027 481 2900	phil.mauger@ccc.govt.nz	PO Box 73016, Christchurch 8154
Tim Scandrett	027 693 5155	tim.scandrett@ccc.govt.nz	PO Box 73016, Christchurch 8154
Jake McLellan	027 844 0296	jake.mclellan@ccc.govt.nz	PO Box 73016, Christchurch 8154
James Daniels	027 532 6599	james.daniels@ccc.govt.nz	PO Box 73016, Christchurch 8154
James Gough	027 231 4393	james.gough@ccc.govt.nz	PO Box 73016, Christchurch 8154
Anne Galloway	027 666 0233	anne.galloway@ccc.govt.nz	PO Box 73016, Christchurch 8154
Aaron Keown	021 822 766	aaron.keown@ccc.govt.nz	PO Box 73016, Christchurch 8154
Sara Templeton	021 036 7672	sara.templeton@ccc.govt.nz	PO Box 73016, Christchurch 8154
Jimmy Chen	021 134 1673	jimmy.chen@ccc.govt.nz	PO Box 73016, Christchurch 8154
Pauline Cotter	027 296 8811	pauline.cotter@ccc.govt.nz	PO Box 73016, Christchurch 8154
Yani Johanson	021 799 321	yani.johanson@ccc.govt.nz	PO Box 73016, Christchurch 8154
Mike Davidson	021 189 6700	mike.davidson@ccc.govt.nz	PO Box 73016, Christchurch 8154
Catherine Chu	021 176 0985	catherine.chu@ccc.govt.nz	PO Box 73016, Christchurch 8154
Melanie Coker	021 156 9281	melanie.coker@ccc.govt.nz	PO Box 73016, Christchurch 8154

## Te Pātaka O Rākaihautū/Banks Peninsula Community Board

	Phone	Email	Postal Address
<b>Chairperson</b>			
Tori Peden	021 295 0264	tori.peden@ccc.govt.nz	PO Box 73028, Christchurch 8154
<b>Deputy Chairperson</b>			
Tyrone Fields	021 100 4590	tyrone.fields@ccc.govt.nz	PO Box 73028, Christchurch 8154
Jamie Stewart	027 243 3243	jamie.stewart@ccc.govt.nz	PO Box 73028, Christchurch 8154
Nigel Harrison	022 089 7019	nigel.harrison@ccc.govt.nz	PO Box 73028, Christchurch 8154
Reuben Davidson	027 255 5899	reuben.davidson@ccc.govt.nz	PO Box 73028, Christchurch 8154
Howard Needham	021 256 7524	howard.needham@ccc.govt.nz	PO Box 73028, Christchurch 8154
Scott Winter	021 509 216	scott.winter@ccc.govt.nz	PO Box 73028, Christchurch 8154
<b>Councillor Appointee</b>			
Andrew Turner	021 159 3100	andrew.turner@ccc.govt.nz	PO Box 73016, Christchurch 8154

## Waitai/Coastal-Burwood Community Board

	Phone	Email	Postal Address
<b>Chairperson</b>			
Kelly Barber	021 086 76195	kelly.barber@ccc.govt.nz	PO Box 73023, Christchurch 8154
<b>Deputy Chairperson</b>			
Jo Zervos	021 077 6604	jo.zervos@ccc.govt.nz	PO Box 73023, Christchurch 8154
Bebe Frayle	021 852 645	bebe.frayle@ccc.govt.nz	PO Box 73023, Christchurch 8154
Linda Stewart	027 405 3257	linda.stewart@ccc.govt.nz	PO Box 73023, Christchurch 8154
<b>Councillor Appointees</b>			
Phil Mauger	027 481 2900	phil.mauger@ccc.govt.nz	PO Box 73016, Christchurch 8154
James Daniels	027 532 6599	james.daniels@ccc.govt.nz	PO Box 73016, Christchurch 8154

## Waimāero/Fendalton-Waimairi-Harewood Community Board

	Phone	Email	Postal Address
<b>Chairperson</b>			
David Cartwright	027 496 5977	david.cartwright@ccc.govt.nz	PO Box 73020, Christchurch 8154
<b>Deputy Chairperson</b>			
Bridget Williams	027 698 6383	bridget.williams@ccc.govt.nz	PO Box 73020, Christchurch 8154
Jason Middlemiss	021 257 0433	jason.middlemiss@ccc.govt.nz	PO Box 73020, Christchurch 8154
Linda Chen	027 844 9087	linda.chen@ccc.govt.nz	PO Box 73020, Christchurch 8154
Shirish Paranjape	03 357 9228 021 246 0308	shirish.paranjape@ccc.govt.nz	PO Box 73020, Christchurch 8154
Mike Wall	021 269 1378	mike.wall@ccc.govt.nz	PO Box 73020, Christchurch 8154
<b>Councillor Appointees</b>			
James Gough	027 231 4393	james.gough@ccc.govt.nz	PO Box 73016, Christchurch 8154
Aaron Keown	021 822 766	aaron.keown@ccc.govt.nz	PO Box 73016, Christchurch 8154
Sam MacDonald	027 333 9215	sam.macdonald@ccc.govt.nz	PO Box 73016 Christchurch 8154

## Waipuna/Halswell-Hornby-Riccarton Community Board

	Phone	Email	Postal Address
<b>Chairperson</b>			
Mike Mora	03 980 9438 027 430 3132	mike.mora@ccc.govt.nz	PO Box 73022, Christchurch 8154
<b>Deputy Chairperson</b>			
Andrei Moore	027 62 5823	andrei.moore@ccc.govt.nz	PO Box 73022, Christchurch 8154
Helen Broughton	03 348 1458 027 640 4935	helen.broughton@ccc.govt.nz	PO Box 73022, Christchurch 8154
Debbie Mora	022 371 9687	debbie.mora@ccc.govt.nz	PO Box 73022, Christchurch 8154
Mark Peters	028 409 5615	mark.peters@ccc.govt.nz	PO Box 73022, Christchurch 8154
Gamal Fouda	022 044 0718	gamal.fouda@ccc.govt.nz	PO Box 73022, Christchurch 8154
<b>Councillor Appointees</b>			
Catherine Chu	021 176 0985	catherine.chu@ccc.govt.nz	PO Box 73016, Christchurch 8154
Jimmy Chen	021 134 1673	jimmy.chen@ccc.govt.nz	PO Box 73016, Christchurch 8154
Anne Galloway	027 666 0233	anne.galloway@ccc.govt.nz	PO Box 73016, Christchurch 8154

## Waikura/Linwood-Central-Heathcote Community Board

	Phone	Email	Postal Address
<b>Chairperson</b>			
Sally Buck	03 379 2820 021 058 0392	sally.buck@ccc.govt.nz	PO Box 73052, Christchurch 8154
<b>Deputy Chairperson</b>			
Alexandra Davids	021 308 440	alexandra.davids@ccc.govt.nz	PO Box 73052, Christchurch 8154
Darrell Latham	021 190 2645	darrell.latham@ccc.govt.nz	PO Box 73052, Christchurch 8154
Michelle Lomax	027 586 7029	michelle.lomax@ccc.govt.nz	PO Box 73052, Christchurch 8154
Tim Lindley	03 384 9428 021 707 198	tim.lindley@ccc.govt.nz	PO Box 73052, Christchurch 8154
Jackie Simons	021 308 440	jackie.simons@ccc.govt.nz	PO Box 73052, Christchurch 8154
<b>Councillor Appointees</b>			
Sara Templeton	021 036 7672	sara.templeton@ccc.govt.nz	PO Box 73016, Christchurch 8154
Yani Johnson	021 799 321	yani.johanson@ccc.govt.nz	PO Box 73016, Christchurch 8154
Jake McLellan	027 844 0296	jake.mclellan@ccc.govt.nz	PO Box 73016, Christchurch 8154

## Waipapa/Papanui-Innes Community Board

	Phone	Email	Postal Address
<b>Chairperson</b>			
Emma Norrish	027 404 3093	emma.norrish@ccc.govt.nz	PO Box 73024, Christchurch 8154
<b>Deputy Chairperson</b>			
Simon Britten	027 787 5241	simon.britten@ccc.govt.nz	PO Box 73024, Christchurch 8154
Ali Jones	027 247 3112	ali.jones@ccc.govt.nz	PO Box 73024, Christchurch 8154
Emma Twaddell	027 288 6334	emma.twadell@ccc.govt.nz	PO Box 73024, Christchurch 8154
<b>Councillor Appointees</b>			
Pauline Cotter	027 296 8811	pauline.cotter@ccc.govt.nz	PO Box 73016, Christchurch 8154
Mike Davidson	021 189 6700	mike.davidson@ccc.govt.nz	PO Box 73016, Christchurch 8154

## Waihoru/Spreydon-Cashmere Community Board

	Phone	Email	Postal Address
<b>Chairperson</b>			
Karolin Potter	03 335 0616 027 427 4671	karolin.potter@ccc.govt.nz	PO Box 73021, Christchurch 8154
<b>Deputy Chairperson</b>			
Lee Sampson	021 772 929	lee.sampson.CMB@ccc.govt.nz	PO Box 73021, Christchurch 8154
Keir Leslie	027 309 3322	keir.leslie@ccc.govt.nz	PO Box 73021, Christchurch 8154
Callum Stewart-Ward	022 311 5994	callum.stewart-ward@ccc.govt.nz	PO Box 73021, Christchurch 8154
<b>Councillor Appointees</b>			
Tim Scandrett	027 693 5155	tim.scandrett@ccc.govt.nz	PO Box 73016, Christchurch 8154
Melanie Coker	03 669 0336 021 156 9281	melanie.coker@ccc.govt.nz	PO Box 73016, Christchurch 8154

## APPENDIX 2

### Service Centre open hours

Service Centre	Address	Business hours
<b>Akaroa</b>	78 Rue Lavaud PO Box 73028, Akaroa 7520	Mon-Fri, 9:00am–12:30pm and 1:30pm–5:00pm Closed 12:30pm–1:30pm
<b>Beckenham</b>	66 Colombo St, Beckenham PO Box 73021, Christchurch 8154 <b>South Library</b>	Mon-Fri, 9am–5pm
<b>Civic Offices</b>	53 Hereford Street PO Box 73012, Christchurch Central	Mon-Fri, 8am–5pm
<b>Fendalton</b>	4 Jeffreys Rd, Fendalton (Cnr Jeffreys & Clyde Rds) PO Box 73020, Christchurch 8154 <b>Fendalton Library</b>	Mon-Fri, 9am–5pm
<b>Hornby</b>	2/8 Goulding Ave, Hornby PO Box 73045 Christchurch 73045 <b>Hornby Library</b>	Mon-Fri, 9am–5pm
<b>Linwood</b>	Eastgate Mall 1st Floor (Cnr Buckley's Rd and Linwood Ave) PO Box 73025, Christchurch <b>Linwood Library</b>	Mon-Fri, 9am–5pm
<b>Little River</b>	4236 Christchurch Akaroa Rd RD 1, Little River 7591	Mon-Fri, 8:30am–12:30pm and 1:30pm–4:30pm Closed 12:30pm–1:30pm
<b>Lyttelton</b>	18 Canterbury Street PO Box 73027, Christchurch 8154	Mon-Fri, 10am–6pm
<b>Papanui</b>	5 Restell St, Papanui (Cnr Langdons Rd & Restell St) PO Box 73024, Christchurch 8154 <b>Papanui Library</b>	Mon-Fri, 9am–5pm
<b>Riccarton</b>	199 Clarence Street, Riccarton PO Box 73022, Christchurch 8154	Mon-Fri, 9am–5pm
<b>Shirley</b>	36 Marshland Rd, Shirley PO Box 73023, Christchurch 8154 <b>Shirley Library</b>	Mon-Fri, 9am–5pm
<b>Te Hāpua: Halswell Centre</b>	341 Halswell Road PO Box 73045, Christchurch 8154 <b>Te Hāpua: Halswell Library</b>	Mon-Thu, 6.30am–7pm Fri, 6.30am–9pm Sat-Sun, 10am–7pm

[ccc.govt.nz/contact-us](https://ccc.govt.nz/contact-us)

## APPENDIX 3

### Ward maps

#### Christchurch City Council Ward Boundaries 2016

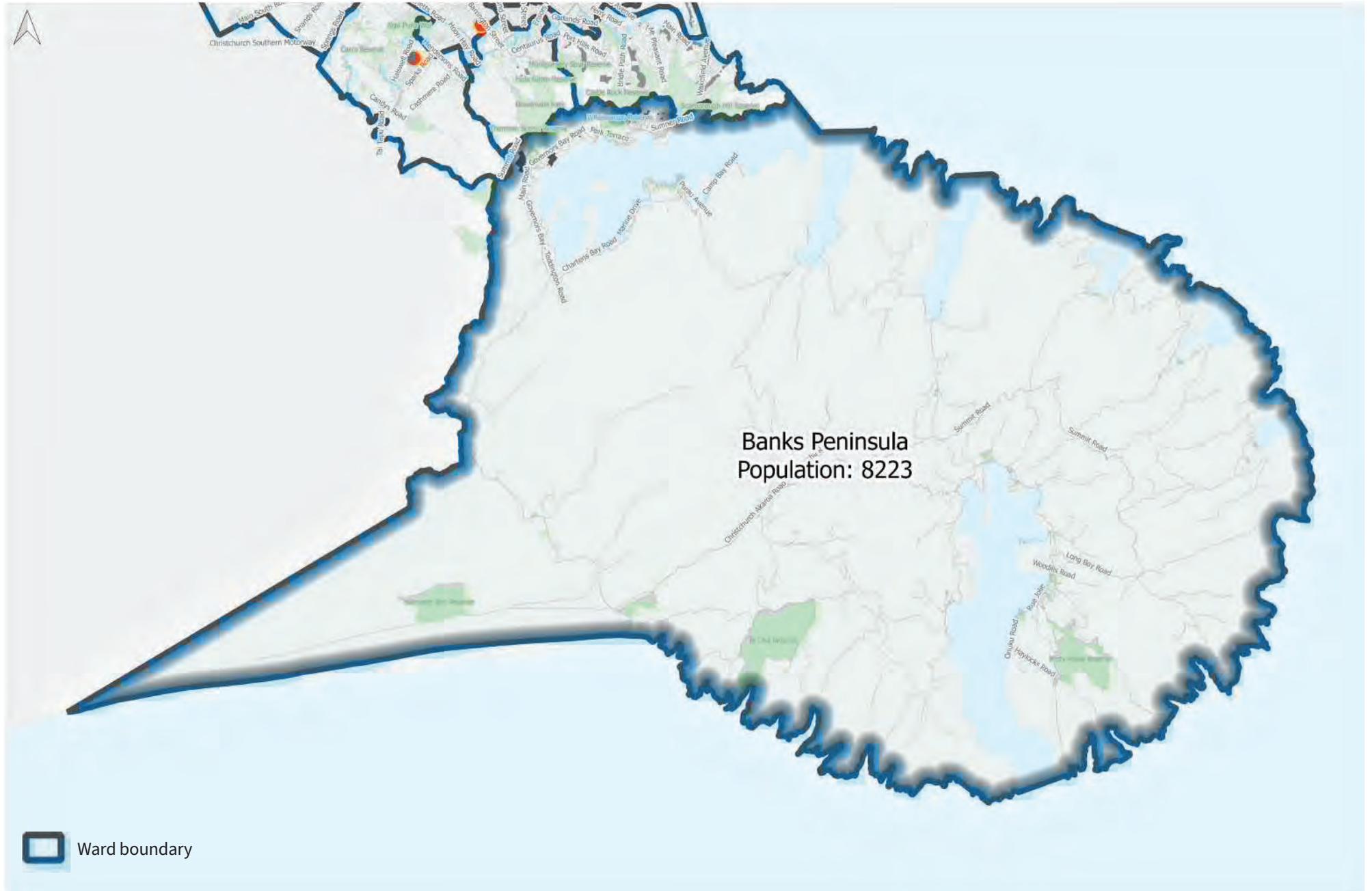
##### Local Government Commission Final Determination

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Heathcote ward	28
Hornby ward	29
Innes ward	30
Linwood ward	31
Papanui ward	32
Riccarton ward	33
Spreydon ward	34
Waimairi ward	35

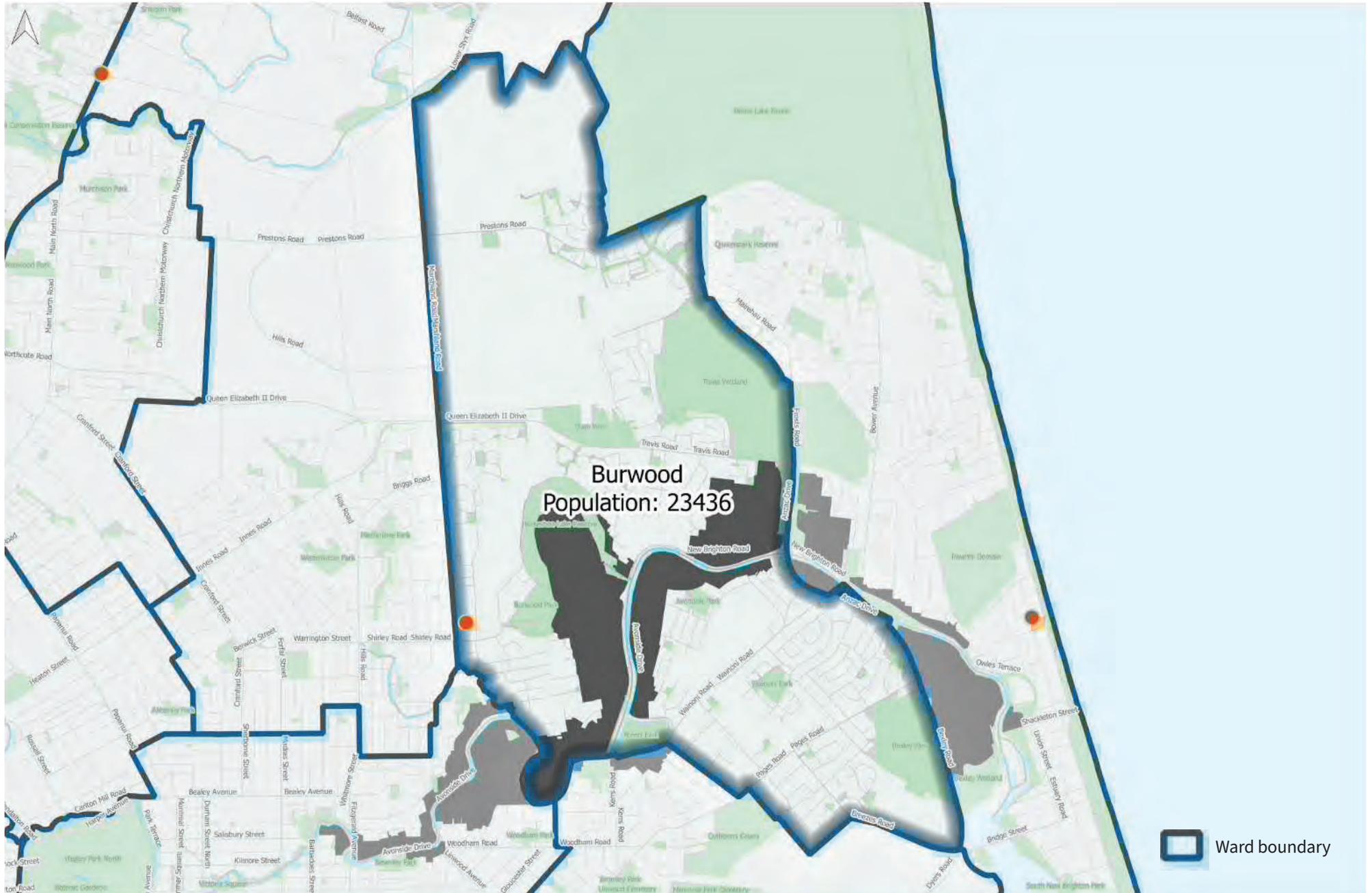
## Christchurch City Council ward overview



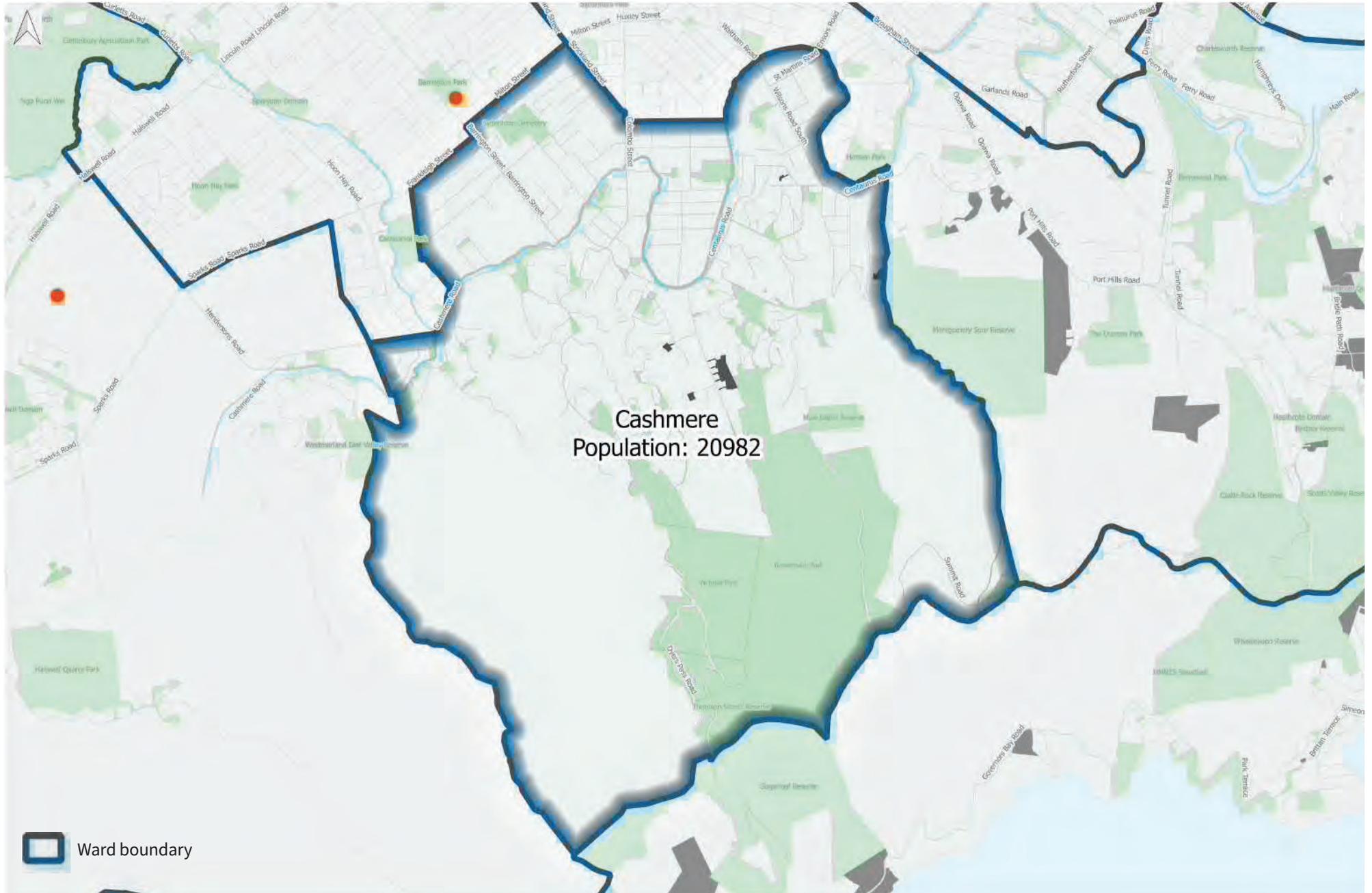
### Banks Peninsula ward



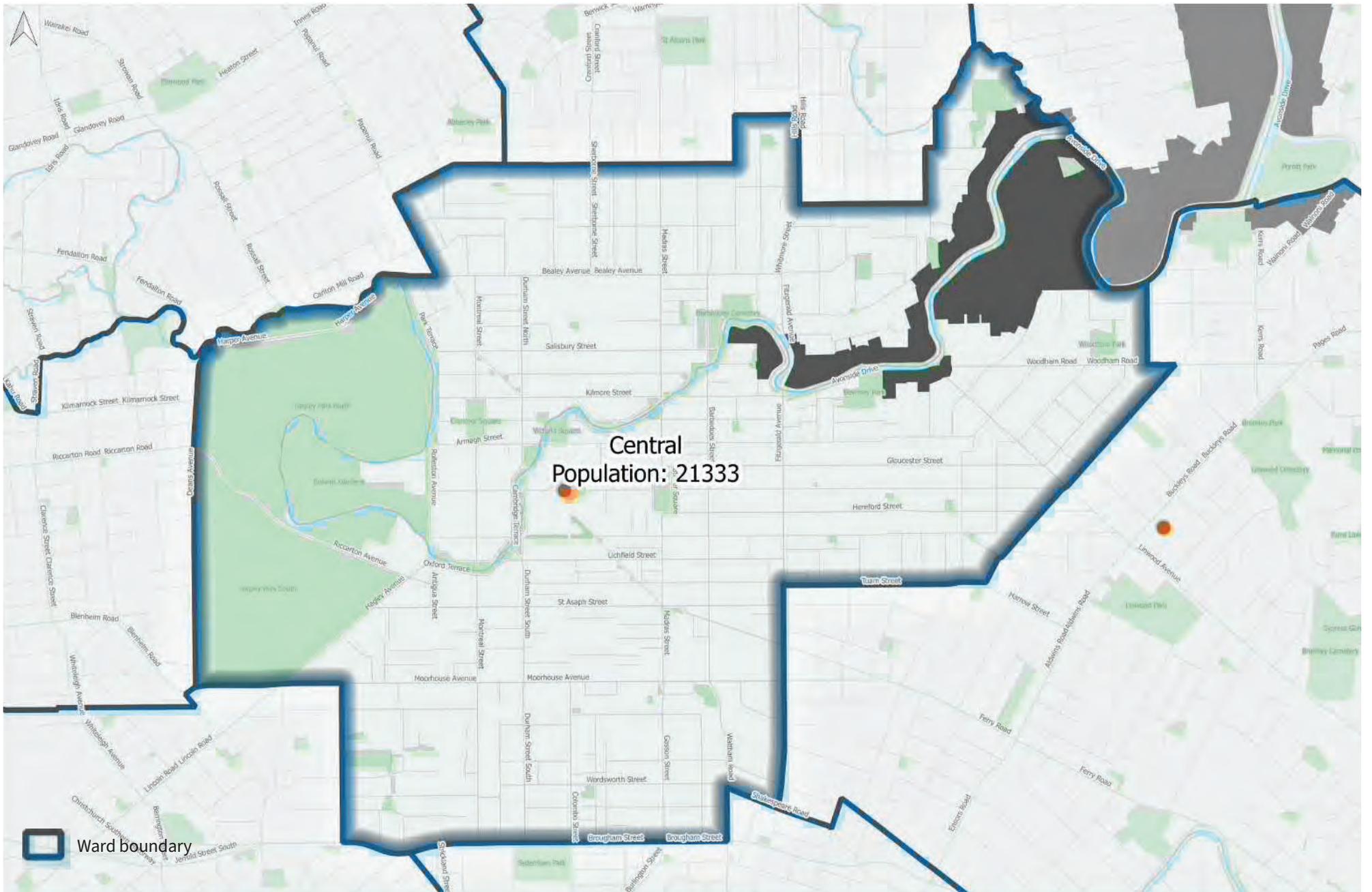
### Burwood ward

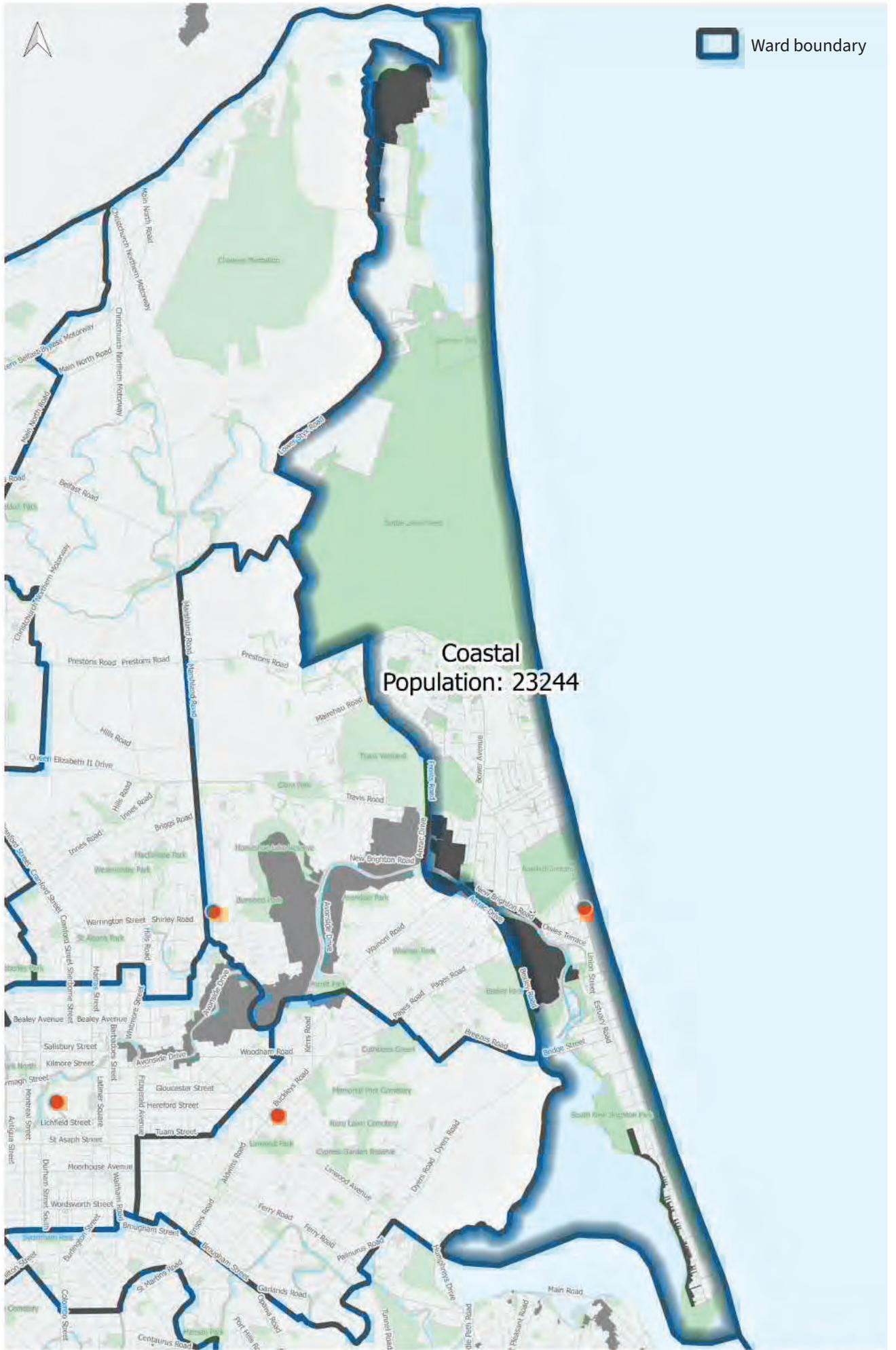


# Cashmere ward

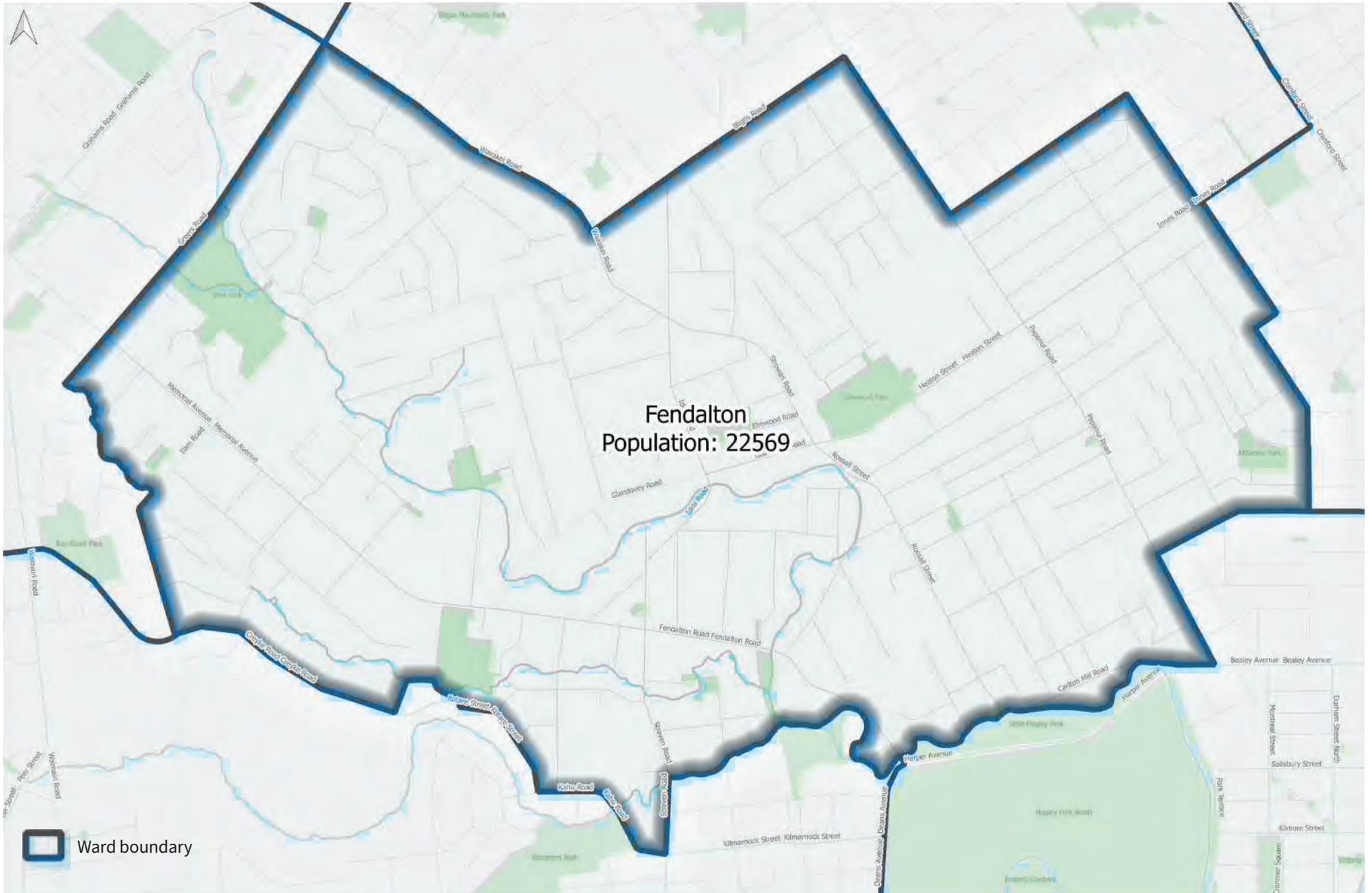


### Central ward

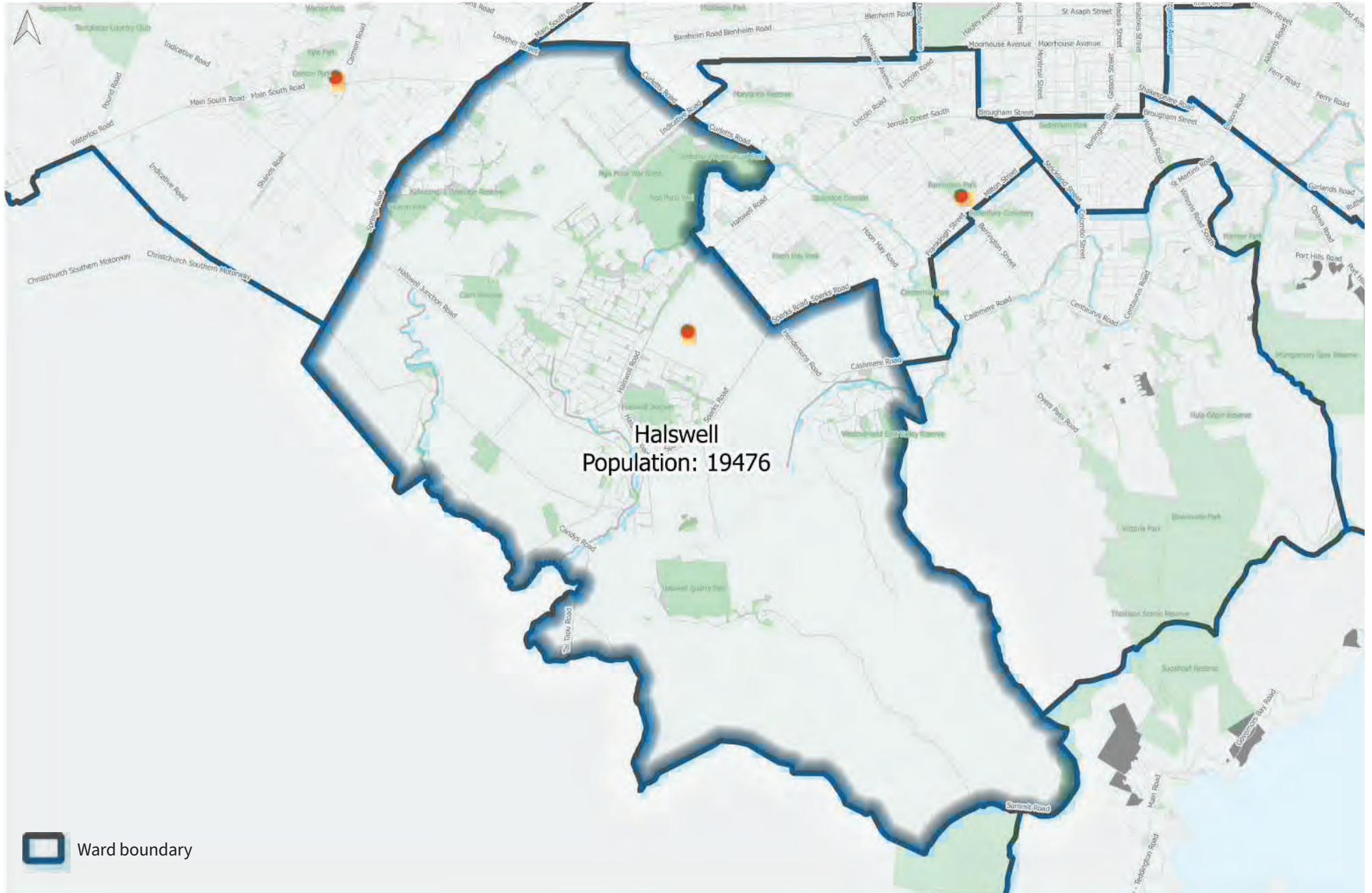




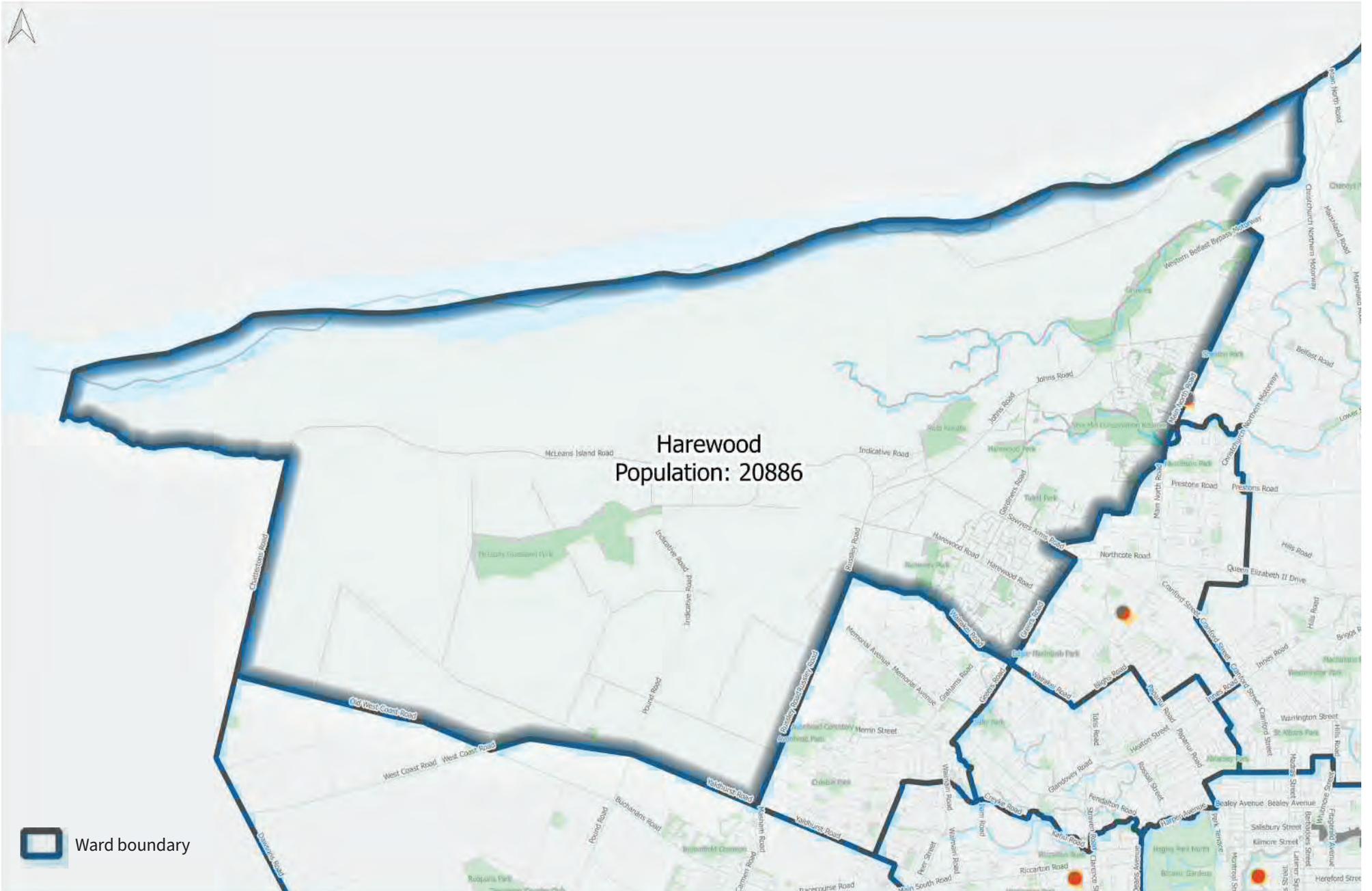
# Fendalton ward



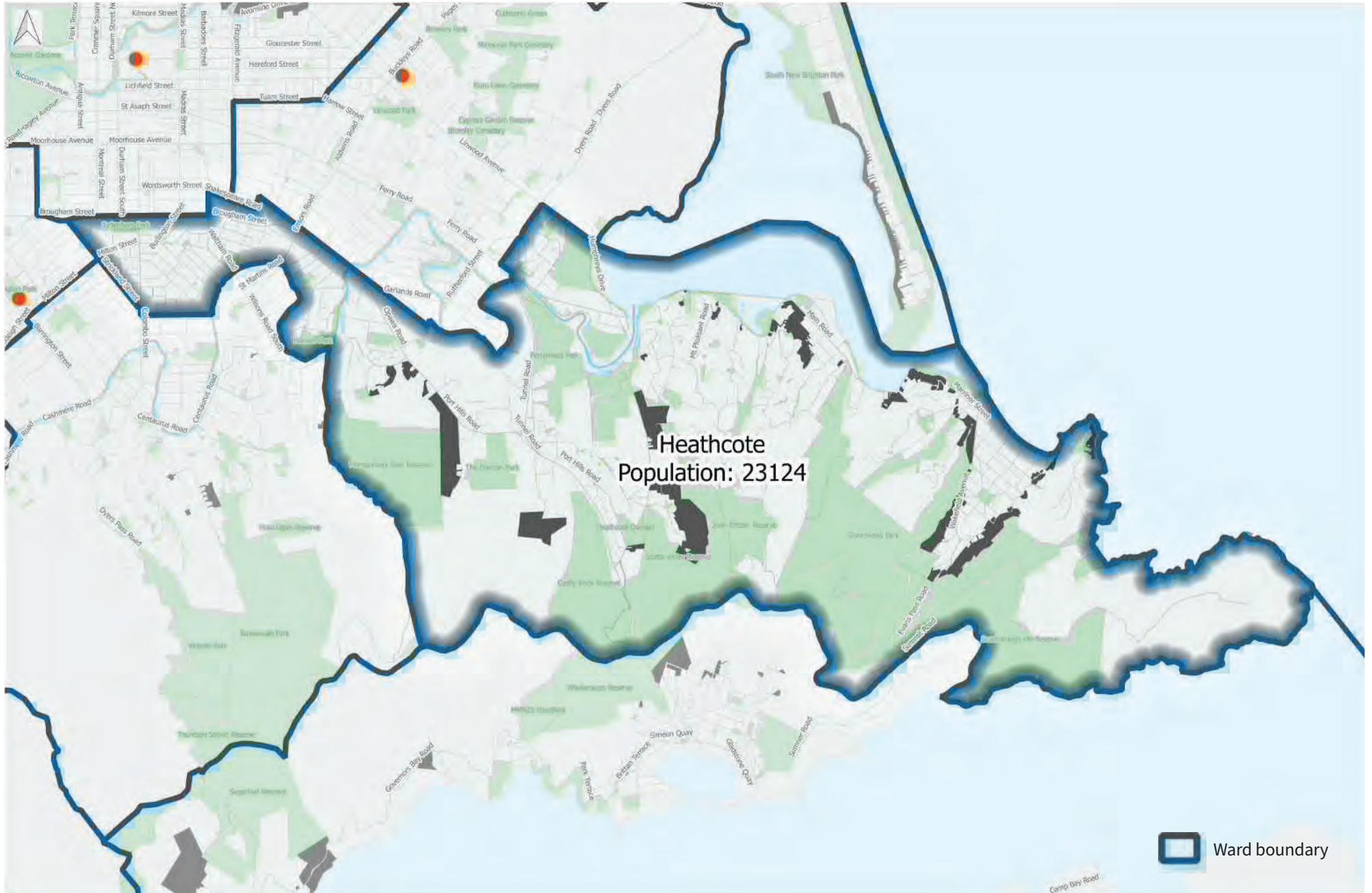
# Halswell ward



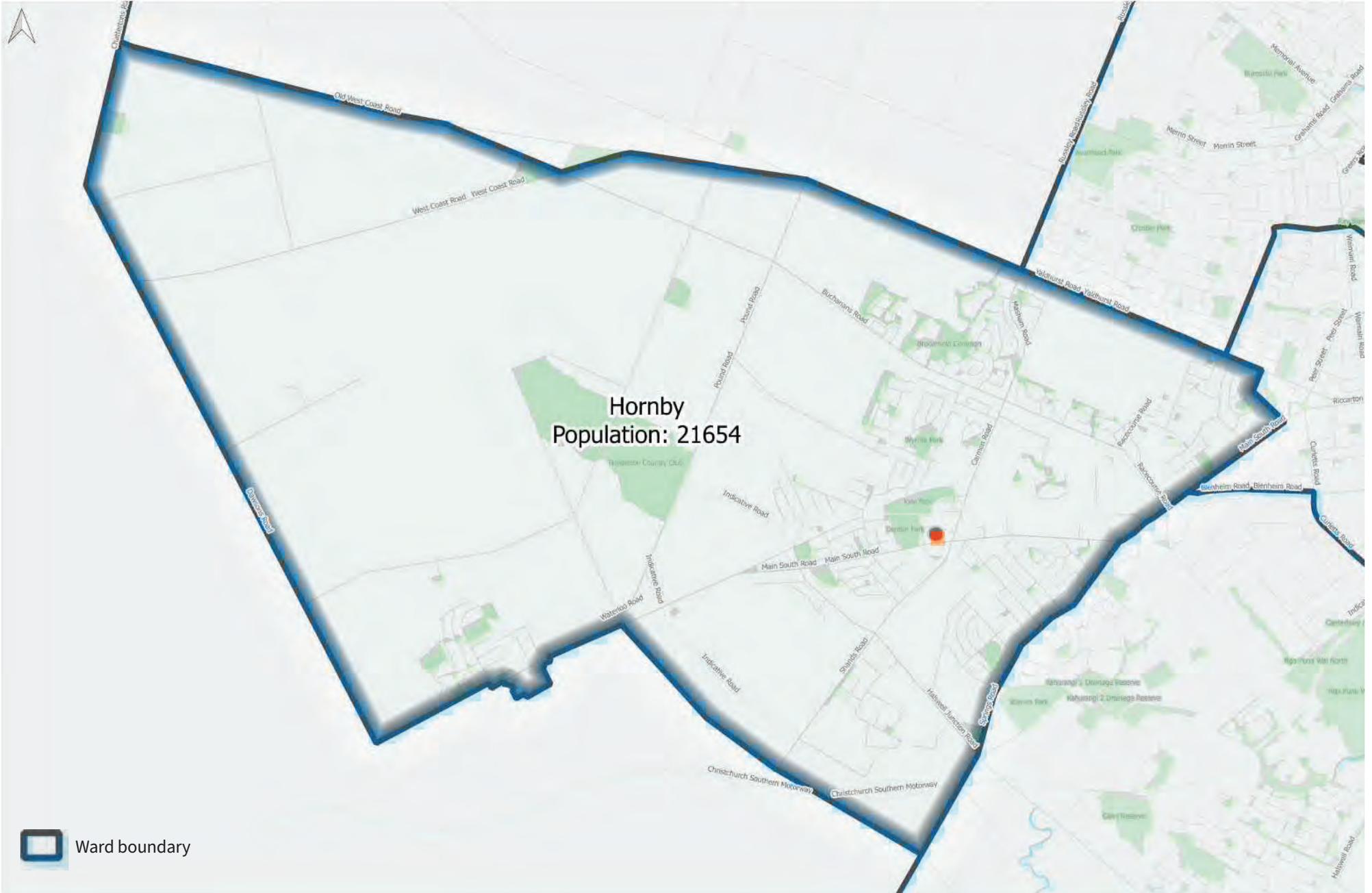
# Harewood ward



# Heathcote ward

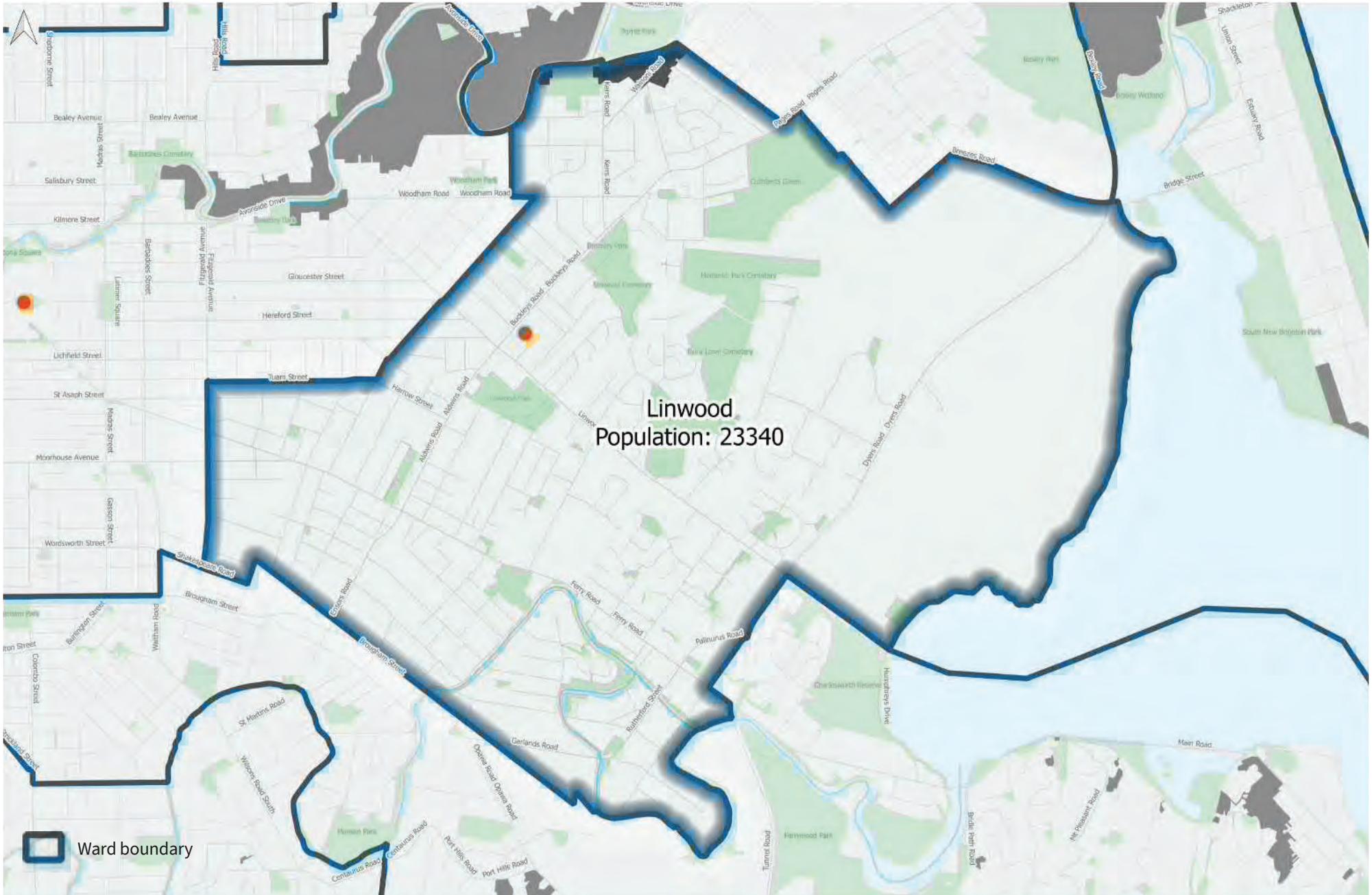


# Hornby ward

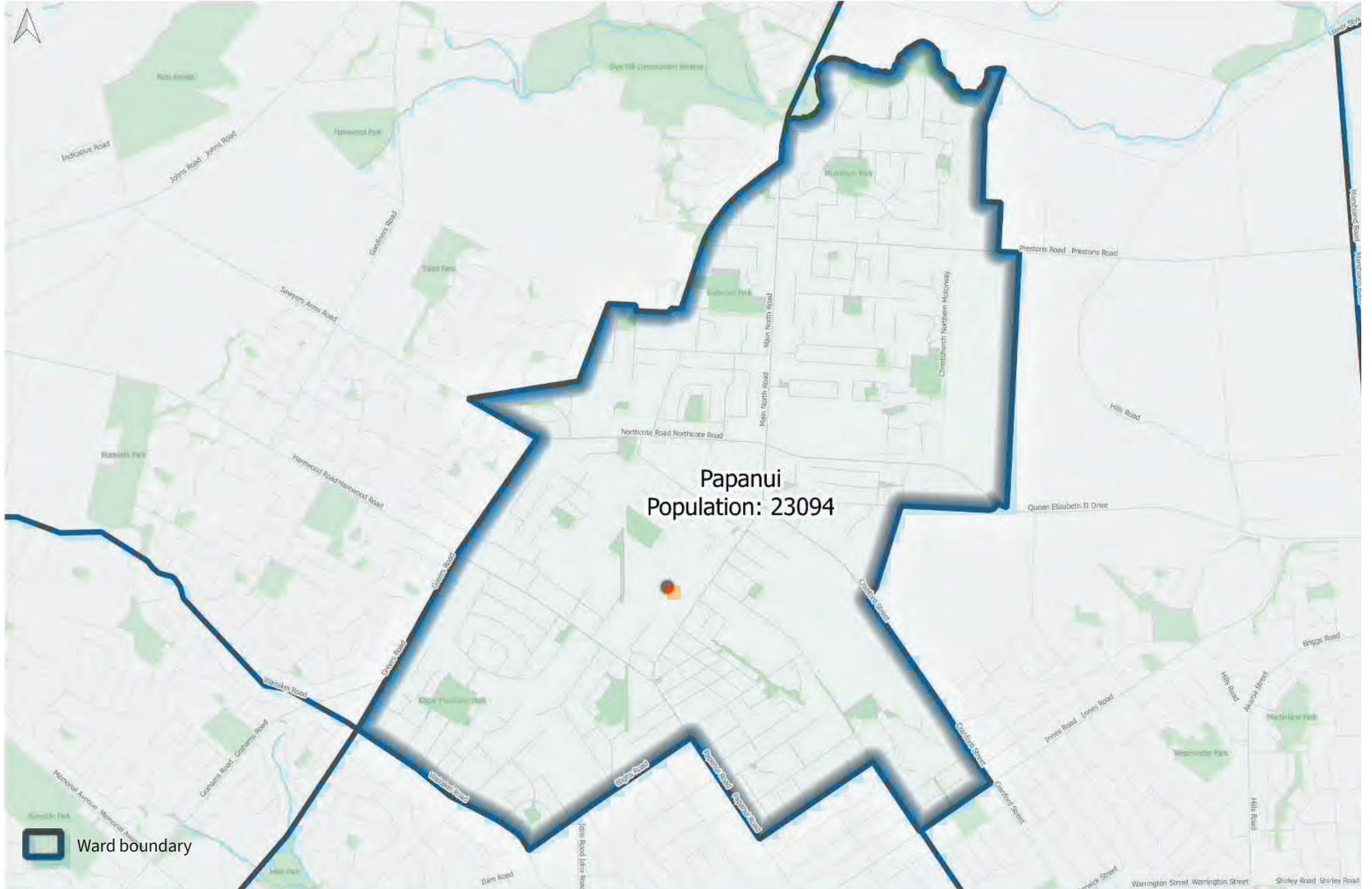




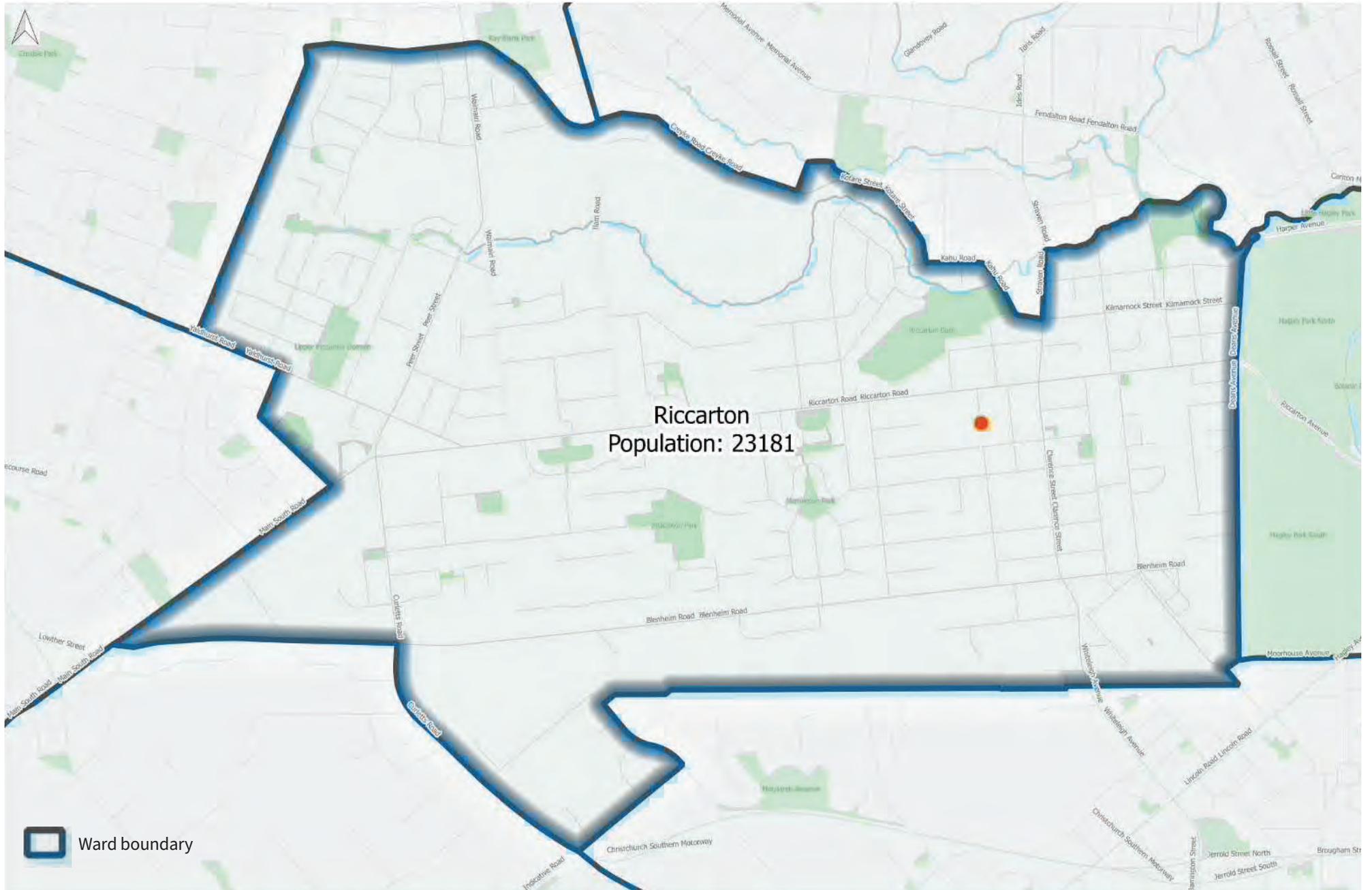
# Linwood ward



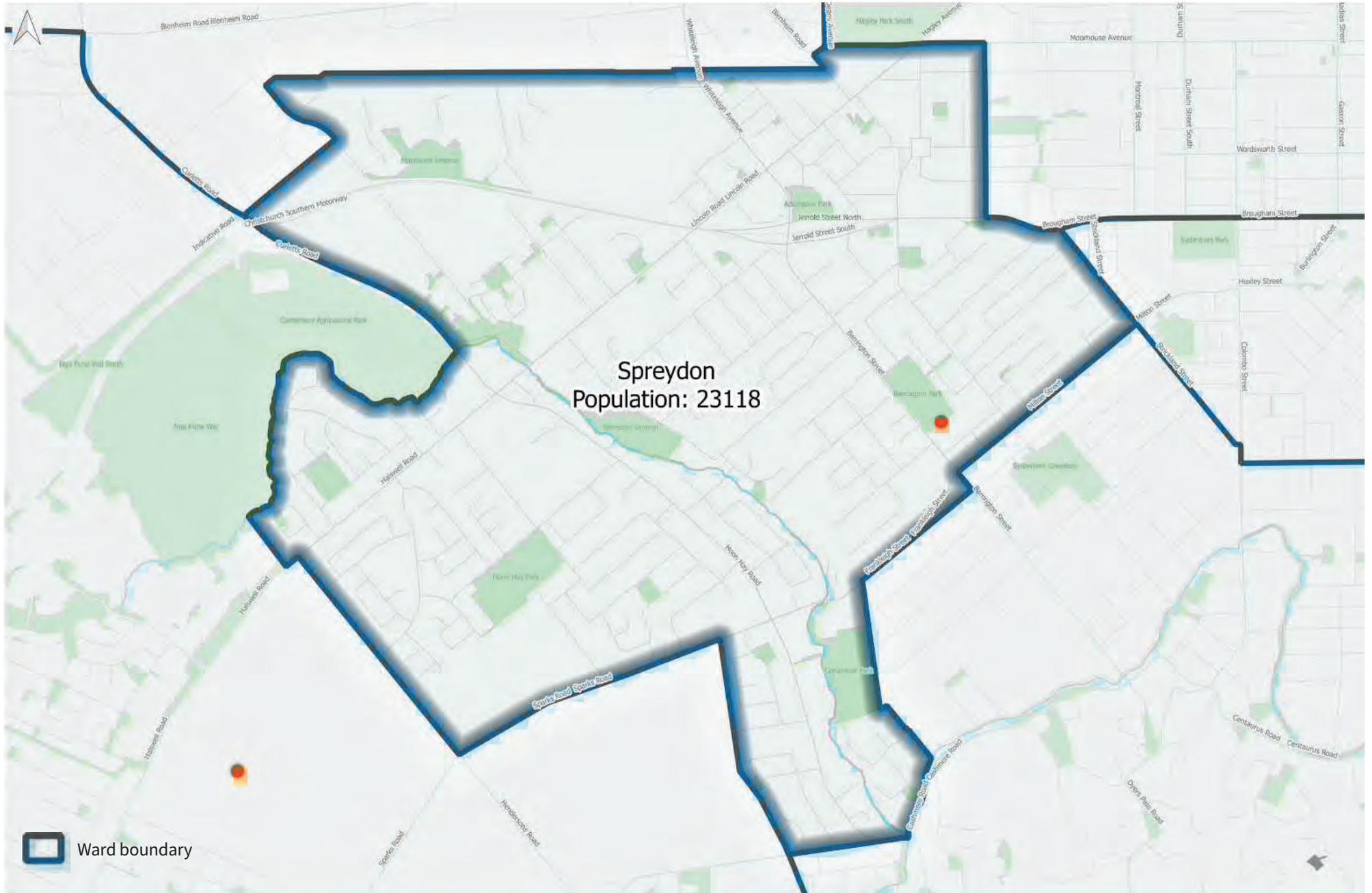
# Papanui ward



### Riccarton ward



# Spreydon ward



# Waimairi ward



## APPENDIX 4

# Membership of Committees, Subcommittees, Working Parties, Forums, Joint Committees and Groups, and Community Boards and their Terms of Reference and Delegations as at 17 March 2020

Brief details are provided below; the Council's Delegations Register can be found on the Council's website: [ccc.govt.nz/register-of-delegations](http://ccc.govt.nz/register-of-delegations)

The Council's committee structure, membership and terms of reference will be updated as necessary on the Council's website: [ccc.govt.nz/council-committees](http://ccc.govt.nz/council-committees)

A list of entities included in this appendix follows (Note: This list excludes Officer Subcommittees).

### Committees of the Whole

Finance and Performance Committee  
Sustainability and Community Resilience Committee  
Three Waters Infrastructure and Environment Committee  
Urban Development and Transport Committee

### Committees

Audit and Risk Management Committee  
Chief Executive Performance and Employment Committee  
Christchurch Momentum Committee  
Civic Awards Committee  
Council's Hearings Panel Committee  
Health, Safety and Wellbeing Committee  
Multicultural Committee  
Regulatory Performance Committee  
Rockfall Protection Structures Committee  
Te Hononga Council – Papatipu Rūnanga Committee  
Youth Advisory Committee

### Subcommittees, Working Parties and Forums

Insurance Subcommittee  
Funding Subcommittee  
Social Housing Working Group  
Central City Momentum Working Group  
District Plan Working Group(s)  
Accessibility Regulatory Working Group

### Joint Committees and Groups

Canterbury Water Management Strategy Regional Water Management Committee  
Selwyn/Waihora Water Management Zone Committee  
Banks Peninsula Water Management Zone Committee  
Christchurch-West Melton Water Management Zone Committee  
Water Management Committee – Selection Working Group  
Canterbury Regional Landfill Joint Committee  
Canterbury Waste Joint Committee  
Canterbury Regional Transport Committee  
Greater Christchurch Public Transport Joint Committee  
Central Plains Joint Committee  
Civil Defence Emergency Management Group Joint Committee  
Greater Christchurch Urban Development Strategy Implementation Committee  
Summit Road Protection Authority  
Local Government New Zealand – Zone 5  
Te Waihora Co-Governance Group  
Safer Christchurch Interagency Group

### Community Boards

Te Pātaka O Rākaihautū/Banks Peninsula Community Board  
Waitai/Coastal-Burwood Community Board  
Waimāero/Fendalton-Waimairi-Harewood Community Board  
Waipuna/Halswell-Hornby-Riccarton Community Board  
Waikura/Linwood-Central-Heathcote Community Board  
Waipapa/Papanui-Innes Community Board  
Waihoru/Spreydon-Cashmere Community Board

## Finance and Performance Committee of the Whole – Terms of Reference/Ngā Ārahina Mahinga

<b>Chair</b>	Deputy Mayor Turner
<b>Deputy Chair</b>	Councillor MacDonald
<b>Membership</b>	The Mayor and all Councillors
<b>Quorum</b>	Half of the members if the number of members (including vacancies) is even, or a majority of members if the number of members (including vacancies) is odd.
<b>Meeting Cycle</b>	Monthly
<b>Reports To</b>	Council

### Delegations

The Council delegates to the Finance and Performance Committee authority to oversee and make decisions on:

#### *Capital Programme and operational expenditure*

- Monitoring the delivery of the Council's Capital Programme and associated operational expenditure, including inquiring into any material discrepancies from planned expenditure.
- As may be necessary from time to time, approving amendments to the Capital Programme outside the Long-Term Plan or Annual Plan processes.
- Approving Capital Programme business and investment cases, and any associated operational expenditure, as agreed in the Council's Long-Term Plan.
- Approving any capital or other carry forward requests and the use of operating surpluses as the case may be.
- Approving the procurement plans (where applicable), preferred supplier, and contracts for all capital expenditure where the value of the contract exceeds \$15 Million (noting that the Committee may sub delegate authority for approval of the preferred supplier and /or contract to the Chief Executive provided the procurement plan strategy is followed).
- Approving the procurement plans (where applicable), preferred supplier, and contracts, for all operational expenditure where the value of the contract exceeds \$10 Million (noting that the Committee may sub delegate authority for approval of the preferred supplier and/or contract to the Chief Executive provided the procurement plan strategy is followed).
- Provide oversight and monitor development of the Long Term Plan (LTP) and Annual Plan .
- Appointment of the Chairperson and Deputy chairperson of the External Advisory Group for the LTP 2021-31.

#### *Non-financial performance*

- Reviewing the delivery of services under s17A.
- Amending levels of service targets, unless the decision is precluded under section 97 of the Local Government Act 2002.
- Exercising all of the Council's powers under section 17A of the Local Government Act 2002, relating to service delivery reviews and decisions not to undertake a review.

#### *Council Controlled Organisations*

- Monitoring the financial and non-financial performance of the Council and Council Controlled Organisations.
- Making governance decisions related to Council Controlled Organisations under sections 65 to 72 of the Local Government Act 2002.
- Exercising the Council's powers directly as the shareholder, or through CCHL, or in respect of an entity (within the meaning of section 6(1) of the Local Government Act 2002) in relation to –
  - (without limitation) the modification of constitutions and/or trust deeds, and other governance arrangements, granting shareholder approval of major transactions, appointing directors or trustees, and approving policies related to Council Controlled Organisations; and
  - in relation to the approval of Statements of Intent and their modification (if any).

#### *Development Contributions*

- Exercising all of the Council's powers in relation to development contributions, other than those delegated to the Chief Executive and Council officers as set out in the Council's Delegations Register.

## COMMITTEES cont'd

### *Property*

- Purchasing or disposing of property where required for the delivery of the Capital Programme, in accordance with the Council's Long-Term Plan, and where those acquisitions or disposals have not been delegated to another decision-making body of the Council or staff.

### *Loans and debt write-offs*

- Approving debt write-offs where those debt write-offs are not delegated to staff.
- Approving amendments to loans, in accordance with the Council's Long-Term Plan.

### *Insurance*

- All insurance matters, including considering legal advice from the Council's legal and other advisers, approving further actions relating to the issues, and authorising the taking of formal actions (Sub-delegated to the Insurance Subcommittee as per the Subcommittees Terms of Reference)

### *Submissions*

- Consideration and approval of draft submissions on behalf of the Council on topics within its terms of reference
- Where the timing of the consultation does not allow for consideration of a draft submission by the Council or relevant committee, that the draft submission can be considered and approved on behalf of the Council.

### **Limitations**

- The general delegations to this Committee exclude any specific decision-making powers that are delegated to a Community Board, another Committee of Council or Joint Committee. Delegations to staff are set out in the delegations register.
- The Council retains the authority to adopt policies, strategies and bylaws.

### **Chairperson may refer urgent matters to the Council**

As may be necessary from time to time, the Committee Chairperson is authorised to refer urgent matters to the Council for decision, where this Committee would ordinarily have considered the matter. In order to exercise this authority:

- The Committee Advisor must inform the Chairperson in writing the reasons why the referral is necessary
- The Chairperson must then respond to the Committee Advisor in writing with their decision.

If the Chairperson agrees to refer the report to the Council, the Council may then assume decision-making authority for that specific report.

## Sustainability and Community Resilience Committee of the Whole – Terms of Reference/Ngā Ārahina Mahinga

<b>Chair</b>	Councillor Templeton
<b>Deputy Chair</b>	Councillor Coker
<b>Membership</b>	The Mayor and all Councillors
<b>Quorum</b>	Half of the members if the number of members (including vacancies) is even, or a majority of members if the number of members (including vacancies) is odd.
<b>Meeting Cycle</b>	Monthly
<b>Reports To</b>	Council

### Delegations

The Council delegates to the Sustainability and Community Resilience Committee authority to oversee and make decisions on:

- Enabling active citizenship, community engagement and participation
- Implementing the Council's climate change initiatives and strategies
- Arts and culture including the Art Gallery
- Heritage
- Housing across the continuum of social, affordable and market housing, including innovative housing solutions that will increase the supply of affordable housing
- Overseeing the Council's housing asset management including the lease to the Otautahi Community Housing Trust
- Libraries (including community volunteer libraries)
- Museums
- Sports, recreation and leisure services and facilities
- Parks (sports, local, metropolitan and regional), gardens, cemeteries, open spaces and the public realm
- Hagley Park, including the Hagley Park Reference Group
- Community facilities and assets
- Suburban Master Plans and other local community plans
- Implementing public health initiatives
- Community safety and crime prevention, including family violence
- Civil defence including disaster planning and local community resilience plans
- Community events, programmes and activities
- Community development and support, including grants and sponsorships

- The Smart Cities Programme
- Council's consent under the terms of a Heritage Conservation Covenant
- Council's consent to the removal of a Heritage Conservation Covenant from a vacant section.

### Bylaws

The Council delegates to the Committee authority to:

- Oversee the development of new bylaws within the Committee's terms of reference, up to and including adopting draft bylaws for consultation.
- Oversee the review of the following bylaws, up to and including adopting draft bylaws for consultation.
- Alcohol Restrictions in Public Places Bylaw 2018
- Brothels Bylaw 2013
- Cemeteries Bylaw 2013
- Dog Control Policy and Bylaw 2016
- Freedom Camping Bylaw 2015
- General Bylaw 2008
- Parks and Reserves Bylaw 2018
- Public Places Bylaw 2018

### Community Funding

The Council delegates to the Committee authority to make decisions on the following funds, where the decision is not already delegated to staff:

- Heritage Incentive Grant Applications
- Extensions of up to two years for the uptake of Heritage Incentive Grants
- Applications to the Events and Festivals Fund
- Applications to the Capital Endowment Fund
- Applications to the Enliven Places Projects Fund

## COMMITTEES cont'd

- Applications to the Innovation and Sustainability Fund
- Applications to the Metropolitan Strengthening Communities Fund [The Funding

*Subcommittee will make recommendations on applications to this fund and report back to this Committee]*

### Submissions

- Consideration and approval of draft submissions on behalf of the Council on topics within its terms of reference
- Where the timing of the consultation does not allow for consideration of a draft submission by the Council or relevant committee, that the draft submission can be considered and approved on behalf of the Council.

### Limitations

- This Committee does not have the authority to set project budgets, identify preferred suppliers or award contracts. These powers remain with the Finance and Performance Committee.
- The general delegations to this Committee exclude any specific decision-making powers that are delegated to a Community Board, another Committee of Council or Joint Committee. Delegations to staff are set out in the delegations register.
- The Council retains the authority to adopt policies, strategies and bylaws.

### Chairperson may refer urgent matters to the Council

As may be necessary from time to time, the Committee Chairperson is authorised to refer urgent matters to the Council for decision, where this Committee would ordinarily have considered the matter. In order to exercise this authority:

- The Committee Advisor must inform the Chairperson in writing the reasons why the referral is necessary
- The Chairperson must then respond to the Committee Advisor in writing with their decision.

If the Chairperson agrees to refer the report to the Council, the Council may then assume decision-making authority for that specific report.

## Three Waters Infrastructure and Environment Committee of the Whole – Terms of Reference/Ngā Ārahina Mahinga

<b>Chair</b>	Councillor Cotter
<b>Deputy Chair</b>	Councillor Daniels
<b>Membership</b>	The Mayor and all Councillors
<b>Quorum</b>	Half of the members if the number of members (including vacancies) is even, or a majority of members if the number of members (including vacancies) is odd.
<b>Meeting Cycle</b>	Monthly
<b>Reports To</b>	Council

### Delegations

The Council delegates to the Three Waters Infrastructure and Environment Committee authority to monitor and make decisions on:

- Water supply, conservation and quality.
- Receive regular updates from the Water Management Zone Committees.
- Stormwater drainage including the Land Drainage Recovery Programme.
- Natural environment, including the waterways, aquifers, ecology and conservation of resources.
- Natural hazards protection, including flood protection and river control.
- Solid waste collection, processing and disposal including landfills.
- Sewage collection, treatment and disposal.
- Applications to the Biodiversity Fund.

### Bylaws

The Council delegates to the Committee authority to:

- Oversee the development of new bylaws within the Committee's terms of reference, up to and including adopting draft bylaws for consultation.
- Oversee the review of the following bylaws, up to and including adopting draft bylaws for consultation.
  - Trade Waste Bylaw 2015
  - Waste Management Bylaw 2009
  - Water Supply, Wastewater and Stormwater Bylaw 2014

### Submissions

- Consideration and approval of draft submissions on behalf of the Council on topics within its terms of reference

- Where the timing of the consultation does not allow for consideration of a draft submission by the Council or relevant committee, that the draft submission can be considered and approved on behalf of the Council.

### Limitations

- This Committee does not have the authority to set project budgets, identify preferred suppliers or award contracts. These powers remain with the Finance and Performance Committee.
- The general delegations to this Committee exclude any specific decision-making powers that are delegated to a Community Board, another Committee of Council or Joint Committee. Delegations to staff are set out in the delegations register.
- The Council retains the authority to adopt policies, strategies and bylaws.

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- The Committee Advisor must inform the Chairperson in writing the reasons why the referral is necessary.
- The Chairperson must then respond to the Committee Advisor in writing with their decision.

If the Chairperson agrees to refer the report to the Council, the Council may then assume decision-making authority for that specific report.

## Urban Development and Transport Committee of the Whole – Terms of Reference/Ngā Ārahina Mahinga

<b>Chair</b>	Councillor Davidson
<b>Deputy Chair</b>	Councillor Mauger
<b>Membership</b>	The Mayor and all Councillors
<b>Quorum</b>	Half of the members if the number of members (including vacancies) is even, or a majority of members if the number of members (including vacancies) is odd.
<b>Meeting Cycle</b>	Monthly
<b>Reports To</b>	Council

### Delegations

The Council delegates to the Urban Development and Transport Committee authority to:

- Monitor and make decisions regarding the Council’s Roads, footpaths and streetscapes in accordance with the Council’s Long Term Plan.
- Monitor and make decisions on the Council’s Transport functions including road operations, parking, public transport, cycle ways, harbours and marine structures in accordance with the Council’s Long Term Plan.
- Make all decisions in connection with the Major Cycleway Routes programme, including final route selections and anything precedent to the exercise by the Council of its power to acquire any property, subject to:
  - a. The Committee and affected Community Boards being briefed prior to any public consultation commencing on any Major Cycleway Route project.
- Receive regular updates from the Greater Christchurch Partnership Committee, and the Greater Christchurch Joint Public Transport Committee. Make decisions regarding the District Plan.

### Bylaws

The Council delegates to the Committee authority to:

- Oversee the development of new bylaws within the Committee’s terms of reference, up to and including adopting draft bylaws for consultation.
- Oversee the review of the following bylaws, up to and including adopting draft bylaws for consultation.
  - Cruising and Prohibited Times on Roads Bylaw 2014
  - Marine, River and Lake Facilities Bylaw 2017
  - Stock on Roads Bylaw 2017
  - Traffic and Parking Bylaw 2017

### District Plan Appeals

The Committee is authorised to:

- Consider and resolve any consent orders requested in respect of any proceedings before the Environment Court regarding any appeal on the Christchurch District Plan.
  - Authorise counsel and Council witnesses to call evidence in support of a compromise position or positions in the alternative for the purpose of endeavouring to agree with the parties in terms of a consent order in respect of any proceedings before the Environment Court arising out of the Council’s decisions on the Christchurch District Plan.
  - Authorise any one or more officers holding the positions listed below to participate in a mediation of any proceeding before the Environment Court arising out of the First Schedule to the Resource Management Act 1991.
    - This authority shall include the power to commit the Council to a binding agreement to resolve the proceeding, provided it does not require any Council expenditure not authorised by a Council delegation. Part D – Sub-Part 1 – Community Boards 159 Delegation Date Amended
    - Any authority given under this delegation shall be on such terms and conditions as the Committee considers appropriate.
- Authorised positions:**
- Head of Legal
  - Associate General Counsel
  - Corporate Counsel
  - Head of Planning and Strategic Transport
  - Team Leader City Planning

- Principal Advisors, Planning
- The exercise of such delegated powers shall be reported to the Council on a six-monthly basis
- Authorise any two or more officers who, for the time being, hold any of the following positions to jointly consider, and resolve by consent order, any appeal to the Environment Court against a decision of Council on submissions to the Christchurch District Plan, where the appeal relates to an alteration of minor effect or the correction of a minor error.
  - Authorised positions:**
    - Head of Legal
    - Associate General Counsel
    - Corporate Counsel
    - Head of Planning and Strategic Transport
    - Team Leader City Planning
    - Principal Advisors, Planning
- Make decisions, on behalf of the Council, in relation to any High Court proceedings arising out of decisions by the Environment Court on the Christchurch District Plan provided such decisions are consistent with professional advice.

### Submissions

- Consideration and approval of draft submissions on behalf of the Council on topics within its terms of reference
- Where the timing of the consultation does not allow for consideration of a draft submission by the Council or relevant committee, that the draft submission can be considered and approved on behalf of the Council.

### Limitations

- This Committee does not have the authority to set project budgets, identify preferred suppliers or award contracts. These powers remain with the Finance and Performance Committee.
- The general delegations to this Committee exclude any specific decision-making powers that are delegated to a Community Board, another Committee of Council or Joint Committee. Delegations to staff are set out in the delegations register.
- The Council retains the authority to adopt policies, strategies and bylaws.

### Chairperson may refer urgent matters to the Council

As may be necessary from time to time, the Committee Chairperson is authorised to refer urgent matters to the Council for decision, where this Committee would ordinarily have considered the matter. In order to exercise this authority:

- The Committee Advisor must inform the Chairperson in writing the reasons why the referral is necessary
- The Chairperson must then respond to the Committee Advisor in writing with their decision.

If the Chairperson agrees to refer the report to the Council, the Council may then assume decision making authority for that specific report.

**Audit and Risk Management Committee – Terms of Reference/Ngā Ārahina Mahinga**

<b>Chair</b>	Kim Wallace (Independent)
<b>Deputy Chair</b>	Councillor MacDonald
<b>Membership</b>	Existing Membership: The Mayor Deputy Mayor Turner Councillor Cotter  2 External Members: Mr Mark Russell Mr Michael Rondel  Noting that membership may be revised as part of the Chair’s review
<b>Quorum</b>	Half of the members if the number of members (including vacancies) is even, or a majority of members if the number of members (including vacancies) is odd.
<b>Meeting Cycle</b>	Quarterly and as required
<b>Reports To</b>	Council

**Purpose**

To assist the Council to discharge its responsibility to exercise due care, diligence and skill in relation to the oversight of:

- the robustness of the internal control framework;
- the integrity and appropriateness of external reporting, and accountability arrangements within the organisation for these functions;
- the robustness of risk management systems, process and practices;
- internal and external audit;
- accounting policy and practice;
- compliance with applicable laws, regulations, standards and best practice guidelines for public entities; and
- the establishment and maintenance of controls to safeguard the Council’s financial and non-financial assets.

The foundations on which this Committee operates, and as reflected in this Terms of Reference, includes: independence; clarity of purpose; competence; open and effective relationships and no surprises approach.

**Procedure**

- In order to give effect to its advice the Committee should make recommendations to the Council and to Management.
- The Committee should meet the internal and the

external auditors without Management present as a standing agenda item at each meeting where external reporting is approved, and at other meetings if requested by any of the parties.

- The external auditors, the internal audit manager and the co-sourced internal audit firm should meet outside of formal meetings as appropriate with the Committee Chair.
- The Committee Chair will meet with relevant members of Management before each Committee meeting and at other times as required.

**Responsibilities**

*Internal Control Framework*

- Consider the adequacy and effectiveness of internal controls and the internal control framework including overseeing privacy and cyber security.
- Enquire as to the steps management has taken to embed a culture that is committed to probity and ethical behaviour.
- Review the processes or systems in place to capture and effectively investigate fraud or material litigation should it be required.
- Seek confirmation annually and as necessary from internal and external auditors, attending Councillors, and management, regarding the completeness, quality and appropriateness of financial and operational information that is provided to the Council.

*Risk Management*

- Review and consider Management's risk management framework in line with Council's risk appetite, which includes policies and procedures to effectively identify, treat and monitor significant risks, and regular reporting to the Council.
- Assist the Council to determine its appetite for risk.
- Review the principal risks that are determined by Council and Management, and consider whether appropriate action is being taken by management to treat Council's significant risks. Assess the effectiveness of, and monitor compliance with, the risk management framework.
- Consider emerging significant risks and report these to Council where appropriate.

*Internal Audit*

- Review and approve the annual internal audit plan, such plan to be based on the Council's risk framework. Monitor performance against the plan at each regular quarterly meeting.
- Monitor all internal audit reports and the adequacy of management's response to internal audit recommendations.
- Review six monthly fraud reporting and confirm fraud issues are disclosed to the external auditor.
- Provide a functional reporting line for internal audit and ensure objectivity of internal audit.
- Oversee and monitor the performance and independence of internal auditors, both internal and co-sourced. Review the range of services provided by the co-sourced partner and make recommendations to Council regarding the conduct of the internal audit function.
- Monitor compliance with the delegations policy.

*External Reporting and Accountability*

- Consider the appropriateness of the Council's existing accounting policies and practices and approve any changes as appropriate.
- Contribute to improve the quality, credibility and objectivity of the accounting processes, including financial reporting.
- Consider and review the draft annual financial statements and any other financial reports that are to be publicly released, make recommendations to Management.
- Consider the underlying quality of the external financial reporting, changes in accounting policy and practice, any significant accounting estimates and judgements,

accounting implications of new and significant transactions, management practices and any significant disagreements between Management and the external auditors, the propriety of any related party transactions and compliance with applicable New Zealand and international accounting standards and legislative requirements.

- Consider whether the external reporting is consistent with Committee members' information and knowledge and whether it is adequate for stakeholder needs.
- Recommend to Council the adoption of the Financial Statements and Reports and the Statement of Service Performance and the signing of the Letter of Representation to the Auditors by the Mayor and the Chief Executive.
- Enquire of external auditors for any information that affects the quality and clarity of the Council's financial statements, and assess whether appropriate action has been taken by management.
- Request visibility of appropriate management signoff on the financial reporting and on the adequacy of the systems of internal control; including certification from the Chief Executive, the Chief Financial Officer and the General Manager Corporate Services that risk management and internal control systems are operating effectively;
- Consider and review the Long Term and Annual Plans before adoption by the Council. Apply similar levels of enquiry, consideration, review and management sign off as are required above for external financial reporting.
- Review and consider the Summary Financial Statements for consistency with the Annual Report.

*External Audit*

- Annually review the independence and confirm the terms of the audit engagement with the external auditor appointed by the Office of the Auditor General. Including the adequacy of the nature and scope of the audit, and the timetable and fees.
- Review all external audit reporting, discuss with the auditors and review action to be taken by management on significant issues and recommendations and report to Council as appropriate.
- The external audit reporting should describe: Council's internal control procedures relating to external financial reporting, findings from the most recent external audit and any steps taken to deal with such findings, all relationships between the Council and the external auditor, Critical accounting policies used by Council, alternative treatments of financial information within

## COMMITTEES cont'd

Generally Accepted Accounting Practice that have been discussed with Management, the ramifications of these treatments and the treatment preferred by the external auditor.

- Ensure that the lead audit engagement and concurring audit directors are rotated in accordance with best practice and NZ Auditing Standards.

### *Compliance with Legislation, Standards and Best Practice Guidelines*

- Review the effectiveness of the system for monitoring the Council's compliance with laws (including governance legislation, regulations and associated government policies), with Council's own standards, and Best Practice Guidelines.

### *Appointment of Independent Members*

- Identify skills required for Independent Members of the Audit and Risk Management Committee. Appointment panels will include the Mayor or Deputy Mayor, Chair of Finance & Performance Committee and Chair of Audit & Risk Management Committee. Council approval is required for all Independent Member appointments.

- The term of the Independent members should be for three years. (It is recommended that the term for independent members begins on 1 April following the Triennial elections and ends 31 March three years later. Note the term being from April to March provides continuity for the committee over the initial months of a new Council.)
- Independent members are eligible for re-appointment to a maximum of two terms. By exception the Council may approve a third term to ensure continuity of knowledge.

### **Long Term Plan Activities**

- Consider and review the Long Term and Annual Plans before adoption by the Council. Apply similar levels of enquiry, consideration, review and management sign off as are required above for external financial reporting.

## Chief Executive Performance and Employment Committee – Terms of Reference/Ngā Ārahina Mahinga

<b>Chair</b>	The Mayor
<b>Deputy Chair</b>	Deputy Mayor Turner
<b>Membership</b>	Councillor Gough
<b>Quorum</b>	Half of the members if the number of members (including vacancies) is even, or a majority of members if the number of members (including vacancies) is odd.
<b>Meeting Cycle</b>	As required
<b>Reports To</b>	Council

### Areas of Focus

The Chief Executive Performance Committee considers and reports to the Council on the following matters:

- Overseeing the performance of the Chief Executive in line with the performance agreement and his/her ongoing relationship with the Council, and report regularly to the Council on his or her performance
- Facilitating regular performance reviews of the Chief Executive and reporting on a regular basis to the Council
- Undertaking reviews of the Chief Executive's remuneration package in accordance with the employment agreement and make recommendations to the Council
- Engaging relevant external advice including independent legal advice to assist the committee with all or any of these matters, as appropriate, ensuring such advisors are not otherwise contracted to the Council for similar services
- As may be necessary from time to time, matters relating to succession planning and the appointment of a Chief Executive, including:
  - Overseeing the recruitment and selection process for a Chief Executive
  - Recommending candidates and remuneration to the Council for consideration
- Organisational capability, workforce planning and development
- Council remuneration and employment policy including the living wage

## COMMITTEES cont'd

### City Momentum Committee – Terms of Reference/Ngā Ārahina Mahinga

<b>Chair</b>	The Mayor and Councillor Gough (with only one chairing at any time)
<b>Membership</b>	Deputy Mayor Turner Councillor Chen Councillor Chu Councillor Daniels Councillor Mauger Councillor Templeton
<b>Quorum</b>	Half of the members if the number of members (including vacancies) is even, or a majority of members if the number of members (including vacancies) is odd.
<b>Meeting Cycle</b>	Quarterly
<b>Reports To</b>	Council

#### Areas of Focus

The City Momentum Committee will work to ensure Christchurch thrives and prospers as a modern, sustainable 21st century city. It will oversee the implementation of a number of strategies including:

- Central City Action Plan
- International Relations
- Visitor Strategy
- Antarctic Strategy

Working with ChristchurchNZ on matters relating to the Committee's Terms of Reference (noting the Council's powers and responsibilities as a shareholder of ChristchurchNZ are still exercised by the Finance and Performance Committee). It will work to strengthen relationships with central Government, Environment Canterbury, neighbouring territorial authorities and iwi to ensure the best outcomes for Christchurch and to ensure the city continues to move forward. It will encourage opportunities for growth and new research and development ventures.

**Civic Awards Committee – Terms of Reference/Ngā Ārahina Mahinga**

<b>Chair</b>	Councillor Johanson
<b>Membership</b>	Councillor Chen Councillor Coker Councillor Galloway
<b>Quorum</b>	Half of the members if the number of members (including vacancies) is even, or a majority of members if the number of members (including vacancies) is odd.
<b>Meeting Cycle</b>	As required
<b>Reports To</b>	Council

**Areas of Focus**

The Civic Awards Committee considers and reports to Council on the following matters:

- Reviewing civic awards processes and to report on the process for making civic awards
- Providing oversight and recommendations on Civic Awards processes
- Reviewing nominations for Civic Awards
- Recommending to Community Boards nominations considered worthy of a community award
- Recommending to the Council nominations to receive Civic Awards
- Other matters referred to it by the Council

**Council's Hearings Panel Committee – Terms of Reference/Ngā Ārahina Mahinga**

<b>Membership</b>	Mayor Councillors Community Board Members
<b>Purpose</b>	The purpose of the Hearings Panel Committee is to provide a pool of elected members available for appointment to hearings panels as and when required. Those constituted under the Resource Management Act are appointed by the Deputy Mayor and Chief Executive jointly, with the others being appointed by the Team Leader Hearings & Council Support or the Council Secretary. This is in accordance with the Council's Delegations Register.

## Health, Safety and Wellbeing Committee – Terms of Reference/Ngā Ārahina Mahinga

<b>Chair</b>	Councillor Gough
<b>Membership</b>	Councillor MacDonald Councillor Mauger  2 External Members: Mr Murray Harrington Mr Paul Coleman
<b>Quorum</b>	Half of the members if the number of members (including vacancies) is even, or a majority of members if the number of members (including vacancies) is odd.
<b>Meeting Cycle</b>	Quarterly
<b>Reports To</b>	Council

### Purpose

Maintain and continually improve Health, Safety and Wellbeing by promoting consultation, co-operation and coordination between Management and Council. Ensuring active engagement in the ongoing development of a health, safety and wellbeing programmes.

### Objective

The role of the Health, Safety and Wellbeing Committee of Council (Committee) is to assist Council to provide leadership in discharging its health and safety management responsibilities within the organisation.

### Secretarial and Meetings

- The committee may have in attendance such members of management, including the Chief Executive and such other persons as it considers necessary to provide appropriate information and explanations.
- Meetings shall be held at least quarterly. Further meetings will be arranged on an as-needed basis.
- The Chair of the Committee will report all recommendations, key issues and findings to the Council.

### Responsibilities

To assist the Council in discharging its due diligence responsibilities as a Person Conducting a Business or Undertaking (PCBU), by taking reasonably practicable steps to understand the health and safety risks, and ensure that they are managed so that the organisation meets its legal obligations.

- Review and monitor the robustness of the organisation's health, safety and wellbeing risk management framework.
- Seek assurance that the organisation is effectively structured to manage health and safety risks.
- Review progress with completion of organisational Health and Safety Plan objectives.
- Monitor compliance with policies and relevant legislation.
- Seek assurance that systems used to identify and manage health and safety hazards and risk are fit for purpose, effectively implemented, regularly reviewed and continuously improved.
- Ensure that the Council is properly and regularly informed and updated on matters relating to health and safety risks.
- Enquire as to the steps management have taken to embed a proactive culture through engagement with workers and provide reasonable opportunities for workers to participate in health, safety & wellbeing.
- Seek assurance that Council are working in partnership so far as reasonably practical with other PCBU's as a primary duty of care to ensure the health and safety of workers.
- Seek advice periodically from internal and external auditors regarding the effectiveness and completeness of the health and safety systems.
- Ensure management are keeping the Committee fully apprised of all independent sources of assurance, via the health and safety framework including any internal or external audits undertaken.
- Consider whether appropriate actions are being taken by management to mitigate Council's significant health and safety risks.

- Ensure that management is kept apprised of the Council's governance body's views on health and safety issues.
- Any other duties and responsibilities which have been assigned to it from time to time by the Council.

### **Appointment Process for External Members**

#### *Principles*

The following principles guide the appointment process for External Members of the Committee:

- The Head of Human Resources will provide candidates to the Chief Executive and GM Strategy & Transformation Office for consideration.
- The Chair of the Committee and Chief Executive will endorse the nominations, if appropriate.
- Candidates will be contacted at the appropriate time to confirm their willingness to serve for the term for which External Members are appointed as set out below. If they are willing to serve, independence and confidentiality requirements and a background check will be conducted. They will also be informed of Council policies.
- The Chair of the Committee and the Health and Safety Manager or Head of Human Resources will review the candidates to develop a shortlist by assessing the following:
  - Professional credentials and relevant experience
  - Their understanding of current Health and Safety legislative requirements
  - Experience with prevention, and response to compliance risks; education, auditing and monitoring concepts
  - Experience overseeing or assessing the performance of organisations with respect to their health and safety compliance or risk function
  - Understanding implications for compliance and culture in a changing regulatory environment
  - Potential conflicts for the candidate
  - Affiliations or connections with the Council and its related entities Reference and background check reports
- The results of the review of the candidates will be reported to the Committee's External Members Appointments Panel, who will select from the shortlist which External Members are appointed to the Committee.

#### *Term*

- External Members of the Committee will be appointed for a term of three years (subject to the terms their contract and the Council failing to resolve anything that would by implication necessarily shorten that term). The term for External Members shall, unless the Chief Executive specifies otherwise, begin on 1 April following the Triennial elections and end on 31 March three years later to provide continuity for the Committee over the initial months of a new Council.
- External Members are eligible for re-appointment by the Committee's External Members Appointments Panel for one further term. However, the Council may approve the re-appointment of External Members for any number of subsequent terms to ensure continuity of knowledge.

### **Delegations**

External Members Appointments Panel:

- The Committee delegates to its External Members Appointments Panel (Panel) the authority to consider shortlisted candidates for appointment as the External Members of the Committee and to appoint 2 External Members.
- The Chair of the Panel shall be the Chair of the Committee, and the further members of the Panel shall be the elected members of the Committee.
- The quorum of the Panel shall be half of the members if the number of members (including vacancies) is even, or a majority of members if the number of members (including vacancies) is odd.

## COMMITTEES cont'd

### Multicultural Committee – Terms of Reference/Ngā Ārahina Mahinga

<b>Chair</b>	Councillor Chen
<b>Deputy Chair</b>	Councillor Chu
<b>Membership</b>	Councillor Daniels Councillor Galloway Councillor Johanson
<b>Quorum</b>	Half of the members if the number of members (including vacancies) is even, or a majority of members if the number of members (including vacancies) is odd.
<b>Meeting Cycle</b>	Bi-monthly
<b>Reports To</b>	Council

#### Area of Focus

The Multicultural Committee considers and reports to Council on the following matters:

- Overseeing the implementation of the Christchurch Multicultural Strategy – Our Future together, including the establishment of the Multicultural Advisory Group (MAG) and working together on the implementation plan to achieve the goals:
  - The Christchurch City Council is an inclusive and diverse organisation which reflects, understands and responds to the diversity of individuals and communities it serves. All communities have equitable access to Council services and resources.
  - All residents are able to participate in Council decision-making.
  - Christchurch is a city of cultural vibrancy, diversity, inclusion and connection.
- Working in partnership with the existing mandated community networks/forums to promote the goals of the Christchurch Multicultural Strategy. These include:
  - The Multicultural Council
  - INFORM Network
  - CLING (Community Languages and Information Network Group)
  - Multicultural Strategy Implementation Committee
  - Canterbury Interfaith Society
  - Other peak groups that represent the interests of many.
- Engaging with a range of ethnic communities who live, work, visit and/or study in Greater Christchurch to ensure that everyone has a voice in Council decision making.

**Regulatory Performance Committee – Terms of Reference/Ngā Ārahina Mahinga**

<b>Chair</b>	Councillor Scandrett
<b>Deputy Chair</b>	Councillor Keown
<b>Membership</b>	Councillor Chu Councillor Coker Councillor Galloway
<b>Quorum</b>	Half of the members if the number of members (including vacancies) is even, or a majority of members if the number of members (including vacancies) is odd.
<b>Meeting Cycle</b>	Bi-monthly
<b>Reports To</b>	Council

**Area of Focus**

The Regulatory Performance Committee considers and reports to Council on the following matters:

- Monitor the Council's regulatory and compliance functions
- Monitor the Council's regulatory and compliance functions under:
  - Resource Management Act 1991 and related legislation
  - Building Act 2004 and the New Zealand Building Code
  - Dog Control Act 1996
  - Sale and Supply of Alcohol Act 2012
  - Local Government Act 1974 and Local Government Act 2002
  - District Plan
  - Bylaws
  - Other regulatory matters

*(For the avoidance of doubt, these powers relate specifically to the Council's regulatory and compliance functions. This Committee does not have the authority to adopt new bylaws, amendments to bylaws, amendments to the District Plan, or a Local Alcohol Policy.)*

- Provide recommendations to Council on the Council's list of hearings commissioners under the Resource Management Act 1991.

## COMMITTEES cont'd

### Rockfall Protection Structures Committee – Terms of Reference/Ngā Ārahina Mahinga

<b>Chair</b>	Mayor
<b>Membership</b>	Councillor Clearwater Councillor Scandrett Councillor Johanson Councillor Templeton Councillor Turner
<b>Quorum</b>	3 members
<b>Meeting Cycle</b>	As required
<b>Reports To</b>	Council

Resolved by the Council on 11 May 2017 that it: “Delegate to the Rockfall Protection Structures Committee decision making with respect the Port Hills Protection Structure Funding Policy.”

### Te Hononga Council Papatipu Rūnanga Committee – Terms of Reference/Ngā Ārahina Mahinga

<b>Joint Chairs</b>	Mayor Dalziel and Dr Te Maire Tau
<b>Membership</b>	Deputy Mayor Turner Councillor Chen Councillor Cotter Councillor Daniels Councillor Davidson Councillor Templeton  The Chairperson (or alternate) of <ul style="list-style-type: none"> <li>• Te Rūnanga o Wairewa</li> <li>• Te Ngāi Tūāhuriri Rūnanga</li> <li>• Te Rūnanga o Koukourārata</li> <li>• Te Taumutu Rūnanga</li> <li>• Te Hapū o Ngāti Wheke</li> <li>• Ōnuku Rūnanga</li> </ul>
<b>Quorum</b>	Half of the members if the number of members (including vacancies) is even, or a majority of members if the number of members (including vacancies) is odd.
<b>Meeting Cycle</b>	Quarterly, with additional meetings as required
<b>Reports To</b>	Council

#### Context

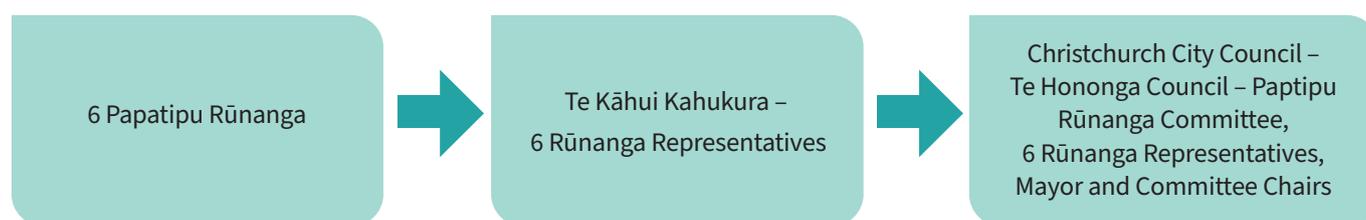
There are four Rūnanga whose takiwā or territories lie within the Christchurch City Council’s area of jurisdiction. Two, Te Taumutu Rūnanga and Te Ngāi Tūāhuriri Rūnanga, have boundaries that include Christchurch City but also extend beyond the City Council’s jurisdiction.

Representatives from each Rūnanga come together to form Te Kāhui Kahukura, a body which has the authority to exercise decision making powers on behalf of Ngā Papatipu Rūnanga. Through its various regulatory functions, such as District Planning and others prescribed by the Resource Management Act, the Christchurch City Council has a direct relationship with Te Kāhui Kahukura.

In this context, the Christchurch City Council established Te Hononga Council – Papatipu Rūnanga Committee, which

includes representatives from the Council and the six Rūnanga, to further enhance the relationship between the Council and Ngāi Tahu.

There are three intrinsic values which are fundamental to Ngā Papatipu Rūnanga. These are protecting and enhancing water quality, protecting Māori Reserve Land, and safeguarding the interests of future generations. These are closely aligned with three equivalent values held by the Christchurch City Council. The Council has statutory responsibility for meeting the needs of future generations, providing safe drinking water and protecting its parks and reserves. The committee will work to seek alignment of these values and work towards them for the benefit of everyone in Christchurch and Banks Peninsula.





The takiwā of the six Papatipu Rūnanga was described in Schedule 1 of the Te Rūnanga o Ngāi Tahu Act 1996, which has since been superseded by the Te Rūnanga o Ngāi Tahu (Declaration of Membership) Order 2001:

**Te Ngāi Tūāhuriri Rūnanga**

The takiwā of Te Ngāi Tūāhuriri Rūnanga centres on Tuahiwi and extends from the Hurunui to Hakatere, sharing an interest with Arowhenua Rūnanga northwards to Rakaia, and thence inland to the Main Divide.

**Rapaki Rūnanga**

The takiwā of Rapaki Rūnanga centres on Rapaki and includes the catchment of Whakaraupo and Te Kaituna.

**Te Rūnanga o Koukourārata**

The takiwā of Te Rūnanga o Koukourārata centres on Koukourārata and extends from Pohatu Pā to the shores of Te Waihora including Te Kaituna.

**Wairewa Rūnanga**

The takiwā of Wairewa Rūnanga centres on Wairewa and the catchment of the lake Te Wairewa and the hills and coast to the adjoining takiwā of Koukourārata, Onuku Rūnanga, and Taumutu Rūnanga.

**Te Rūnanga o Ōnuku**

The takiwā of Te Rūnanga o Ōnuku centres on Ōnuku and the hills and coasts of Akaroa to the adjoining takiwā of Te Rūnanga o Koukourārata and Wairewa Rūnanga.

**Taumutu Rūnanga**

The takiwā of Taumutu Rūnanga centres on Taumutu and the waters of Te Waihora and adjoining lands and shares a common interest with Te Ngāi Tūāhuriri Rūnanga and Te Rūnanga o Arowhenua in the area south to Hakatere.

**Responsibilities**

Te Hononga Council – Papatipu Rūnanga Committee is responsible for the following:

- Leading the development of an enduring collaborative relationship between the Council and Ngā Papatipu Rūnanga.
- Building shared understanding and strong coordinated leadership on matters of mutual interest within the respective areas of jurisdiction.
- Having oversight of, and providing advice and assistance to the Council on, matters of significance or priority to Māori, and to inform Council decision making.
- Receiving regular updates from staff on Council programmes and projects of significance or priority to Māori.
- Operating in accordance with the Relationship Agreement between Christchurch City Council and Ngā Papatipu Rūnanga signed on 15 December 2016.

**Delegations**

This Committee can make recommendations to the Council but does not have delegated authority to make formal decisions on behalf of the Council.

**Resourcing**

- The Principal Advisor Ngāi Tahu Relationships will act as the Principal Advisor to the Committee.
- A Senior Advisor also forms part of the Ngāi Tahu Māori Relationships team.
- A Committee Advisor from the Hearings and Council Support Team will provide administrative and procedural support to the Committee.
- All three of these positions will be provided by the Council.
- An annual budget allocation is also made in accordance with the work programme.

## COMMITTEES cont'd

### Youth Advisory Committee – Terms of Reference/Ngā Ārahina Mahinga

<b>Chair</b>	Councillor Galloway
<b>Deputy Chair</b>	Councillor McLellan
<b>Membership</b>	Councillor Coker Councillor Johanson
<b>Quorum</b>	Half of the members if the number of members (including vacancies) is even, or a majority of members if the number of members (including vacancies) is odd.
<b>Meeting Cycle</b>	Quarterly
<b>Reports To</b>	Council

#### Areas of Focus

The Youth Committee will develop a work programme and a strategic agenda for the term including strategies to:

- Promote positive youth development.
- Involve young people in civic matters to provide valuable insights and help develop active citizens for the future.
- Provide a point of engagement for the Council with the youth sector.
- Promote opportunities for youth participate and have a voice in council decision making.
- Collaborate with key youth organisations and groups.

**Insurance Sub-Committee – Terms of Reference/Ngā Ārahina Mahinga**

<b>Chair</b>	The Mayor
<b>Membership</b>	Deputy Mayor Turner Councillor Davidson
<b>Quorum</b>	Three
<b>Meeting Cycle</b>	Meetings will be held as required
<b>Reports To</b>	Finance and Performance Committee of the Whole

**Responsibilities and Delegations**

- Oversee the conduct and progress of the ongoing review of the Council's 2010/11 insurance portfolio.
- Make interim decisions on the conduct of that review and associated actions.
- Work with Council officers and external advisors to determine any further actions.
- Instruct Council officers and external advisors in the implementation of any further actions.
- Report back to the Finance and Performance Committee of the Whole with recommendations on any final resolution of the review and associated actions.
- Establish a timetable for insurance decisions over the triennium, to ensure proposals are able to be considered with recommendations to the Finance and Performance Committee well in advance of the implementation date.

## SUB-COMMITTEES cont'd

### Funding Sub-Committee – Terms of Reference/Ngā Ārahina Mahinga

<b>Chair</b>	Councillor Johnason
<b>Deputy Chair</b>	Councillor Chu
<b>Membership</b>	Councillor Coker Other membership to be confirmed by the Sustainability and Community Resilience Committee
<b>Quorum</b>	Half of the members if the number of members (including vacancies) is even, or a majority of members if the number of members (including vacancies) is odd.
<b>Meeting Cycle</b>	Annually and as required
<b>Reports To</b>	Sustainability and Community Resilience Committee

#### Responsibilities

The Funding Subcommittee receives and makes recommendations to the Sustainability and Community Resilience Committee on the following:

- Applications to the Metropolitan Strengthening Communities fund, where the decision is not already delegated to staff.
- Other applications to be determined by the Sustainability and Community Resilience Committee.

**Social Housing Working Group – Terms of Reference/Ngā Ārahina Mahinga**

<b>Chair</b>	The Mayor
<b>Membership</b>	Councillor Galloway Councillor Mauger Councillor Templeton
<b>Meeting Cycle</b>	As required and has a finish date of end of December 2019
<b>Reports To</b>	Sustainability and Community Resilience Committee

**Task**

The Social Housing Working Group will work with staff to recommend a regular comprehensive reporting framework for both Council and the Ōtautahi Community Housing Trust to report on the following:

- Baseline information.
- The warmth and dryness initiative.
- The programme to repair and replace social housing units with a view to reinstate provision to a pre-earthquake quantity by the end of this Council term.
- Any related matters with respect to ensuring sufficient quality and quantity of social housing for Christchurch.

**Joint Committees and Groups**

For membership of joint committees and groups please refer to the Council’s website.

## COMMUNITY BOARDS

<b>Te Pātaka O Rākaihautū/Banks Peninsula Community Board</b>	
Chairperson	Tori Peden
Membership	Jamie Stewart Nigel Harrison Reuben Davidson Howard Needham Tyrone Fields Andrew Turner

<b>Waitai/Coastal-Burwood Community Board</b>	
Chairperson	Kelly Barber
Membership	Bebe Frayle Jo Zervos Linda Stewart Phil Mauger James Daniels

<b>Waimāero/Fendalton-Waimairi-Harewood Community Board</b>	
Chairperson	David Cartwright
Membership	Sam MacDonald Bridget Williams Jason Middlemiss Linda Chen Shirish Paranjape Mike Wall Jamie Gough Aaron Keown

<b>Waipuna/Halswell-Hornby-Riccarton Community Board</b>	
Chairperson	Mike Mora
Membership	Helen Broughton Andrei Moore Mark Peters Debbie Mora Gamal Fouda Catherine Chu Jimmy Chen Anne Galloway

<b>Waikura/Linwood-Central-Heathcote Community Board</b>	
Chairperson	Sally Buck
Membership	Jake McLellan Alexandra Davids Darrell Latham Tim Lindley Michelle Lomax Jackie Simons Yani Johanson Sara Templeton

<b>Waipapa/Papanui-Innes Community Board</b>	
Chairperson	Emma Norish
Membership	Ali Jones Simon Britten Emma Twaddell Pauline Cotter Mike Davidson

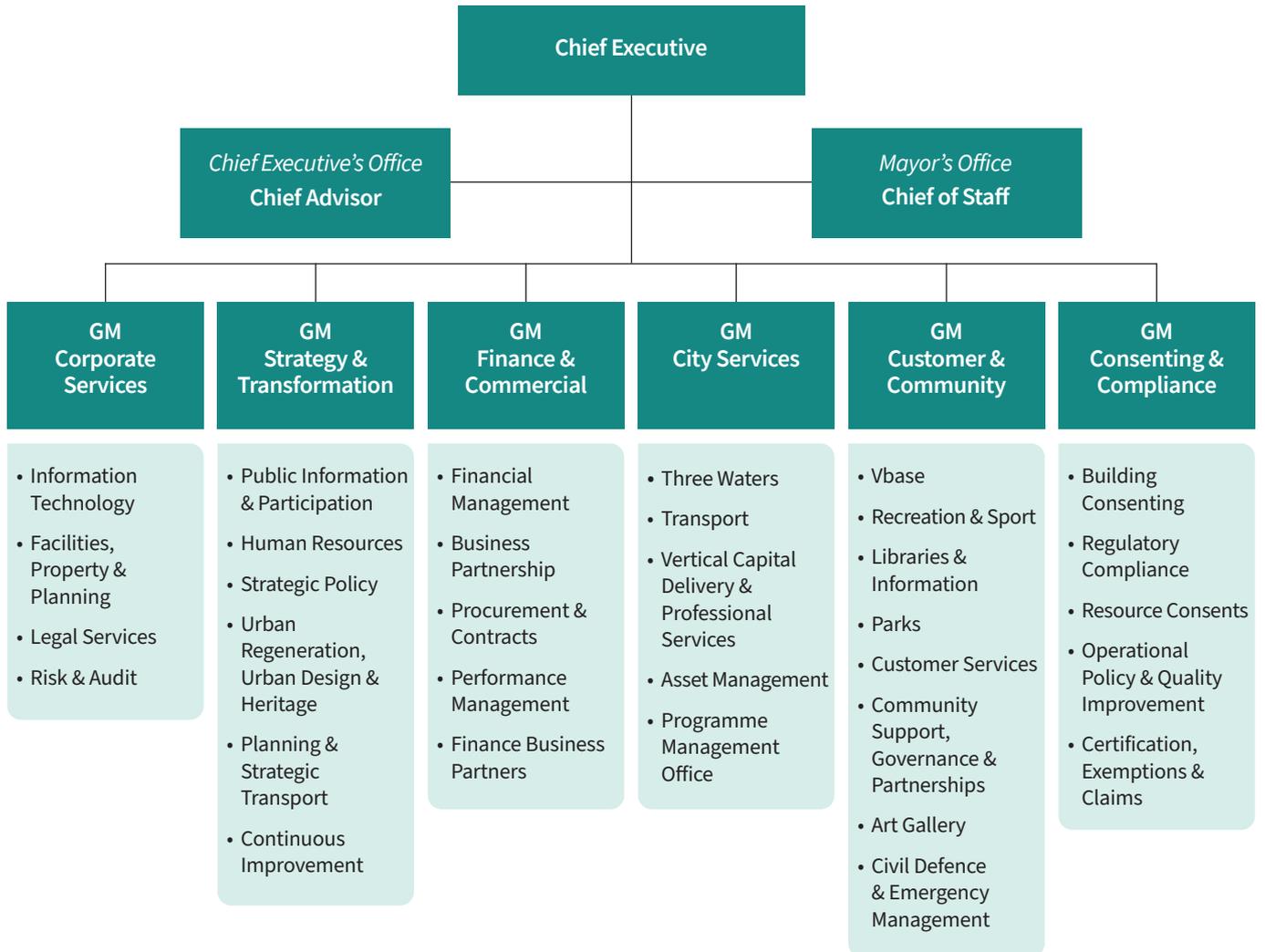
<b>Waihoru/Spreydon-Cashmere Community Board</b>	
Chairperson	Karolin Potter
Membership	Keir Leslie Callum Stewart-Ward Lee Sampson Melanie Coker Tim Scandrett

### Delegations to Community Boards

The Delegations Register sets out the delegations to Community Boards. The Delegations Register can be found at [ccc.govt.nz/governance/](http://ccc.govt.nz/governance/) Examples of matters that will be considered by Community Boards would include:

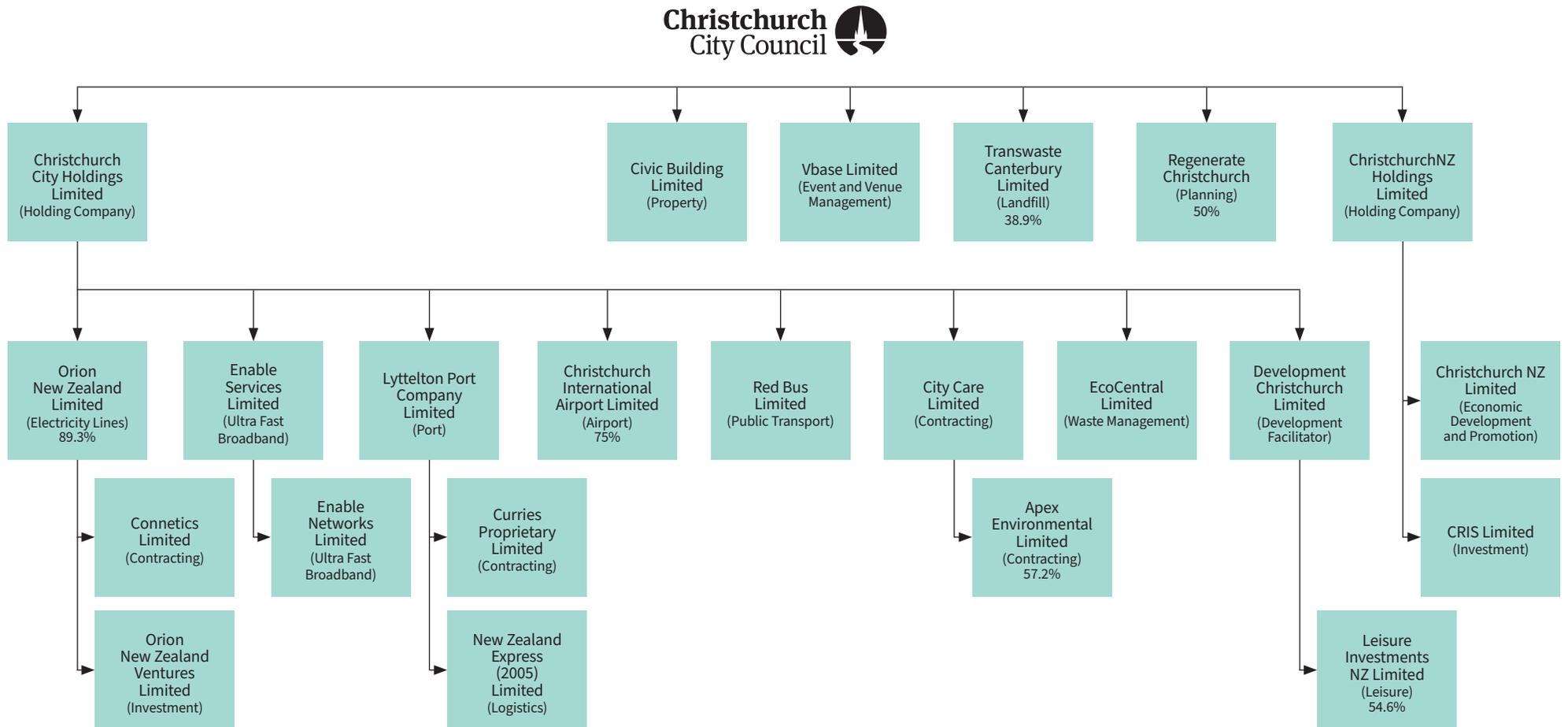
- Granting of leases or licences on reserves
- Proposed developments or activities on parks, reserves and waterways
- Removal of trees from parks, reserves, streets or other Council land
- Granting of rights of way and other easements
- Implementation and oversight of local capital work projects
- Control signs on streets (eg, stop, give way, etc)
- Traffic control and constraint measures on streets, including parking
- Bus-stops and shelters
- Neighbourhood improvements
- Closure of lanes consistent with Council policy
- Living Streets
- Erection of garages, platforms and structures on legal roads
- Naming of roads, streets and parks.

## APPENDIX 5 Organisation Structure



## APPENDIX 6 Council Controlled Organisations/ Council Controlled Trading Organisations

The current structure of the Council group is detailed below:



### **Christchurch City Holdings Limited**

This company is the wholly owned investment arm of the Christchurch City Council. CCHL holds shares in various trading companies and monitoring other trading companies and their subsidiaries on the Council's behalf.

### **Civic Building Limited**

This company is wholly owned by the Christchurch City Council. Civic Building Limited is a property management company that owns a 50% interest in the joint venture partnership with Ngāi Tahu Property Ltd that owns the Civic Building in Hereford Street.

### **Vbase Limited**

This company is wholly owned by the Christchurch City Council. Vbase Limited owns and manages Lancaster Park (formerly AMI Stadium), Christchurch Town Hall for Performing Arts, Christchurch Convention Centre and CBS Canterbury Arena. In addition it provides the venue management services for AMI Stadium (Addington), Hagley Oval Pavilion and the Wigram Airforce Museum.

### **Transwaste Canterbury Limited**

This company is 38.9% owned by the Christchurch City Council. Transwaste Limited is a joint venture between local authorities in the region and Transpacific Industries Group (NZ) Limited to select, consent, develop, own and operate a non-hazardous regional landfill in Canterbury.

### **Regenerate Christchurch**

The Greater Christchurch Regeneration Act enabled the Council and the Crown to establish Regenerate Christchurch, a jointly owned and managed statutory body to lead regeneration in Christchurch city. There is a proposal to dis-establish Regenerate Christchurch on 30 June 2020 through the Greater Christchurch Regeneration Amendment Bill.

### **ChristchurchNZ Holdings Ltd**

This company is wholly owned by the Christchurch City Council. ChristchurchNZ Holdings Ltd is the holding company for ChristchurchNZ Ltd and CRIS Ltd. ChristchurchNZ Ltd provides economic development leadership for Christchurch and initiates and/or implement priority projects identified through the Christchurch Economic Development Strategy. It is also responsible for delivering attraction and promotional activities, as well as the Convention Bureau.

- Riccarton Bush Trust (under the Riccarton Bush Act 1914)
- Christchurch Agency for Energy Trust
- Rod Donald Banks Peninsula Trust
- Central Plains Water Trust

## APPENDIX 7

### Current Christchurch City Council Bylaws and Bylaw Review Programme

Bylaw	Last review	Purpose	Proposed date for next review	Comments on next review
Water Supply, Wastewater and Stormwater Bylaw 2014	2014	The purpose of this bylaw is to manage, regulate and protect from misuse or damage the Council's water supply, wastewater and stormwater systems. It also Protect the public from nuisance and maintain public health and safety.	By 2024	Under review
Parks and Reserves Bylaw 2016	2016	The purpose of this Bylaw is to provide for the orderly management and control of parks and reserves vested in, administered by or under the control of the Council for the benefit and enjoyment of all users of those parks and reserves.	By 2026	
Cruising and Prohibited Times of Roads Bylaw 2014	2014	The Christchurch City Council 2014 bylaw prohibits vehicles cruising and restricts nighttime access for vehicles on certain roads in the Christchurch district at specified days and times.  The Land Transport Act 1998 gave Council the power to enact such a bylaw.	By 2024	
Trade Waste Bylaw 2015	2015	The purpose of this bylaw is to control and monitor trade waste discharges into public sewers in order to: <ul style="list-style-type: none"> <li>a. protect public health and the environment;</li> <li>b. promote cleaner production;</li> <li>c. protect the sewerage system infrastructure;</li> <li>d. protect sewerage system workers;</li> <li>e. protect the stormwater system;</li> <li>f. ensure compliance with consent conditions;</li> <li>g. provide a basis for monitoring discharges from industry and trade premises;</li> <li>h. provide a basis for charging trade waste users of the sewerage system to cover the</li> <li>i. cost of conveying, treating and disposing of or reusing their wastes;</li> <li>j. ensure that the costs of treatment and disposal are shared fairly between trade</li> <li>k. waste and domestic dischargers;</li> <li>l. encourage waste minimisation; and</li> <li>m. encourage water conservation.</li> </ul>	By 2025	

<b>Bylaw</b>	<b>Last review</b>	<b>Purpose</b>	<b>Proposed date for next review</b>	<b>Comments on next review</b>
<b>Cleanfill and Waste Handling Operations Bylaw 2015</b>	2015	The purpose of this bylaw is to protect the environment and the public's health and enabling the Council to effectively regulate and monitor the collection, management, storage and deposition of cleanfill (environmentally safe waste) and other wastes.	By 2025 <sup>1</sup>	
<b>Freedom Camping Bylaw 2015</b>		This bylaw controls freedom camping in certain areas owned or managed by the Council, in order to protect these areas, including protecting access to the areas and the health and safety of people using them.	By 2020	
<b>Waste Management Bylaw 2009</b>	2015	The purpose of the bylaw is to prevent the contamination of recoverable resources and maximise the recovery of recyclable resources in a safe and efficient manner. The bylaw covers kerbside collection services, collection points for use by communities, the types of waste that may be disposed of and public litter and recycling bins.	By 2025 <sup>2</sup>	Note the review may be brought forward due to legislative change to Waste Minimisation Act 2008
<b>Dog Control Bylaw 2016</b>	2016	The purpose of this bylaw is: a. to balance the recreational needs of dogs and their owners with appropriate controls to minimise the potential for harm, distress or nuisance that may be caused by dogs b. to regulate dog-related matters to enable the enforcement of the Christchurch City Council Dog Control Policy 2016.	By 2026	
<b>General Bylaw 2008</b>	2017	The General Bylaw provides a set of provisions that apply under all bylaws e.g. the service of notices under a bylaw, who is authorised to sign notices, the appointment of enforcement officers, licences under a bylaw and offence provisions and exemptions.	By 2027	
<b>Marine and River Facilities Bylaw 2017</b>	2017	This bylaw deals with the management and control of slipways, wharves, jetties and other marine, river and lake facilities owned by the Council. It sets conditions for the use of the facilities by commercial and charter operators and others and sets fees and charges, offences and penalties.	By 2027	
<b>Traffic and Parking Bylaw 2017</b>	2017	The purpose of this bylaw is to set out the requirements for parking and control of vehicular or other traffic on any road or area under the care, control or management of the Council. It includes provisions relating to parking, traffic movement restrictions, interference with the road, traffic or pedestrians, speed limits and other applicable provisions.	By 2027	

<sup>1</sup>Note the review of this Bylaw may be brought forward due to legislative change to the Waste Minimisation Act 2008.

<sup>2</sup>Note the review of this Bylaw may be brought forward due to legislative change to the Waste Minimisation Act 2008.

<b>Bylaw</b>	<b>Last review</b>	<b>Purpose</b>	<b>Proposed date for next review</b>	<b>Comments on next review</b>
<b>Public Places Bylaw 2018</b>	2018	The Bylaw requires anyone wanting to undertake a commercial activity, including hosting an event or using signage, or to create an obstruction in a public place, to get permission from the Council or comply with pre-set conditions. It enables the Council to declare Special Use Areas to prohibit or allow activities in specific locations, for example the Code of Conduct for Speakers' Corner in Cathedral Square.	By 2028	
<b>Stock on Roads Bylaw 2017</b>	2017	This bylaw applies to roads, or parts of roads, under the control of the Council. This bylaw regulates the movement of stock along or across roads based on risk, and has different requirements for different types of roads and different types of stock. It also sets out, among other things, warning distances and standard forms of warning.	By 2027	
<b>Alcohol Restrictions in Public Places Bylaw 2018</b>	2018	This bylaw provides for alcohol ban areas where people, within the specified areas, times and days, are not allowed to: <ul style="list-style-type: none"> <li>• Consume alcohol in a public place or vehicle in a public place.</li> <li>• Bring open containers of alcohol into a public place, whether in a vehicle or not.</li> <li>• Possess alcohol in a public place, whether in a vehicle or not.</li> </ul>	By 2028	
<b>Cemeteries Bylaw 2013</b>	2018	The purpose of this bylaw is to provide for the management of the Council's cemeteries by providing for the rules regulating activities in cemeteries. The terms and conditions (rules for cemeteries) are set out in a handbook separate from the bylaw.	By 2028	
<b>Brothels (Location and Commercial Sexual Services Signage) Bylaw 2013</b>	2018	The purpose of the Brothels (Location and Commercial Sexual Services Signage) Bylaw 2013 is to: <ul style="list-style-type: none"> <li>• restrict where brothels (excluding small owner-operated brothels) can operate in the district (brothels-allowed areas are set out in maps)</li> <li>• prohibit the operation of brothels (including small owner-operated brothels) from multi-unit residential complexes (such as apartments and townhouses)</li> <li>• limit signage used to advertise commercial sexual services.</li> </ul>	By 2028	

## APPENDIX 8

# Significance & Engagement Policy 2019

### Policy Statement

The Council seeks meaningful exchange with the community through engagement on local decision-making. Genuine engagement will be encouraged in a manner that is consistent with the significance of the issue, proposal or decision, is transparent and clearly communicated.

Under the Local Government Act 2002 Amendment Act 2014 (LGA), Councils are required to develop a policy on significance and engagement. The intent of this is to give greater clarity and certainty to the community about how and when it can expect to be engaged. Refer to Appendix 1 for definitions.

### Principles

This policy is guided by the following principles:

- Decision-makers are well informed, aware of and take into account the community's views.
- The Council will use a consistent approach to establishing the significance of a matter requiring a decision.
- The level of engagement will be tailored to the level of significance for each issue, proposal or decision.
- Decision-making and engagement processes are transparent and clearly expressed.
- The community will have clarity on the range of engagement methods the Council may use relative to the significance of a matter.
- Engagement is proactive, inclusive, accessible, a two-way dialogue, and people are aware of and understand the final decisions taken.

### General Approach to Determining Significance and Level of Engagement

The Council will follow a three-step process to inform decision-making:

1. Determine significance – the Council will use agreed criteria to decide if a matter is of higher or lower significance.
2. Link level of significance to level of engagement – the level of significance will link to a corresponding level of engagement to be undertaken.
3. Consider methods of engagement – each level of engagement will have a range of methods that the Council is able to choose from to undertake the engagement required.

As well as the views of communities and affected and interested parties, there is a wide range of information sources, considerations and perspectives that informs the Council's decisions, including the requirements of Government policy, technical matters and the financial implications. Refer to Appendix 1 for legislative requirements and commitment to engaging with Māori.

## The three steps

### 1. Determine Significance

The Council is responsible for judging for itself how it achieves compliance with the decision making requirements of the LGA. This must be largely in proportion to the significance of the matters affected by decisions to be made. The Council will assess the importance of an issue, proposal or decision on the basis of its likely impact on the people expected to be most affected by or to have an interest in the matter, as well as the Council's capacity to perform its role, and the financial and other costs of doing so.

All of the following criteria will be considered when determining the level (low to high) of significance of an issue, proposal or decision. The greater the cumulative impact of the decision as assessed by these criteria, the more significant the issue, proposal or decision will be:

- Number of people affected and/or with an interest;
- Level of impact on those people affected;
- Level of community interest already apparent for the issue, proposal or decision; or the potential to generate community interest;
- Level of impact on Māori, Māori culture and traditions;
- Likely impact and consequences on the current and future social, economic, environmental, or cultural well-being of the district or region;
- Possible costs/risks to the Council, ratepayers and wider community of carrying out the decision;
- Possible benefits/opportunities to the Council, ratepayers and wider community of carrying out the decision;
- Level of impact on the capacity of the Council to carry out its role and functions;
- Whether the impact of a decision can be easily reversed;
- Whether the ownership or function of a strategic asset(s) is affected.

Examples of decisions of low significance are:

- Plans for a new or renewed playground in a suburban area (e.g. Seager Park – new, Richmond Village Green – renewal);
- Upgrade of a reserve area (eg. Chester St East Reserve);
- Finalising Lyttelton’s civic square design – a decision delegated to the Community Board.

Examples of decisions of high significance are:

- Decision to introduce the three bin system for kerbside waste collection;
- Plan to construct the ocean outfall waste water pipeline;
- Decision to create a social housing entity as a means to benefit from the Government’s income related rents scheme.

### *Urgency and Confidentiality*

Sometimes the nature and circumstances of a decision to be made may not allow the Council the opportunity to engage or consult with the community. This could be where urgency is required or the matter is commercially sensitive. The health and safety of people or the immediate need to protect property are reasons for making urgent decisions, as well as to avoid the loss of opportunities that may contribute to achieving the Council’s strategic objectives. Confidential decision-making may be required when engagement is likely to considerably increase the cost of a commercial transaction to the Council.

In these situations the Council will either not engage at all, or tailor its engagement to suit the circumstances in which the decision is to be made.

In the period covered by the Canterbury Earthquake Recovery Act a number of decisions are being made by Central Government. For many of these decisions the Central Government processes do not allow time for the Council to engage with the community, when in other circumstances it would choose to do so.

## **2. Link level of significance to level of engagement**

The significance of the issue, proposal or decision will influence how much time, money and effort the Council will invest in exploring and evaluating options and obtaining the views of affected and interested parties. In linking the level of significance to the level of engagement it is important to find the right balance between the costs of engagement and the value it can add to decision-making.

The Council will consider the extent of community engagement that is necessary to understand the community’s view before a particular decision is made

and the form of engagement that might be required. This also includes the degree to which engagement is able to influence the decision and therefore the value of investing in engagement (e.g. if there is only one or very limited viable options such as a specific change required by new legislation).

Using the International Association of Public Participation engagement spectrum (Appendix 2, Figure 1) as a basis, the method(s) of engagement adopted by the Council before it makes a decision may depend on whether or not:

- A. The matter is of low or no significance (e.g. technical and/or minor amendments to a bylaw or Council policy) and there may be a very small group of people affected by or with an interest in the decision;
- B. The matter is significant only to a relatively small group of people or is of low impact to many. They should be **informed** about the problem, alternatives, opportunities and/or solutions and/or **consulted** so that any concerns, alternatives and aspirations they have are understood and considered;
- C. The matter is significant not only to a small group of people particularly affected but also to a wider community that may have an interest in the decision to be made. They may be **informed**, **consulted** and/or **involved** to seek public input and feedback on analysis, alternatives and/or decisions.

For more significant matters the Council may elect to **collaborate**, or partner, with a community in any aspect of a decision including the development of alternatives and the identification of preferred solutions. This is more likely to occur where there is a distinct group of affected or particularly interested people.

Depending on the level of significance and the nature of the issue, proposal or decision being made, by using a range of engagement methods communities may be **empowered** to participate in the decision-making process.

## **3. Consider Methods of Engagement**

There is a variety of ways in which the Council engages with the community. In this policy, the types of engagement described relate specifically to Council, Community Board and delegated decision-making. Once the level of significance of an issue, proposal or decision has been determined, the Council will consider the level and form of community engagement. Depending on the matter being considered and the stakeholders involved, the preferred method(s) or combination of engagement tools will be identified and applied to meet the goals of the specific engagement.

The Council will build on existing relationships and networks with individuals and communities, and look to extend the

range of parties involved in the community engagement as appropriate. The Council will consider engagement methods and tools relative to the level of significance. These will support communities' participation through an engagement spectrum approach, as set out in the table in Appendix 3, Table 1.

Differing levels and forms of engagement may be required during the varying phases of consideration and decision-making on an issue or proposal, and for different community groups or stakeholders. The Council will review the appropriateness and effectiveness of the engagement strategy and methods as the process proceeds.

There may be occasions in which the Council chooses to carry out engagement at a level higher than that indicated by the significance of the decision as part of its commitment to promote participatory democracy.

The Council will work to ensure the community is sufficiently informed to understand the issue(s) or proposal, options and impacts and has time to respond, so they are able to participate in engagement processes with confidence.

### **Strategic Assets**

An important objective of the Council is to achieve or promote outcomes that it believes are important to the current or future well-being of the community. Achieving these outcomes may require the provision of roads, water, wastewater and stormwater collection as well as libraries, museums, reserves and other recreational facilities and community amenities.

Council-owned assets that provide these services are considered to be of strategic value and the Council has determined they need to be retained if its objective is to be met. These assets must be listed in the Council's Significance and Engagement policy. A decision to transfer the ownership or control of a strategic asset cannot be made unless it is explicitly provided for in the Council's Long Term Plan (LTP) and the public is consulted through the Special Consultative Procedure (SCP).

Other assets considered by the Council to be strategic or deemed to be so by the LGA include its shareholding in Christchurch City Holdings Ltd (CCHL) and, through CCHL, Lyttelton Port Company, Christchurch International Airport Ltd and Orion NZ Ltd. Although the Council's statutory responsibility is to exercise its powers wholly or principally for the benefit of its district, it nevertheless recognises that decisions on respect of these assets in particular might have a strategic value to the Canterbury region as well.

The Council's strategic assets are set out in Schedule 1 to this policy.

The list of strategic assets in this policy will be updated as required following any changes to the Annual Plan or LTP.

Approval Date: 14 November 2019

Approval Date: 23 July 2015

Approval Date: 27 November 2014

## Appendix 1 to APPENDIX 8

### Supporting and contextual information

#### Definitions

<b>Community</b>	<p>A community, for the purposes of this policy, is a group of people with shared or common interest, identity, experience or values. For example, cultural, social, environmental, business, financial, neighbourhood, political or spatial groups.</p> <p>The community refers to the people that make up the diverse communities that live in Christchurch.</p>
<b>Engagement</b>	<p>Is a term used to describe the process of establishing relationships, and seeking information from the community to inform and assist decision making.</p> <p>Engagement is an important part of participatory democracy within which there is a continuum of community involvement.</p>
<b>Consultation</b>	<p>A subset of engagement; a formal process where people can present their views to the Council on a specific decision or matter that is proposed and made public.</p> <p>(The Council must consult in ways that meet the consultation principles in the Local Government Act 2002 LGA, section 82 (1) and any other legislation relevant to the decision or matter proposed.)</p>
<b>Decisions</b>	<p>Refers to all the decisions made by or on behalf of the Council including those made by officers under delegation.</p>
<b>Significance</b>	<p>The degree of importance of the issue, proposal, decision, or matter, as assessed by the Council, in terms of its likely impact on, and likely consequences for; the district or region; any persons who are likely to be particularly affected by, or interested in the matter; the capacity of the local authority to perform its role, and the financial and other costs of doing so (as described by the LGA).</p>
<b>Special Consultative Procedure (SCP)</b>	<p>A formal consultation process prescribed in section 83 of the LGA that must be used to consult on certain matters and can be chosen by the Council to consult on other matters as considered appropriate</p>
<b>Strategic Asset</b>	<p>An asset or group of assets that the local authority needs to retain if the local authority is to maintain the local authority's capacity to achieve or promote any outcome that the local authority determines to be important to the current or future well-being of the community (as described by the LGA).</p>

## Legislative considerations

Many of the decisions made by the Council will be made under legislation that prescribes the consultation and decision-making procedures required. This includes the procedures to be used for public notification, considering submissions and making decisions. Examples of such legislation are the Resource Management Act 1991, the Biosecurity Act 1993, the Civil Defence Emergency Management Act 2002, or the Land Transport Act 1998.

Even if a decision is clearly a significant one, this policy does not apply to the requirements for decision-making prescribed in any other enactments, such as the Resource Management Act 1991 and the Biosecurity Act 1993 on the following matters:

- resource consents or other permissions
- submissions on plans
- decisions required when following the procedures set out in Schedule 1 of the RMA
- references to the Environment Court
- decisions about enforcement under various legislation including bylaws (unless these are specifically included in this policy).

There is a number of decisions that can only be made if they are explicitly provided for in the Council's LTP as set out by the LGA 2002 Amendment Act 2014. These are:

- a) to alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of the Council, including a decision to commence or cease any such activity;
- b) to transfer the ownership or control of a strategic asset to or from the Council.

In addition, the Council is required to use the SCP set out in section 83 of the LGA in order to adopt or amend a LTP. If the Council is carrying out consultation in relation to an amendment to its LTP at the same time as, or combined with, consultation on an Annual Plan, the SCP must be used for both matters.

There may be other situations where the Council deems it appropriate to use a SCP.

## Engaging with Māori

The LGA provides principles and requirements that are intended to facilitate participation by Māori in local authority decision-making processes. The Council must act in accordance with the principle that it should provide opportunities for Māori to contribute to its decision-making processes.

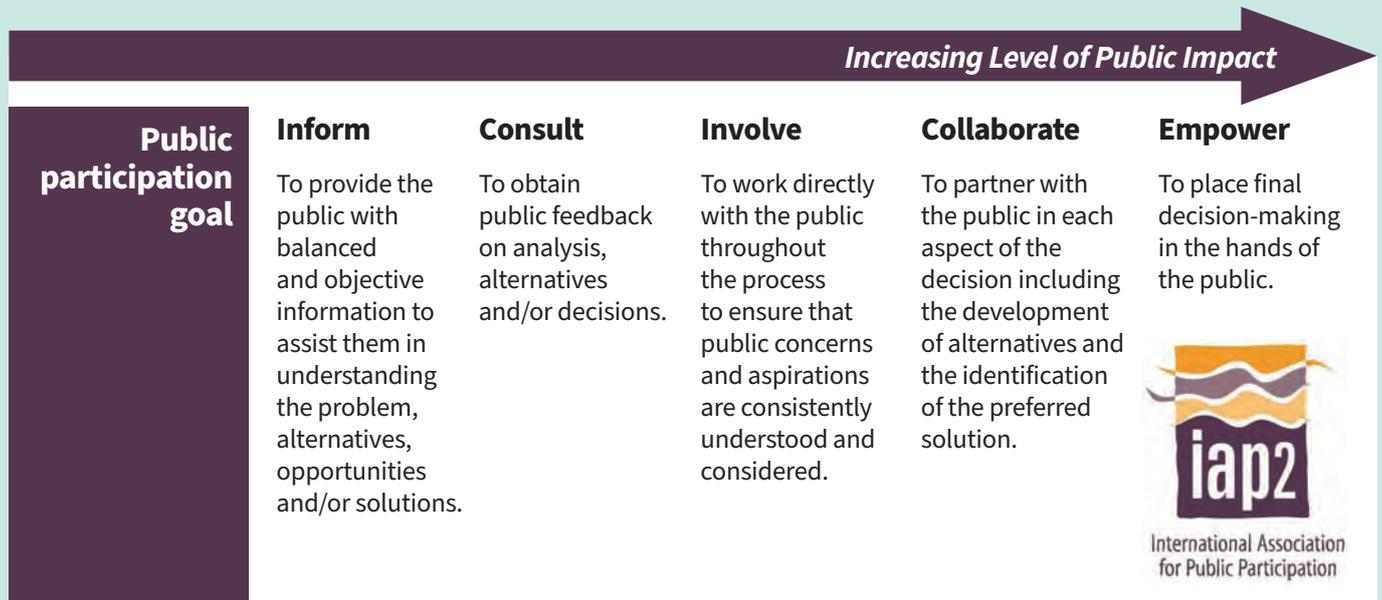
If the Council is proposing to make a significant decision in relation to land or a body of water, it will take into account the relationship of Māori and their culture and traditions with their ancestral land, water, sites, wāhi tapu, valued flora and fauna, and other taonga.

The Council's goal for engagement with Māori is for strengthened and ongoing partnerships. This aims to ensure the Council receives appropriate information, advice and understanding about the potential implications and/or effects of proposals on tangata whenua values.

## Appendix 2 to APPENDIX 8

Figure 1

### IAP2 Spectrum of Public Participation



## Appendix 3 to APPENDIX 8

**Table 1**

**Examples of Engagement Activities** (Adapted from IAP2 spectrum of engagement)

Engagement Level	Inform	Consult	Involve	Collaborate	Empower
<b>What does it involve</b>	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making is in the hands of the public.
<b>Examples of tools the Council might use</b> <i>(Note: these tools may be applicable across many levels of engagement)</i>	<ul style="list-style-type: none"> <li>• Email newsletter to local communities and networks</li> <li>• Information flyers to neighbourhoods</li> <li>• Public notices/info in community newspapers, website</li> </ul>	<ul style="list-style-type: none"> <li>• Formal submissions and hearings or the Special Consultative Procedure</li> <li>• Focus groups</li> <li>• Community meetings</li> <li>• Online opportunities to submit ideas/feedback</li> </ul>	<ul style="list-style-type: none"> <li>• Workshops</li> <li>• Focus/stakeholder groups' meetings</li> <li>• Public meetings, drop-in sessions</li> <li>• Online surveys/forums</li> </ul>	<ul style="list-style-type: none"> <li>• External working groups (involving community experts)</li> <li>• Community Advisory Groups (involving community representatives)</li> <li>• Forums</li> </ul>	<ul style="list-style-type: none"> <li>• Binding referendum</li> <li>• Local body elections</li> <li>• Delegation of some decision-making to a community</li> </ul>
<b>When the community is likely to be involved</b>	Once a decision is made and is being implemented.	Once the Council has determined an initial preferred position it would endeavour to provide the community with sufficient time to participate and respond.	The community or specific communities could be engaged throughout the process, or at specific stages of the process as appropriate.	The community or specific communities will be engaged from the outset, including the development of alternatives to the identification of the preferred solution.	The community or communities will be engaged throughout the process to ensure ownership of the development of alternatives, identification of the preferred solution(s) and delegated decision-making on the preferred solution.

## Schedule 1

### CCC Strategic Assets

The Council-owned assets listed as strategic are set out below, grouped according to their nature of activity:

#### Infrastructure

- (a) its stormwater collection and disposal system;
- (b) its wastewater collection, treatment and disposal system;
- (c) its water collection, storage, treatment and distribution system.
- (d) its waste management system;
- (e) its roading network;
- (f) all public transport infrastructure owned or operated by the Council;

“All” or “its” means the asset as a whole.

Where a strategic asset is a network or has many components, decisions may be made in respect of individual components within the network without those components being regarded as strategic, unless such decisions are considered to significantly alter the level of service provided by the Council.

#### Shareholdings

- (g) its shareholding in Christchurch City Holdings Ltd, Civic Building Ltd and Transwaste Canterbury Ltd, and VBase Ltd;
- (h) the shares Christchurch City Holdings Ltd holds in Lyttelton Port Company Ltd, Christchurch International Airport Ltd, Orion New Zealand Ltd, Enable Services Ltd, Eco Central Ltd;

#### Community Facilities

- (i) Christchurch Town Hall;
- (j) Christchurch Art Gallery and its permanent collection;
- (k) all land and buildings comprising the Council’s social housing portfolio;
- (l) all public library facilities;
- (m) all parks and reserves owned by or administered by the Council;
- (n) all public swimming pools;
- (o) all waterfront land and facilities owned or operated by the Council, including wharves, jetties, slipways, breakwaters and seawalls;
- (p) cemeteries and listed heritage buildings and structures.

## APPENDIX 9

### List of Principal Acts of Parliament applicable to the Christchurch City Council

- Biosecurity Act 2002
- Building Act 2004
- Burial and Cremation Act 1964
- Bylaws Act 1910
- Civil Defence Emergency Management Act 2002
- Conservation Act 1987
- Crimes Act 1961
- Disabled Persons Community Welfare Act 1975
- Dog Control Act 1996
- Environment Act 1986
- Gambling Act 2003
- Greater Christchurch Regeneration Act 2016
- Hazardous Substances and New Organisms Act 1996
- Health and Safety Work Act 2015
- Heritage New Zealand Pouhere Taonga 2014
- Housing Act 1955
- Impounding Act 1955
- Land Transport Act 1998
- Litter Act 1979
- Local Authorities (Members' Interests) Act 1968
- Local Electoral Act 2001
- Local Government Act 1974
- Local Government Act 2002
- Local Government Official information and Meetings Act 1987
- Local Government (Rating) Act 2002
- Marine and Coastal Area (Takutai Moana) Act 2011
- Privacy Act 1993
- Prostitution Reform Act 2003
- Public Works Act 1981
- Rates Rebate Act 1973
- Rating Valuations Act 1998
- Reserves Act 1977
- Residential Tenancies Act 1986
- Resource Management Act 1991
- Sale and Supply of Alcohol Act 2012
- Secret Commissions Act 1910

## APPENDIX 10

### Local legislation applicable within Christchurch

The following is a list of local legislation relevant to the Christchurch City Council:

- Banks Peninsula District Council (Rates Validation, Empowering and Trust Removal) Act 1994
- Canterbury Museum Trust Board Act 1993
- Canterbury Public Library Act 1948
- Christchurch City Council (Robert McDougall Gallery) Land Act 2003
- Christchurch City Council (Lancaster Park) Land Vesting Act 2008
- Christchurch City Empowering Act (No.2) 1946
- Christchurch City Empowering and Special Rates Consolidation Act 1941
- Christchurch City (Old Municipal Chambers) Empowering Act 1989
- Christchurch City Council (Rates Validation) Act 2015
- Christchurch City Reclamation and Empowering Act 1964
- Christchurch City Reserves Amendment Act 1929
- Christchurch City (Reserves) Empowering Act 1971
- Christchurch District Drainage Act 1951
- Christchurch Market Reserves Act 1878
- Riccarton Bush Act 1914 and amendments
- Riccarton Racecourse Act 2016
- Riccarton Racecourse Development Enabling Act 2016
- Selwyn Plantation Board Empowering Act 1992
- Summit Road (Canterbury) Protection Act 2001
- Sumner Borough Empowering Act 1936
- Sumner Borough Land Vesting Act 1929

## **APPENDIX 11**

### **Orders In Council relevant to the Christchurch City Council made under the Canterbury Earthquake Recovery Act 2011 and continued by the Greater Christchurch Regeneration Act 2016**

- Canterbury Earthquake (Christchurch Replacement District Plan) Order 2014
- Canterbury Earthquake (Earthquake Commission Act) Order 2012
- Canterbury Earthquake (Historic Places Act) Order 2011
- Canterbury Earthquake (Local Government Act 2002 – Retaining Walls) Order 2013
- Canterbury Earthquake (Rating) Order 2012
- Canterbury Earthquake (Reserves Legislation Order (No 2) 2011
- Canterbury Earthquake (Resource Management Act Permitted Activities) Order 2011
- Canterbury Earthquake (Resource Management Act – Burwood Resource Recovery Park) Order 2011

