

CHRISTCHURCH CITY COUNCIL GOVERNANCE STATEMENT 2016-19

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1. What is a Governance Statement?

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

The purpose of local government is to enable democratic local decision-making and action by, and on behalf of, communities. It is also to meet the current and future needs of communities for good-quality local infrastructure, local public services, and performance of regulatory functions in a way that is most cost-effective for households and businesses (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 Act requires the Council to have particular regard to the delivery of a number of core services. These are: network infrastructure; public transport services; solid waste collection and disposal; the avoidance or mitigation of natural hazards; and libraries, museums, reserves, and other recreational facilities and community amenities. Network infrastructure means the provision of roads (including footpaths) and other transport, water, wastewater, and stormwater collection and management.

However, the Local Government Act 2002 also 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. It's 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); managing natural and physical resources sustainably through its planning processes (Resource Management Act); ensuring compliance with the building code (Building Act); adopting a local alcohol policy for the location of licensed premises and maximum trading hours (Sale and Supply of Alcohol Act); and planning and providing for civil defence emergency management within the Christchurch area (Civil Defence Emergency Act).

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

As well as its core services, the activities undertaken by the Council include local governance, commercial and investment, economic development, community, lifestyle, cultural, and corporate support activities.

3. How the Council is Governed

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.

4. Representation Arrangements

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:

- Banks Peninsula
- Coastal-Burwood
- Hornby-Halswell-Riccarton
- Fendalton-Waimairi-Harewood
- Linwood-Central-Heathcote
- Papanui-Innes
- 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 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. Apart from the matters the Council has delegated to them, Community Boards communicate with community organisations and special interest groups within their wards.

5. Representation Reviews

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

1. 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.

2. 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.

6. Roles and Conduct of Elected Members

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, 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 and staff is set out in the delegations register which can be found at <https://ccc.govt.nz/the-council/how-the-council-works/governance/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 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: <http://www.ccc.govt.nz/assets/Documents/The-Council/How-the-Council-works/Christchurch-City-Council-Standing-Orders-February-2016.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 are bound to conduct themselves in accordance with specific statutory obligations. These include:

- The Council's current Code of Conduct <https://ccc.govt.nz/the-council/how-the-council-works/governance/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 its Community Boards, 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

Frequency

The Christchurch City Council generally meets three times in each month of the year in weeks one, two and four. Usually the second meeting of the month considers primarily, but not exclusively, reports from each of the Community Boards. These include matters requiring a Council decision and a report from each Community Board on its activity decisions made under delegation. The first and third Council meetings of the month considers, for the most part, Committee and staff reports. Community Boards meet twice a month.

Dates of Council, Committee and Community Board meetings are available on the Council website <https://ccc.govt.nz/the-council/meetings-agendas-and-minutes/meeting-finder/> or from Council offices.

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.

- For the Council, 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 should contact the Council Secretary.
- For Community Boards and Committees deputations will be received in respect of a report on the Agenda if a request for speaking rights has been lodged with the Community Board/Committee Adviser before a meeting. Requests to speak on other matters are approved at the discretion of the Chairperson.

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 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 <https://ccc.govt.nz/the-council/meetings-agendas-and-minutes>. Agendas are also available for viewing from the Civic Offices, Council service centres or public libraries.

8. Management Structures and Relationships

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 two further groups, headed by the Chief Advisor to the Chief Executive and the Chief of Staff of the Mayor's Office report directly to the Chief Executive. Further information on the organisational structure and the Council units is set out in Appendix 5.

9. Council Controlled Organisations

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. 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.

10. Remuneration Policy

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. The current Remuneration Policy can be found at: <http://intranet.ccc.govt.nz/HR/Pages/PoliciesGuidelines.aspx> with the direct link of <http://intranet.ccc.govt.nz/HR/Documents/Shared%20Services/Policies%20and%20supporting%20documents/RemunerationPolicy.pdf>

11. Equal Employment Opportunities Policy

The Christchurch City Council is committed to a policy of equal opportunity in employment. This policy is integral to management strategies and employment related decisions. These strategies and the decision-making decisions that follow them aim to eliminate any practices and attitudes that inhibit the recruitment and advancement of staff, particularly women, Māori, ethnic and minority groups and people with disabilities.

Key to the Equal Employment Opportunities Policy is:

- Transparent recruitment and selection processes that identify and employ the best person for the position, regardless of age, gender, ethnicity, religious or political beliefs, sexual preferences, disabilities and/or any other employment or family status.
- The use of job sharing.
- The option of flexible work hours.
- The ability to respond to personal or family crises.

These principles apply to the appointment of staff, promotion, access to and selection for training and the Council's general conditions of employment. They also help ensure the Council is seen as an employer of choice.

The Council's Equal Employment Opportunities Policy contributes to the diversity in its workforce, good management, and is in response to the changing values and needs of Christchurch. The Council has a goal of recognising and celebrating the cultural and ethnic values of the communities in its district.

12. Key Approved Planning and Policy Documents

Christchurch City Plan and Banks Peninsula Proposed District Plan

The City Plan and the Banks Peninsula District Plan set 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 City Plan was made operative in 2005 and the Banks Peninsula District Plan became operative in October 2012. The Plans can be accessed from the Council's website <http://www.ccc.govt.nz/CityPlan/>.

A review of both plans is nearing completion and will result in them being incorporated into one document. This has been perhaps one of the most important planning processes the Council has undertaking, in terms of the rebuild and recovery of Christchurch. There is urgency that the plan is updated, both in content and structure to enable increased certainty and efficiency in both immediate and long term planning needs.

The purpose of a full review was so that the structure, as well as content of the new proposed district plan could be changed to enable a more user friendly, modern plan which would give more certainty to users by having an activities based approach rather than the current effects based approach. The proposed new structure will also enable 'rolling reviews' to be undertaken more easily in the future.

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 2018.

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 2015-25 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 2015-25 LTP (including amendments adopted in 2016) can be found at <https://ccc.govt.nz/the-council/plans-strategies-policies-and-bylaws/plans/long-term-plan-and-annual-plans/long-term-plan-2015-25>

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. 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:

- The Council, as decision-maker, is aware of and takes 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 largely in proportion to the significance of the matter;
- 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, according to the assessment of significance;
- 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: <https://ccc.govt.nz/the-council/plans-strategies-policies-and-bylaws/policies/consultation-policies/significance-and-engagement-policy-2014/>

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, with significant funding support from the Council, 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.

13. Bylaws

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

14. Legislation Applicable to the Council

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 have had a significant impact on the activities of the Council. The Government has passed legislation that has 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 has enabled the Council and the Crown to establish Regenerate Christchurch, a jointly owned and managed statutory body to lead regeneration in Christchurch city. This includes the Residential Red Zone and New Brighton.

Information about Regenerate Christchurch can be found at <http://www.regeneratechristchurch.nz/>

15. Public Access to the Council and its Elected Members

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 <https://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, emails and faxes - to the relevant Council unit.
- 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: <https://www.justice.govt.nz/about/official-information-act-requests/>.

Individuals, groups or organisations are entitled to seek speaking rights at Council 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 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 <https://www.ccc.govt.nz/the-council/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.

DIRECTORY OF APPENDICES

- Appendix 1 Council and Community Board members
- Appendix 2 Service desks open hours
<https://ccc.govt.nz/contact-us/>
- Appendix 3 Ward maps
<https://ccc.govt.nz/assets/Documents/The-Council/How-the-Council-works/2016WardBoundariesMap.pdf>
Ward Overview Map
<https://ccc.govt.nz/the-council/how-the-council-works/wards-and-representation/representation/>
- 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 15 March 2017
- Appendix 5 Organisation structure
- Appendix 6 Council Controlled Organisations/Council Controlled Trading Organisations
- Appendix 7 Current Christchurch City Council Bylaws and Bylaw Review Programme
- Appendix 8 Significance & Engagement Policy 2014
<https://ccc.govt.nz/assets/Documents/The-Council/Plans-Strategies-Policies-Bylaws/Strategies/Significance-and-Engagement-Policy-2014-updated-2015.pdf>
- Appendix 9 List of the Principal Acts of Parliament Applicable to the Christchurch City Council
- Appendix 10 Local Legislation Applicable Within Christchurch
- 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.

Christchurch City Council Elected Members 2016-19

	Phone:	Email:	Postal Address:
Mayor			
Lianne Dalziel	03 941 8999	mayor@ccc.govt.nz	PO Box 73016, Christchurch 8154
Deputy Mayor			
Andrew Turner	021 159 3100	andrew.turner@ccc.govt.nz	PO Box 73016, Christchurch 8154
Councillors			
Vicki Buck	027 584 2542	vicki.buck@ccc.govt.nz	PO Box 73016, Christchurch 8154
Jimmy Chen	021 134 1673	jimmy.chen@ccc.govt.nz	PO Box 73016, Christchurch 8154
Phil Clearwater	022 394 1073	phil.clearwater@ccc.govt.nz	PO Box 73016, Christchurch 8154
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David East	027 431 1711	david.east@ccc.govt.nz	PO Box 73016, Christchurch 8154
Anne Galloway	021 257 3771	anne.galloway@ccc.govt.nz	PO Box 73016, Christchurch 8154
Jamie Gough	027 231 4393	jamie.gough@ccc.govt.nz	PO Box 73016, Christchurch 8154
Yani Johanson	021 799 321	yani.johanson@ccc.govt.nz	PO Box 73016, Christchurch 8154
Aaron Keown	021 822 766	aaron.keown@ccc.govt.nz	PO Box 73016, Christchurch 8154
Glenn Livingstone	021 161 4819	glenn.livingstone@ccc.govt.nz	PO Box 73016, Christchurch 8154
Raf Manji	027 418 5119	raf.manji@ccc.govt.nz	PO Box 73016, Christchurch 8154
Tim Scandrett	027 693 5155	tim.scandrett@ccc.govt.nz	PO Box 73016, Christchurch 8154
Deon Swiggs	027 579 4447	deon.swiggs@ccc.govt.nz	PO Box 73016, Christchurch 8154
Sara Templeton	021 036 7672	sara.templeton@ccc.govt.nz	PO Box 73016, Christchurch 8154

Banks Peninsula Community Board			
	Phone:	Email:	Postal Address:
Christine Wilson Chairperson	027 335 0003	christine.wilson@ccc.govt.nz	PO Box 73028, Christchurch 8154
Pam Richardson Deputy Chairperson	03 304 6825 027 447 8551	pam.richardson@ccc.govt.nz	PO Box 73028, Christchurch 8154
Janis Haley	03 304 8517 027 217 1626	janis.haley@ccc.govt.nz	PO Box 73028, Christchurch 8154
Jed O'Donoghue	027 485 6723	jed.odonoghue@ccc.govt.nz	PO Box 73028, Christchurch 8154
Felix Dawson	03 329 4302 021 174 6624	felix.dawson@ccc.govt.nz	PO Box 73028, Christchurch 8154
John McLister	027 890 0308	john.mclister@ccc.govt.nz	PO Box 73028, Christchurch 8154
Tori Peden	021 295 0264	tori.peden@ccc.govt.nz	PO Box 73028, Christchurch 8154
Council Appointee:			
Andrew Turner	021 159 3100	andrew.turner@ccc.govt.nz	PO Box 73016, Christchurch 8154
Coastal-Burwood Community Board			
	Phone:	Email:	Postal Address:
Kim Money Chairperson	027 288 8241	kim.money@ccc.govt.nz	PO Box 73023, Christchurch 8154
Tim Sintes Deputy Chairperson	027 257 0043	tim.sintes@ccc.govt.nz	PO Box 73023, Christchurch 8154
Tim Baker	03 382 6111 027 727 6111	tim.baker@ccc.govt.nz	PO Box 73023, Christchurch 8154
Linda Stewart	03 310 6410 027 405 3257	linda.stewart@ccc.govt.nz	PO Box 73023, Christchurch 8154
Council Appointees:			
David East	027 431 1711	david.east@ccc.govt.nz	PO Box 73023, Christchurch 8154
Glenn Livingstone	021 161 4819	glenn.livingstone@ccc.govt.nz	PO Box 73023, Christchurch 8154

Fendalton-Waimairi-Harewood Community Board			
	Phone:	Email:	Postal Address:
David Cartwright Chairperson	027 496 5977	david.cartwright@ccc.govt.nz	PO Box 73020, Christchurch 8154
Sam MacDonald Deputy Chairperson	027 333 9215	sam.macdonald@ccc.govt.nz	PO Box 73020, Christchurch 8154
Bridget Williams	027 698 6383	bridget.williams@ccc.govt.nz	PO Box 73020, Christchurch 8154
Aaron Campbell	021 044 2413	aaron.campbell@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
Council Appointees:			
Jamie Gough	027 231 4393	jamie.gough@ccc.govt.nz	PO Box 73016, Christchurch 8154
Aaron Keown	021 822 766	aaron.keown@ccc.govt.nz	PO Box 73016, Christchurch 8154
Raf Manji	027 418 5119	raf.manji@ccc.govt.nz	PO Box 73016, Christchurch 8154
Halswell-Hornby-Riccarton Community Board			
	Phone:	Email:	Postal Address:
Mike Mora Chairperson	03 980 9438 027 430 3132	mike.mora@ccc.govt.nz	PO Box 73020, Christchurch 8154
Helen Broughton Deputy Chairperson	03 348 1458 027 640 4935	helen.broughton@ccc.govt.nz	PO Box 73020, Christchurch 8154
Natalie Bryden	027 331 0020	natalie.bryden@ccc.govt.nz	PO Box 73020, Christchurch 8154
Catherine Chu	021 176 0985	catherine.chu@ccc.govt.nz	PO Box 73020, Christchurch 8154
Ross McFarlane	03 322 5201 027 942 0027	ross.mcfarlane@ccc.govt.nz	PO Box 73020, Christchurch 8154
Debbie Mora	022 371 9687	debbie.mora@ccc.govt.nz	PO Box 73020, Christchurch 8154
Council Appointees:			
Vicki Buck	027 584 2542	vicki.buck@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	021 257 3771	anne.galloway@ccc.govt.nz	PO Box 73016, Christchurch 8154

Linwood-Central-Heathcote Community Board			
	Phone:	Email:	Postal Address:
Sally Buck Chairperson	03 379 2820 021 058 0392	sally.buck@ccc.govt.nz	PO Box 73052, Christchurch 8154
Jake McLellan Deputy Chairperson	027 844 0296	jake.mclellan@ccc.govt.nz	PO Box 73052, Christchurch 8154
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
Tim Lindley	03 384 9428 021 707 198	tim.lindley@ccc.govt.nz	PO Box 73052, Christchurch 8154
Brenda Lowe-Johnson	03 384 2575 022 626 5005	brenda.lowe- johnson@ccc.govt.nz	PO Box 73052, Christchurch 8154
Council Appointees:			
Yani Johanson	021 799 321	yani.johanson@ccc.govt.nz	PO Box 73016, Christchurch 8154
Deon Swiggs	027 579 4447	deon.swiggs@ccc.govt.nz	PO Box 73016, Christchurch 8154
Sara Templeton	021 036 7672	sara.templeton@ccc.govt.nz	PO Box 73016, Christchurch 8154
Papanui-Innes Community Board			
	Phone:	Email:	Postal Address:
Ali Jones Chairperson	027 247 3112	ali.jones@ccc.govt.nz	PO Box 73024, Christchurch 8154
Emma Norrish Deputy Chairperson	027 404 3093	emma.norrish@ccc.govt.nz	PO Box 73024, Christchurch 8154
Jo Byrne	021 223 9876	jo.byrne@ccc.govt.nz	PO Box 73024, Christchurch 8154
John Stringer	027 329 6767	john.stringer@ccc.govt.nz	PO Box 73024, Christchurch 8154
Council Appointees:			
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

Spreydon-Cashmere Community Board			
	Phone:	Email:	Postal Address:
Karolin Potter Chairperson	03 335 0616 027 427 4671	karolin.potter@ccc.govt.nz	PO Box 73021, Christchurch 8154
Melanie Coker Deputy Chairperson	03 669 0336 021 156 9281	melanie.coker@ccc.govt.nz	PO Box 73021, Christchurch 8154
Lee Sampson	021 772 929	lee.sampson.CMB@ccc.govt.nz	PO Box 73021, Christchurch 8154
Helene Mautner	03 337 0390 021 0277 3863	helene.mautner@ccc.govt.nz	PO Box 73021, Christchurch 8154
Council Appointees:			
Tim Scandrett	027 693 5155	tim.scandrett@ccc.govt.nz	PO Box 73016, Christchurch 8154
Phil Clearwater	022 394 1073	phil.clearwater@ccc.govt.nz	PO Box 73016, Christchurch 8154

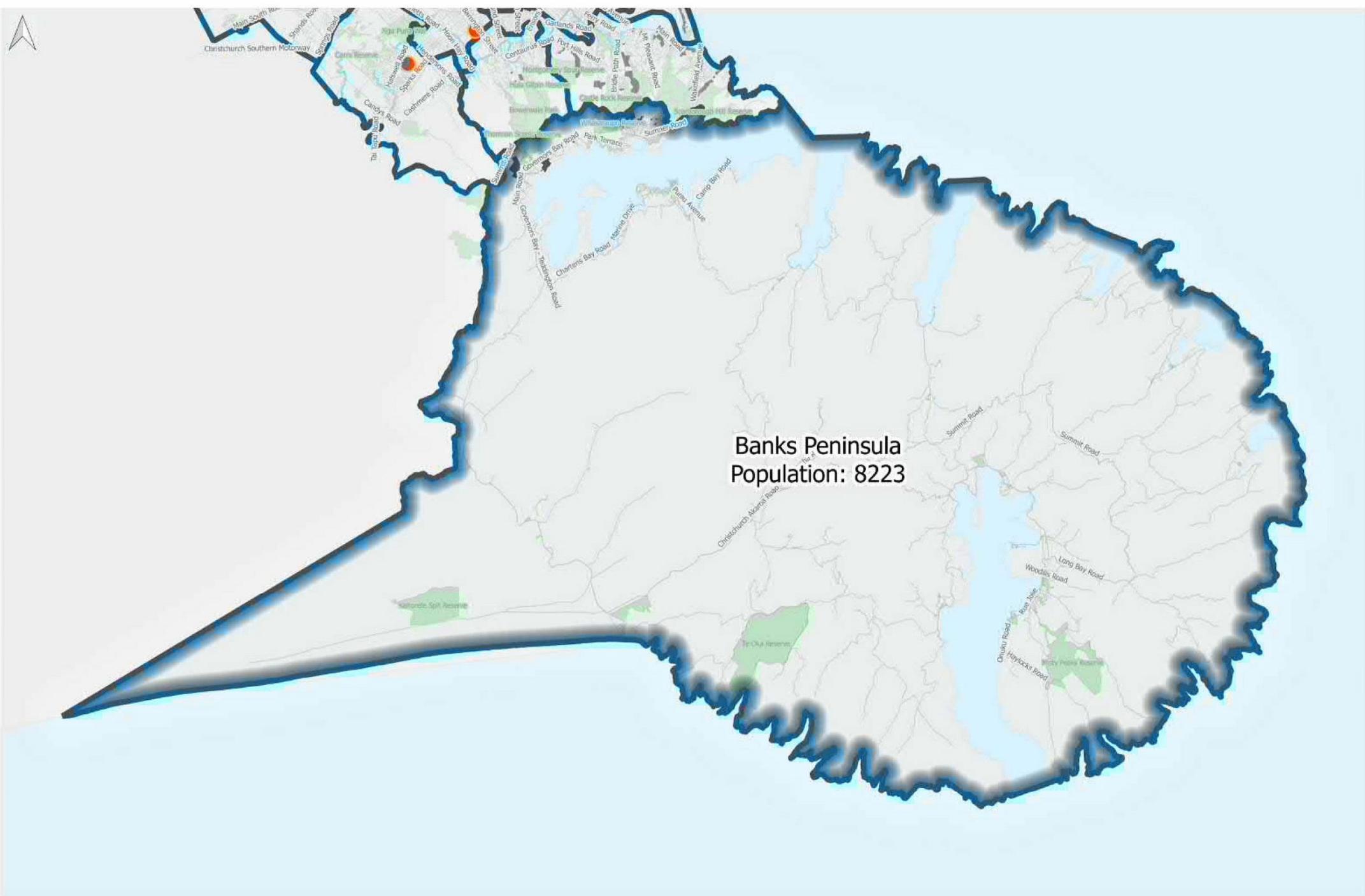
Service desks open hours

Service desk	Address	Business hours
Akaroa	40D Rue Lavaud Akaroa 7520	Mon-Fri, 9:00am -12:30pm, 1:30pm - 5:00pm Closed 12:30pm-1:30pm
Beckenham	66 Colombo St, Beckenham PO Box 73021 Christchurch 8154 South Library	Mon-Fri, 9am-5pm
Civic Offices	53 Hereford Street Christchurch Central (view map)	Mon-Fri, 8am-5pm
Fendalton	4 Jeffreys Rd, Fendalton (Cnr Jeffreys & Clyde Rds) PO Box 73020 Christchurch 8154 Fendalton Library	Mon-Fri, 9am-5pm
Hornby	2/8 Goulding Ave, Hornby Hornby Library	Mon- Fri, 10am-2pm
Linwood	Eastgate Mall 1st Floor Cnr Buckley's Rd and Linwood Ave Linwood Library	Mon-Fri, 9am-5pm
Little River	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
Lyttelton	18 Canterbury Street PO Box 73027 Christchurch 8154	Mon-Fri, 10am-6pm
Papanui	5 Restell St, Papanui (Cnr Langdons Rd & Restell St) PO Box 73024 Christchurch 8154 Papanui Library	Mon-Fri, 9am-5pm
Riccarton	199 Clarence Street, Riccarton PO Box 73022 Christchurch 8154	Mon-Fri, 9am-5pm
Shirley	36 Marshland Rd, Shirley PO Box 73023 Christchurch 8154 Shirley Library	Mon-Fri, 9am-5pm
Te Hāpua: Halswell Centre	341 Halswell Road PO Box 73045 Christchurch 8154 Te Hāpua: Halswell Library	Summer Hours (ends 26 March 2017) Monday to Friday, 9am-7pm Weekends, 12noon-7pm



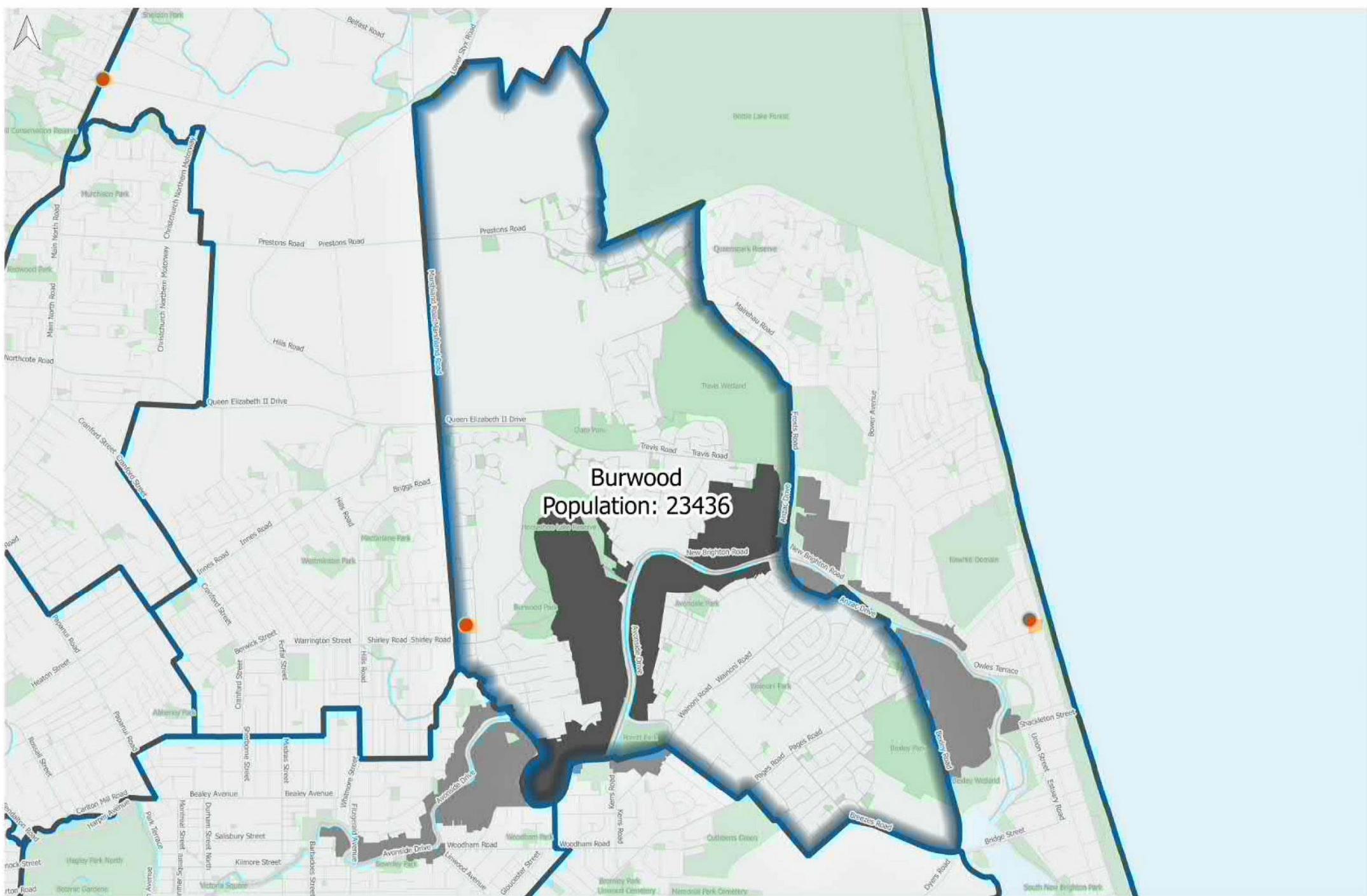
Christchurch City Council Ward Boundaries 2016
Local Government Commission Final Determination

- Ward Boundaries
- Key Activity Centres
- Residential Red Zone
- Parks
- Rivers



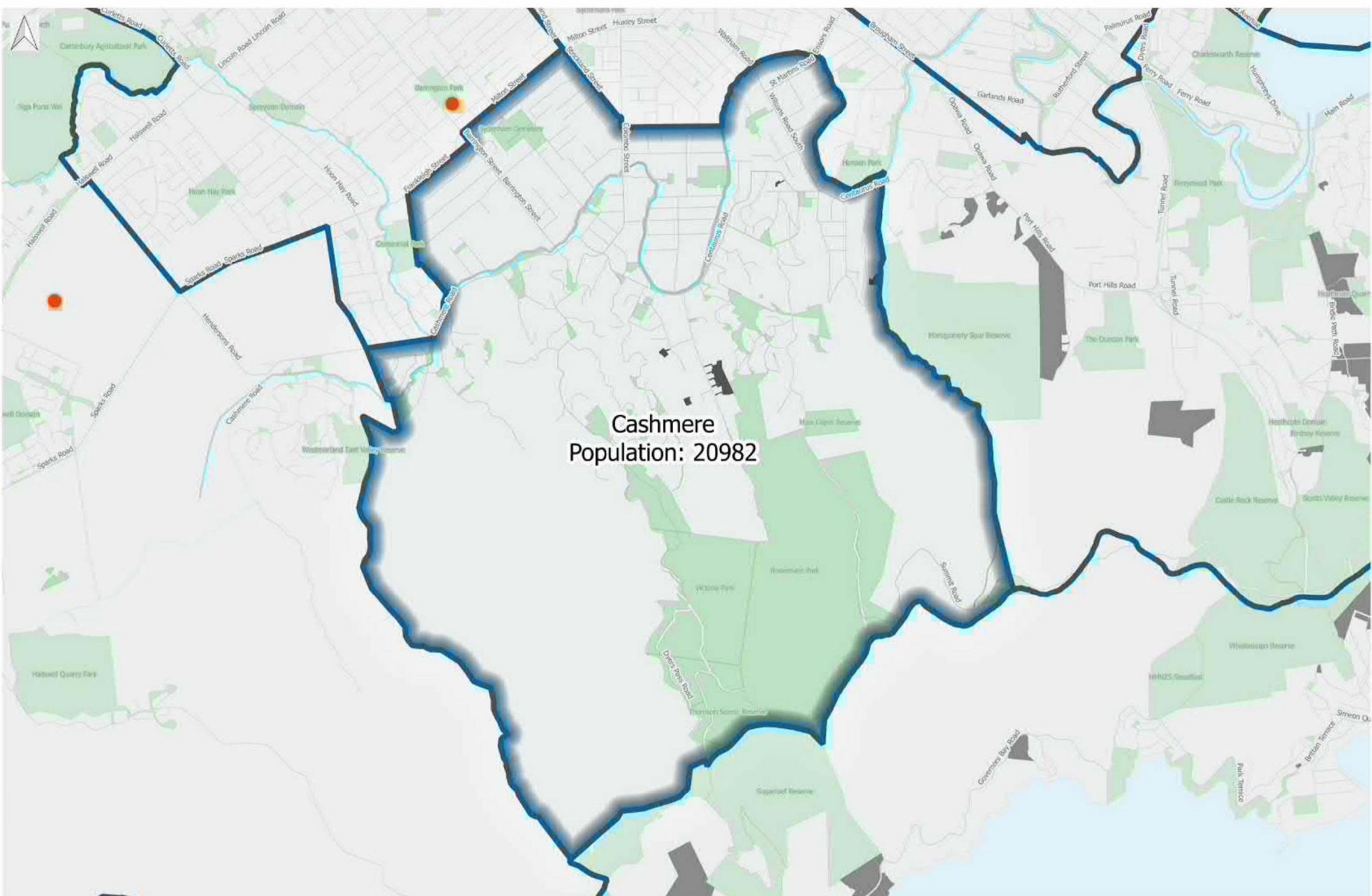
Christchurch City Council Ward Boundaries 2016
 Local Government Commission Final Determination
Banks Peninsula Ward

- Ward Boundaries
- Key Activity Centres
- Residential Red Zone
- Parks
- Rivers



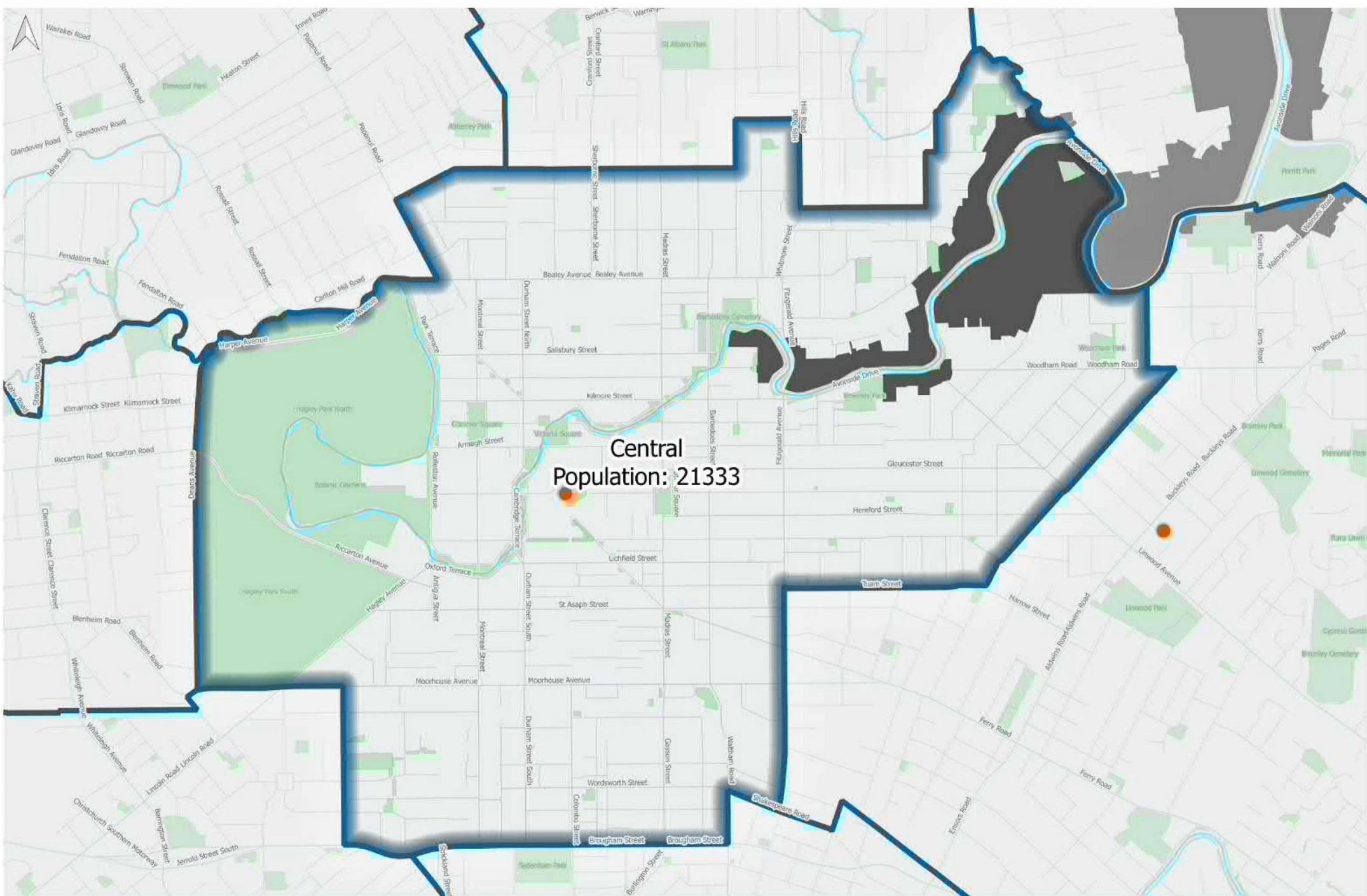
Christchurch City Council Ward Boundaries 2016
Local Government Commission Final Determination
Burwood Ward

- Ward Boundaries
- Key Activity Centres
- Residential Red Zone
- Parks
- Rivers



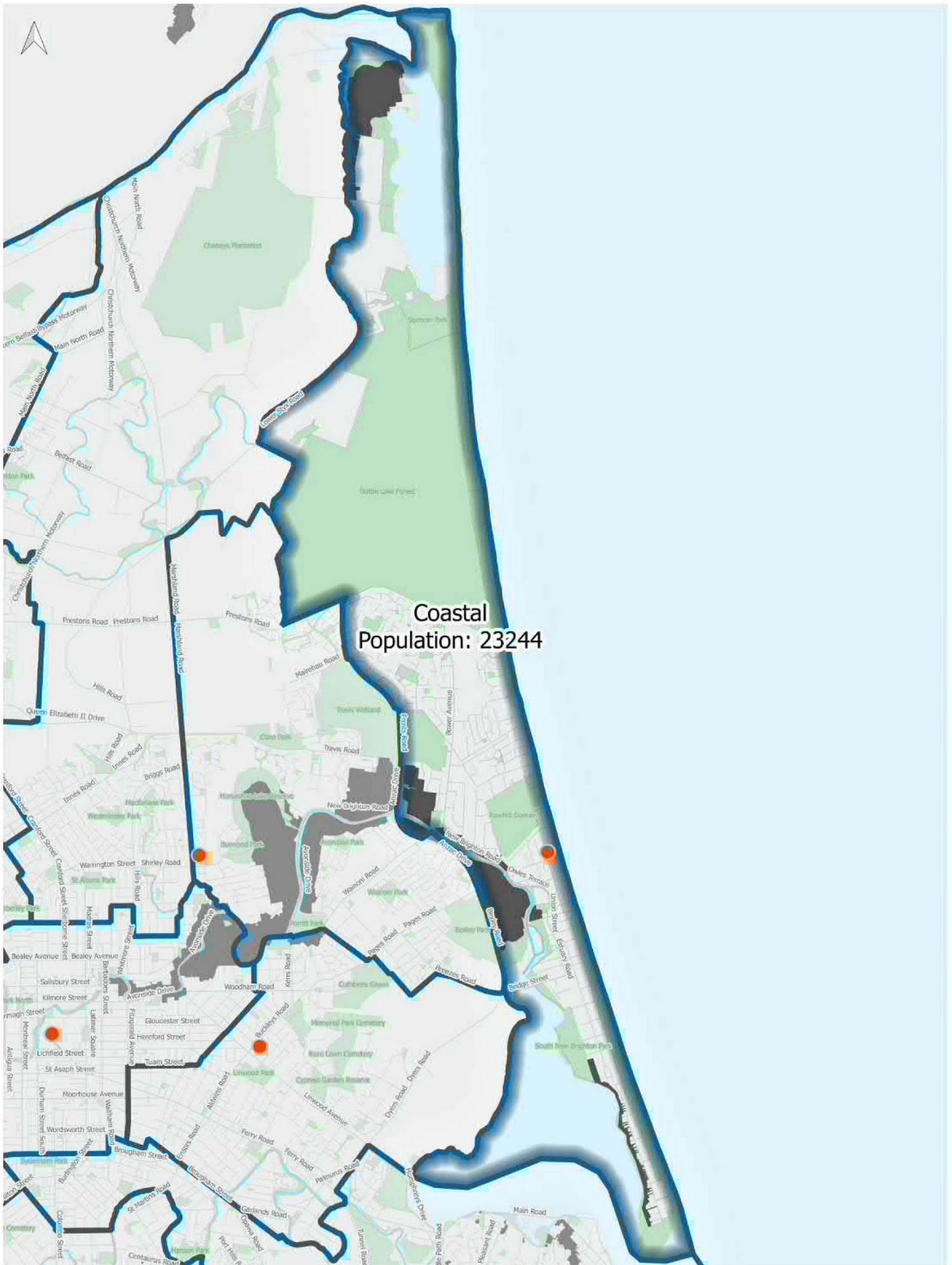
Christchurch City Council Ward Boundaries 2016
 Local Government Commission Final Determination
Cashmere Ward

- Ward Boundaries
- Key Activity Centres
- Residential Red Zone
- Parks
- Rivers



Christchurch City Council Ward Boundaries 2016
 Local Government Commission Final Determination
Central Ward

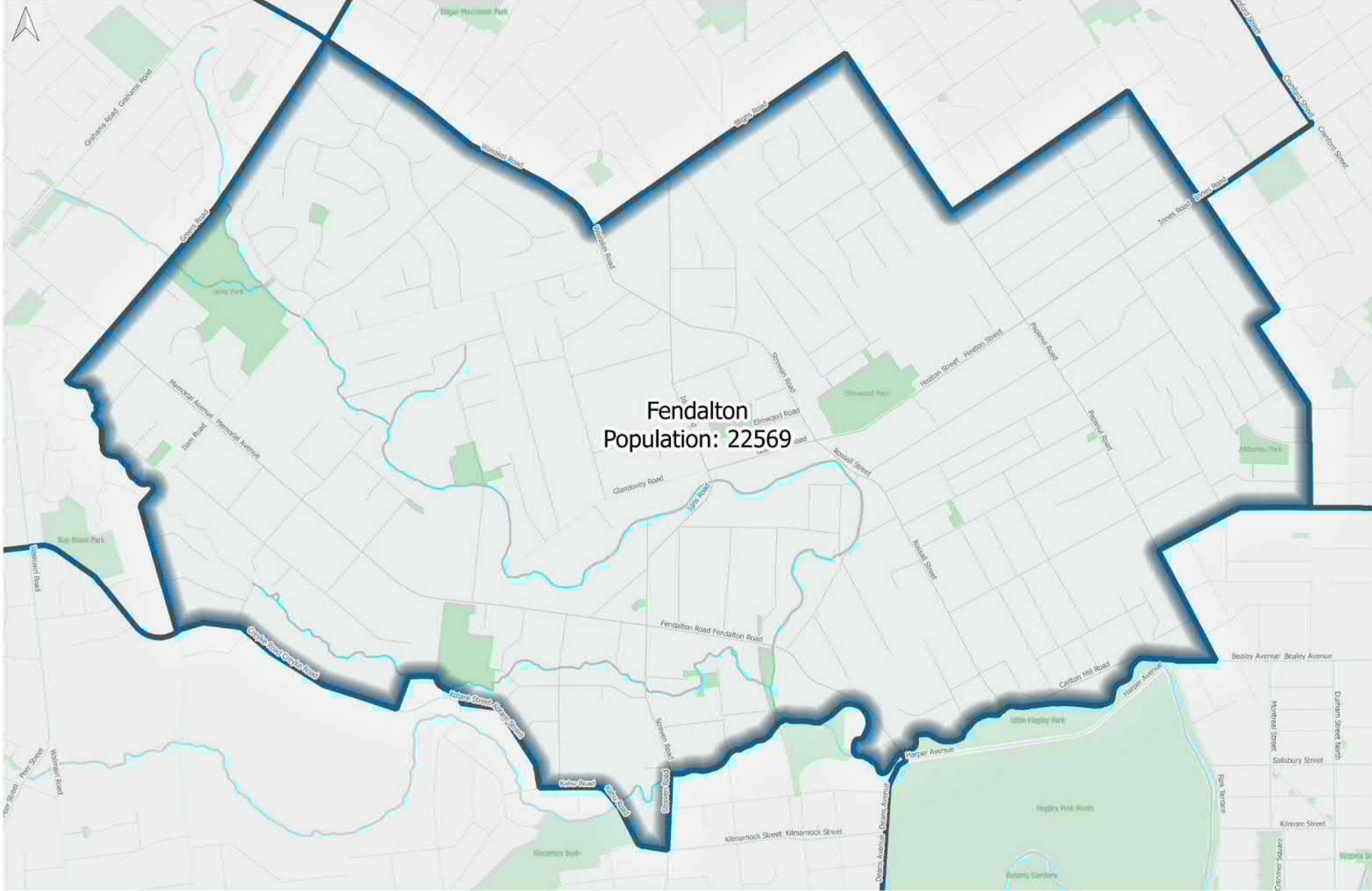
- Ward Boundaries
- Residential Red Zone
- Parks
- Rivers
- Key Activity Centres



Coastal
Population: 23244

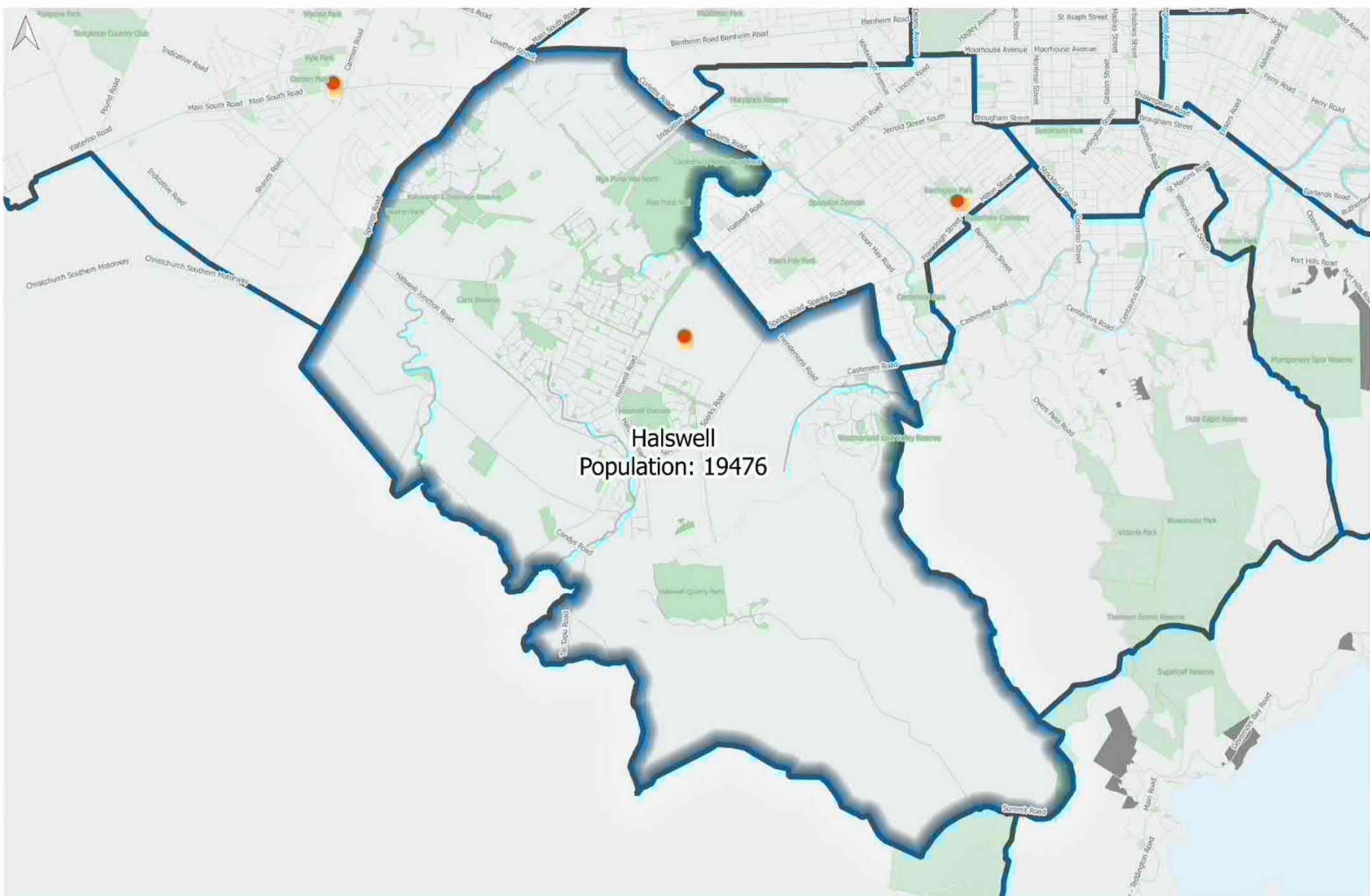
Christchurch City Council Ward Boundaries 2016
Local Government Commission Final Determination
Coastal Ward

- Ward Boundaries
- Residential Red Zone
- Parks
- ~~~~~ Rivers
- Key Activity Centres



Christchurch City Council Ward Boundaries 2016
 Local Government Commission Final Determination
Fendalton Ward

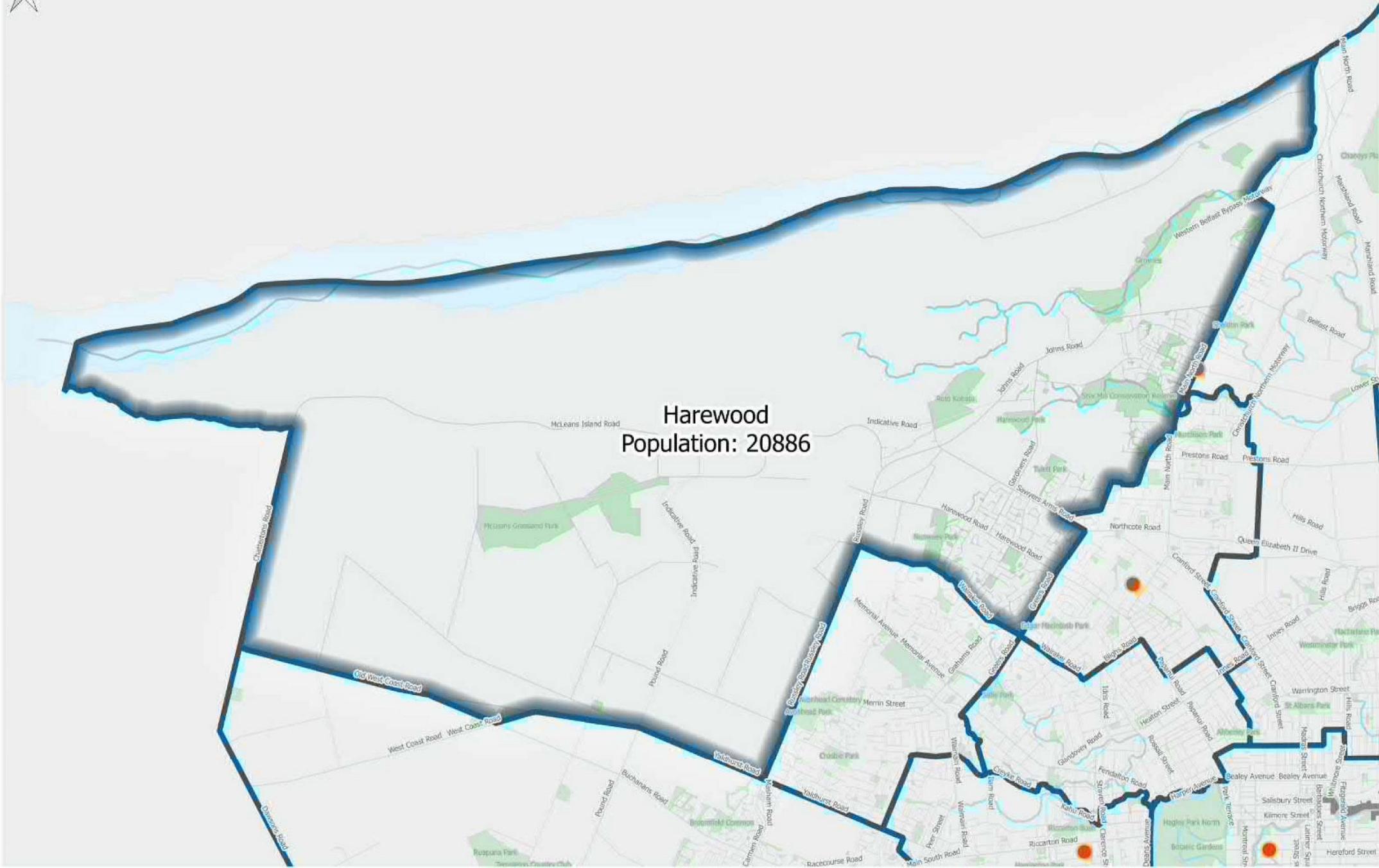
- Ward Boundaries
- Residential Red Zone
- Parks
- Rivers
- Key Activity Centres



Halswell
Population: 19476

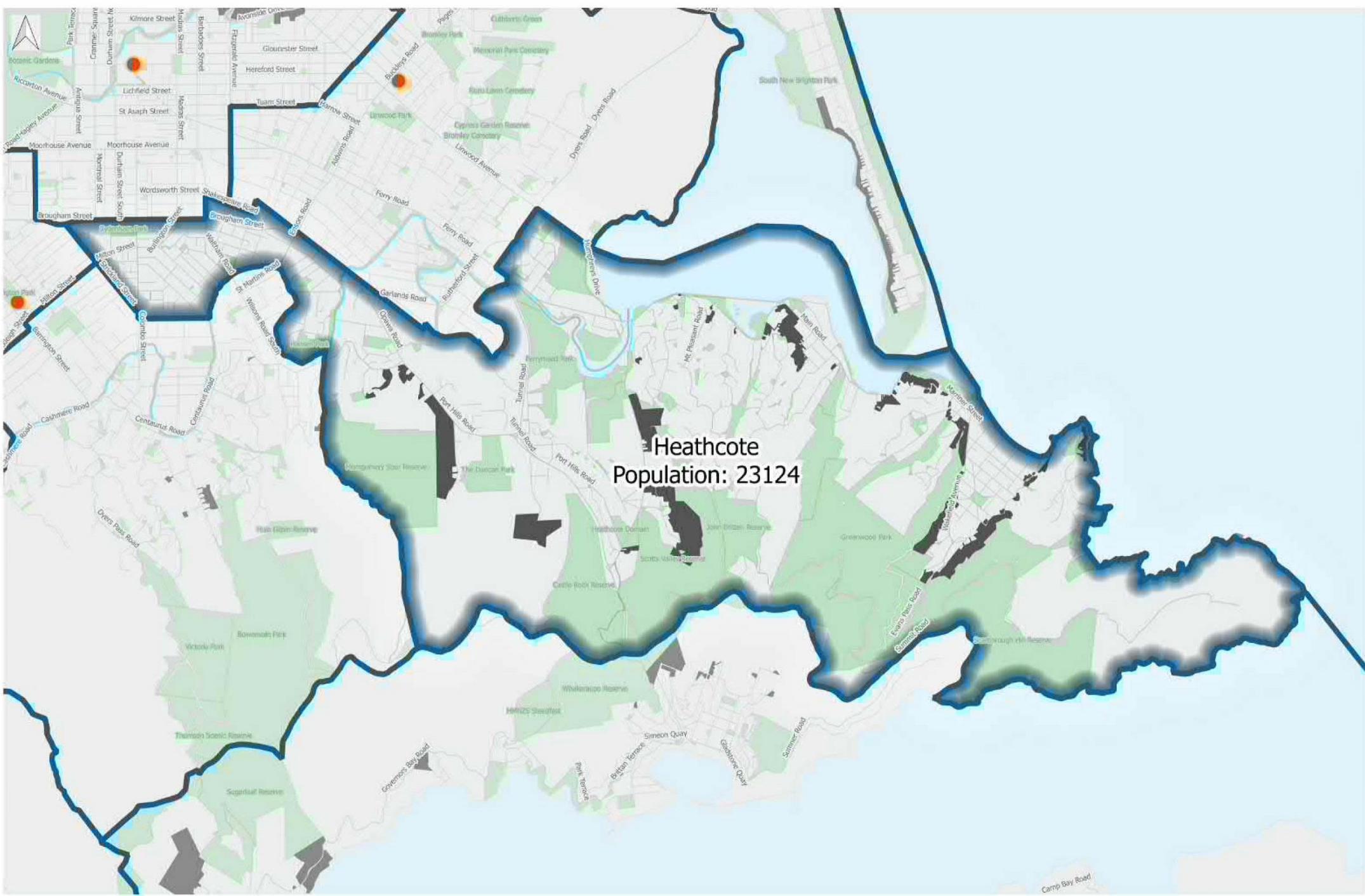
Christchurch City Council Ward Boundaries 2016
Local Government Commission Final Determination
Halswell Ward

- Ward Boundaries
- Key Activity Centres
- Residential Red Zone
- Parks
- Rivers



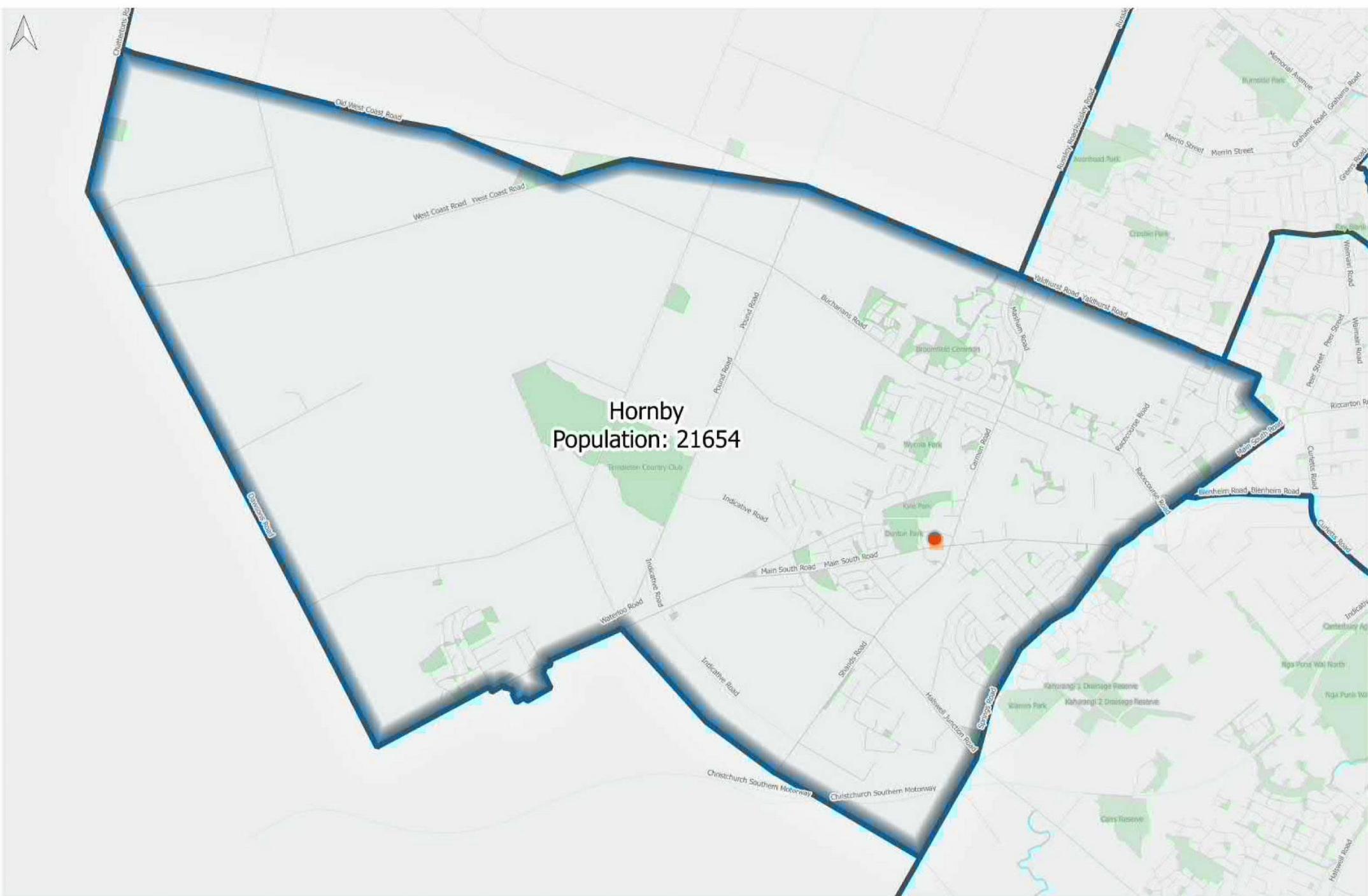
Christchurch City Council Ward Boundaries 2016
Local Government Commission Final Determination
Harewood Ward

- Ward Boundaries
- Residential Red Zone
- Key Activity Centres
- Parks
- Rivers



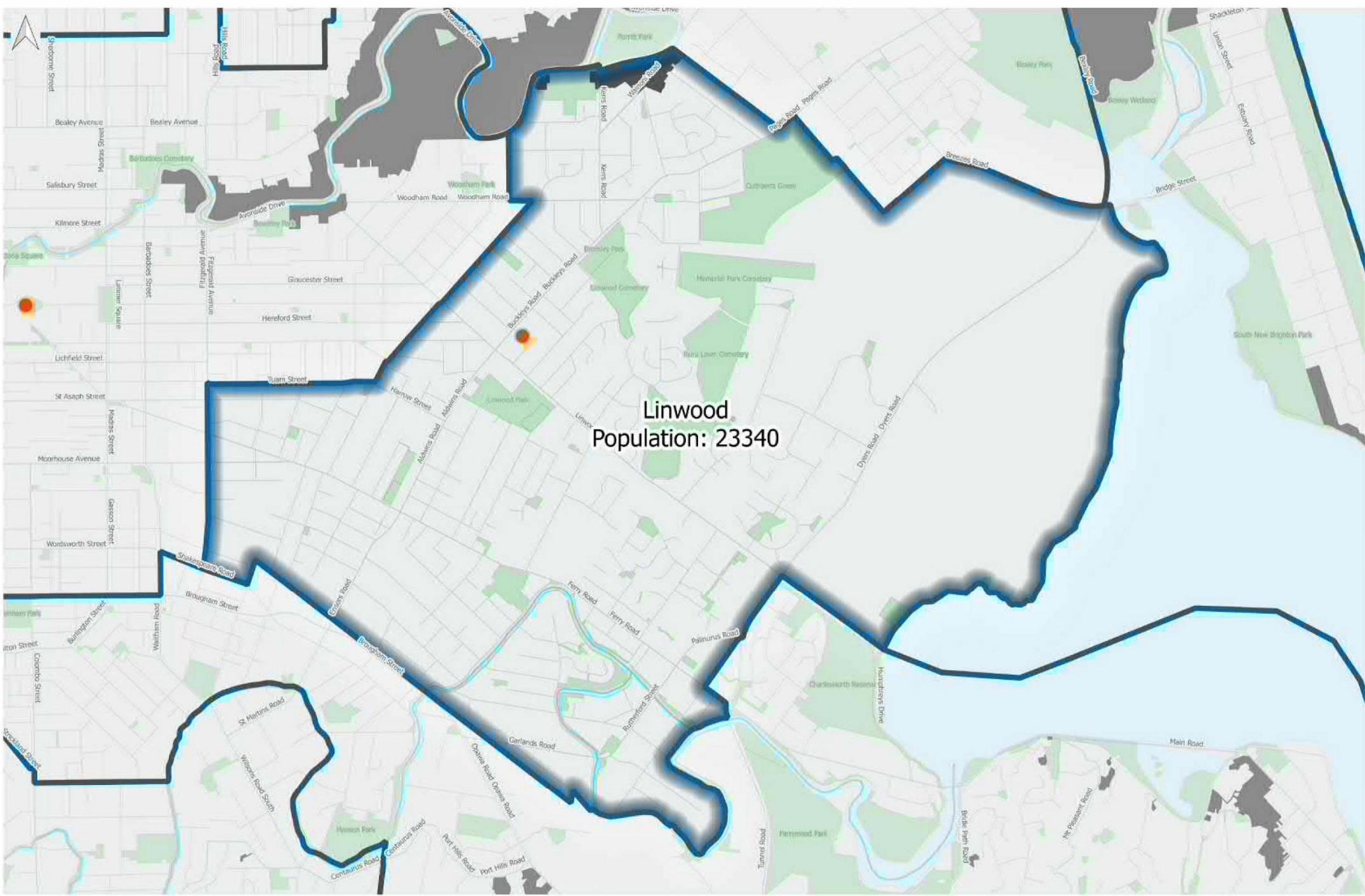
Christchurch City Council Ward Boundaries 2016
 Local Government Commission Final Determination
Heathcote Ward

- Ward Boundaries
- Key Activity Centres
- Residential Red Zone
- Parks
- Rivers



Christchurch City Council Ward Boundaries 2016
Local Government Commission Final Determination
Hornby Ward

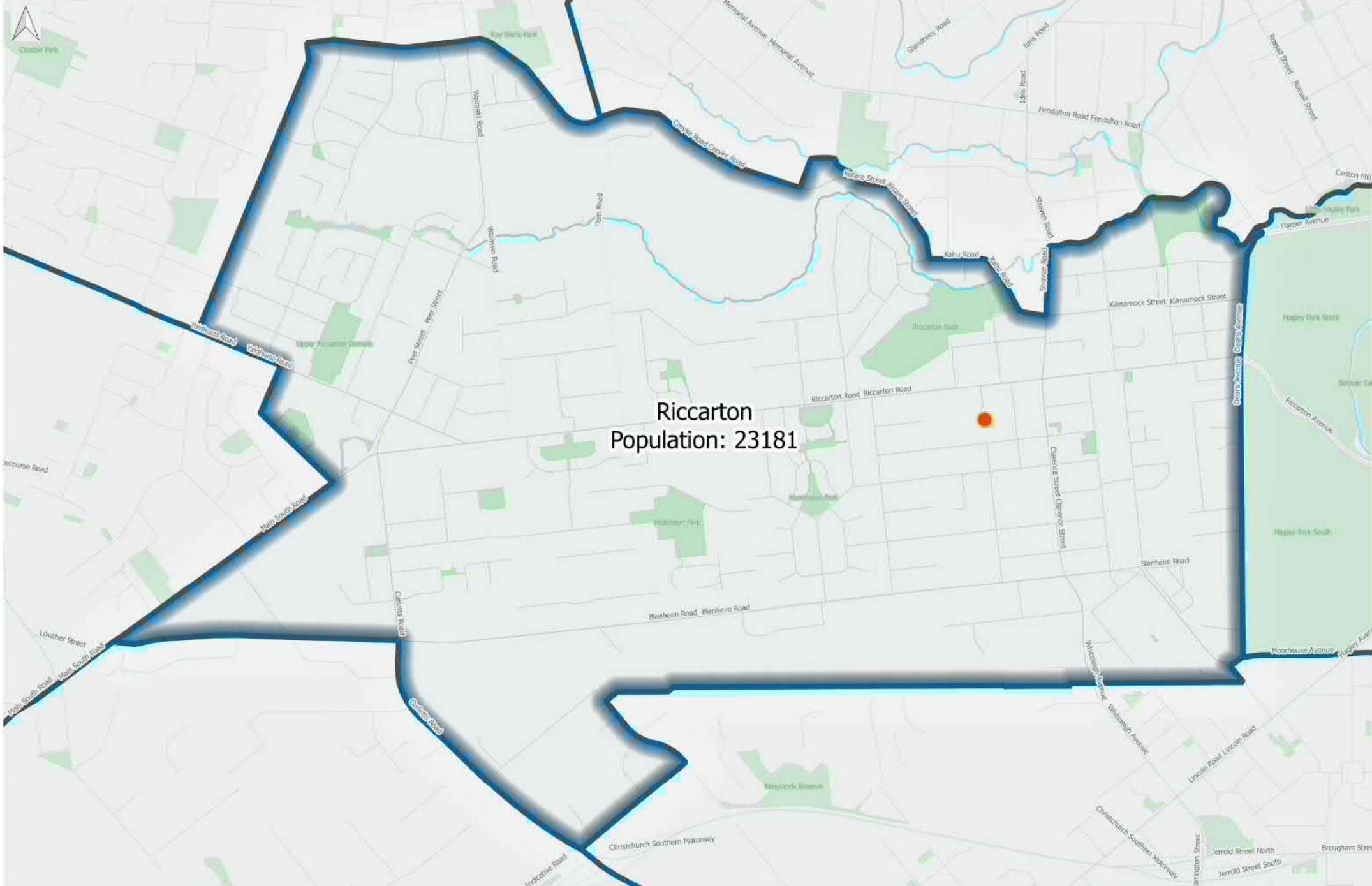
- Ward Boundaries
- Residential Red Zone
- Parks
- Key Activity Centres
- Rivers



Linwood
Population: 23340

Christchurch City Council Ward Boundaries 2016
Local Government Commission Final Determination
Linwood Ward

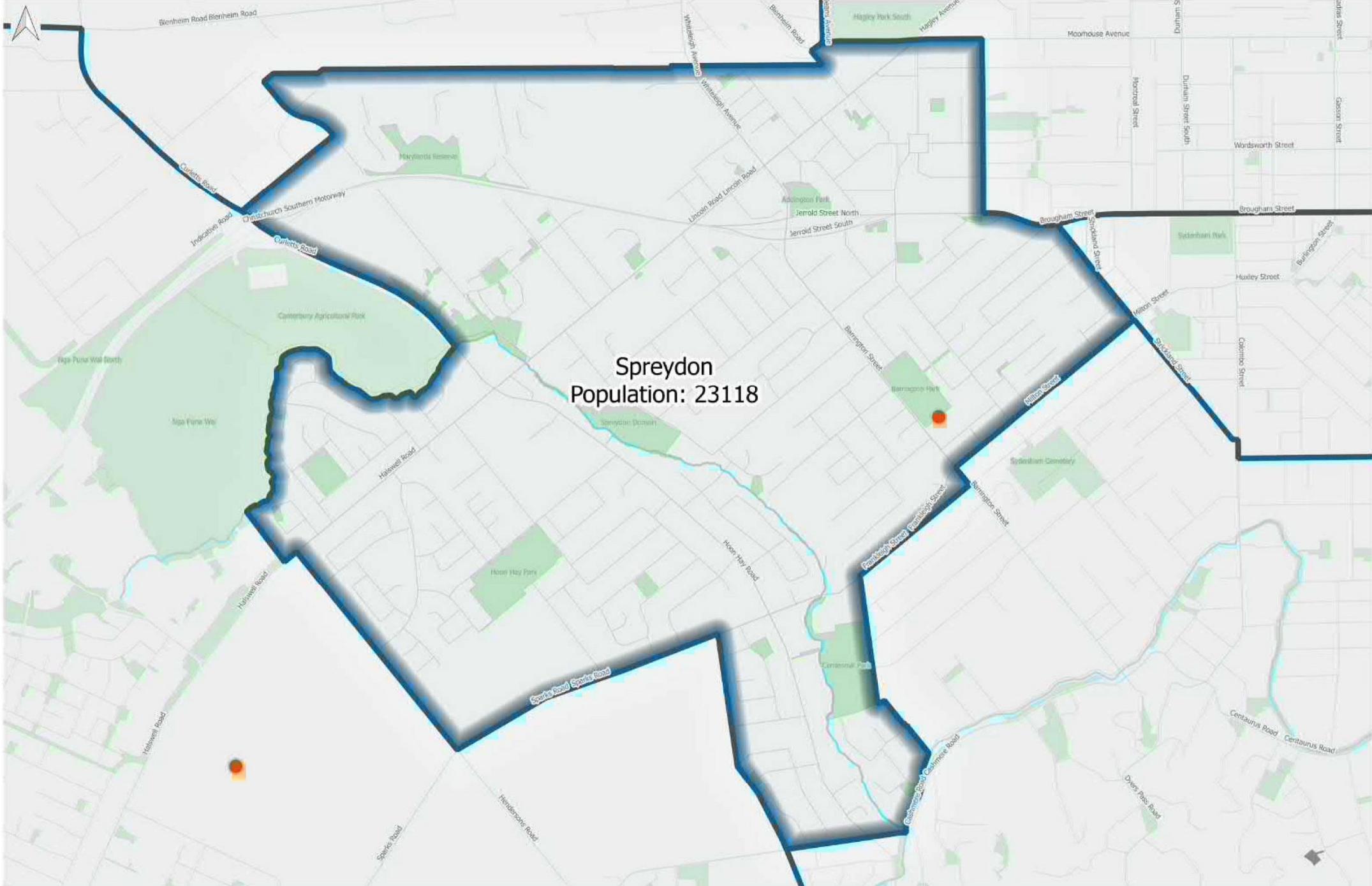
- Ward Boundaries
- Residential Red Zone
- Parks
- Rivers
- Key Activity Centres



Riccarton
Population: 23181

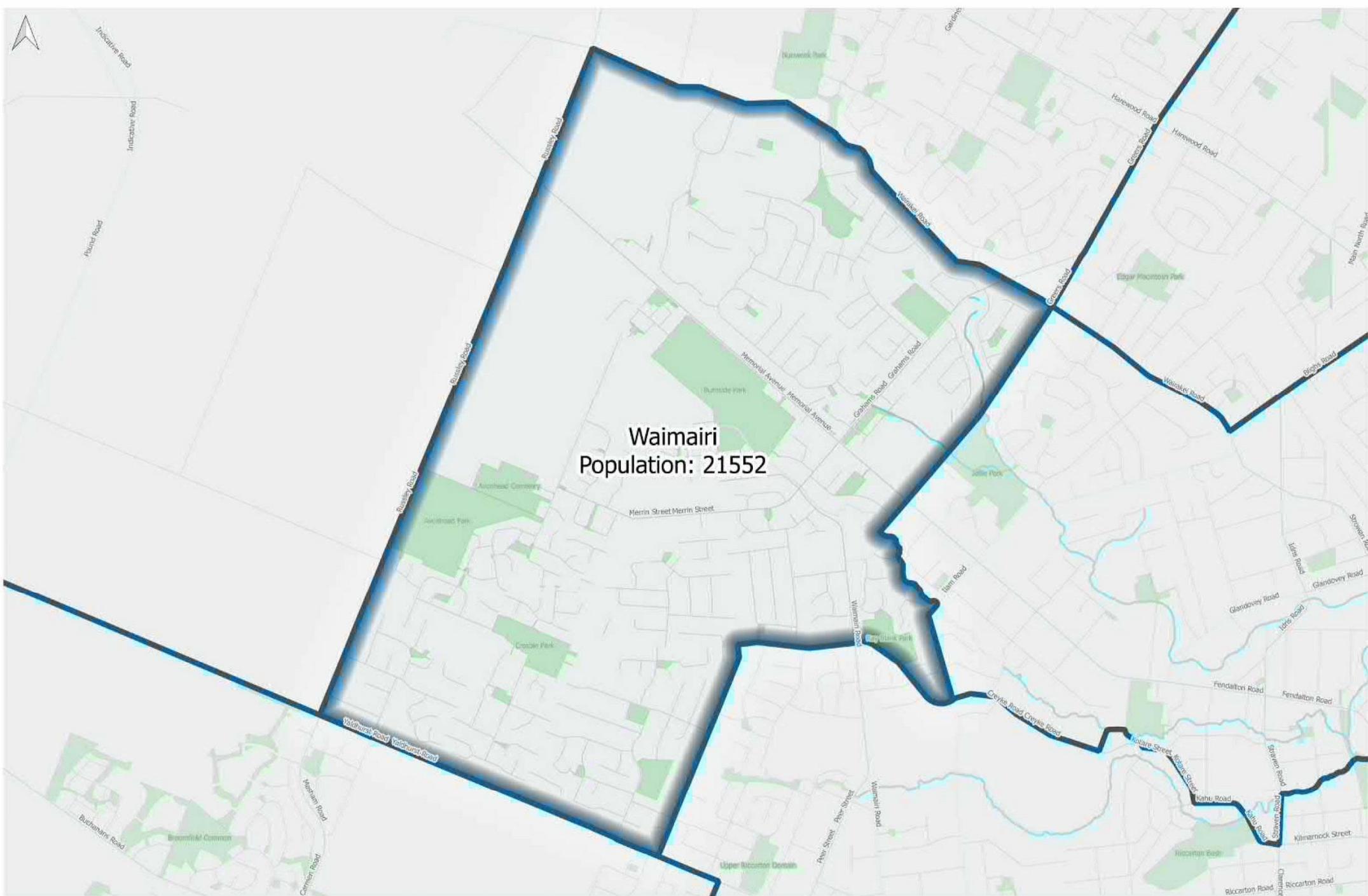
Christchurch City Council Ward Boundaries 2016
Local Government Commission Final Determination
Riccarton Ward

- Ward Boundaries
- Key Activity Centres
- Residential Red Zone
- Parks
- Rivers



Christchurch City Council Ward Boundaries 2016
Local Government Commission Final Determination
Spreydon Ward

- Ward Boundaries
- Key Activity Centres
- Residential Red Zone
- Parks
- Rivers



Christchurch City Council Ward Boundaries 2016
Local Government Commission Final Determination
Waimairi Ward

- Ward Boundaries
- Residential Red Zone
- Key Activity Centres
- Parks
- Rivers

MEMBERSHIP OF COMMITTEES, SUBCOMMITTEES, WORKING PARTIES, FORUMS, JOINT COMMITTEES AND GROUPS, AND COMMUNITY BOARDS AND THEIR TERMS OF REFERENCE AND DELEGATIONS AS AT 15 MARCH 2017

Brief details are provided below; the Council's Delegations Register can be found on the Council's website: <https://ccc.govt.nz/the-council/how-the-council-works/governance/register-of-delegations>

The Council's committee structure, membership and terms of reference will be updated as necessary on the Council's website: <https://ccc.govt.nz/the-council/council-committees>

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

COMMITTEES

- Finance and Performance Committee
- Infrastructure, Transport and Environment Committee
- Audit and Risk Management Committee
- Innovation and Sustainable Development Committee
- Regulatory Performance Committee
- Social and Community Development Committee
- Health and Safety Committee
- Strategic Capability Committee
- Te Hononga Council - Papatipu Rūnanga Committee
- Civic Awards Committee
- Hearings Panel Committee

SUBCOMMITTEES, WORKING PARTIES AND FORUMS

- Multicultural Subcommittee
- Housing Taskforce
- International Relations Working Group
- Development Forum
- Parking Restrictions Subcommittee
- District Plan Review Subcommittee
- District Plan Appeals Subcommittee
- Land Drainage Working Group
- Provisional Local Alcohol (PLAP) Appeals Working Party

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 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

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

COMMITTEES

Finance and Performance Committee - Terms of Reference

Chair	Councillor Manji
Membership	Deputy Mayor Turner (Deputy Chair), Mayor Dalziel, Councillor Buck, Councillor Chen, Councillor Davidson, Councillor Galloway, Councillor Gough, Councillor Johanson, Councillor Swiggs and an independent member to be appointed by Council
Quorum	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.
Meeting Cycle	Monthly
Reports To	Council

Responsibilities

The focus of the Finance & Performance Committee is the financial and non-financial performance of the Council and its subsidiaries.

The Finance & Performance Committee:

- Seeks to enhance the Council's accountability with the community in relation to the Council's financial and non-financial performance
- Promotes active citizenship, community participation and community partnerships, including participatory budgeting
- Works in partnerships with key agencies, groups and organisations

The Finance & Performance Committee considers and reports to Council on issues and activities relating to:

- The preparation and adoption of the draft and final Annual Plan and Long Term Plan (based on the strategic direction of the Strategic Capability Committee)
- Performance against the Long Term Plan (LTP) and Annual Plan (AP), including financial performance and non-financial performance including:
 - medium to long term asset management
 - treasury investment and borrowings
 - organisational performance and capability.
- Insurance matters including to:
 - consider legal advice from the Council's legal and other advisers,
 - approve further actions relating to the issues,
 - make recommendations to Council concerning formal actions.
- Performance of a number of subsidiaries including Council Controlled Organisations (CCO).
- Recommendations from Council's Subcommittees, Community Boards, the public, stakeholders and providers in relation to finance and performance.
- Overseeing the development to the Annual Report for consideration by the Council
- Development of the financial policy of the Council
- Development of a Genuine Progress Indicator

Adopted by the Council on 9 February 2017.

Infrastructure, Transport and Environment Committee - Terms of Reference

Chair	Councillor Cotter
Membership	Councillor Davidson (Deputy Chair), Councillor Buck, Councillor Clearwater, Councillor Galloway, Councillor Keown, Councillor Templeton
Quorum	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.
Meeting Cycle	Monthly
Reports To	Council

Responsibilities

The focus of the Infrastructure, Transport and Environment Committee is the governance of roading and transport, three waters, waste management, and natural hazards protection.

The Infrastructure, Transport and Environment Committee:

- Encourages opportunities for citizenship, community participation and community partnerships
- Works in partnerships with key agencies, groups and organisations
- Encourages innovative approaches and sustainable solutions

The Infrastructure, Transport and Environment Committee considers and reports to Council on issues and activities relating to:

- Water supply, conservation and quality
- 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 minimisation and disposals
- Sewage collection, treatment and disposal
- Roads, footpaths and streetscapes
- Transport including road operations, parking, public transport, cycle ways, harbours and marine structures consistent with Greater Christchurch Public Transport Joint Committee Terms of Reference.

Delegations

The Committee delegates to the following working group the responsibility to consider and report back to the Committee:

- Land Drainage Working Group matters relating to the Land Drainage Recovery Programme, including opportunities for betterment.

Adopted by the Council on 9 February 2017.

Delegations (Continued)

Major Cycleway Route (MCR) Programme

At the Council meeting of 9 March 2017:

It was resolved that the Council:

1. Delegates to the Infrastructure, Transport and Environment Committee the authority to make all decisions in connection with the Major Cycleway Routes (MCR) 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 Infrastructure, Transport and Environment Committee and affected Community Boards being briefed prior to any public consultation commencing on any Major Cycleway Route project.
 - b. The relevant Community Board Chair(s) will be invited by the Infrastructure, Transport and Environment Committee to participate in the relevant Major Cycleway Route item discussion and give their Board's feedback or recommendations.
2. Notes and reconfirms Council's previous decision to designate the MCR programme a metropolitan project, as set out in the Council's resolutions on 29 January 2015.
 - 13.4 Agree to the Major Cycleway Route programme being declared a Metropolitan Programme and delegate to the Infrastructure, Transport and Environment Committee all decision making powers.

Audit and Risk Management Committee - Terms of Reference

Chair	Sue Sheldon (Independent)
Deputy Chair	Councillor Manji as the Chair of the Finance and Performance Committee
Membership	Mayor Dalziel and Deputy Mayor Turner The Chair of the following committees: <ul style="list-style-type: none"> · Innovation and Sustainable Development Committee · Social and Community Development Committee · Infrastructure, Transport and Environment Committee · Regulatory Performance Committee 2 External Members
Quorum	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.
Meeting Cycle	To be separately considered
Reports To	Council

Purpose

- 1.1 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.
- 1.2 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

- 2.1 In order to give effect to its advice the Committee should make recommendations to the Council and to Management.
- 2.2 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.
- 2.3 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.
- 2.4 The Committee Chair will meet with relevant members of Management before each Committee meeting and at other times as required.

Responsibilities

3.1 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.

3.2 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.

3.3 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.

3.4 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.

3.5 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 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.

3.6 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.

3.7 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

- 4.1 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.

Innovation and Sustainable Development Committee - Terms of Reference

Chair	Councillor Buck
Membership	Councillor Scandrett (Deputy Chair), Deputy Mayor Turner, Councillor Davidson, Councillor Gough, Councillor Livingstone, Councillor Swiggs, Councillor Templeton
Quorum	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.
Meeting Cycle	Monthly
Reports To	Council

Responsibilities

The focus of the Innovation and Sustainable Development Committee is driving the concept of innovation, as in the City vision of a “City of Opportunity, where anything is possible” and to do so in ways that may be experimental and different.

The Committee considers and reports to Council on issues and activities relating to:

- Strategies and priorities in relation to innovation and sustainable development.
- Climate change and sustainability initiatives such as electric vehicles, carbon reduction and waste minimisation.
- Economic development initiatives and strategies, including
 - Christchurch Narrative,
 - Antarctic Strategy,
 - Visitors Strategy,
 - Canterbury Economic Development Strategy,
 - Christchurch Economic Development Strategy,
- Relationships with economic development subsidiaries, such as Canterbury Development Corporation, the TEED entity
- Innovative or disruptive strategies and programmes, including Smart Cities programme of work
- Innovative approaches to the delivery of issues that often go across levels of government
- Allocation of funds related to the innovation and sustainability sector, including a new Innovation and Sustainability Fund.
- Council’s Brand and Communications strategies.

Delegations

The Committee delegates to the following forum the responsibility to consider and report back to the Committee:

- Development Forum - Innovative ways to support the development of the city and suburban centres

Adopted by the Council on 9 February 2017.

Regulatory Performance Committee - Terms of Reference

Chair	Councillor East
Membership	Councillor Gough (Deputy Chair), Councillor Chen, Councillor Galloway, Councillor Livingstone, Councillor Scandrett, Councillor Templeton
Quorum	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.
Meeting Cycle	Monthly
Reports To	Council

Responsibilities

The focus of the Regulatory Performance Committee is Council's regulatory and compliance functions. The Committee seeks to foster:

- active citizenship, community participation and community partnerships
- innovation and creativity
- relationship with key partner organisations and agencies
- engagement with community boards on bylaw development and review

The Regulatory Performance Committee considers and reports to Council on issues and activities relating to:

- Council's regulatory and compliance functions
- 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
 - Historic Places Act 1980
 - District Plan
 - Bylaws
 - Other regulatory matters
- District planning
- Approval and monitoring of Council's list of hearings commissioners under the Resource Management Act 1991.

Adopted by the Council on 9 February 2017.

Social and Community Development Committee - Terms of Reference

Chair	Councillor Clearwater
Membership	Councillor Livingstone (Deputy Chair), Councillor Chen, Councillor Galloway, Councillor Keown, Councillor Johanson, Councillor Scandrett
Quorum	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.
Meeting Cycle	Monthly
Reports To	Council

Responsibilities

The focus of the Social and Community Development Committee is matters relating to social and community wellbeing.

The Committee:

- Promotes active citizenship, community participation and community partnerships
- Seeks to address cultural, social and economic disadvantage and promote equity for all citizens
- Works in partnerships with key agencies, organisations and communities of place, identity and interest
- Is innovative and creative in the ways it contributes to social and community wellbeing

The Social and Community Development Committee considers and reports to Council on issues and activities relating to:

- Arts and culture including the Art Gallery
- Heritage protection
- 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
- Community facilities and assets
- Community housing, including- social housing, affordable housing (including rental), housing policy, tenancy service, homelessness and unresolved earthquake housing matters
- Public Health and health in all policies
- Community safety and crime prevention, including family violence
- Civil defence and rural fire management including disaster planning and local community resilience plans
- Community events, programmes and activities
- Community development and support, including grants and sponsorships
- Citizen services
- Community engagement and participation
- Civic and International Relations
- Communities of place, identity and interest.

Delegations

The Committee delegates to the following subcommittees/taskforce the responsibility to consider and report back to the Committee:

- Safer Communities Council for matters relating to Safety and Crime Prevention, including Family Violence
- Community Housing to the Housing Taskforce for matters relating to Community housing, including- social housing, affordable housing (including rental), housing policy, tenancy service, homelessness and unresolved earthquake housing matters
- Multicultural Subcommittee for matters relating to the multicultural strategy
- International Relations Working Group on matters relating to international relations

Adopted by the Council on 9 February 2017.

Health and Safety Committee

Chair	Councillor Gough
Membership	Councillor East (Deputy Chair), Councillor Keown, 2 External Members
Quorum	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.
Meeting Cycle	Meetings will be held at least quarterly
Reports To	Council

Purpose:

Maintain and continually improve Health, Safety & 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.

Terms of Reference

To be adopted

Strategic Capability Committee - Terms of Reference

Chair	Mayor Dalziel
Membership	Deputy Mayor Turner (Deputy Chair) The Chairpersons of the following committees: <ul style="list-style-type: none">· Finance and Performance Committee· Innovation and Sustainable Development Committee· Social and Community Development Committee· Infrastructure, Transport and Environment Committee· Regulatory Performance Committee Independent Member to be appointed by the Council
Quorum	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.
Meeting Cycle	Monthly.
Reports To	Council

Responsibilities

The focus of the Strategic Capability Committee is to ensure alignment across Council committees, the organisation and Crown partners

The Strategic Capability Committee is responsible for:

- Advising and supporting the Mayor to lead the development of the Long Term Plan and Annual Plan, including setting the overall parameters, strategic direction and priorities, and the development of a consultation document.
- Leading and overseeing the Council's strategic relationship with the Crown.
- Leading and overseeing specific strategic projects of shared interest and interface with the Crown, including the Cost Share Agreement and matters under the Greater Christchurch Regeneration Act.
- Matters relating to the performance of the Chief Executive, including appointment and succession planning as may be necessary from time to time.
- Organisational capability, workforce planning and development
- Council remuneration and employment policy.

Adopted by the Council on 9 February 2017.

Te Hononga Council - Papatipu Rūnanga Committee

Chair	Mayor Dalziel and Dr. Te Marie Tau (also the Te Ngāi Tūāhuriri Rūnanga representative)
Membership	Deputy Mayor Turner, Councillor Manji, Councillor Clearwater, Councillor East, Councillor Cotter, Councillor Chen, Councillor Buck, and representatives from the following rūnanga: Te Rūnanga o Wairewa Te Rūnanga o Koukourārata Te Taumutu Rūnanga Te Hapū o Ngāti Wheke Ōnuku Rūnanga Te Ngāi Tūāhuriri Rūnanga
Quorum	Half of the members if the number of members (including vacancies) is even, or a majority if the number of members (including vacancies) is odd with at least one of those present being a Christchurch City Council Councillor.
Meeting Cycle	Quarterly
Reports To	Council

Terms of Reference

To be adopted

Responsibilities

The Te Hononga Council - Papatipu rūnanga Committee is responsible for:

Leading the development of an enduring collaborative relationship between the Council and Ngā Papatipu Rūnanga.

Civic Awards Committee - Terms of Reference

Chair	Councillor Johanson
Membership	Councillor Davidson, Councillor Galloway, Councillor Manji, Councillor Templeton and Councillor Turner
Quorum	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.
Meeting Cycle	As required
Reports To	Council

Responsibilities

The Civic Awards Committee is responsible for:

- Reviewing civic awards processes and to report on the process for making civic awards
- Providing oversight and recommendations on Civic Awards process
- 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

Adopted by the Council on 9 February 2017.

Hearings Panel Committee

Membership	Mayor, Councillors and Community Board Members
Purpose	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 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.

Delegations

Set out within the Council's Delegation Register:

1. Building Act 2004

- Section 72: To hear any objection concerning any officer's decision to attach conditions to a building consent under this section.

2. Christchurch District Drainage Act 1951

- Section 28A: To hear and determine any objections under this section.

3. Dog Control Act 1996

- Section 22: To hear and determine any objection to the classification of any person as a probationary owner.
- Section 23: To determine to terminate a probationary owner classification early.
- Section 26: To hear and determine any objection to the disqualification of any person from being the owner of any dog.
- Section 31: To hear and determine any objection to the classification of any dog as a dangerous dog.
- Sections 33B and 33D: To hear and determine any objection to the classification of a dog as menacing.
- Section 55: To hear and determine any objection to any requirement of a notice issued in respect of a barking dog.

4. Litter Act 1979

- Section 10(4)-(6): To hear and determine any objections under this section.

5. Local Government Act 1974

- Section 339: To hear and determine any objections relating to transport shelters.
- Sections 459, 460: To hear and determine any objections concerning private drains notices or under these sections.
- 10th Sch To hear and recommend to the Council, whether the Council should allow or otherwise any objections received to road stopping procedures pursuant to the Tenth Schedule.
- That the Council Hearings Panel be delegated the power to authorise any officer approved by either the Legal Services Manager to participate in a mediation of any proceeding before the Environment Court other than a proceeding under the Resource Management Act. Except on proceedings arising from decisions made by the full Council, the authority shall include the power to commit the Council to a binding agreement to resolve the proceeding and shall be on such terms and conditions as the Panel considers appropriate

6. Local Government Act 2002

- Section 181: To hear and determine any objections under this section.

7. Reserves Act 1977

- Section 14: To hear and determine submissions and objections in relation to the declaration of land as a reserve.
- Section 15: To hear and determine submissions and objections in relation to the exchange of reserves for other land.
- Sections 24 and 24A: To hear and determine submissions and objections in relation to the change of classification or purpose or revocation of a reserve.
- Section 41: To hear and determine submissions and objections in relation to the preparation, review and change of management plans for reserves.
- Section 48: To hear and determine submissions and objections in relation to the granting of rights of way and other easements over reserves.
- Section 48A: To hear and determine submissions and objections in relation to the granting of licences on reserves.
- Sections 54, 56, 58A, 73, and 74: To hear and determine submissions and objections in relation to the granting of leases of or licences of reserves.
- Section 75: To hear and determine submissions and objections in relation to the afforestation of reserves by the Council.
- Section 120(1)(c): To make appointments of persons to hear submissions and objections in relation to the Reserves Act 1977.

8. Resource Management 1991

- All of the delegations under the Act are contained in Part B of the Delegations Register.

SUBCOMMITTEES, WORKING PARTIES AND FORUMS

Multicultural Subcommittee - Terms of Reference

Chair	Councillor Chen
Membership	Councillor Davidson, Councillor Galloway, Councillor Livingstone
Quorum	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.
Meeting Cycle	Bimonthly
Reports To	Social and Community Development Committee

Responsibilities

The Multicultural Subcommittee is responsible for:

- Overseeing the implementation of the Christchurch Multicultural Strategy - Our Future together
- Overseeing issues related to diverse communities throughout the city
- Considering matters related to multicultural communities and sector providers
- Receiving regular updates from existing mandated community networks/forums via nominated representatives including:
 - The Multicultural Council - Nominated Representative
 - INFORM Network - Nominated Representative
 - CLING (Community Languages and Information Network Group) - Nominated Representative
 - Ethnic Leaders Forum- Nominated Representative
 - Multicultural Strategy Implementation Committee - Staff
- Receiving deputations from individuals and ethnic communities (as and when appropriate via invitation or deputation), i.e. Muslim Building Bridges Group, Chinese New Year Committee, Indian Students' Association etc
- Supporting the activities of the Canterbury Regional Economic development - Newcomer work strand
- Championing ethnic and cultural diversity across Council

Adopted by the Social and Community Development Committee on 1 March 2017.

Housing Taskforce - Terms of Reference

Chair	Councillor Livingstone
Membership	Councillor Buck, Councillor Johanson, Councillor Clearwater
Quorum	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.
Meeting Cycle	As required
Reports To	Social and Community Development Committee

Responsibilities

The Housing Taskforce is responsible for:

- Examining a broad range of issues including homelessness, youth housing, emergency housing, social housing, the future of Council's housing stock, housing affordability schemes for first home buyers, the rental market and housing density
- Reviewing and advising on housing policy, legislation and related issues.
- Providing advice on particular housing matters that support Council's decision making across the continuum of social, affordable and market housing, including innovative housing solutions that will increase the supply of affordable housing
- Facilitating collaborative action across the continuum of social, affordable and market housing with Central Government agencies, e.g. Ministry for Business, Innovation and Enterprise (MBIE), Ministry of Social Development (MSD), The Tenants Protection Association (TPA), NGO's, Te Wai Pounamu Community Housing Providers Network, Housing NZ Corporation (HNZC), and NZ Coalition to End Homelessness (NZCEH)
- Monitoring the delivery of the Housing Policy 2016 priority actions across its 8 key goals
- Overseeing the Social Housing Strategy 2007.
- Support Council's participation and leadership within the Christchurch Housing Accord

The Taskforce will work in close collaboration and partnership with the community, government and private sectors to find new ways and set clear targets to address housing issues including increasing the supply of affordable and social housing in Christchurch.

Adopted by the Council on 9 February 2017.

International Relations Working Group - Terms of Reference

Chair	Councillor Chen
Membership	Councillor Johanson (Deputy Chair), Chair, Christchurch Educated CEO CCT/GM Tourism in TEED CEO DCL Representative from Sister City Chairs Director Christchurch Ministry of Foreign Affairs and Trade International Business Advisor, Canterbury Employers Chamber of Commerce Other members to be appointed by the Social & Community Development Committee
Quorum	Half of the members if the number of members (including vacancies) is even, or a majority if the number of members (including vacancies) is odd with at least one of those present being a Christchurch City Council Councillor.
Meeting Cycle	Quarterly
Reports To	Social & Community Development Committee

Responsibilities

The International Relations Working Group is responsible for:

Providing strategic oversight and advice on the city's international relations and cultural links.

Advising on strategy to:

- Promote Christchurch city's international links in city to city/city to region relationships where the opportunity exists for high value investment, growth, tourism and cultural links.
- Strengthen international education opportunities,
- Expand international economic, tourism and education opportunities.
- Providing a point of engagement for the Council with the international community in relation to all international relations matters.
- Oversight of Sister City programme:
 - Strengthen relationships with existing Sister Cities,
 - Develop further relationships, and
 - Receive annual reports from Sister City committees.
- Consider and make recommendations to the Council with regards to travel in support of international relationships, including ad hoc requests during the course of the term.
- Assisting the Mayor in receiving overseas visitors and representatives to Christchurch.
- Other issues referred by Social & Community Development Committee.

Adopted by the Council on 9 February 2017.

Development Forum

Chair	Councillor Gough
Membership	Councillor Templeton (Deputy Chair), Deputy Mayor Turner, Councillor Davidson, Councillor Livingstone, Councillor Swiggs One representative from each of the following organisations: <ul style="list-style-type: none">• Canterbury Development Corporation• Canterbury Employers Chamber of Commerce• Christchurch Central City Business Association• Development Christchurch Limited• Property Council of NZ - South Island• Real Estate Institute of New Zealand Incorporated
Quorum	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.
Meeting Cycle	Quarterly, or as otherwise required
Reports To	Innovation and Sustainable Development Committee

Terms of Reference

Responsibilities

The Development Forum is responsible for:

- Considering innovative ways to support development of the city and suburban centres.
- Facilitating engagement between the development community in Christchurch and the Council on matters relating to development in the city and suburban centres.
- Developing a shared understanding of development drivers and trends in Christchurch
- Exploring collaborative approaches to development issues that facilitate faster and/or further development opportunities.
- Sharing knowledge and experience to promote the responsiveness and efficiency of the Council's policy, planning, regulatory and infrastructure provision functions as they relate to development within the city and suburban centres.
- Identifying and implementing opportunities to promote Christchurch as a world-class city that is development friendly.

Membership

- The Forum has delegated authority, to be exercised by way of a simple majority vote, to co-opt additional voting members for a specified period of time to provide expert knowledge or advice as is deemed necessary to achieve the forum's purpose.
- The power to make permanent changes to the Forum membership remains with the Innovation and Sustainable Development Committee.
- At the discretion of the Chairperson, relevant stakeholders, strategic partners and staff may be invited to attend the Forum as required in a non-voting capacity to contribute and inform discussion.

Limitation of Powers

- The forum shall operate in such a way that it does not compromise the Council's freedom to deliberate and make such decisions as it deems appropriate.
- The forum does not have the ability to commit the Council to any course of action or expenditure. It may make recommendations that will follow due process to seek a Council resolution.
- Recommendations may be provided to the Innovation and Sustainable Development Committee by way of a report from the Forum Chair.

Term of Appointment

- The forum shall operate for the duration of the 2016-2019 electoral term.
- Upon the commencement of the 2019-2022 electoral term the Forum shall be considered discharged and cease to operate, unless it is reconstituted by the incoming Council.

Operating Principles

The forum will observe the following principles in all its meetings:

- Give consideration to the interests of the stakeholder groups represented by all Forum members.
- Work in a collaborative and co-operative manner using best endeavours to reach solutions that take account of the interests of all sectors of the community.
- Members represent the interests of their stakeholder group and will not use the Forum to pursue specific individual benefit.
- Any conflicts of interest will be declared.
- Forum members and any stakeholders or staff invited to contribute will provide information based on empirical evidence, established best practice or experience where possible. Where an option is anecdotal or not supported by evidence this must be made explicit.
- In considering development matters, members will be mindful of Council strategic documents and directions that have been developed in consultation with the community

Adopted by the Innovation and Sustainable Development Committee on 22 March 2017.

Parking Restrictions Subcommittee

Membership	Chair of the Infrastructure, Transport and Environment Committee General Manager City Services Head of Transport Head of Planning and Strategic Transport
Quorum	3 members
Meeting Cycle	As required

Delegations

Set out within the Council's Delegation Register:

With respect to that area of the Central Business District of Christchurch shown on Plan A (within the Delegations Register), and whether it relates to "on-street" or "off-street", the authority:

- (i) In clause 5(1) of the Christchurch City Council Traffic and Parking Bylaw 2008 to set aside any road, or part of any road, or any other area controlled by the Council, as a restricted parking area with associated conditions (including any of the conditions referred to in clause 5(2)); and
- (ii) In clause 5(3) of the Christchurch City Council Traffic and Parking Bylaw 2008 to impose standing or stopping restrictions on any road, or part of a road, or any other area controlled by the Council; and
- (iii) In clause 5(4)(a) the Christchurch City Council Traffic and Parking Bylaw 2008 to prescribe the fees payable for parking in a restricted parking area; and
- (iv) In clause 5(4)(b) the Christchurch City Council Traffic and Parking Bylaw 2008 to prescribe the means by which parking fees may be paid; and
- (v) In clause 5(5)(a) of the Christchurch City Council Traffic and Parking Bylaw 2008 to amend any restricted parking area by adding any road or part of a road, or any other area controlled by the Council as a restricted parking area, or deleting or changing any road, or part of a road, or other area previously so specified as a restricted parking area; and
- (vi) In clause 5(5)(b) of the Christchurch City Council Traffic and Parking Bylaw 2008 to amend any condition in relation to a restricted parking area, by adding, deleting or changing any such condition; and
- (vii) In clause 5(5)(c) of the Christchurch City Council Traffic and Parking Bylaw 2008 to amend any stopping or standing restrictions by adding, deleting or changing any such restrictions.

The authority in clause 5(4)(a) to prescribe the fees payable for parking in a restricted parking area where that restricted parking area is an off-street Council owned or operated "at ground area", and where the fees payable are between \$0 to \$25 per day or part thereof.

The authority in relation to on-street parking, where a fee is payable in relation to that parking, and the parking is 3 hours or less:

- (i) In clause 5(4)(a) the Christchurch City Council Traffic and Parking Bylaw 2008 to prescribe the fees payable for parking in a restricted parking area; and
- (ii) In clause 5(4)(b) the Christchurch City Council Traffic and Parking Bylaw 2008 to prescribe the means by which parking fees may be paid; and
- (iii) To amend any such fees or method of payment as the case may be.

District Plan Review Subcommittee - Terms of Reference

Chair	Mayor Dalziel
Deputy Chair	Councillor Scandrett
Membership	Councillors Chen, Clearwater, Cotter, East, Livingstone, Manji, Turner
Quorum	3 members
Meeting Cycle	Meetings will be held as required
Reports To	Council

Terms of Reference

The District Plan Subcommittee has responsibility and authority to:

- Ensure the District Plan meets the requirements and timeframes of the Crown Order in Council
- Make decisions on the review of the District Plan
- Ensure all Councillors and Community Board Chairs are invited to all briefing sessions on Stage 2 chapters/maps

Adopted by the Council on 2 October 2014.

District Plan Appeals Subcommittee

Chair	Councillor Gough
Membership	Councillor East, Councillor Scandrett, Councillor Cotter, Councillor Johanson
Meeting Cycle	As required

Delegations

Set out within the Council's Delegation Register:

To consider and resolve any consent orders requested in respect of any proceedings before the Environment Court regarding any appeal on the Christchurch City Plan ('City Plan') or Banks Peninsula District Plan ('District Plan').

To 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 City Plan or District Plan.

To 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.

(a) 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.

(b) Any authority given under this delegation shall be on such terms and conditions as the Subcommittee considers appropriate.

Authorised positions:

- Solicitor, Legal Services Unit
- Head of Planning and Strategic Transport
- Team Leader City Planning
- Principal Advisors, Planning

(c) The exercise of such delegated powers be reported to the Council on a six monthly basis.

To 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 City Plan or District Plan, where the appeal relates to an alteration of minor effect or the correction of a minor error.

Authorised positions:

- Solicitor, Legal Services Unit
- Head of Planning and Strategic Transport
- Team Leader City Planning
- Principal Advisors, Planning

To make decisions, on behalf of the Council, in relation to any High Court proceedings arising out of decisions by the Environment Court on the City Plan or District Plan provided such decisions are consistent with professional advice. Where the Subcommittee is not able to do so the Subcommittee will refer its recommendation to the Council for a decision.

Land Drainage Working Group - Terms of Reference

Chair	Councillor Cotter
Membership	Councillor Clearwater, Councillor Davidson
Quorum	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.
Meeting Cycle	Bimonthly and additionally as required
Reports To	Infrastructure, Transport and Environment Committee

Responsibilities

The Land Drainage Working Group is responsible for matters relating to the Land Drainage Recovery Programme ("LDRP"), including opportunities for betterment, in furtherance of the aim of the LDRP to deliver projects to:

- Mitigate the effects of the earthquakes on flood risk in the city by restoring flood risk to pre-earthquake levels on a prioritized basis
- Repair damage to waterways and land drainage infrastructure
- Help restore community resiliency and wellbeing by reducing the risk from flooding
- Improve the non-drainage values (six values) of our waterways through sensitive design of remediation works

The Land Drainage Working Group will provide a governance overview of the LDRP to the Infrastructure, Transport and Environment Committee ("the Committee") by:

- Monitoring the implementation of the Mayoral Flood Taskforce recommendations and the maintenance of project works
- Monitoring the progress of the LDRP and associated project works
- Monitoring engagement and communication with local communities, including keeping key stakeholders informed of progress of the LDRP
- Investigating water quality improvement opportunities

The Land Drainage Working Group is also responsible for working with community representatives and civil defence staff to develop a framework, including purposes, objectives and criteria, for a proposed Flood Response Fund, which it will recommend to the Committee.

As a working group reporting to the Committee, the Land Drainage Working Group may work on land drainage matters more generally from time to time as directed by the Committee to contribute to the Committee's responsibilities to consider and report to Council on issues and activities relating to:

- Stormwater drainage, including the LDRP
- Natural hazards protection, including flood protection and river control
- Natural environment, including the waterways, aquifers, ecology and conservation of resources
- Water quality improvement

Adopted by the Infrastructure, Transport and Environment Committee on 8 March 2017.

Provisional Local Alcohol (PLAP) Appeals Working Party - Terms of Reference

Chair	Councillor Livingstone
Membership	Deputy Mayor Turner, Councillor Clearwater, Councillor Scandrett

Delegations

1. To have oversight of and provide guidance and strategic direction to staff and legal counsel with respect to dealing with appellants and interested parties (taking into account the ARLA Practice Note dated 19 March 2015) on PLAP appeals.
- 1A. To have oversight of and provide guidance and strategic direction to staff and legal counsel with respect to any other litigation in relation to the PLAP, eg judicial review proceedings.
2. To enter into informal discussions with the appellants, and to make recommendations to the Council if the working party should agree with an appellant that an element of the PLAP may be unreasonable in light of the object of the Act, and should be changed.
3. To recommend to the Council that the Council request ARLA to ask the Council to reconsider an element of the PLAP.
4. Where ARLA refers an element back to the Council for reconsideration,
 1. To enter into discussions with all parties to the appeal proceedings (including the section 205 parties), and to endeavour to gain their agreement as to the terms of the resubmitted element:
 2. To instruct staff to inform all those who made submission to it on the original element in the draft LAP:
 - Of the terms of the proposed agreed element; and
 - Of their rights under section 205(2)(d); and
5. Following para 4, to recommend to the Council
 - To reconsider the element of the PLAP and resolve to amend or replace it, and to resubmit it to ARLA for further consideration.

Adopted by the Council on 10 December 2015 and amended by the Council on 15 December 2016.

JOINT COMMITTEES AND GROUPS

Canterbury Water Management Strategy Regional Water Management Committee

Council appointee(s)	Councillor Templeton
Purpose	The purpose and function of the Regional Committee is to: Co-ordinate the development and periodic review of a Regional Implementation Programme for the wider Canterbury Region that gives effect to the Canterbury Water Management Strategy and takes into account the Implementation Programmes of the Zone Committees; and Monitor progress in the implementation of the programme by the Water Executive.

Selwyn/Waihora Water Management Zone Committee

Council appointee(s)	Councillor Galloway
Purpose	This is a locally based committee for the implementation programme of the Canterbury Water Management Strategy.

Banks Peninsula Water Management Zone Committee

Council appointee(s)	Deputy Mayor Turner
Purpose	This is a locally based committee for the implementation programme of the Canterbury Water Management Strategy.

Christchurch West Melton Water Management Zone Committee

Council appointee(s)	Councillor Cotter
Purpose	This is a locally based committee for the implementation programme of the Canterbury Water Management Strategy.

Water Management Committee - Selection Working Group

Council appointee(s)	Councillors Clearwater and Cotter
Purpose	The Group assess applicants for the water management committees, on skills, expertise and experience, as well as their ability to work collaboratively to develop water management solutions that deliver economic, social cultural and environmental outcomes.

Canterbury Regional Transport Joint Committee

Council appointee(s)	The Mayor
Purpose	The Regional Transport Committee is established under the auspices of the Land Transport Management Act 2003. It is responsible for preparing the Regional Land transport Strategy, the Regional Land Transport Programme and for advising the Regional Council on strategic land transport planning and funding matters.

Greater Christchurch Public Transport Joint Committee

Council appointee(s)	The Mayor, Councillors Clearwater and Cotter
Purpose	The purpose of the Joint Committee is to provide integrated decision-making and clear decisive leadership for the provision of public transport services and infrastructure in greater Christchurch in partnership with Environment Canterbury, Selwyn District Council and Waimakariri District Council.

Central Plains Joint Committee

Council appointee(s)	Councillors Cotter and East
Purpose	The Central Plains Joint Committee was established by the Christchurch City and Selwyn District Councils to monitor and liaise with the Central Plains Trust.

Civil Defence Emergency Management Group Joint Committee

Council appointee(s)	The Mayor
Purpose	The Canterbury CDEM Group is a partnership of local authorities, emergency services and other organisations tasked with providing effective and comprehensive management of major hazards and their consequences anywhere in Canterbury.

Greater Christchurch Urban Development Strategy Implementation Committee

Council appointee(s)	The Mayor, Councillors Clearwater and Templeton
Purpose	<p>The UDSIC is a joint committee within the meaning of the Local Government Act 2002. In 2015 it absorbed additional functions from the former Recovery Strategy Advisory Committee established by the Canterbury Earthquake Recovery Authority in 2012.</p> <p>Local authority members are Christchurch City Council, Waimakariri District Council, Selwyn District Council and Canterbury Regional Council. The joint committee has additional public body representation from tangata whenua and other agencies. It has been established to oversee implementation of the Greater Christchurch Urban Development Strategy (UDS), provide advice to the Minister for Canterbury Earthquake Recovery and ensure integration between earthquake recovery activity and longer term urban development activity, including:</p> <ul style="list-style-type: none"> • Providing clear and united leadership in delivering the UDS vision and principles; • Promoting integration with the Recovery Strategy for Greater Christchurch, associated recovery plans and programmes including the implementation of the Land Use Recovery Plan (LURP) and Natural Environment Recovery Programme (NERP); and, • Supporting the delivery of aligned tangata whenua objectives as outlined in Ngāi Tahu 2025 and the Mahaanui Iwi Management Plan 2013.

Summit Road Protection Authority

Council appointee(s)	Councillor Scandrett plus one other appointed by Banks Peninsula Community Board
Purpose	The Summit Road Protection Authority has responsibilities for the preservation and protection of the scenic amenities associated with the Summit Road. The Authority is a joint Committee of the Christchurch City Council and the Selwyn District Council and is advised by an Advisory Committee.

Local Government New Zealand - Zone 5

Council appointee(s)	The Mayor, Councillors Johanson, Davidson, Chen, Templeton
Purpose	Local Government New Zealand Zone 5 covers the territorial local authorities from Nelson to Wetland/McKenzie and provides a means for input from the Christchurch City Council to Local Government New Zealand on matters relating to territorial local authorities in New Zealand.

Te Waihora Co-Governance Group

Council appointee(s)	The Mayor Councillor Cotter (alternate)
Purpose	The purpose of the co-governance group is to provide for an enduring, collaborative relationship between the Parties that includes shared exercise of functions, duties and powers under the Resource Management Act 1991 and the Local Government Act 2002.

Safer Christchurch Interagency Group

Council appointee(s)	Councillor Galloway
Purpose	<p>The Safer Christchurch Interagency Group consists of 21 partners, including Christchurch City Council, who are working together to make Christchurch a safer place in which to work, play, live and visit.</p> <p>The <u>Safer Christchurch Strategy</u>, adopted in 2005 and reviewed again in 2008, provides the framework for a co-ordinated community and agency response to crime prevention, injury prevention and road safety.</p>

COMMUNITY BOARDS

Banks Peninsula Community Board

Chairperson	Christine Wilson
Membership	Pam Richardson (Deputy Chairperson) Janis Haley Jed O'Donoghue Felix Dawson John McLister Tori Peden Andrew Turner

Coastal-Burwood Community Board

Chairperson	Kim Money
Membership	Tim Sintes (Deputy Chairperson), Tim Baker Linda Stewart David East Glenn Livingstone

Fendalton-Waimairi-Harewood Community Board

Chairperson	David Cartwright
Membership	Sam MacDonald (Deputy Chairperson) Bridget Williams Aaron Campbell Linda Chen Shirish Paranjape Jamie Gough Aaron Keown Raf Manji

Halswell-Hornby-Riccarton Community Board

Chairperson	Mike Mora
Membership	Helen Broughton (Deputy Chairperson) Natalie Bryden Catherine Chu Ross McFarlane Debbie Mora Vicki Buck Jimmy Chen Anne Galloway

Linwood-Central-Heathcote Community Board

Chairperson	Sally Buck
Membership	Jake McLellan (Deputy Chairperson) Alexandra Davids Darrell Latham Tim Lindley Brenda Lowe-Johnson Yani Johanson Deon Swiggs Sara Templeton

Papanui-Innes Community Board

Chairperson	Ali Jones
Membership	Emma Norrish (Deputy Chairperson) Jo Byrne John Stringer Pauline Cotter Mike Davidson

Spreydon-Cashmere Community Board

Chairperson	Karolin Potter
Membership	Melanie Coker (Deputy Chairperson) Lee Sampson Helene Mautner Phil Clearwater Tim Scandrett

Terms of Reference for Community Boards

1. Development of programmes and plans for achieving community development, social well-being and community safety outcomes at a local level, within the framework developed by the Council, and enhancement of the quality of life of all residents.
2. An ongoing obligation to keep the Council informed as to community aspirations and level of satisfaction with the service provided.
3. The right and duty of active liaison with residents/business/special interests groups in the community, with the objective of expanding the existing residents groups' programme.
4. Advice to the Council on local implications of such metropolitan projects which have city- wide impacts as are referred to Community Boards for comment.
5. Input into asset management plans, programme of works, and maintenance programmes for streets.
6. Encourage the community to be actively involved in the consultation process of the Council.
7. The right and duty of active liaison with residents/businesses/special interest groups in the community.

8. The preparation of an annual submission to the Annual Plan and LTCCP process, and to determine matters relative to the discretionary sum approved by the Council for the community area.
9. Consideration of all matters unless they have significant impact beyond the local area, or on the service level of any non-local road. Such consideration shall be consistent with any policies or standards adopted by the Council.

The determination of whether a matter which has significant impact beyond the local area or on the service level of a non-local road, and reported directly to Council, will be made on behalf of the Chief Executive Officer, by the General Manager Regulation and Democracy Services.

Examples of matters that will be considered by Community Boards would include:

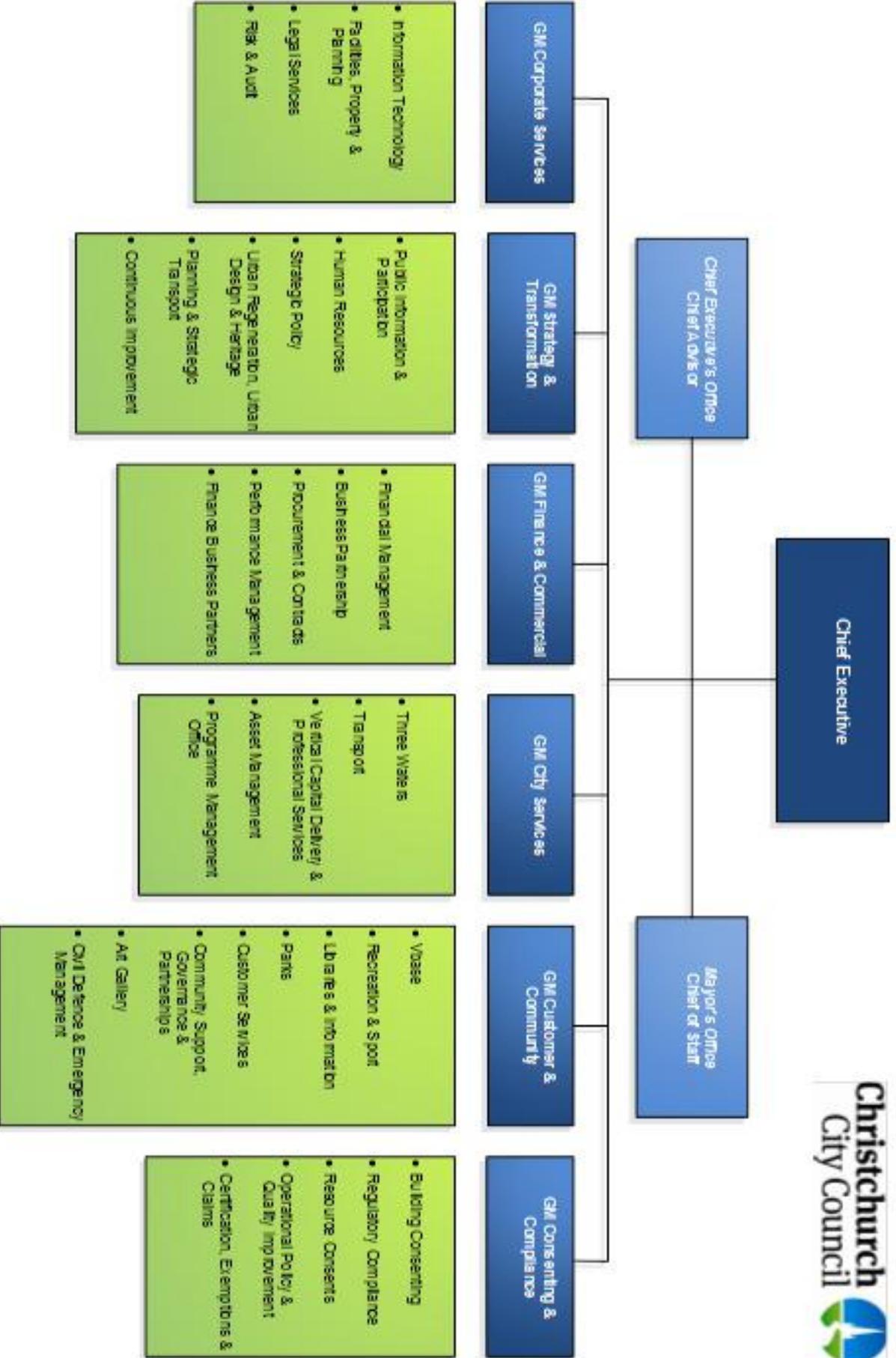
- Purchase of land, within approved budgets, for parks, reserves, waterways or other local purposes
- Granting of leases or licences on reserves
- Proposed developments or activities on parks, reserves and waterways
- Removal of trees from parks, reserves, streets or other Council land
- Liquor licence applications for facilities on Council properties (acting as landowner)
- 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
- Objections relating to vehicle crossings
- Naming of roads, streets and parks.

Additional Terms of Reference for the Lyttelton/Mt Herbert and Akaroa/Wairewa Community Boards (now the *Banks Peninsula Community Board*)

Liaison with the Issues Groups for the Lyttelton and Akaroa Harbours respectively.

Adopted by the Council on 14 December 2006.

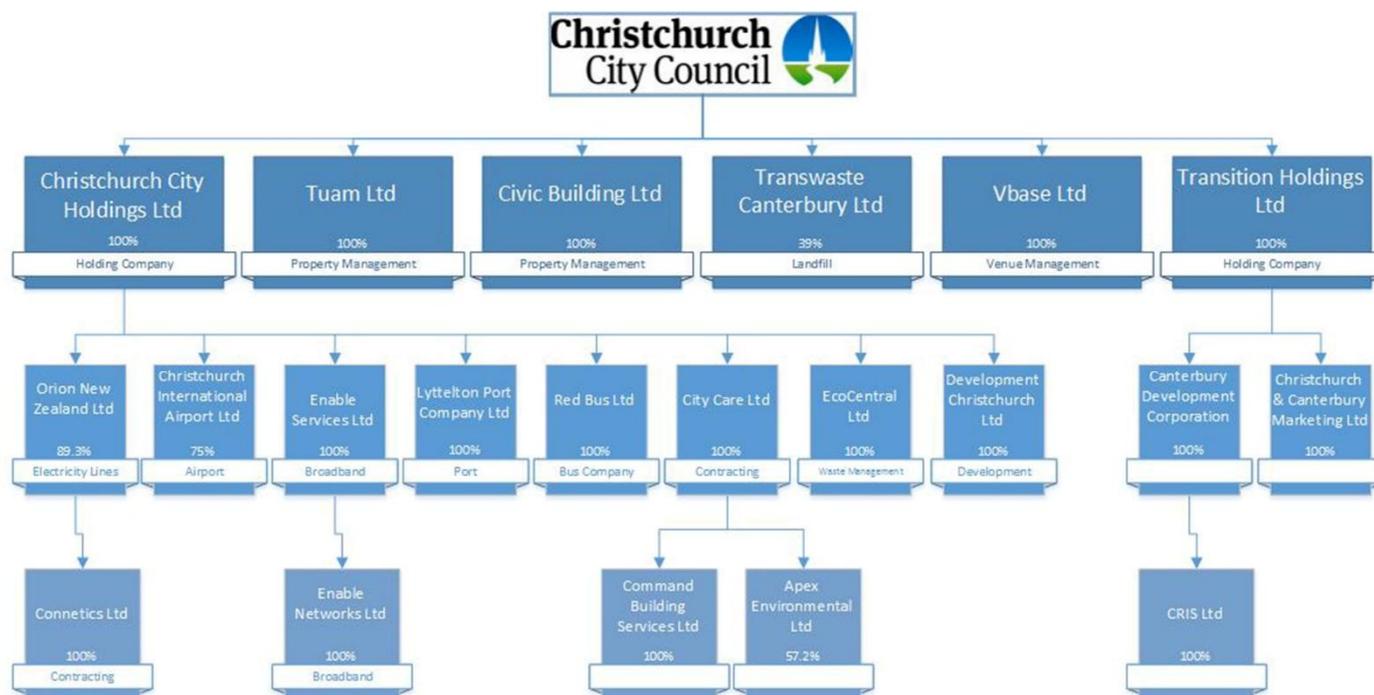
Appendix 5: ORGANISATION STRUCTURE



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.
- Tuam Limited**
This company is wholly owned by the Christchurch City Council. Tuam Limited is a property management company that previously owned the former Civic Building and related Tuam Street properties including the Tuam Street car park prior to their sale to the Central City Development Unit.
- 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.
- Transwaste 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.
- 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) and the Wigram Airforce Museum.
- Transition Holdings Limited**
This company is wholly owned by the Christchurch City Council. Transition Holdings Limited is the holding company for the Canterbury Development Corporation (CDC) and its group companies. CDC is tasked with providing economic development leadership for Christchurch and initiate and/or implement priority projects identified through the Christchurch Economic Development Strategy. Transition Holdings Limited is also responsible for the establishment of a new entity to manage the Council's interests in Tourism, Events and Economic Development (TEED).

Other organisations in which the Council has a controlling interest are:

- Riccarton Bush Trust (under the Riccarton Bush Act 1914)
- The Gardens Event Trust
- Christchurch Agency for Energy Trust
- The World Buskers' Festival Trust
- Rod Donald Banks Peninsula Trust
- Summit Road Protection authority (jointly with Selwyn District Council, under the Summit Road (Canterbury Protection Act 2001)

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	<p>The purpose of this bylaw is to:</p> <ul style="list-style-type: none"> · Manage, regulate and protect from misuse or damage the Council's water supply, wastewater and stormwater systems · Protect the public from nuisance and maintain public health and safety. 	By 2024	
Urban Fire Safety Bylaw 2014	2014	The object of this bylaw is to protect public safety by preventing danger from fire.	By 2024	
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	<p>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.</p> <p>The Land Transport Act 1998 gave Council the power to enact such a bylaw.</p>	By 2024	
Trade Waste Bylaw 2015	2015	<p>The purpose of this bylaw is to control and monitor trade waste discharges into public sewers in order to:</p> <ol style="list-style-type: none"> a. protect public health and the environment; b. promote cleaner production; c. protect the sewerage system infrastructure; d. protect sewerage system workers; e. protect the stormwater system; f. ensure compliance with consent conditions; g. provide a basis for monitoring discharges from industry and trade premises; h. provide a basis for charging trade waste users of the sewerage system to cover the i. cost of conveying, treating and disposing of or reusing their wastes; j. ensure that the costs of treatment and disposal are shared fairly between trade k. waste and domestic dischargers; l. encourage waste minimisation; and m. encourage water conservation. 	By 2025	

Bylaw	Last review	Purpose	Proposed date for next review	Comments on next review
Cleanfill and Waste Handling Operations Bylaw 2015	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	
Freedom Camping Bylaw 2015	2016	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.	Nov 2017	Under review
Waste Management Bylaw 2009	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	
Dog Control Bylaw 2016	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	
General Bylaw 2008	2008	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.		Under review
Marine and River Facilities Bylaw 2008	2008	This bylaw deals with the management and control of slipways, wharves, jetties and other marine 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.	Nov 2017	Under review
Traffic and Parking Bylaw 2014	2014	The bylaw covers the regulation and control of traffic and parking, the regulation of traffic movement restrictions e.g. one-way-streets, the management of traffic and parking during events, the regulation of vehicle crossings and the regulation of machinery or equipment on roads.	Nov 2017	Under review

Bylaw	Last review	Purpose	Proposed date for next review	Comments on next review
Public Places Bylaw 2008	2008	The bylaw's purpose is to balance the different needs and preferences of our community in relation to public places, in order to balance private use with public use. It includes the regulation of commercial activities in public places, obstructions in public places, allows the Council to declare Special Use Areas by resolution (this could allow or prevent certain activities in specific areas) and regulates to prevent barbed, razor or electrified wire from within certain distances of public places.	By Nov 2018	Under review
Stock Control Bylaw 2008	2008	The bylaw controls the management and movement of stock on roads, in order to protect people, traffic and stock, while safeguarding the condition of the road. It covers; general conditions for the movement of stock on roads, conditions for the movement of dairy cows on roads, temporary roadside fencing and stock droving prohibited/restricted routes.	Nov 2017	Under review
Alcohol Restrictions in Public Places Bylaw 2009	2014	The purpose of alcohol bylaws is to reduce alcohol-related harm, damage, disorder and crime, and to improve community safety in public spaces such as parks, riverbanks and beaches.	Nov 2018	2018 review required by alcohol reform legislation
Cemeteries Bylaw 2013	New bylaw	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.	Nov 2018	First (5 year) review
Brothels (Location and Commercial Sexual Services Signage) Bylaw 2013	New bylaw	The Brothels bylaw restricts where operator-run brothels can locate in the city to certain commercial areas and limits signage used to advertise commercial sexual services.	Nov 2018	First (5 year) review
Speed Limits Bylaw 2010	2009	The purpose of this Bylaw is to provide the mechanism to enable the Council to set speed limits (by resolution) for all roads under the care, control and management of the Council.	Nov 2018	Brought forward

SIGNIFICANCE & ENGAGEMENT POLICY 2014

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 decisionmaking 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:

- a. Number of people affected and/or with an interest;
- b. Level of impact on those people affected;
- c. Level of community interest already apparent for the issue, proposal or decision; or the potential to generate community interest;
- d. Level of impact on Māori, Māori culture and traditions;
- e. Possible environmental, social and cultural impacts;
- f. Possible costs/risks to the Council, ratepayers and wider community of carrying out the decision;
- g. Possible benefits/opportunities to the Council, ratepayers and wider community of carrying out the decision;
- h. Level of impact on the capacity of the Council to carry out its role and functions;
- i. Whether the impact of a decision can be easily reversed;
- j. 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.
- D. 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: 23 July 2015

Approval Date: 27 November 2014

Appendix 1: Supporting and contextual information Definitions

- Community:** 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.
- The community refers to the people that make up the diverse communities that live in Christchurch.
- Engagement:** Is a term used to describe the process of establishing relationships, and seeking information from the community to inform and assist decision making.
- Engagement is an important part of participatory democracy within which there is a continuum of community involvement.
- Consultation:** 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.
- (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.)
- Decisions:** Refers to all the decisions made by or on behalf of the Council including those made by officers under delegation.
- Significance:** 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).
- Special Consultative Procedure (SCP):**
- 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
- Strategic Asset:**
- 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).

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: Figure 1:

IAP2 Spectrum of Public Participation



Public participation goal

Inform

To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities

Consult

To obtain public feedback on analysis, alternatives and/or decisions.

Involve

To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.

Collaborate

To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.

Empower

To place final decision-making in the hands of the public.

Appendix 3:**Table 1: Examples of Engagement Activities (Adapted from IAP2 spectrum of engagement)**

Engagement Level	Inform	Consult	Involve	Collaborate	Empower
What does it involve	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 in the hands of the public.
Examples of tools the Council might use <i>(Note: these tools may be applicable across many levels of engagement)</i>	<ul style="list-style-type: none"> Email newsletter to local communities and networks Information flyers to neighbourhoods Public notices/info in community newspapers, website 	<ul style="list-style-type: none"> Formal submissions and hearings or the Special Consultative Procedure Focus groups Community meetings Online opportunities to submit ideas/feedback 	<ul style="list-style-type: none"> Workshops Focus/stakeholder groups' meetings Public meetings, drop-in sessions Online surveys/forums 	<ul style="list-style-type: none"> External working groups (involving community experts) Community Advisory Groups (involving community representatives) Forums 	<ul style="list-style-type: none"> Binding referendum Local body elections Delegation of some decisionmaking to a community
When the community is likely to be involved	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 One:
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;

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.

“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.

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
- . Canterbury Earthquake Recovery Act 2011
- . 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
- . Foreshore and Seabed Act 2004 Forest and Rural Fires Act 1977
- . Gambling Act 2003
- . Hazardous Substances and New Organisms Act 1996
- . Health and Safety Work Act 2015
- . Historic Places Act 1993
- . 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
- . 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
- . Transport Act 1962

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 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
- 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