

## Christchurch City Council AGENDA

---

### Notice of Meeting:

An ordinary meeting of the Christchurch City Council will be held on:

**Date:** Thursday 23 January 2020  
**Time:** 9.30am  
**Venue:** Council Chambers, Civic Offices,  
53 Hereford Street, Christchurch

---

### Membership

Chairperson	Mayor Lianne Dalziel
Deputy Chairperson	Deputy Mayor Andrew Turner
Members	Councillor Jimmy Chen
	Councillor Catherine Chu
	Councillor Melanie Coker
	Councillor Pauline Cotter
	Councillor James Daniels
	Councillor Mike Davidson
	Councillor Anne Galloway
	Councillor James Gough
	Councillor Yani Johanson
	Councillor Aaron Keown
	Councillor Sam MacDonald
	Councillor Phil Mauger
	Councillor Jake McLellan
	Councillor Tim Scandrett
	Councillor Sara Templeton

---

**17 January 2020**

### Principal Advisor

Dawn Baxendale  
Chief Executive  
Tel: 941 6996

Jo Daly  
Council Secretary  
941 8581  
jo.daly@ccc.govt.nz  
[www.ccc.govt.nz](http://www.ccc.govt.nz)

Note: The reports contained within this agenda are for consideration and should not be construed as Council policy unless and until adopted. If you require further information relating to any reports, please contact the person named on the report.

Watch Council meetings live on the web:  
<http://councillive.ccc.govt.nz/live-stream>

# Strategic Framework

**The Council's Vision** – Christchurch is a city of opportunity for all.

Open to new ideas, new people and new ways of doing things – a city where anything is possible.

## Whiria ngā whenu o ngā papa Honoa ki te maurua tāukiuki

Bind together the strands of each mat  
And join together with the seams of respect  
and reciprocity.

The partnership with Papatipu Rūnanga  
reflects mutual understanding and respect,  
and a goal of improving the economic,  
cultural, environmental and social  
wellbeing for all.

### Overarching Principle

Partnership – Our  
people are our taonga  
– to be treasured and  
encouraged. By working  
together we can create  
a city that uses their  
skill and talent, where  
we can all participate,  
and be valued.

### Supporting Principles

Accountability	Collaboration
Affordability	Prudent Financial Management
Agility	Stewardship
Equity	Wellbeing and resilience
Innovation	Trust

## Community Outcomes

What we want to achieve together as our city evolves

### Strong communities

Strong sense of  
community  
Active participation in  
civic life  
Safe and healthy  
communities  
Celebration of our  
identity through arts,  
culture, heritage and  
sport  
Valuing the voices of  
children and young  
people

### Liveable city

Vibrant and thriving  
central city, suburban  
and rural centres  
A well connected and  
accessible city  
Sufficient supply of, and  
access to, a range of  
housing  
21st century garden city  
we are proud to live in

### Healthy environment

Healthy waterways  
High quality drinking  
water  
Unique landscapes and  
indigenous biodiversity  
are valued  
Sustainable use of  
resources

### Prosperous economy

Great place for people,  
business and investment  
An inclusive, equitable  
economy with broad-  
based prosperity for all  
A productive, adaptive  
and resilient economic  
base  
Modern and robust  
city infrastructure and  
community facilities

## Strategic Priorities

Our focus for improvement over the next three years and beyond

Enabling active citizenship and connected  
communities

Maximising opportunities to develop a vibrant,  
prosperous and sustainable 21st century city

Climate change  
leadership

Informed and proactive  
approaches to natural  
hazard risks

Increasing active, public  
and shared transport  
opportunities and use

Safe and sustainable  
water supply and  
improved waterways

## TABLE OF CONTENTS

<b>Karakia Timatanga .....</b>	<b>4</b>
<b>1. Apologies / Ngā Whakapāha .....</b>	<b>4</b>
<b>2. Declarations of Interest / Ngā Whakapuaki Aronga .....</b>	<b>4</b>
<b>3. Public Participation / Te Huinga Tūmatanui.....</b>	<b>4</b>
3.1 Public Forum / Te Huinga Whānui.....	4
3.2 Deputations by Appointment / Ngā Huinga Whakaritenga .....	4
<b>4. Presentation of Petitions / Ngā Pākikitanga.....</b>	<b>4</b>
<b>COUNCIL</b>	
<b>5. Council Minutes - 12 December 2019 .....</b>	<b>5</b>
<b>6. Council Minutes - 19 December 2019 .....</b>	<b>19</b>
<b>MULTICULTURAL COMMITTEE</b>	
<b>7. Multicultural Advisory Group .....</b>	<b>31</b>
<b>8. Multicultural Committee Minutes - 9 December 2019 .....</b>	<b>45</b>
<b>STAFF REPORTS</b>	
<b>9. Mayor's Monthly Report - December 2019.....</b>	<b>51</b>
<b>10. Update on the LGOIMA Improvement Plan.....</b>	<b>55</b>
<b>11. External Advisory Group for LTP 2021-31 - Terms of Reference.....</b>	<b>65</b>
<b>12. Delegations to the Finance and Performance Committee and Committees of the Whole.....</b>	<b>75</b>
<b>13. Resolution to Exclude the Public.....</b>	<b>78</b>
<b>Karakia Whakamutunga</b>	

## Karakia Timatanga

### 1. Apologies / Ngā Whakapāha

At the close of the agenda no apologies had been received.

### 2. Declarations of Interest / Ngā Whakapuaki Aronga

Members are reminded of the need to be vigilant and to stand aside from decision making when a conflict arises between their role as an elected representative and any private or other external interest they might have.

### 3. Public Participation / Te Huinga Tūmatanui

#### 3.1 Public Forum / Te Huinga Whānui

A period of up to 30 minutes is available for people to speak for up to five minutes on any issue that is not the subject of a separate hearings process.

#### 3.2 Deputations by Appointment / Ngā Huinga Whakaritenga

Deputations may be heard on a matter or matters covered by a report on this agenda and approved by the Chairperson.

There were no deputations by appointment at the time the agenda was prepared.

### 4. Presentation of Petitions / Ngā Pākikitanga

#### 4.1 Jason Alexander and Mayor Neil Brown, Ashburton District Council will present a petition:

*Tayla and Sunmaras legacy Summit Road Christchurch needs to be made safe.*

The summit road in Christchurch's port hills has been the subject of many serious and fatal accidents in recent times. On the 27th of November 2019 Tayla Alexander died when the car she was passenger in rolled off the cliff 2 weeks later her sister passed away from her injuries. I propose change is needed to make this road safer with more sturdy barriers and also deterrence for young who use this road to race I propose the road be controlled during weekend evenings by a closed barrier system to prevent needless racing or speeding around these hills causing injury and death I hope every person that reads this can understand why change is needed. It's is believed that this road is frequented each weekend by many young teens car enthusiasts and used to show off their cars those left behind by a moments distraction speed or just inexperience leaves a life time of grief and pain. I also want change to the rules and guidelines around our young getting their licences compulsory defensive driving courses to all drivers obtaining licences teaching our young the implications of their naivety and inexperience before more lives are lost more family's are hurt I ask that the nzta and the New Zealand government address these issues and support and address change



## 5. Council Minutes - 12 December 2019

Reference / Te Tohutoro: 19/1469469

Presenter(s) / Te kaipāhō: Jo Daly – Council Secretary

### 1. Purpose of Report / Te Pūtake Pūrongo

For the Council to confirm the minutes from the Council meeting held 12 December 2019.

### 2. Recommendation to Council

That the Council confirm the Minutes from the Council meeting held 12 December 2019.

### Attachments / Ngā Tāpirihanga

No.	Title	Page
<a href="#">A1</a>	Minutes Council - 12 December 2019	6

### Signatories / Ngā Kaiwaitohu

Author	Jo Daly - Council Secretary
--------	-----------------------------



---

## Christchurch City Council MINUTES

---

**Date:** Thursday 12 December 2019  
**Time:** 9.32am  
**Venue:** Council Chambers, Civic Offices,  
53 Hereford Street, Christchurch

---

**Present**

Chairperson  
Deputy Chairperson  
Members

Mayor Lianne Dalziel  
Deputy Mayor Andrew Turner  
Councillor Jimmy Chen  
Councillor Melanie Coker  
Councillor Pauline Cotter  
Councillor James Daniels  
Councillor Mike Davidson  
Councillor Anne Galloway  
Councillor James Gough  
Councillor Yani Johanson  
Councillor Aaron Keown  
Councillor Sam MacDonald  
Councillor Phil Mauger  
Councillor Jake McLellan  
Councillor Tim Scandrett  
Councillor Sara Templeton

---

**12 December 2019**

**Principal Advisor**

Dawn Baxendale  
Chief Executive  
Tel: 941 6996

Jo Daly  
Council Secretary  
941 8581  
jo.daly@ccc.govt.nz  
[www.ccc.govt.nz](http://www.ccc.govt.nz)

Watch Council meetings live on the web:  
<http://councillive.ccc.govt.nz/live-stream>

Council  
12 December 2019

Christchurch  
City Council 

## Karakia Timatanga:

Delivered by Councillor Jimmy Chen.

The agenda was dealt with in the following order.

### 1. Apologies / Ngā Whakapāha

#### Council Resolved CNCL/2019/00192

That the apologies from Councillor Templeton for lateness and Councillor Chu for absence be accepted.

Councillor Davidson/Councillor Coker

**Carried**

Councillor Gough joined the meeting at 8.33am.

### 2. Declarations of Interest / Ngā Whakapuaki Aronga

There were no declarations of interest recorded.

### 3. Public Participation / Te Huinga Tūmatanui

#### 3.1 Public Forum / Te Huinga Whānui

##### 3.1.1 Banks Avenue School Red Zone Action Group

Students Keegan Verster, Zach Woodward, Callum Wadsworth, Mary-anne Stubley and Ethan Thacker from the Banks Avenue School Red Zone Action Group presented to the Council on their revolutionary red zone project.

The presenters were supported by students, teachers, parents and community members.

##### 3.1.2 Mike Mora

Mike Mora presented to the Council, on behalf of Andrea Clemens, regarding 5G technology health concerns.

### 4. Presentation of Petitions / Ngā Pākikitanga

There was no presentation of petitions.

### 5. Council Minutes - 14 November 2019

#### Council Resolved CNCL/2019/00193

That the Council confirm the Minutes from the Council meeting held 14 November 2019.

Deputy Mayor/Councillor Cotter

**Carried**

Council  
12 December 2019



Tori Peden, Chairperson and Joan Blatchford, Community Governance Manager joined the meeting for item 6.

**6. Te Pātaka o Rākaihautū/Banks Peninsula Community Board Report to Council**

**Council Resolved CNCL/2019/00194**

That the Council:

1. Receive the Community Board report for September and November 2019.

Deputy Mayor/Councillor Davidson

**Carried**

Kelly Barber, Chairperson and Chris Turner-Bullock, Community Board Manager joined the meeting for item 7.

**7. Waitai/Coastal-Burwood Community Board Report to Council**

**Council Resolved CNCL/2019/00195**

That the Council:

1. Receive the Waitai/Coastal-Burwood Community Board report for November 2019.

Councillor Mauger/Councillor Daniels

**Carried**

David Cartwright, Chairperson and Bridget Williams, Deputy Chairperson joined the meeting for item 8.

**8. Waimāero/Fendalton-Waimairi-Harewood Community Board Report to Council**

**Council Resolved CNCL/2019/00196**

That the Council:

1. Receive the Waimāero/Fendalton-Waimairi-Harewood Community Board report for November 2019.

Councillor Gough/Councillor Keown

**Carried**

Mike Mora, Chairperson and Matt Pratt, Community Governance Manager joined the meeting for item 9.

**9. Waipuna/Halswell-Hornby-Riccarton Community Board Report to Council**

**Council Resolved CNCL/2019/00197**

That the Council:

1. Receive the Waipuna/Halswell-Hornby-Riccarton Community Board report for November 2019.

Councillor Chen/Councillor Galloway

**Carried**

Council  
12 December 2019

Christchurch  
City Council 

Sally Buck, Chairperson and Alexandra Davids, Deputy Chairperson joined the meeting for item 10.

## 10. Waikura/Linwood-Central-Heathcote Community Board Report to Council

**Council Resolved CNCL/2019/00198**

That the Council:

1. Receive the Waikura/Linwood-Central-Heathcote Community Board report for November 2019.

Councillor McLellan/Councillor Johanson

**Carried**

Councillor Cotter left the meeting at 10.27am and returned at 10.29am during consideration of item 10.

Councillor Gough left the meeting at 10.27am and returned at 10.34am during consideration of item 10.

Emma Norrish, Chairperson and Simon Britten, Deputy Chairperson joined the meeting for item 11.

## 11. Waipapa/Papanui-Innes Community Board Report to Council

**Council Resolved CNCL/2019/00199**

That the Council:

1. Receive the Waipapa/Papanui-Innes Community Board report for November 2019.

Councillor Cotter/Councillor Davidson

**Carried**

Councillor McLellan left the meeting at 10.39am and returned at 10.49am during consideration item 11.

Councillor McDonald left the meeting at 10.39am and returned at 10.49am during consideration item 11.

Karolin Potter, Chairperson and Emma Pavey, Community Governance Manager joined the meeting for item 12.

## 12. Waihoru/Spreydon-Cashmere Community Board Report to Council

**December 2019**

**Council Resolved CNCL/2019/00200**

That the Council:

1. Receive the Waihoru/Spreydon-Cashmere Community Board report for September-November 2019.

Councillor Scandrett/Councillor Coker

**Carried**

**Report from Papanui-Innes Community Board - 22 November 2019**

**13. Christchurch Northern Corridor - Traffic Resolutions**

**Council Resolved CNCL/2019/00201**

That the Council:

1. Revoke the current special vehicle lane on the west side of Innes Road commencing at its intersection with Cranford Street and extending in a northerly direction for a distance of 113 metres.
2. Approves that under Clause 18 of the Christchurch City Council Traffic and Parking Bylaw 2017, a special vehicle lane for the use of northbound cycles only, be established on the west side of Innes Road, commencing at its intersection with Cranford Street, and extending in a northerly direction for a distance of 113 metres, as detailed in **Attachment A** - drawing TP354001 as attached to the agenda for this meeting.
3. Revoke the current special vehicle lane on the east side of Innes Road commencing at its intersection with Mersey Street and extending in a southerly direction to its intersection with Cranford Street.
4. Approves that under Clause 18 of the Christchurch City Council Traffic and Parking Bylaw 2017, a special vehicle lane for the use of southbound cycles only, be established on the east side of Innes Road, commencing at its intersection with Mersey Street, and extending in a southerly direction to its intersection with Cranford Street, as detailed in **Attachment A** - drawing TP354001 as attached to the agenda for this meeting.
5. Revoke the current special vehicle lane on the west side of Innes Road commencing at a point 124 metres south of its intersection with Cranford Street and extending in a northerly direction to its intersection with Cranford Street.
6. Approves that under Clause 18 of the Christchurch City Council Traffic and Parking Bylaw 2017, a special vehicle lane for the use of northbound cycles only, be established on the west side of Innes Road, commencing at a point 124 metres south of its intersection with Cranford Street, and extending in a northerly direction to its intersection with Cranford Street, as detailed in **Attachment A** - drawing TP354001 as attached to the agenda for this meeting.
7. Revoke the current special vehicle lane on the east side of Innes Road commencing at its intersection with Cranford Street and extending in a southerly direction to its intersection with Roosevelt Avenue.
8. Approves that under Clause 18 of the Christchurch City Council Traffic and Parking Bylaw 2017, a special vehicle lane for the use of southbound cycles only, be established on the east side of Innes Road, commencing at its intersection with Cranford Street, and extending in a southerly direction to its intersection with Roosevelt Avenue, as detailed in **Attachment A** - drawing TP354001 as attached to the agenda for this meeting.
9. Approves that under Clause 18 of the Christchurch City Council Traffic and Parking Bylaw 2017, a special vehicle lane for the use of eastbound cycles only, be established on the north side of Cranford Street, commencing at a point 12 metres west of its intersection with McFaddens Road and extending in a easterly direction to its intersection with Innes Road, as detailed in **Attachment A** - drawing TP354001 as attached to the agenda for this meeting.

10. Approves that under Clause 18 of the Christchurch City Council Traffic and Parking Bylaw 2017, a special vehicle lane for the use of eastbound cycles only, be established on the north side of Cranford Street, commencing at its intersection with Innes Road, and extending in a easterly direction for a distance of 98 metres, as detailed in **Attachment A** - drawing TP354001 as attached to the agenda for this meeting.
11. Approves that under Clause 18 of the Christchurch City Council Traffic and Parking Bylaw 2017, a special vehicle lane for the use of westbound cycles only, be established on the south side of Cranford Street, commencing at a point 82 metres east of its intersection with Innes Road and extending in a westerly direction to its intersection with Innes Road, as detailed in **Attachment A** - drawing TP354001 as attached to the agenda for this meeting.
12. Approves that under Clause 18 of the Christchurch City Council Traffic and Parking Bylaw 2017, a special vehicle lane for the use of westbound cycles only, be established on the south side of Cranford Street, commencing at its intersection with Innes Road and extending in a westerly direction to a point 15 metres west of its intersection with McFaddens Road, as detailed in **Attachment A** - drawing TP354001 as attached to the agenda for this meeting.
13. Approves that the pathway on the south side of Cranford Street commencing at a point 15 metres west of its intersection with McFaddens Road and extending in a westerly direction for a distance of 327 metres, as detailed in **Attachment A** - drawing TP354001 as attached to the agenda for this meeting, be resolved as a shared pedestrian /cycle pathway in accordance with Clause 21(1) (a) of the Christchurch City Council Traffic and Parking Bylaw 2017.
14. Approves that the pathway on the north side of Cranford Street commencing at a point 10 metres west of its intersection with McFaddens Road and extending in a westerly direction for a distance of 336 metres, as detailed in **Attachment A** - drawing TP354001 as attached to the agenda for this meeting, be resolved as a shared pedestrian /cycle pathway in accordance with Clause 21(1) (a) of the Christchurch City Council Traffic and Parking Bylaw 2017.
15. Revoke the current Cranford Street and Innes Road intersection controls.
16. Approves that the intersection of Cranford Street and Innes Road be controlled by traffic signals in accordance with Section 6 of the Land Transport Rule: Traffic Control Devices 2004 as detailed in **Attachment A** - drawing TP354001 as attached to the agenda for this meeting.
17. Approves that pedestrian traffic signals be installed and marked in accordance with Section 6 of the Land Transport Rule: Traffic Control Devices 2004, on Cranford Street, located at a point 15 metres west of its intersection with McFaddens Road, as detailed in **Attachment A** - drawing TP354001 as attached to the agenda for this meeting.

Councillor Davidson/Councillor Cotter

**Carried**

Councillor Johanson requested that his vote against the resolutions be recorded.



#### 14. Mayor's Monthly Report - November 2019

##### Council Resolved CNCL/2019/00202

That the Council:

1. Receive the information in this report.

Councillor Chen/Councillor Cotter

**Carried**

The meeting adjourned at 11.12am and reconvened at 11.30am.

#### 15. Development Contributions Rebate Policy Review

##### Council Resolved CNCL/2019/00203

That the Council:

1. Agrees to the minor amendments to the Development Contributions Rebate Policy as outlined in Attachment A as an updated rebate policy.
2. Adopts the reviewed Development Contributions Rebate Policy (2019).
3. Note there are four rebate schemes under the policy:
  - Central City Residential Rebate Scheme
  - Central City Non-residential Rebate Scheme
  - Small Stand-alone Residential Unit Rebate Scheme
  - Social and Affordable Housing Residential Unit Rebate Scheme
4. Note that staff will report to Council on the central city residential rebate scheme and the central city non-residential rebate scheme that are due to expire on 30 June 2020 so any consultation on their future can be undertaken as part of the Annual Plan process.
5. Note that the report to Council in February 2020 will include advice on the reporting of rebates granted under any of the schemes.
6. Note that the updated Policy will be published on the Council website.

Councillor Gough/Councillor McLellan

**Carried**

Councillor Johanson requested that his vote against the resolutions be recorded.

## 16. Uninhabitable Residential Properties and Rates Remissions

### Council Resolved CNCL/2019/00204

That the Council notes that:

1. Under the Council's existing Rates Remission Policy the Council may, by specific resolution, remit any rate when it considers it fair and equitable to do so. This allows the Council to grant rates remissions for an individual property, or to grant rates remissions in relation to a particular event (e.g. the Northwood gas explosion), on a case-by-case basis.
2. Staff do not recommend that authority be delegated to staff to grant rates remissions for uninhabitable residential properties in 2019/20, for the reasons given in this report.

Mayor/Deputy Mayor

**Carried**

Councillor Keown requested that his vote against the resolutions be recorded.

### 3.2 Deputations by Appointment / Ngā Huinga Whakaritenga

#### 3.2.1 Canterbury Employers' Chamber of Commerce

Leeann Watson, CEO of Canterbury Employers' Chamber of Commerce presented to the Council on item 18. Canterbury Multi-Use Arena Investment Case.

Councillor Templeton joined the meeting at 12.02pm during item 3.2.1.

#### 3.2.2 ChristchurchNZ

Joanna Norris, Chief Executive of ChristchurchNZ presented to the Council on item 18. Canterbury Multi-Use Arena Investment Case.

#### 3.2.3 Crusaders

A video, from Grant Jarrold, Chairman of the Crusaders, was presented to the Council on item 18. Canterbury Multi-Use Arena Investment Case.

#### 3.2.4 Canterbury Rugby Football Union

Tony Smail, CEO, Gillian Simpson, Canterbury Rugby Football Union Board Member) and Reuben Thorne, Canterbury Rugby Football Union Head Coach presented to the Council on item 18. Canterbury Multi-Use Arena Investment Case.

The meeting adjourned at 12.17pm and reconvened at 12.47pm.

Item 3.2.4 continued after the adjournment.

### 3.2.5 Vbase

Turlough Carolan, representing Vbase, presented to the Council on item 18. Canterbury Multi-Use Arena Investment Case.

### 3.2.6 Sport Canterbury

Julyan Falloon, Chief Executive of Sport Canterbury presented to the Council on item 18. Canterbury Multi-Use Arena Investment Case.

### 3.2.7 Property Council

James Riddoch, representing the Property Council, presented to the Council on item 18. Canterbury Multi-Use Arena Investment Case.

### 3.2.8 Lindsay Carswell

Lindsay Carswell presented to the Council on item 18. Canterbury Multi-Use Arena Investment Case.

The meeting adjourned at 1.17pm and reconvened at 2.03pm.

The Mayor left the meeting at 2.47pm and returned at 2.57pm during consideration of item 18.

Deputy Mayor Turner assumed the Chair for of item 18. at 2.47pm.

Mayor Dalziel returned to the Chair at 2.57pm.

## 18. Canterbury Multi-Use Arena Investment Case

### Council Resolved CNCL/2019/00205

That the Council:

1. Receive the Investment Case.
2. Note that the recommended affordable option, within the \$473m budget, is a covered arena with an ethylene tetra fluoro ethylene (ETFE) roof, permanent in-situ turf, a 25,000 permanent seating capacity and up to 36,000 concert mode capacity. Noting that the option allows for the use of approximately 5000 additional temporary seats in the future.
3. Confirm that the Council's Long Term Plan funding of \$253m allocated for the project remains the Council's capital funding cap.
4. Agree that Council take on responsibility for the delivery of the Canterbury Multi-Use Arena as outlined in the Investment Case, conditional on the negotiation of a satisfactory Funding Agreement with the Crown.
5. Agree to establish a Project Board to provide independent project governance and financial control over the delivery of the Canterbury Multi-Use Arena.

Council  
12 December 2019

Christchurch  
City Council 

6. Refer the Investment Case to the Minister for Greater Christchurch Regeneration and Minister of Finance and request that the Crown release the \$220 million Christchurch Regeneration Acceleration Facility funding for the project.
7. Note that the Crown has identified that its contribution is capped at whatever money is sought through the Christchurch Regeneration Acceleration Facility (excluding land, and the other funding agreed through the global settlement) and it will not take on additional risk.
8. Delegate to the Chief Executive the appointment of a team to negotiate a Funding Agreement with the Crown, to be brought back to the Council for approval.
9. Instruct staff to activate one of the Council's shelf companies to act as the delivery company for the Canterbury Multi-Use Arena.
10. In accordance with the Council's policy on the Appointment and Remuneration of CCO Directors, instruct the Chief Executive to write to CCHL requesting urgent advice on:
  - a. the form and composition of the Board
  - b. fees payable to the Directors (pursuant to the Council Policy)
  - c. the recommended candidates for the Board
11. Agree that the Chief Executive, as the Project Sponsor for the Canterbury Multi-Use Arena, should be on the selection panel for the Project Board and an ex-officio member of the Project Board, subject to advice from CCHL.
12. Agree that the Letter of Expectations for the Project Board reflect the Council's principles of resilience, sustainability and accessibility
13. Agree that enabling works be progressed as soon as possible to better define and de-risk the main construction scope and reduce the overall project timeline.
14. Instruct staff to request the early release funding from the Christchurch Regeneration Acceleration Facility to enable the procurement of early and enabling works for the Canterbury Multi-Use Arena.
15. Agree that staff and the Board should continue to investigate opportunities for additional funding contributions and increased operational revenue.

Mayor/Councillor Scandrett

**Carried**

Councillor Johanson requested that his vote against the resolutions be recorded.

## 17. Elected Member Remuneration

### Council Resolved CNCL/2019/00206

That the Council:

1. Note the requirements of the Remuneration Authority that the Council is required to approve the distribution of the full governance remuneration pool.
2. Agree to submit the following distribution to the Remuneration Authority as set out below:
  - a. Deputy Mayor (1.15% of Councillor rate) - \$131,250
  - b. Councillor - \$114,130
3. Advise the Remuneration Authority that the Council:
  - a. Does not support the population-based funding formula for setting Community Board remuneration.
  - b. Does not support the requirement that councillors are required to submit on their own remuneration by allocation of the governance remuneration pool.

Mayor/Councillor MacDonald

**Carried**

Councillor Coker requested that her vote against resolution 2. be recorded.

Councillor Johanson requested that his vote against resolutions 2. and 3. be recorded.

Councillor McLellan abstained from voting on this item.

Councillor Gough left the meeting at 3.29pm and returned at 3.33pm during consideration of item 17.

Council  
12 December 2019

Christchurch  
City Council 

## 19. Resolution to Exclude the Public

### Council Resolved CNCL/2019/00207

That at 3.40pm the resolution to exclude the public set out on pages 98 to 99 of the agenda be adopted.

Mayor/Councillor Chen

Carried

Councillor Johanson requested that his vote against the resolutions for the meeting going into public excluded be recorded.

**The public were re-admitted to the meeting at 4.30pm.**

### **Karakia Whakamutunga:**

Delivered by Councillor Jimmy Chen.

**Meeting concluded at 4.31pm.**

**CONFIRMED THIS 23<sup>rd</sup> DAY OF JANUARY 2020**

**MAYOR LIANNE DALZIEL  
CHAIRPERSON**





## 6. Council Minutes - 19 December 2019

Reference / Te Tohutoro: 20/12247

Presenter(s) / Te kaipāhō: Jo Daly – Council Secretary

### 1. Purpose of Report / Te Pūtake Pūrongo

For the Council to confirm the minutes from the Council meeting held 19 December 2019.

### 2. Recommendation to Council

That the Council confirm the Minutes from the Council meeting held 19 December 2019.

### Attachments / Ngā Tāpirihanga

No.	Title	Page
<a href="#">A1</a>	Minutes Council - 19 December 2019	20

### Signatories / Ngā Kaiwaitohu

Author	Jo Daly - Council Secretary
--------	-----------------------------



---

## Christchurch City Council MINUTES

---

**Date:** Thursday 19 December 2019  
**Time:** 9.32am  
**Venue:** Council Chambers, Civic Offices,  
53 Hereford Street, Christchurch

---

**Present**

Chairperson  
Deputy Chairperson  
Members

Mayor Lianne Dalziel  
Deputy Mayor Andrew Turner  
Councillor Jimmy Chen  
Councillor Catherine Chu  
Councillor Melanie Coker  
Councillor Pauline Cotter  
Councillor James Daniels  
Councillor Mike Davidson  
Councillor Anne Galloway  
Councillor James Gough  
Councillor Yani Johanson  
Councillor Aaron Keown  
Councillor Sam MacDonald  
Councillor Phil Mauger  
Councillor Jake McLellan  
Councillor Tim Scandrett  
Councillor Sara Templeton

---

**19 December 2019**

**Principal Advisor**

Dawn Baxendale  
Chief Executive  
Tel: 941 6996

Jo Daly  
Council Secretary  
941 8581  
jo.daly@ccc.govt.nz  
[www.ccc.govt.nz](http://www.ccc.govt.nz)

Watch Council meetings live on the web:  
<http://councillive.ccc.govt.nz/live-stream>

Unconfirmed

## Karakia Timatanga:

Delivered by Councillor Anne Galloway.

The agenda was dealt with in the following order.

### 1. Apologies / Ngā Whakapāha

There were no apologies.

Deputy Mayor Turner and Councillor Daniels joined the meeting at 9.33am and Councillor Gough joined the meeting at 9.34am.

### 2. Declarations of Interest / Ngā Whakapuaki Aronga

Councillor Scandrett declared an interest in Item 10.

## Whaka-Ora Healthy Harbour Korowai

Representatives of te Whakaraupō Governance Group, Lyttelton Port Company, Christchurch City Council, Environment Canterbury and Ngai Tāhu were in attendance.

Peter Davie, Lyttelton Port Company Chief Executive passed the Whaka-Ora Healthy Harbour korowai to the Council, received by Deputy Mayor Andrew Turner.

Yvette Couch-Lewis, Chair of the Partners' Governance Group made a presentation to the meeting on Whaka-Ora and the e Whakaraupō Catchment Plan.

#### Attachments

A Whaka-Ora Healthy Harbour Korowai

The meeting adjourned at 10.04am and reconvened at 10.34am.

### 3. Public Participation / Te Huinga Tūmatanui

#### 3.1 Public Forum / Te Huinga Whānui

There were no public forum presentations.

#### 3.2 Deputations by Appointment / Ngā Huinga Whakaritenga

##### 3.2.1 Jan Burney

Jan Burney presented a deputation to the Council on item 16. Regenerate Christchurch Board Letter of Advice on Residential Red Zone.

#### Attachments

A Jan Burney - Item 16. Regenerate Christchurch Board letter of advice on residential red zone

Council  
19 December 2019

Christchurch  
City Council 

#### 4. Presentation of Petitions / Ngā Pākikitanga

- 4.1 Joanne Hayes MP, presented a petition of 803 signatures to the Council. The Prayer of the Petition states:

We, call on the Christchurch City Council to urgently prioritise the extension of Oram Ave and the redevelopment of New Brighton Business Mall in their 2020/2021 Annual Plan.

*With construction of the new saltwater hot pools underway and a completed playground, it is now time for council and councillors to make New Brighton Mall a priority. Anchor projects alone cannot be the only council initiatives to improve patronage of the mall and encourage investment.*

*The 2015 New Brighton Master Plan provided results of public consultation on the strengths and weaknesses of the New Brighton mall. Top of the list of perceived weaknesses was; "The size, function and viability of the commercial center and its appeal to developers and investors."*

*We ask that the City Council act on this petition making it a priority for all residents of New Brighton and surrounding suburbs.*

##### **Council Resolved CNCL/2019/00195**

That the Council:

1. Receive the petition and refer it to the 2020/21 Annual Plan process.

Councillor Daniels/Councillor Mauger

**Carried**

##### **Attachments**

- A Petition - Joanne Hayes Redevelopment New Brighton Business Mall and Extension Oram Avenue

#### 22. Resolution to Include Supplementary Reports

##### **Council Resolved CNCL/2019/00196**

That the reports be received and considered at the Council meeting on Thursday, 19 December 2019.

##### **Public Excluded Items**

23. Appointment of Independent Chair of Christchurch Red Zones Transformative Land Use Governance Group.

Mayor/Councillor Templeton

**Carried**

Council  
19 December 2019

Christchurch  
City Council 

**Report from Coastal-Burwood Community Board - 2 December 2019**

**5. Christchurch Red Zones Transformation Land Use Consultative Group Membership**

**Council Resolved CNCL/2019/00197**

That the Council:

1. When finalising the establishment of the Christchurch Red Zones Transformative Land Use Consultative Group (RZTLUCG), considers the appointment of Jo Zervos as a second representative from the Waitai/Coastal-Burwood Community Board.
2. Requests staff to work with the newly formed Christchurch Red Zones Transformation Land Use Governance Group (as this group establishes in early 2020) to establish appropriate processes and practices to ensure that the different geographic communities (across the red zone areas) are most appropriately involved in those matters that affect those communities. This issue particularly related to section 5.1 of the Terms of Reference which state as follows:

*"5.1 The constitution of the group relating to decisions and recommendations for each red zone will be determined once the membership is confirmed. However, Community Board and Mana Whenua representatives will make decisions relating to applications within their Board and rohe areas."*

Councillor Daniels/Councillor Davidson

**Carried**

Ivan Iafeta, Chief Executive, Regenerate Christchurch joined the meeting for consideration of item 16. Regenerate Christchurch Board Letter of Advice on Residential Red Zone.

**16. Regenerate Christchurch Board letter of advice on residential red zone**

**Council Resolved CNCL/2019/00198**

That the Council:

1. Receives and considers the advice from Regenerate Christchurch (included as Attachment A) which concludes that use of the powers under the Greater Christchurch Regeneration Act are not required or appropriate, at this juncture, for the Port Hills, Southshore or South New Brighton residential red zone areas, but may be applicable for Brooklands, and that engagement is initiated with the community of Brooklands.
2. Notes that Council and Regenerate Christchurch staff will continue to define and specify the engagement proposed with the Brooklands Community and will also engage with the Community Board throughout this process.
3. Notes that Council and Regenerate Christchurch staff will engage with Brooklands residents as early as possible in 2020 no later than February, to understand the aspirations and expectations of the community and report back to the Coastal-Burwood Community Board.

Councillor Daniels/Councillor Mauger

**Carried**

Council  
19 December 2019

Christchurch  
City Council 

## 6. Regulatory Performance Committee Minutes - 4 December 2019

### Council Resolved CNCL/2019/00199

That the Council receives the Minutes from the Regulatory Performance Committee meeting held 4 December 2019.

AND

That the Council receives the Minutes from the Audit and Risk Management Committee meeting held 27 November 2019.

AND

That the Council receives the Minutes from the Health, Safety and Wellbeing Committee meeting held 4 December 2019.

Deputy Mayor/Councillor Cotter

Carried

## 7. Audit and Risk Management Committee Minutes - 27 November 2019

### Council Decision

Refer to item 6.

## 9. Health, Safety and Wellbeing Committee Minutes - 4 December 2019

### Council Decision

Refer to item 6.

## Report from Audit and Risk Management Committee - 27 November 2019

## 8. Audit New Zealand Report to Council on the 2018/19 Audit of Christchurch City Council

### Council Resolved CNCL/2019/00200

That the Council:

1. Receive the Audit New Zealand Management Report relating to the audit of the financial statements and annual report for the year ended 30 June 2019.
2. Note that Audit New Zealand has revised the wording "Council provided us with limited range of documentation" to reflect That the Council were only asked to provide a limited range of documentation and all documentation requested was provided.
3. Note that we have accepted Audit New Zealand's offer to be involved in developing the terms of reference for the independent lessons learned report for the Town Hall project.

Councillor MacDonald/Deputy Mayor

Carried



## Report from Hearings Panel - 6 December 2019

### 10. Hagley Oval lighting towers proposed lease

#### Council Resolved CNCL/2019/00201

That the Council:

1. Approve the granting of a ground lease, subject to section 54(1)(b) of the Reserves Act 1977 and the surrender of the existing four leased areas for lighting towers, to the Canterbury Cricket Trust for a period terminating on 30 November 2046, for six areas, each comprising approximately 128 square metres for the purpose of lighting towers, as shown on the premises plan in Attachment A (indicating the Canterbury Cricket Trust's proposed location of lease areas for the installation of six new lighting towers and 3D visualisation of lease volume).

Councillor Coker/Councillor Galloway

**Carried**

Councillor Johanson abstained from voting on the above resolution.

Councillor Scandrett declared an interest and took no part in the discussion or voting on this item.

### 11. Governance Matters

The Mayor moved, seconded by Councillor Davidson:

That the Council:

1. Appoints members to the Canterbury Museum Trust
  - a. Reappoints Councillors Cotter and Galloway
  - b. Reappoints Mr Tom Thomson
  - c. *Reappoints David East until 30 April 2020.*
2. Appoints Councillor Mauger to replace Paul Lonsdale on the Ōtautahi Community Housing Trust (OCHT).
3. Appoints Councillor Galloway to Keep Christchurch Beautiful Inc.
4. Appoints Councillor Coker to the Rockfall Protection Structures Committee, noting that additional, existing membership comprises Deputy Mayor Turner and Councillors Johanson, Scandrett and Templeton.
5. Notes the following membership on the Sister City Committees:
  - a. Councillor Johanson, Christchurch-Seattle Sister City Committee
  - b. Deputy Mayor Turner, Christchurch-Songpa-Gu Sister City Committee
  - c. Councillors Cotter and Galloway, Christchurch-Adelaide Sister City Committee
  - d. Councillor Chen, Christchurch-China Sister City Committee
  - e. Deputy Mayor Turner, Christchurch-UK England Sister City Committee
  - f. Councillor Coker, Christchurch-Kurashiki Sister City Committee

Council  
19 December 2019

Christchurch  
City Council 

**Council Resolved CNCL/2019/00202**

Councillor McLellan moved by way of amendment that the Council:

2. Appoints three members to the Ōtautahi Community Housing Trust (OCHT).
  - a. Councillor Mauger
  - b. Councillor Johanson
  - c. Vicki Buck

The amendment was seconded by Councillor MacDonald and on being put to the meeting was declared carried by division, the voting being as follows:

**For:** *Councillors Chen, Chu, Coker, Cotter, Keown, MacDonald and McLellan (7).*

**Against:** *The Mayor and Councillors Daniels, Davidson, Gough and Templeton (5).*

**Abstain:** *Councillor Galloway and Councillor Scandrett (2).*

Councillor McLellan/Councillor MacDonald

**Carried**

Deputy Mayor Turner and Councillors Johanson and Mauger declared an interest in the amendment and took no part in the discussion or voting on this.

**Council Resolved the substantive motion CNCL/2019/00203**

That the Council:

1. Appoints members to the Canterbury Museum Trust:
  - a. Reappoints Councillors Cotter and Galloway
  - b. Reappoints Mr Tom Thomson
  - c. *Reappoints David East until 30 April 2020.*
2. Appoints three members to the Ōtautahi Community Housing Trust (OCHT):
  - a. Councillor Mauger
  - b. Councillor Johanson
  - c. Vicki Buck.
3. Appoints Councillor Galloway to Keep Christchurch Beautiful Inc.
4. Appoints Councillor Coker to the Rockfall Protection Structures Committee, noting that additional, existing membership comprises Deputy Mayor Turner and Councillors Johanson, Scandrett and Templeton.
5. Notes the following membership on the Sister City Committees:
  - a. Councillor Johanson, Christchurch-Seattle Sister City Committee
  - b. Deputy Mayor Turner, Christchurch-Songpa-Gu Sister City Committee
  - c. Councillors Cotter and Galloway, Christchurch-Adelaide Sister City Committee
  - d. Councillor Chen, Christchurch-China Sister City Committee
  - e. Deputy Mayor Turner, Christchurch-UK England Sister City Committee
  - f. Councillor Coker, Christchurch-Kurashiki Sister City Committee

Mayor/Councillor Davidson

**Carried**

Members took no part in discussion or voting relating to their own appointments.

The meeting adjourned at 12.13pm and reconvened at 12.24pm continuing consideration of item 11.

## **17. Appointment of Council Recess Committee 2019/20**

### **Council Resolved CNCL/2019/00204**

That the Council:

1. Appoint a Recess Committee comprising of the Mayor or Deputy Mayor or Councillor Davidson and a minimum of any three Councillors (quorum to include the Mayor, Deputy Mayor or Councillor Davidson) to be authorised to make any urgent decisions of the Council required during the period 20 December 2019 to 22 January 2020 (both days inclusive).
2. Note that the notice of any meeting of the Recess Committee will be publicised and forwarded to all Councillors, all of whom can participate.
3. Note that any decisions made will be reported to the Council for record purposes.

Mayor/Councillor Templeton

**Carried**

## **14. Christchurch City Council submission on Local Government New Zealand Reinvigorating Local Democracy discussion paper**

The report was left to lie on the table until the meeting of 23 January 2020.

## **15. Triennial Agreement between Local Authorities in the Canterbury Region**

### **Council Resolved CNCL/2019/00205**

That the Council:

1. Approve the draft Canterbury Local Authorities' Triennial Agreement 2020-22.
2. Approve the Mayor signing the Triennial Agreement on behalf of the Council.

Mayor/Councillor Templeton

**Carried**

### 13. Report Of The Social Housing Working Group

#### Council Resolved CNCL/2019/00206

That the Council:

1. Note that the Working Group's terms of reference assume a policy outcome of reinstating provision of social housing to at least pre-earthquake levels by the end of this Council term.
2. Agree that the consideration of a target of reinstating social housing to pre-earthquake levels by the end of this triennium be included as part of the Social Housing Strategy.
3. Agree the Council publish a pre-earthquake Baseline Database of Council owned social housing, including those units operated by other community housing providers.
4. Note the involvement of community housing providers in the provision of the Council's broader social housing portfolio.
5. Note that the monthly performance, project and finance reports will continue to be made to the appropriate committees.
6. Adopt a Comprehensive Social Housing quarterly reporting framework described below:
  - a. Status of units categorised into the following groupings:
    - i. Council owned Ōtautahi Community Housing Trust (OCHT) operated
    - ii. OCHT owned and operated
    - iii. Council owned community housing provider operated
    - iv. Other
  - b. Repairs/rebuilds
  - c. Healthy Homes Standards including Warm & Dry Programme
  - d. Maintenance
  - e. Levels of Service
  - f. Residents Satisfaction
  - g. Housing Fund
7. Note the need to ensure good understanding of the respective roles and responsibilities of Council and OCHT, and the significance of the rates neutrality policy.
8. Request that the report information be provided visually as a "dashboard" or similar, suitable for both presentation to the Council, through its reporting process, and the community, through digital and other means.
9. Request that the methamphetamine testing standard be considered by the Committee as a separate matter.
10. Note that the Sustainability and Community Resilience Committee of the Whole will adjust the Comprehensive Social Housing quarterly reporting framework from time to time to ensure it remains fit for purpose.

Mayor/Councillor Templeton

**Carried**

## 12. LTP 2021-31 Letter of Expectation and Strategic Framework

### Council Resolved CNCL/2019/00207

That the Council:

1. Notes the Mayor's Letter of Expectation for the LTP 2021, with the amendment discussed.

Mayor/Councillor Chen

Carried

### Council Resolved CNCL/2019/00208

2. For the Council's Strategic Framework,
  - a. Approve the attached revised Strategic Framework, with additions as discussed, and confirms that it is to be used as the foundation for the 2021-2031 Long Term Plan.
  - b. Agree that staff should continue to report to Council six-monthly on progress on the Strategic Priorities.
  - c. Note that the community engagement/consultations on the Annual Plan due to take place in the first quarter of 2020 will be the first opportunity for the Council to consult the community on the revised Strategic Framework.

Mayor/Councillor Chen

Carried

Deputy Mayor Turner and Councillor Cotter left the meeting at 1pm.

## 18. Resolution to Exclude the Public

### Council Resolved CNCL/2019/00209

That at 1.04pm the resolution to exclude the public set out on pages 191 to 192 of the agenda and pages 5 to 6 of the supplementary agenda be adopted.

Mayor/Councillor MacDonald

Carried

**The public were re-admitted to the meeting at 2.31pm.**

### Karakia Whakamutunga:

Delivered by Councillor James Daniels.

**Meeting concluded at 2.32pm.**

**CONFIRMED THIS 23<sup>rd</sup> DAY OF JANUARY 2020**

**MAYOR LIANNE DALZIEL  
CHAIRPERSON**

**Report from Multicultural Committee – 9 December 2019**

## 7. Multicultural Advisory Group

Reference / Te Tohutoro: 19/1449395

Presenter(s) / Te kaupāhō: Councillor Jimmy Chen, Chair

### 1. Multicultural Committee Consideration / Te Whaiwhakaarotanga

1. The Council's Multicultural Strategy commits to the establishment of an external Multicultural Advisory Group (MAG). In this regard the Terms of Reference for the group were approved at the Council meeting of 24 September 2019.
2. The MAG will bring impartial, informed advice to the Council to facilitate participation and consultation on issues related to multicultural communities; and advise the Council of the views, concerns and aspirations of all diverse communities.
3. Thirty eight nominations were received for selection to the MAG. At its meeting on 9 December 2019 the Committee considered and appointed 15 members to the inaugural MAG from a shortlist of nominees received by staff. The list was provided by staff to the Committee as a Public Excluded attachment, to protect the personal information provided.
4. The Committee agreed that the names of the successful candidates be released immediately after all successful and unsuccessful candidates were advised of the Committee's decision.
5. The following nominees were confirmed by the Committee as appointed to the Multicultural Advisory Group, and were advised of the Committee's decision:  
Anastasia Campbell; Zahra Hussaini; Thomas Koruth; Sirwan Mohamadi; Shreejana Chhetri; Losana Korovulavula; Katrina Azer; Jumayah Binte Haji Ahmad (Jones); Jin Cho; Jinky Knowler; Badia Sabil; Patrick O'Connor; Csaba Nehez; Nawal Hussein; and Maria Pasene.
6. After discussion about the nominees, the Committee agreed to recommend that Council adopts an amended MAG Terms of Reference. As the Terms of Reference currently stand, the membership is up to 15 individuals, and the MAG will hold regular meetings every six weeks. The MAG Terms of Reference containing the amendments is appended to the report as Attachment A. The following areas are amended:

#### **Membership – bullet point 2**

The MAG will comprise up to ~~15~~ 18 individuals who either live, work or study in Christchurch, increased due to the underrepresented groups within the applications.

#### **Chairperson – remove bullet point 2 that states:**

Act as a public spokesperson for the MAG.

#### **MAG Meeting Structure – bullet point 1**

The MAG will hold regular meetings every ~~six weeks~~ two months at a time that suits the membership (to align with the Multicultural Committee meeting schedule).

7. Members of the MAG have been invited to a meet and greet on 30 January 2020 to meet the Mayor and Multicultural Committee members.
8. It is anticipated that the first formal MAG meeting will be held in early March 2020.

## 2. Multicultural Committee Recommendation to Council

### 1. That the Council:

- a. Adopts an amended Multicultural Advisory Group Terms of Reference, Attachment A, specifically in relation to the following areas:

#### Membership – bullet point 2

- The MAG will comprise up to 18 individuals who either live, work or study in Christchurch, increased due to the underrepresented groups within the applications.

#### Chairperson – remove bullet point 2 that states:

- Act a public spokesperson for the MAG

#### MAG Meeting Structure – bullet point 1

- The MAG will hold regular meetings every two months at a time that suits the membership (to align with the Multicultural Committee meeting schedule).

(Note: As the Terms of Reference currently stand, the membership is up to 15 individuals, and the MAG will hold regular meetings every six weeks).

## Attachments / Ngā Tāpirihanga

No.	Report Title	Page
1	Multicultural Advisory Group	33

No.	Title	Page
A <a href="#">↓</a>	Multicultural Advisory Group Terms of Reference	37



## Multicultural Advisory Group

Reference / Te Tohutoro: 19/1339845

Presenter(s) / Te kaupāhō: Claire Phillips - Principal Advisor Community Planning and Partnerships

### 1. Purpose of Report / Te Pūtake Pūrongo

- 1.1 The purpose of this report is for the Multicultural Committee to appoint members to the Multicultural Advisory Group.

### 2. Executive Summary / Te Whakarāpopoto Matua

- 2.1 The Multicultural Strategy commits to the establishment of an external Multicultural Advisory Group (MAG). The Terms of Reference for this group were approved at the Council meeting of 24 September 2019.
- 2.2 MAG meetings will be held every six to eight weeks from early 2020. The dates and times are yet to be confirmed, but will coincide with the Multicultural Committee reporting cycles.
- 2.3 Nominations for the MAG opened on 1 October and closed 10 November 2019. Over 50 expressions of interest were received resulting in 38 nominations representing a wide range of ethnic, cultural and faith backgrounds.
- 2.4 Staff facilitated a workshop with the Multicultural Committee on 25 November 2019 to consider and shortlist the nominations in preparation for today's appointment process. The supporting information of all nominees and the shortlist is attached to this report and will be discussed in the Public Excluded component of the Committee meeting to protect privacy of the nominees.

### 3. Staff Recommendations / Ngā Tūtohu

That the Multicultural Committee:

1. Consider, select and appoint 15 members to the inaugural Multicultural Advisory Group from the 38 nominations received.
2. Agree that the names of the successful candidates be released immediately after all successful and unsuccessful candidates have been advised of the Committee's decision.

### 4. Context/Background / Te Horopaki

#### Issue or Opportunity / Ngā take, Ngā Whaihua rānei

- 4.1 The Multicultural Strategy- Our Future Together is a partnership with Council, Ngāi Tahu and all of Christchurch's diverse communities. Launched in 2017, the Strategy commits to four goals:
  - 4.1.1 The Council builds and maintains relationships with all communities and their organisations.
  - 4.1.2 All communities have equitable access to Council services and resources.
  - 4.1.3 All residents are able to participate in council decision making.
  - 4.1.4 Ōtautahi /Christchurch is a city of cultural vibrancy, diversity, inclusion and connection.

- 4.2 Purpose of the MAG
- 4.2.1 To bring impartial, informed advice to the Council to facilitate participation and consultation on issues related to multicultural communities.
  - 4.2.2 To advise the Christchurch City Council (Council) of the views, concerns and aspirations of all diverse communities.
  - 4.2.3 To raise awareness of the aspirations, needs and concerns of these communities, within government and the community.
  - 4.2.4 To facilitate interaction between the diverse cultural profile of all residents in Christchurch communities.
- 4.3 **Roles and Responsibilities**
- 4.3.1 The MAG will sit outside of the Council, providing advice and consultation only.
  - 4.3.2 A close working and reporting relationship through the Council's Multicultural Committee and Council's Citizens and Community Group, The Office of the Chief Executive and the Mayor's Office.
  - 4.3.3 To provide the Council with direct and well evidenced advice on matters relating to culturally, linguistically and ethnically diverse communities.
  - 4.3.4 To ensure a continued consultative approach to the implementation of the Christchurch Multicultural Strategy – *Our Future Together*, taking a proactive role in monitoring the Strategy outcomes.

#### **Strategic Alignment / Te Rautaki Tīaroaro**

- 4.4 This report supports the [Council's Long Term Plan \(2018 - 2028\)](#):
- 4.4.1 Activity: Strategic Planning and Policy
    - Level of Service: 17.0.1.2 Advice to Council on high priority policy and planning issues that affect the City. Advice is aligned with and delivers on the governance expectations as evidenced through the Council Strategic Framework. - Annual strategy and policy work program [me](#).

#### **Decision Making Authority / Te Mana Whakatau**

- 4.5 The Multicultural Committee has delegated authority to appoint 15 members to its inaugural Multicultural Advisory Group as referred to in resolution CNCL/2018/00130.

#### **Assessment of Significance and Engagement / Te Aromatawai Whakahirahira**

- 4.6 The decision in this report is low significance in relation to the Christchurch City Council's Significance and Engagement Policy.
- 4.7 The level of significance was determined by the number of people affected and/or with interest.

## **5. Options Analysis / Ngā Kōwhiringa Tātari**

### **Options Considered / Ngā Kōwhiringa Whaiwhakaaro**

- 5.1 The following reasonably practicable options were considered and are assessed in this report:
- That the Multicultural Committee select and appoint 15 members from the 38 nominations received.
- 5.2 The following option was considered but ruled out

- That the Multicultural Committee choose not to appoint anyone to the MAG. This was ruled out as it runs counter to the Multicultural Strategy Implementation Plan commitment to establish a MAG.

### Options Descriptions / Ngā Kōwhiringa

- 5.3 **Preferred Option:** That the Multicultural Committee select and appoint 15 members from the 38 nominations received.

#### 5.3.1 Option Advantages

- The Inaugural meeting of the MAG can then proceed prior to Christmas with an official start at the beginning of next year.
- Demonstrates Council's commitment to the Implementation of the Multicultural Strategy in partnership with its respective communities.

#### 5.3.2 Option Disadvantages

- 5.3.3 As there were 38 quality nominations some will miss out.

## 6. Community Views and Preferences / Ngā mariu ā-Hāpori

- 6.1 The community has been consulted in relation to the MAG terms of reference and nominations process. The Multicultural Working Group have provided guidance in the development of the terms of reference and selection criteria.

## 7. Legal Implications / Ngā Hīraunga ā-Ture

- 7.1 There is not a legal context, issue or implication relevant to this decision
- 7.2 This report has not been reviewed and approved by the Legal Services Unit

## 8. Risks / Ngā tūraru

- 8.1 None

## 9. Next Steps / Ngā mahinga ā-muri

- 9.1 Final appointments made at the Multicultural Committee meeting 9 December 2019.
- 9.2 Staff aim to inform successful and unsuccessful nominees by 13 December 2019.
- 9.3 An informal meet and greet between the new MAG members, Multicultural Committee and senior staff will be held in mid-December (date and time to be confirmed).
- 9.4 Communication plan developed by 20 December 2019.

## Attachments / Ngā Tāpirihanga

No.	Title	Page
A	Multicultural Advisory Group Shortlist of Nominees - <b>CONFIDENTIAL</b>	

## Confirmation of Statutory Compliance / Te Whakatūtutanga ā-Ture

Compliance with Statutory Decision-making Requirements (ss 76 - 81 Local Government Act 2002).

(a) This report contains:

- (i) sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages; and
- (ii) adequate consideration of the views and preferences of affected and interested persons bearing in mind any proposed or previous community engagement.

(b) The information reflects the level of significance of the matters covered by the report, as determined in accordance with the Council's significance and engagement policy.

## Signatories / Ngā Kaiwaitohu

<b>Author</b>	Claire Phillips - Principal Community Partnerships & Planning Advisor
<b>Approved By</b>	John Filsell - Head of Community Support, Governance and Partnerships Mary Richardson - General Manager Citizens & Community

Christchurch City Council  
Multicultural Advisory Group  
TERMS OF REFERENCE

Our Future Together  
Te Kohao Pounamu

**Christchurch Multicultural Strategy principles**

**Aroha ki te whenua, te te tūāpapa o te manaaki: Kia atawhai ke te iwi**

*Love and respect to the land, which is the foundation of hospitality. Care for the people.*

*Ōtautahi/Christchurch is an inclusive multicultural and multilingual city that honours Te Tiriti o Waitangi and values our environment- A city where all people belong.*

**Ngā Pou Haumarū- The sheltering mountains- the land**

A safe place that people are welcomed into, where each person is cared for and rangatiratanga is respected.

**Te Wairua Rāhiri - The Welcoming spirit- the home people**

A commitment to welcoming all who arrive to Ōtautahi/Christchurch with aroha and Manaakitanga. A commitment to reciprocity when given such a welcome.

**Te Waka Eke Noa- A purpose and model- the canoe we are all part of**

An environment we can access, where we can achieve common goals and understand the importance of working together.

**Background**

The Christchurch Multicultural Strategy- *Our Future Together* is a partnership with Council, Ngāi Tahu and all of Christchurch's diverse communities. Launched in 2017, the Strategy commits to four goals.

1. The Council builds and maintains relationships with all communities and their organisations
2. All communities have equitable access to Council services and resources
3. All residents are able to participate in council decision making
4. Ōtautahi /Christchurch is a city of cultural vibrancy, diversity, inclusion and connection

Additionally the Multicultural Strategy commits to the establishment of a Multicultural Advisory Group (MAG).

**The following Terms of Reference outlines the roles and responsibilities of the Multicultural Advisory Group.**

**Overarching Principles**

The MAG will respect Te Tiriti o Waitangi, particularly in understanding the difference between Mana whenua and Tangata whenua and the role that Mana whenua has in welcoming those to Ōtautahi/Christchurch.

Adopted by Council 25 September 2019

The MAG will work in a collegial, coordinated and collaborative manner cognizant that Multicultural communities are inclusive of all ethnicities and cultures in the city including Māori, Pakeha, Pasifika and other ethnic communities.

## Multicultural Advisory Group – Terms of Reference

### Purpose

- To bring impartial, informed advice to the Council to facilitate participation and consultation on issues related to multicultural communities
- To advise the Christchurch City Council (Council) of the views, concerns and aspirations of all diverse communities.
- To raise awareness of the aspirations, needs and concerns of these communities, within government and the community.
- To facilitate interaction between the diverse cultural profile of all residents in Christchurch communities<sup>1</sup>.

### Roles and Responsibilities

- The MAG will sit outside of the Council, providing advice and consultation only.
- A close working and reporting relationship through the Council's Multicultural Subcommittee to the Social, Community Development and Housing Committee with Councils Citizens and Community Group, The Office of the Chief Executive and the Mayor's Office.
- To provide the Council with direct and well evidenced advice on matters relating to culturally, linguistically and ethnically diverse communities.
- To ensure a continued consultative approach to the implementation of the Christchurch Multicultural Strategy – *Our Future Together*- taking a proactive role in monitoring the Strategy outcomes.
- The MAG will have oversight of Council's annual diversity audits and provide recommendations to Council.

### Membership

- Council's Multicultural Subcommittee will appointment the MAG through a robust expression of interest process. The Chair of Council's Multicultural Subcommittee will sit on the Multicultural Advisory group in an ex-officio capacity. Note: Should the Council not reinstate the Multicultural Subcommittee post 2019 elections, then the Council will appoint members to the selection committee
- The MAG will comprise up to ~~15~~ 18 individuals who either live, work or study in Christchurch
- Membership of MAG will reflect the cultural, ethnic, religious and linguistic diversity of people residing in Christchurch including a gender and age balance.
- MAG members will be appointed either as representative members of peak community organisations or as individual members. The representative members will have links to their respective organisations. The representative members and community members are not simply speaking on behalf of their particular organisation or community. All MAG members are representing the views of culturally diverse communities throughout Christchurch of

<sup>1</sup> Appendix I- Definition of ethnicity – Statistics NZ

which there are more 170 and will be expected to engage in representing the views of the broader community.

- Elected members from diverse communities can attend meetings in an ex-officio capacity.
- Selection will be based on, but not limited to, the following criteria:
  - An understanding of Multicultural future and commitment to this through a treaty-based lens where the role of mana whenua is understood.
  - Commitment and willingness to participate in Council activities;
  - Ability to contribute to Council processes and consultation activities; and
  - Commitment to reflecting the diverse range of experiences and views of Christchurch's population.

#### Term of Office

- The inaugural committee will be appointed for an initial period of 12 months, pending an independent review of actions and group efficacy.
- Based on this review, appointments to the MAG will be rolled over for another year.
- Appointments to the MAG are for two years thereafter.

#### Application Process

- Applicants will submit an expression of interest which will include:
  - A comprehensive CV including relevant qualifications and/or experience in this field
  - A minimum of 3 letters of support from a relevant source
  - A one page presentation of their suitability for the role
  - A commitment to attend an interview if requested to do so
  - Evidence of their understanding of the Treaty of Waitangi and Tikanga Māori

#### Office Holders

- The Chair and Vice Chair of the MAG will be appointed by the members annually.

#### Chairperson

- The Chair's role is to:
- Ensure the vision of the Christchurch Multicultural Strategy – *Our Future Together* remains the primary focus
- ~~Act a public spokesperson for the MAG~~
- Facilitate all meetings of the MAG (with secretariat support from Council staff)
- Assist members to work together as a group by facilitating discussion and drawing participation from all members
- Maintain a positive and constructive atmosphere at MAG meetings by encouraging courtesy, respect and openness; and
- Ensure all members have equal opportunity to contribute to ideas, opinions, and concerns.
- Ensure adherence to the kaupapa of the Strategy and Implementation plan.

#### Resignation

- Members are required to notify the Principal Advisor in writing of their intention to resign from MAG. Vacancies due to resignation will be filled by the Multicultural Subcommittee of Council from a shortlist of people obtained through the selection process.

Adopted by Council 25 September 2019

- Members may seek to obtain a leave of absence from the MAG, with the approval of the Chair.
- Membership will be revoked if:
  - The members term of appointment has expired
  - The member fails to attend three consecutive meetings without an apology
  - The member resigns from the MAG or;
  - The members appointment is terminated for the following reasons:
    - the member is unable to meet performance standards outlined in the code of conduct: or
- They break of Code of Conduct -*Appendix II*

#### MAG Meeting Structure

- The MAG will hold regular meetings every ~~6 weeks~~ two months at a time that suits the membership (to align with the Multicultural Committee meeting schedule).
- Meetings will be facilitated by the Chair (or a nominated person in the Chairs absence).
- The meeting agenda will be developed with the support of Council's Principal Advisor and Committee Coordinator in consultation with the MAG Chair. Items for the agenda will be sought from members of the MAG and through Council staff/units. Minutes of the meetings will be compiled by the Secretariat and posted online.
- The quorum for decision-making at MAG meetings will be half of the current membership of MAG.
- Sub-committees of MAG can be formed to fulfil specific purposes; however, the sub committee's must have the MAG endorse all of the major decisions/proposals/position.
- Consultation with culturally diverse communities and other groups/individuals as deemed appropriate, (also seeking views of people not usually engaged) through appropriate engagement tools such as:
  - Face to face
  - Digital media
  - Surveys
  - Informal consultations
- MAG members will assist Council with the Annual Diversity and Inclusion Report.
- MAG members may be asked to participate on other committees, working parties and taskforces.

#### Reimbursement and out of pocket expenses

- Approval for additional out of pocket expenses is required from the Council, with requests made prior to making a claim where possible. When acting as a representative of the MAG, members must have received the endorsement of the Council to attend such events and act on their behalf prior to claiming expenses.
- Council will provide volunteer recognition.

#### Secretariat

The role of the secretariat, provided by the Christchurch City Council Community Planning and Partnerships Team, is to support and resource MAG members to undertake their duties.

The secretariat will support the Chair and MAG members by:

- Provision of strategic advice by Principal Adviser and a MAG secretary

Adopted by Council 25 September 2019



- Organising meetings (arranging venues, providing refreshments, notifying members)
- Formalizing the agenda, in consultation with MAG members;
- Collating and distributing written material as required prior to each MAG meeting
- Preparing correspondence on behalf of MAG
- Preparing written material as required
- Any other duties that are negotiated by the Chair with the Principal Advisor at the request of MAG members
- Providing a copy of the agenda and minutes to the Chair of the Multicultural Subcommittee
- The Secretariat upon approval of the group may designate a group member, to undertake a specific task (s) relevant to the Strategy/Plan.

#### **Conflict of Interest**

The Council outlines appropriate conduct in relation to conflict of interest and other issues. This document will be provided to all MAG members. Each member will be required to sign the Conflict of Interest Declaration<sup>2</sup>.

**Member:**

**Signed:**

**Date:**

**Membership review date:**

---

<sup>2</sup> Volunteer Code of Conduct- Appendix II

Adopted by Council 25 September 2019

## Appendix I

### Definition of Ethnicity

Ethnicity is the ethnic group or groups that people that identify with or feel they belong to. Using this definition, ethnicity is seen as self-perceived and people can belong to more than one ethnic group.

An ethnic group is defined as social group whose members have the following characteristics:

- Share a sense of common origins
- Claim a common and distinctive history and destiny
- Possess one or more dimensions of collective cultural individuality
- Feel a sense of unique collective solidarity

### Factors influencing ethnicity

Factors that may contribute to or influence a person's ethnicity and that are not often interrelated include:

**Ancestry:** ancestors are described as people from whom a person is descended; a forefather, a person regarded as the forerunner of another (Chambers 1991)

**Culture:** broadly speaking a person's way of life, which may include music, literature, dance, sport, cuisine, style of clothing, values, beliefs, patterns of work, marriage customs, family life, religious ceremonies, celebration days/event which have particular cultural significance, e.g. Chinese New Year (Giddens 1997).

**Where a person lives and the social context:** are they rural, village dwellers, landowners or city inhabitants?

**Race:** defined as the descendants of a common ancestor especially those who inherit a common set of characteristics: such a set of descendants, narrower than a species: a breed: ancestry: lineage, stock; a class or group, defined otherwise than by descent (Chambers, 1991). This often refers to physical characteristics such as skin colour, treated by members of community ethnically significant. There are no clear-cut characteristics by means of which human beings can be allocated to different races (Giddens, 1997).

**Country of birth and nationality:** nationality can be defined as membership of, or the fact or state of belonging to, a particular nation; a group or set having the character of a nation (Chambers 1991).

**Citizenship:** the status of being a citizen and the membership of a community, or having the rights and duties of a citizen (Chambers 1991).

**Religion and language:** religion can be a key element of an ethnic group, for example Jews. Language is also commonly a marker of an ethnic group.

Adopted by Council 25 September 2019

## Appendix II



### Volunteer Code of Conduct

The Purpose of this code is to inform volunteers of the standards of conduct required at Christchurch City Council (the Council). Volunteers are expected to act honestly, conscientiously, reasonably and in good faith at all times when carrying out their duties and in their relationships or interactions with other people.

#### EXPECTED BEHAVIOURS

At all times, we expect volunteers to:

- Be present at the agreed times and tell us if you are not able to volunteer;
- Carry out duties and responsibilities in a safe efficient and competent way;
- Maintain a good standard of dress
- Comply with lawful and/or reasonable directions, instructions, policies;
- Respect the privacy of individuals and only use confidential information for the purposes of which it was intended;
- Neither use, nor allow the use of the council's property, resources, information, intellectual property or funds other than for authorized purposes;
- Maintain the confidentiality of any information obtained while volunteering; and

Observe safety procedures including:

- Keeping yourself and others safe at all times
- Notifying the Council about hazards or potential hazards in the working environment;
- Notifying the Council about any accident, incident or property damage; and
- Complying with New Zealand laws.

Volunteers will not:

- Create any liability for the Council without authorization
- Act in a way that may bring our organisation into disrepute (including use of email, social media and other internet sites, engaging with media etc.).
- Seek or accept any offers, gifts, rewards or benefits;
- Engage in any activity that may cause physical or mental harm (such as verbal abuse, physical abuse, assault, sexual or racial harassment, bullying, safety of yourself and others);
- Be affected by alcohol, medication or non-prescription drugs while volunteering;
- Provide a false or misleading statement, declaration or claim;
- Falsify or change any documents or records;
- Engage in any activity that may damage our property.
- Have unauthorized possession of property belonging to anyone else; or
- Engage in criminal activity in our workplace.

Adopted by Council 25 September 2019

#### CONFLICTS OF INTEREST

Volunteers should avoid situations that may lead to conflicts of interest by:

- Consulting with your manager/supervisor before undertaking other roles in organisations whose goals, purposes or activities conflict with our organisation;
- Making sure your other commitments do not conflict with the performance of your duties at our organisation; and
- Advising your manager/supervisor immediately if a conflict of interest exists, occurs or could possibly occur.

#### BREACHES OF THE CODE OF CONDUCT

Breaches of the Code of Conduct may lead to a notification of unacceptable behaviors and a warning or the immediate end to your services as a volunteer. Repeated breaches of the Code of Conduct will lead to the immediate end of your services as a volunteer.

Name:

Signed:

Date:

Adopted by Council 25 September 2019

## 8. Multicultural Committee Minutes - 9 December 2019

Reference / Te Tohutoro: 19/1484079

Presenter(s) / Te kaupāhō: Liz Ryley, Committee and Hearings Advisor

### 1. Purpose of Report / Te Pūtake Pūrongo

The Multicultural Committee held a meeting on 9 December 2019 and is circulating the Minutes recorded to the Council for its information.

### 2. Recommendation to Council

That the Council receives the Minutes from the Multicultural Committee meeting held 9 December 2019.

### Attachments / Ngā Tāpirihanga

No.	Title	Page
<a href="#">A</a>	Minutes Multicultural Committee - 9 December 2019	46

### Signatories / Ngā Kaiwaitohu

Author	Liz Ryley - Committee Advisor
--------	-------------------------------



---

## Multicultural Committee OPEN MINUTES

---

**Date:** Monday 9 December 2019  
**Time:** 9.57am  
**Venue:** Committee Room 1, Level 2, Civic Offices,  
53 Hereford Street, Christchurch

---

**Present**

Chairperson	Councillor Jimmy Chen
Deputy Chairperson	Councillor Catherine Chu
Members	Councillor James Daniels
	Councillor Yani Johanson

---

**6 December 2019**

**Principal Advisor**

Gary Watson  
Manager Community Partnerships  
and Planning  
Tel: 941 8285

Liz Ryley  
Committee Advisor  
941 8153  
liz.ryley@ccc.govt.nz  
[www.ccc.govt.nz](http://www.ccc.govt.nz)

To view copies of Agendas and Minutes, visit:  
[www.ccc.govt.nz/the-council/meetings-agendas-and-minutes/](http://www.ccc.govt.nz/the-council/meetings-agendas-and-minutes/)

Multicultural Committee  
09 December 2019



- Part A**     **Matters Requiring a Council Decision**  
**Part B**     **Reports for Information**  
**Part C**     **Decisions Under Delegation**

The agenda was dealt with in the following order.

**1. Apologies / Ngā Whakapāha**

**Part C**

**Committee Resolved MCSC/2019/00014**

That the apologies from Councillor Galloway be accepted.

Councillor Chen/Councillor Chu

**Carried**

**2. Declarations of Interest / Ngā Whakapuaki Aronga**

**Part B**

There were no declarations of interest recorded.

**3. Public Forum / Te Huinga Whānui**

**Part B**

There were no public forum presentations.

**4. Deputations by Appointment / Ngā Huinga Whakaritenga**

**Part B**

There were no deputations by appointment.

**5. Presentation of Petitions / Ngā Pākikitanga**

**Part B**

**5.1 Rewi Alley Academy Update**

Sarah Walters, Board Chair, and Michelle Tewkesbury, Principal, of Rewi Alley Chinese School provided an update about the School's activities, its students and its strategic focus for the future. The School is situated on the Wharenui School site. Members of the Committee will be invited to view the School in early 2020.

Discussion was held about fee structure for the School and available funding. Sarah and Michelle were provided with information about the Office of Ethnic Communities that has a Development Fund available to support ethnic communities.

**Committee Resolved MCSC/2019/00015**

**Part B**

That the Multicultural Committee:

**Multicultural Committee  
09 December 2019**



1. Thanks Sarah Walters and Michelle Tewkesbury of the Rewi Alley Chinese School, for their update to the Committee on the School's activities and its future plans.
2. Requests staff to engage with the Rewi Alley Chinese School for the site visit in early 2020.
3. Requests staff to engage with the Office of Ethnic Communities regarding funding options.

Councillor Chen/Councillor Chu

**Carried**

**6. Translation Facility on the Christchurch City Council Website  
Committee Comment**

1. Members of Council's Public Information and Participation team provided a demonstration of the Translation Facility that will be available on the Council's website from 10 December 2019. This provides translation for Māori, simplified Chinese, French, Samoan, German, Japanese, Korean, Spanish, Tagalog, Dutch, Hindi, Arabic, Farsi, Dari and New Zealand Sign Language.
2. Staff responded to queries about the Translation Facility. It was noted that sign language will be via Skype camera or phone and subtitles.
3. Staff were asked to check the matter of Council staff being able to provide interpretation services if requested.

**Committee Resolved MCSC/2019/00016**

**Part C**

That the Multicultural Committee:

1. Thanks staff for the efforts to establish the Translation Facility on the Council's website.
2. Receives the information in this report and supports the communication and implementation of the Council's new translation service on the Council website.

Councillor Chu/Councillor Daniels

**Carried**

**7. Multicultural Strategy Update  
Committee Comment**

1. Staff provided an update on the matters contained in the report, relating to:
  - a. the Multicultural Strategy;
  - b. 15 March mosque attacks;
  - c. 15 March Remembrance event;
  - d. Community Activation Fund;
  - e. Our Future Together and Tributes.
2. The Committee requested information on any formal terror attack recovery plan, and what the existing Governance arrangements are in this regard.



**Multicultural Committee**  
**09 December 2019**



**Committee Resolved MCSC/2019/00017**

**Part C**

That the Multicultural Committee:

1. Receives the Multicultural Strategy Update report.
2. Requests staff provide regular verbal updates on the goals and progress of the Multicultural Strategy Implementation Plan.

Councillor Chu/Councillor Chen

**Carried**

**8. Multicultural Advisory Group**

**Committee Comment**

1. The Committee moved into Public Excluded session to consider a list of 38 nominations to the Multicultural Advisory Group, that included 15 that were shortlisted by staff. The list was provided by staff to the Committee as a Public Excluded attachment, to protect the personal information provided.

**Resolution to Exclude the Public (Item 9 on the Open Agenda)**

**Committee Resolved MCSC/2019/00018**

**Part C**

That at 11.10am the resolution to exclude the public set out on pages 18 to 19 of the agenda be adopted.

Councillor Chu/Councillor Johanson

**Carried**

The public were re-admitted to the meeting at 11.25am.

**Committee Resolved MCSC/2019/00019**

**Part C**

That the Multicultural Committee:

1. Appoint 15 members to the inaugural Multicultural Advisory Group from the 38 nominations received.
2. Agree that the names of the successful candidates be released immediately after all successful and unsuccessful candidates have been advised of the Committee's decision.

Councillor Daniels/Councillor Chen

**Carried**

**Secretarial Note:** Subsequent to the meeting the following nominees were confirmed by the Committee as appointed to the Multicultural Advisory Group, and were advised of the Committee's decision:

Anastasia Campbell; Zahra Hussaini; Thomas Koruth; Sirwan Mohamadi; Shreejana Chhetri; Losana Korovulavula; Katrina Azer; Jumayah Binte Haji Ahmad (Jones); Jin Cho; Jinky Knowler; Badia Sabil; Patrick O'Connor; Csaba Nehez; Nawal Hussein; and Maria Pasene.

Multicultural Committee  
09 December 2019

**Committee Decided MCSC/2019/00020**

**Part A**

1. That the Multicultural Committee recommends that the Council:
  - a. Adopts an amended Multicultural Advisory Group Terms of Reference in relation to the following areas:
    - Membership – bullet point 2**
      - The MAG will comprise up to 18 individuals who either live, work or study in Christchurch, increased due to the underrepresented groups within the applications.
    - Chairperson – remove bullet point 2 that states:**
      - Act a public spokesperson for the MAG
    - MAG Meeting Structure – bullet point 1**
      - The MAG will hold regular meetings every two months at a time that suits the membership (to align with the Multicultural Committee meeting schedule).

Councillor Daniels/Councillor Chen

**Carried**

**Meeting concluded at 11.28am.**

**CONFIRMED THIS 5TH DAY OF FEBRUARY 2019**

**COUNCILLOR JIMMY CHEN  
CHAIRPERSON**

## 9. Mayor's Monthly Report - December 2019

Reference / Te Tohutoro: 20/9454

Presenter(s) / Te kaipāhō: Lianne Dalziel, The Mayor

### 1. Purpose of Report / Te Pūtake Pūrongo

- 1.1 The purpose of this report is for the Mayor to report on external activities she undertakes in her city and community leadership role; and to report on outcomes and key decisions of the external bodies she attends on behalf of the Council.
- 1.2 This report is compiled by the Mayor's office.

### 2. Mayors Recommendations / Ngā Tūtohu o Te Koromatua

That the Council:

1. [Receive the information in this report.](#)

### Attachments / Ngā Tāpirihanga

No.	Title	Page
A <a href="#">↓</a>	Mayor's Monthly Report - December 2019	52

## Mayor's Monthly Report – December 2019

### Introduction

It has been a positive end to 2019, with the promise of what 2020 offers to Christchurch providing a real sense of optimism. Although I wouldn't usually write a separate December report, I did want to highlight some of the interesting people who have visited Christchurch, as well as acknowledge the significance of some of the events I attended.

### Ashlee Vance

It was great to end the year with an inspiring Q&A with Ashlee Vance hosted by Mark Rocket, of the Christchurch Aerospace Centre. Ashlee Vance's biography of Elon Musk enabled a wide ranging discussion about technology, as well as providing a fascinating insight into Elon Musk's story that led him to develop electric cars, batteries and space rockets — the motivation, conviction and strength of will that drive him.



I am an avid reader, so it didn't take me long to devour the book, and I have to say that it was both an excellent read due to the superb research that Ashlee had undertaken, and obviously the good relationship that he had developed with Elon

Musk. We should never underestimate the importance of the writers, who enable us to read the stories that can inspire others to do great things. Mark Rocket had thoroughly researched his questions, and the audience was fully engaged as their own questions evidenced.

I know that some people have expressed surprise to see that ChristchurchNZ's four "Supernodes" include aerospace. What does Christchurch as a city, and Canterbury as a region, have to offer in this space? Well it turns out, we have a lot, as was reinforced when I met with representatives of the Christchurch Aerospace Centre <https://www.christchurch.space/>. Focused on promoting the interests of the Christchurch & Canterbury aerospace community, they encompass broad aspects of aerospace: aviation, space flight, rocketry, manufacturing, engineering, geospatial mapping, data analytics, education, training and services.

When I think about the strengths of our manufacturing base here in Christchurch, coupled with the strength of our tertiary sector, it is not surprising that we have a lot to offer.

### Tessy Antony de Nassau—"Thinker in Residence"

The Christchurch Foundation has brought another KPMG sponsored 'Thinker in Residence' to Christchurch—Tessy Antony de Nassau (formerly known as HRH Princess of Luxembourg) <https://www.tessydenassau.com/>. Tessy is a social entrepreneur, businesswoman, philanthropist, UNAids Ambassador, public speaker, activist and mother of two. She is the co-Founder of the educational NGO "Professors Without Borders" and the Co-founder/Director of Finding Butterflies Consulting Ltd – a global consultancy providing resources on education and women's empowerment.

Tessy has been assisting the Foundation in the development of their thinking around future work. She has already opened up new opportunities for the Foundation (and ChristchurchNZ) in Europe and the US. Her visit (despite not being publicised) gained some coverage locally & internationally, and she remains in regular contact with The Foundation. She has become an avid fan of our city and is already planning a return trip with her family.



### Launch TOI Ō TAUTAHĪ

The launch of Summertimes (now in its 36th year) was a great opportunity to launch Toi Ō Tautahi, our Arts Strategy. This is a first for the arts in New Zealand. It is a new kind of partnership strategy, developed collaboratively with the arts sector and major funding, advocacy and development agencies including Creative NZ, ChristchurchNZ and the Rātā Foundation.

The vision for Toi Ō Tautahi is for Ōtautahi, Christchurch to be known as the best place to live and create, where the arts activate and creative exploration defines who we are.

The aim of the strategy is to elevate the arts and creativity in Christchurch and Banks Peninsula by harnessing and building on the energy, passion, and innovative spirit of the community.

The strategy recognises the impact of significant events in the city and the role the arts and creative sector have and can play in healing, connecting communities and finding innovative solutions to a range of issues.

This strategy is focused on creating an environment where creative people want to live, work, and produce work. It will be a living document that will evolve with the sector and with the wider community as we test ideas and sharpen our focus over time.

### 2019 Civic Awards



It is a privilege to be able to present the Civic Awards each year, as Christchurch & Banks Peninsula honour the individuals and groups that go the extra mile for their community. It is wonderful to see the passion and commitment that is reflected in all of those who serve in this way. And it was particularly special last year to hold the ceremony back in the Town Hall – after eight years away.

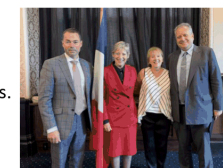
Our city is full of people, who participate, volunteer or give of their time, skills, talent, or resources, selflessly and generously – with no expectation of recognition or reward. I like to think that the spirit of goodwill towards others and volunteerism – simply putting up one's hand and doing things – is a part of our national character. It finds its finest expression each year at these awards.

In saying this I also want to acknowledge Cr Yani Johanson for his personal commitment to the Civic Awards. His efforts are second-to-none when it comes to leading the process for granting these awards, in a way that truly reflects who we are and all that we aspire to be — living lives of purpose and giving with a generosity of spirit that simply cannot be measured.

We thank all the recipients (listed over the page) for what they have done and continue to do.

### Honorary Consul for France

It was wonderful to welcome Olivier Lacoua as our new French Honorary Consul replacing Martine Marshall-Durieux, who held the role for 20 years. That is extraordinary service to our French Kiwi residents and to our visitors from France.



## Civic Awards

The 2019 Civic Award recipients were:

**Kim Blackmore.** For more than 20 years Kim Blackmore has been the musical director and conductor of Stedfast Brass. The band has brought pleasure to thousands of music lovers around the city through its concerts and performances at school fairs, rest homes, church services and many other venues. Kim Blackmore not only arranges the performances, he also gives tuition to new and less skilled band members.

**Bill Cowen.** A passionate footballer, Bill Cowen has spent decades working to promote the sport. He lives and breathes football and has driven the post-quake rebuild of the facilities and membership of his football club, Cashmere Technical.

**Christchurch Theatre Workshop SING Group.** This group has been running sing-along concerts, primarily for elderly residents of rest homes and retirement villages, for 19 years.

**Jenny Gillies.** For more than 20 years costume designer Jenny Gillies has helped foster Christchurch's image as the Garden City through designing and displaying fabric floral creations both here in Christchurch and overseas.

**Keep Christchurch Beautiful.** This organisation is focused on making Christchurch a cleaner, greener, more beautiful city. Through its Schools Environment Enhancement Programme (SEEP) it supports almost 40 schools with ideas and resources.

**Barry Scott.** For nearly 30 years, Barry Scott has been an active member of the Halswell Lions Club, where he has helped with countless community projects. He looks after the administration of the Halswell Public Hall. For many years Barry Scott has also assisted with Camp Quality programmes, which aim to bring fun, hope and happiness into the lives of children living with cancer.

**Judi Smitheram.** For the last four years Judi Smitheram has been secretary of the Christchurch Folk Music Club and President of the Canterbury Folk Music Festival. Under her leadership, the festival has developed into a national event that attracts musicians from around New Zealand and the world.

**Anne Stercq.** A registered psychologist with more than 30 experience, Anne Stercq has been one of the driving forces behind the development of the Seabrook McKenzie Centre for Specific Learning Disabilities.

**Phil Tappenden.** For the past 14 years Phil Tappenden has worked tirelessly to build a relationship between the communities of Christchurch and Songpa Gu. He is Honorary Consul for the Republic of Korea in Christchurch and has been instrumental in organising scholarships and school and cultural exchanges.

**David Wilkinson.** After a 30-year career in law enforcement, David Wilkinson took on the role of Canterbury Area Co-ordinator for Canterbury Neighbourhood Support in 2010. Since then he has worked tirelessly to strengthen the organisation and extend its reach, introducing new communication systems and setting up a satellite station in Riccarton.

## Rārākau: Riccarton Centre

It was a real thrill to be able open Rārākau, the new community centre for Riccarton, with Mary Narbey and Jack Snell, who were involved in the sod-turning earlier in the year.



This wonderful centre includes community spaces, Council customer services areas, and a meeting venue for the Waipuna/Halswell-Hornby-Riccarton Community Board, along with space for support staff.

The towering Kahikatea trees – and their berries – of Riccarton Bush have inspired the tall exterior feature columns and the building's colours. A forest pattern on exterior walls further cements the local influence.

Sustainability has also been central to the project, with roof-mounted photovoltaic solar panels powering the energy supply.

## Farewell to LPC Chief Executive

After 16 years, it was time to farewell Peter Davie as he retired from the helm of the Lyttelton Port Company. I mentioned the response to and recovery from the Canterbury Earthquake Sequence as the most significant challenge Peter had to confront in his time there.

I also mentioned the role the Lyttelton Port Recovery Plan played to ensure the Port's recovery.



## Events and meetings calendar

- Dec 1 — Final meeting with Tessy Antony de Nassau, brought by Christchurch Foundation as KPMG Thinker in Residence
- Dec 2 — Attend The Manufacturers' Leadership Network at Canterbury Employers' Chamber of Commerce speaker Hon Phil Twyford
- Dec 3 — Visit to Italian Icebreaker 'Laura Bassi' at Lyttelton
  - Attend Tuesday Club to discuss plans for term
- Dec 6 — Visit to Christchurch Aerospace Centre at TE Connectivity
  - Speak at the launch of Summertimes and Christchurch Arts Strategy—Toi Ō Tautahi
- Dec 7 — Open AFFIRM family festival in Aranui
  - Attend Akaroa Civic Trust 50th Anniversary AGM
- Dec 9 — Meet with Nepalese delegation, in Christchurch to study best practice in earthquake recovery
  - Visit to new Avonside Girls' and Shirley Boys' High School campus
- Dec 10 — Citizenship Ceremony
- Dec 11 — Present Duke of Edinburgh Hillary Awards to Ferndale School students
- Dec 13 — Receive presentation on behalf Mayor of Cefalu, Sicily following WWII commemorative event
  - Speak at farewell of LPC Chief Exec, Peter Davie
- Dec 14 — Attend consecration of All Souls Church, Merivale
- Dec 15 — Attend NZ Defence Force Remembrance Service to commemorate WW11 sinking of HMS Neptune
- Dec 16 — Speak at dedication of two ambulances to St John, a gift from Teochev Federation after 15 March
  - Meet with Board of the Canterbury Employers Chamber of Commerce with Dawn Baxendale
  - Civic Awards
- Dec 17 — Speak at the opening of Rārākau: Riccarton Centre
- Dec 19 — Attend Christchurch Foundation AGM
  - Attend event to introduce new French Hon Consul
- Dec 20 — Present certificates to delegation members from Chongqing for the New Zealand-China International Training Centre
- Dec 27 — Welcome Ashlee Vance - author of 'Elon Musk' - to Christchurch for Q&A with Mark Rocket ChCh Aerospace Centre

## All Souls come together



It was a joy to be able to join the All Souls Church congregation to celebrate the dedication of their church with the Anglican Bishop of Christchurch and Archbishop of New Zealand.





## 10. Update on the LGOIMA Improvement Plan

Reference / Te Tohutoro: 20/30850

Presenter(s) / Te kaupāhō: Duncan Sandeman, Director of the Office of the Chief Executive

### 1. Purpose of Report / Te Pūtake Pūrongo

- 1.1 The purpose of this report is to update the Council on progress being made on Local Government Official Information and Meetings Act (LGOIMA) compliance and practice at the Christchurch City Council.

### 2. Executive Summary / Te Whakarāpopoto Matua

- 2.1 In response to the Chief Ombudsman's report of 13 November 2019 into LGOIMA compliance and practice at the Christchurch City Council the confirmed an improvement plan covering 90 different actions to address the Chief Ombudsman's recommendation and 39 action points.
- 2.2 Good progress is being made on the implementation of the improvement plan. Of the 90 identified actions for the Council, 28 have been completed, 44 have been initiated and are ongoing, 17 have yet to be started, and one has been delayed.
- 2.3 The attachment provides the detail of progress on the implementation of the improvement plan.

### 3. Staff Recommendations / Ngā Tūtohu

That the Council:

1. Note the progress being made in the implementation of the improvement plan that addresses the action points and recommendation made by the Chief Ombudsman in his Christchurch City Council Local Government Official Information and Meetings Act Compliance and Practice report of November 2019.
2. Note that staff will report quarterly to the Council on progress on implementing the improvement plan.

### 4. Context / Background / Te Horopaki

#### Issue or Opportunity / Ngā take, Ngā Whaihua rānei

- 4.1 The Ombudsman undertook an investigation into LGOIMA compliance and practice at Christchurch City Council over the period October 2018 to July 2019. This was part of a new initiative of investigating territorial authorities' compliance and practice of the Act, however Christchurch was in the first tranche of Territorial Authorities investigated. The Ombudsman tabled his report in Parliament on Wednesday 13 November 2019.
- 4.2 The final report made a formal recommendation and identified 39 action points across four areas for implementation. Prior to receiving the final report the then Acting Chief Executive received a draft report in September 2019. The then Acting Chief Executive advised the Ombudsman that we accepted the recommendation and all action points and that we had developed an improvement plan to address each one. The Council's draft improvement plan was included in his final report. The Chief Executive reconfirmed that the organisation accepted the recommendation and action points contained in the final report.

- 4.3 Progress has been made in implementing the improvement plan. Progress is monitored and reported to ELT monthly. The progress will be reported to the Council on a quarterly basis in order to give the Council, and the public, confidence that the Christchurch City Council is committed to openness and transparency and that our compliance and practice is consistent with the principles and purposes of the LGOIMA.

## Attachments / Ngā Tāpirihanga

No.	Title	Page
A <a href="#">↓</a>	Christchurch City Council LGOIMA Compliance and Practice Improvement Plan	57

## Confirmation of Statutory Compliance / Te Whakatūtutanga ā-Ture

Compliance with Statutory Decision-making Requirements (ss 76 - 81 Local Government Act 2002).

(a) This report contains:

- (i) sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages; and
- (ii) adequate consideration of the views and preferences of affected and interested persons bearing in mind any proposed or previous community engagement.

(b) The information reflects the level of significance of the matters covered by the report, as determined in accordance with the Council's significance and engagement policy.

## Signatories / Ngā Kaiwaitohu

<b>Author</b>	Duncan Sandeman - Director of Office of Chief Executive
<b>Approved By</b>	Dawn Baxendale - Chief Executive



Christchurch City Council LGOIMA Compliance and Paractice Improvement Plan

Serial	Category	Recommended Action	Action	Responsibility	Timeframe	Commenced	Completed	Status	Notes
1(a)	Leadership and Culture	That the Chief Executive review the practice of the Senior Leadership Team's involvement in controlling the flow of information to the public and elected members to ensure an approach is adopted that is consistent with the principles and purposes of the LGOIMA, in particular, openness and transparency	The new Chief Executive (to start Q2 F20) has read the Chief Ombudsman's provisional opinion. She has indicated that she intends to address the issues raised: "responding in an open and honest way will be the start of delivering the cultural change in our organisation at all levels."	CE	Enduring	10-Oct-19	N/A	Underway	
1(b)			New CE to speak about the Ombudsman report at the Annual Leaders Workshop in November.	CE	Nov-19	13-Nov-19	13-Nov-19	Completed	Due to the final report being embargoed this did not happen, CE sent video message to all staff which coincided with release of report on 13 Nov 19. This will be an ongoing message from the CE to Senior Leaders.
1 (c)			Improvement Plan developed with agreed mitigating actions and milestones for implementation. Recommendations from the Review of Senior Leadership Team's practices will be added to the Plan.	A/CE	Sep-19	23-Aug-19	6-Sep-19	Completed	
1 (d)			Review of Senior Leadership practices	CE	Feb-20			Not started	To commence in January 2020.
2		Ensure the outcome of the review of Senior Leadership Team's practices is clearly understood by staff and any recommendations' are implemented	Communication of agreed practices	CE	Feb-20			Not started	To follow serial 1(d)
3		Any amendments made to documents/records are transparent, with clear lines of accountability, and a record of the amendment is made	While the Council has the capability in its InfoCouncil and TRIM systems that capture and log changes, we will investigate whether this is fit for purpose and the look to make changes as required.	DOCE	Sep-19	6-Sep-19	30-Sep-19	Completed	Clarified that TRIM and InfoCouncil is fully capable of tracking all changes to documents and reports including author and date.
4 (a)		Establish a clear process for staff speaking up and raising concerns without fear of reprisal and ensure outcomes are clearly communicated back to staff	Council has a Protected Disclosures Act Policy that provides a mechanism to allow staff to speak up and raise concerns without fear of reprisal	Head of Risk & Audit	Sep-19	6-Sep-19	6-Sep-19	Completed	
4 (b)			Develop and implement plan to ensure staff are aware of the Protected Disclosures Act Policy and process. This is to be linked to the development of LGOIMA training and to be included as part of induction training.	Head of Risk & Audit	Dec-19		20-Dec-19	Completed	A new shared-services induction session for any staff leader has been developed, piloted and refined, and with regular sessions already scheduled throughout 2020. Additional awareness sessions and messaging for all staff are also scheduled annually.
4 (c)			CE /Acting CE to regularly communicate the existence of this policy and where to find it	CE	Enduring	6-Sep-19		Initiated	Ongoing on a regular basis

Serial	Category	Recommended Action	Action	Responsibility	Timeframe	Commenced	Completed	Status	Notes
5 (a)		Regular consistent positive messaging by the Chief Executive and Senior Leaders about the importance of the LGOIMA and openness and transparency more generally in Council wide communications	Acting CE to send message to all staff about the importance of the LGOIMA and openness and transparency more generally in Council wide communications.	A/CE and CE	Enduring	6-Sep-19		Initiated	A/CE sent message to all staff CE sent video message to all staff on 13 Nov 19.
5 (b)			Acting CE to include performance goal and target regarding adhering to LGOIMA and Information Management in Senior Leaders/ELT personal development plans	A/CE	Sep-19	6-Sep-19	30-Sep-19	Completed	Performance goal has been set for CE and cascaded to ELT and senior managers in FY19/20 PDP.
5 (c)			GMs/Senior Leaders to cascade performance and target goal into personal development plans of Senior Leaders/direct reports	ELT	Sep-19	6-Sep-19	30-Sep-19	Completed	Performance goal has been set for CE and cascaded to ELT and senior managers in FY19/20 PDP.
5 (d)			Acting CE to send message to all staff about the importance of the LGOIMA performance target	A/CE	Sep-19	6-Sep-19	30-Sep-19	Completed	
5 (e)			Plan and provide briefing on LGOIMA and Ombudsman's finding for the new CE	A/CE	Oct-19	6-Sep-19	10-Oct-19	Completed	
5 (f)			Arrange meeting for new CE with Office of Ombudsman Office	DOCE	Nov-19	10-Oct-19	29-Nov-19	Completed	CE met with the Ombudsman on 29 Nov 19.
5 (g)			Reference the Council's intentions around openness and transparency and availability of information in external documents	Head of PIP and CE	Enduring	6-Sep-19		Initiated	
6 (a)		Senior Leaders to role model behaviours consistent with a commitment to openness and transparency	Confirm expectations that Senior Leaders role model behaviours consistent with a commitment to openness and transparency.	ELT	Enduring	6-Sep-19		Initiated	
6 (b)			Workshop on LGOIMA at Senior Leaders quarterly meetings	OD and OCE	Mar-20			Not started	Booked for session on 19 February 2020.
6 (c)			Include positive messaging on openness and transparency as part of regular all staff communications	Head of PIP	Enduring	6-Sep-19		Initiated	Ongoing on a regular basis
7		Complete the review of the structure of the Office of the Chief Executive to ensure the lines of decision-making and accountability are clear between the Director of the Office of the Chief Executive, the Senior Information Advisor, and the Chief Advisor to the Chief Executive	Review of the structure of the Office of the Chief Executive, including the clarification of the lines of decision-making and accountability between the Director of the Office of the Chief Executive, the Senior Information Advisor, and the Chief Advisor to the Chief Executive.	CE	Jun-19		23-Jun-19	Completed	Review completed by the previous CE with new appointments made by 23 Jun 19.
8 (a)		Ensure delegations for decisions on LGOIMA requests are clear, up to date and understood by Senior Leaders and staff	Change delegations register to delegate to the Director of the Office of Chief Executive the power of decision making under the LGOIMA relating to the provisions of Official Information.	Head of Legal	Sep-19	6-Sep-19	30-Sep-19	Completed	Closed
8 (b)			Incorporate explanation of delegations and decision making in updated LGOIMA training.	DOCE	Sep-19	6-Sep-19		Initiated	Covered in current training sessions - will expand in finalised training regime
9		Assign a Senior Manager with specific strategic responsibility and executive accountability for official information practice.	Assign to the Director of the Office of the Chief Executive the specific strategic responsibility and executive accountability for official information practice.	A/CE	Sep-19	6-Sep-19	6-Sep-19	Completed	Completed

Serial	Category	Recommended Action	Action	Responsibility	Timeframe	Commenced	Completed	Status	Notes
10 (a)		Senior Leaders to champion a system for staff to identify and communicate opportunities for improvements to LGOIMA policies and practice, and proactive release	Develop a mechanism for staff to volunteer their suggestions for improvements to LGOIMA policies and practice and proactive release practices. This will be championed by ELT and senior leaders (Note that inviting all staff will help demonstrate that this is an organisational wide commitment).	DOCE	Dec-19	26-Nov-19	8-Dec-19	Initiated	Two questions added to Working@Council survey and communicated by organisation wide e-mail from CE on 26 Nov 19.
10 (b)			Include LGOIMA to agendas of Heads regular meetings	ELT	Enduring	6-Sep-19		Initiated	Memo sent to Heads of Service to encourage practice and add to relevant training.
11 (a)		Senior Leaders to set clear expectations that staff receive appropriate training on LGOIMA policies and procedures and make this expectation visible by attending training themselves	ELT set the example to other staff by attending inaugural LGOIMA training for leaders session.	ELT	May-20			Not started	Likely to be before 30 Mar 20.
11 (b)			Performance goal added to personal development plans of ELT/Senior Leaders	ELT	Sep-19	6-Sep-19	30-Sep-19	Completed	
11 (c)			Use internal Communications Team to publicise LGOIMA training	Head of PIP	Feb-20			Not started	Once training regime set, this will be carried out on an ongoing basis
12		Include reference to LGOIMA compliance in job descriptions	Add reference to LGOIMA compliance to position descriptions as position descriptions are reviewed and renewed.	Head of HR	Enduring	6-Sep-19		Completed	Added to Position Descriptions 28 November 2019.
13 (a)		Consider how a proactive release policy, once developed, can be incorporated into the Council's external communications strategy to further increase engagement and public participation in decision making	Set up an inter-group project team to develop a proactive release policy.	DOCE	Nov-19		1-Nov-19	Completed	This project team includes DOCE, Official Information, Legal and Comms.
13 (b)			Develop a proactive release policy for approval by ELT	DOCE	Dec-19		20-Jan-20	Initiated	List of subjects to be presented to ELT on 20 Jan 20
13 (c)			Champion the provision of information for proactive release in line with the policy	ELT	Enduring	20-Jan-20		Not started	Subject to ELT approval on 20 Jan 20.
14 (a)	Organisation Structure, Staffing and Capability	Develop a LGOIMA training programme tailored to the needs of all staff, including for staff at induction, the Public Information and Participation (PIP) Team and Customer Services Teams	Establish an inter-group LOGIMA training team to develop a LGOIMA training programme.	DOCE	Nov-19		1-Nov-19	Completed	Group to include Official Information, Comms, Customer Services and Organisational Development.
14 (b)			Develop a LGOIMA training programme tailored to the needs of all staff, including for staff at induction, the Public Information and Participation (PIP) Team and Customer Services Teams, including staff at induction as well as regular training for delegated decision makers.	DOCE	Feb-20		1-Feb-20	Initiated	Developing blended training programme to cover all staff. Working with HR and Office of the Ombudsman. Concept to be presented to ELT on 20 Jan 20.
14 (c)			Approve the LGOIMA training programme.	ELT	Feb-20		3-Feb-20	Not started	
14 (d)		Develop and implement more detailed, regular training for delegated decision makers, including Senior Leaders and for staff in the LGOIMA Team	Implement the LGOIMA training programme.	Head of HR	Enduring	3-Feb-20		Not started	From Q3 F20
15 (a)			Develop a more detailed training package for delegated decision makers, including Senior Leaders and for staff in the LGOIMA Team	DOCE	Dec-19		20-Dec-19	Initiated	Developing blended training programme to cover all staff. Working with HR and Office of the Ombudsman. Concept to be presented to ELT on 20 Jan 20.
15 (b)			Approve the LGOIMA training programme.	ELT	Jan-20			Not started	Subject to ELT approval of concept on 20 Jan 20.
15 (c)			Implement the LGOIMA training programme.	Head of HR	Enduring			Not started	From Q3 F20

Serial	Category	Recommended Action	Action	Responsibility	Timeframe	Commenced	Completed	Status	Notes
16 (a)		Ensure appropriate staff have access to, and understand how to use, the LGOIMA tracking spreadsheet to ensure back up is available if necessary	Develop a process map for the Council's LGOIMA processes in ProMapp	DOCE	Nov-19	16-Sep-19	6-Nov-19	Completed	Task completed. ELT to be briefed 2 Dec 19. Changes made to process and will be presented to ELT on 20 Jan 20.
16 (b)			Integrate the two Senior Advisors to the Chief Executive into the LGOIMA process and spreadsheet in order to build capacity in the Official Information Team.	DOCE	Nov-19	16-Sep-19	1-Nov-19	Completed	
17	Internal policies, procedures and resources	Consider undertaking a review of Information Management (IM) policies and guidance to ensure they are fit for purpose	Undertake a review of Information Management (IM) policies and guidance to ensure they are fit for purpose	CIO	Nov-19	16-Sep-19	1-Nov-19	Completed	
18		Ensure IM guidance is regularly reviewed and updated	Undertake an annual review of IM guidance and update as required.	CIO	Enduring	16-Sep-19		Initiated	To be conducted annually in Q1 - See below
19 (a)		Ensure IM guidance and policy is visible and easily accessible for staff and, if guidance is stored in more than one IM system, ensure guidance is consistent across all platforms	Provide link to IM guidance and policy on organisational intranet	CIO	Dec-19		20-Dec-19	Completed	The IM guidance and policy is already available on the organisational Intranet (including e-learning) <a href="http://intranet.ccc.govt.nz/organisation/internal-policies">http://intranet.ccc.govt.nz/organisation/internal-policies</a>
19 (b)			Message regarding IM guidance and policy in CE all staff update	CIO	Dec-19		30-Jan-20	Initiated	- e-learning modules are available on the intranet - By the 6th December changes will be made to have the policy more visible on the intranet frontpage. - addition to what has been recommended, the Information Management Team will complete the plan for the year ahead, to increase awareness and compliance to the PRA by January 30, 2020
20 (a)		Leaders to champion sound record keeping practice	Champion sound record keeping practice at annual leaders workshop on 5 November	CE	Nov-19	13-Nov-19	13-Nov-19	Completed	Included in video message to staff on 13 Nov 19.
20 (b)			Include periodic communication to staff from the CE on the importance of sound record keeping.	Head of PIP	Enduring	13-Nov-19		Initiated	To be included quarterly
20 (c)			ELT and Senior Leadership Group to champion sound record keeping practice	ELT	Enduring	16-Sep-19		Initiated	Also addressed in training and expectations set by review of senior leadership practices.
21 (a)		Prioritise the development of a proactive release policy with accountability for its delivery assigned to a senior leader	Set up an inter-group project team to develop a proactive release policy.	DOCE	Nov-19	16-Sep-19	1-Nov-19	Initiated	
21 (b)			Develop a proactive release policy for approval by ELT	DOCE	Dec-19		20-Jan-20	Initiated	To be presented to ELT on 20 Jan 20
21 (c)			Champion the provision of information for proactive release in line with the policy	ELT	Enduring	20-Jan-20		Not started	Subject to ELT approval on 20 Jan 20.
22 (a)		Review and update LGOIMA guidance incorporating my suggestions	Set up an inter-group project team to review and update LGOIMA guidance incorporating the Ombudsman's suggestions	DOCE	Dec-19		1-Nov-19	Initiated	



Serial	Category	Recommended Action	Action	Responsibility	Timeframe	Commenced	Completed	Status	Notes
22 (b)			Complete a review and update LGOIMA guidance incorporating the Ombudsman's suggestions.	DOCE	Dec-19	16-Sep-19		Initiated	
23		Ensure LGOIMA guidance is regularly reviewed and updated	Conduct an annual review of LGOIMA guidance to ensure LGOIMA practice is in accordance with best practice and update as required.	DOCE	Enduring	16-Sep-19		Initiated	To be conducted annually in Q1
24		Consider amending template letters to include specific consideration of the public interest, where applicable	Amend template letters to include specific consideration of the public interest, where applicable.	DOCE	Sep-19	16-Sep-19	30-Sep-19	Completed	
25 (a)	Current Practices	Ensure that all public and media information requests, as well as property file requests, are handled in accordance with the provisions of the LGOIMA	Establish an Official Information Co-ordination Group (OICG) which includes subject matter experts from OCE, Business Solutions (LIMS and Property Files), PIP and Document Management	DOCE	Nov-19		1-Nov-19	Initiated	
25 (b)			Ensure that all public and media information requests, as well as property file requests, are handled in accordance with the provisions of the LGOIMA through the Official Information Co-ordination Group	OICG	Enduring			Initiated	Already underway but will re-iterate as part of OICG
26 (a)		Provide regular training to all Council teams that handle requests for information in any capacity	Set up an inter-group training team to develop a LGOIMA training programme.	DOCE	Nov-19		1-Nov-19	Initiated	
26 (b)			Develop a LGOIMA training programme	DOCE	Feb-20			Initiated	
26 (c)			Implement the LGOIMA training programme.	Head of HR	Enduring			Not started	Mar-20
27 (a)		Upgrade to a database (non-spreadsheet) system to track LGOIMA requests and decisions	Establish an Official Information Co-ordination Group (OICG)	DOCE	Nov-19		1-Nov-19	Initiated	
27 (b)			Investigate and agree on a cross organisation database system to capture official information requests to the council and decisions	OICG	Mar-20		1-Mar-20	Initiated	Investigating alternative solutions to replace spreadsheet.
27 (C)			Implement a cross organisation database system to capture official information requests to the council and decisions		Mar-20		1-Mar-20	Initiated	Investigating alternative solutions to replace spreadsheet.
28 (a)		Record the reasoning behind LGOIMA decisions, including any consideration of the public interest and the results of any consultations with third parties	Develop a coversheet to record the reasoning behind LGOIMA decisions, including any consideration of the public interest and the results of any consultations with third parties.	DOCE	Oct-19	16-Sep-19	1-Oct-19	Completed	
28 (b)			Implement the use of coversheet to record the reasoning behind LGOIMA decisions, including any consideration of the public interest and the results of any consultations with third parties	DOCE	Enduring	16-Sep-19		Initiated	Completed coversheets will be saved to ensure a record of decision making is clear.
28 (c)			Ensure the process to record the reasoning behind LGOIMA decisions, including any consideration of the public interest and the results of any consultations with third parties is enshrined in the LGOIMA process and captured in ProMapp.	DOCE	Enduring	16-Sep-19		Initiated	Completed coversheets will be saved to ensure a record of decision making is clear.

Serial	Category	Recommended Action	Action	Responsibility	Timeframe	Commenced	Completed	Status	Notes
28 (d)			Transition to a cross organisation database system with the ability to record the reasoning behind LGOIMA decisions, including any consideration of the public interest and the results of any consultations with third parties.	OICG	Mar-20	16-Sep-19		Initiated	As per serial 27(b) above
29 (a)		Record the administrative steps taken in respect of LGOIMA responses where relevant	Develop a coversheet and check list to record the administrative steps taken in respect of LGOIMA responses where relevant	DOCE	Nov-19	16-Sep-19	1-Nov-19	Completed	
29 (b)			Implement the use of a coversheet and checklist to record the administrative steps taken in respect of LGOIMA responses where relevant.	DOCE	Enduring	1-Nov-19		Initiated	
29 (c)			Ensure the administrative steps taken in respect of LGOIMA responses where relevant is enshrined in the LGOIMA process and captured in ProMapp.	DOCE	Dec-19	16-Sep-19		Initiated	
29 (d)			Transition to a cross organisation database system with the ability to record the administrative steps taken in respect of LGOIMA responses where relevant.	OICG	Mar-20			Not started	As per serial 27(b) above
30 (a)		Establish a formalised peer review process	Establish an Official Information Co-ordination Group (OICG)	DOCE	Nov-19		1-Nov-19	Initiated	As per serial 25(a) above.
30 (b)			Develop a formalised peer review process and capture this process in ProMapp.	OICG	Mar-20			Not started	
31 (a)		Ensure records are kept of workshops and briefings	Identify those workshops and briefings that require formal records.	ELT	Nov-19	11-Nov-19	11-Nov-19	Completed	Paper approved at ELT on 11 Nov 19
31 (b)			Undertake minuting of identified workshops and briefings.	Head Governance & Partnerships	Enduring	11-Nov-19		Initiated	
32 (a)		Provide training to staff who are processing elected member requests to ensure consistency of practice	Set up an inter-group project team to develop a LGOIMA training programme.	DOCE	Nov-19		1-Nov-19	Initiated	As per serial 14(a) above
32 (b)			Develop a LGOIMA training programme for staff who are processing elected member requests to ensure consistency of practice.	DOCE	Mar-20			Initiated	As per serial 14(b) above
32 (c)			Approve the LGOIMA training programme	ELT	Mar-20			Not started	
32 (d)			Implement the LGOIMA training programme.	Head of HR	Enduring			Not started	
33 (a)		Ensure that requests from elected members are handled in accordance with LGOIMA	Develop a process for the handling of elected member requests that is in accordance with LGOIMA and ensure this is captured in ProMapp	DOCE	Nov-19	16-Sep-19	1-Nov-19	Completed	
33 (b)			Ensure requests from elected members are handled using the Council process.	DOCE	Enduring	16-Sep-19		Initiated	Currently through the OCE process. All are handled under the provisions of the LGOIMA.

Serial	Category	Recommended Action	Action	Responsibility	Timeframe	Commenced	Completed	Status	Notes
34 (a)		Review the practice of sending all LGOIMA requests to the Mayor's office and develop a protocol between the Council and elected members to clarify elected member involvement in LGOIMAs	Establish an Official Information Co-ordination Group (as identified above).	DOCE	Nov-19		1-Nov-19	Initiated	As per serial 25(a) above
34 (b)			Develop a protocol between the Council and elected members to clarify elected member involvement in LGOIMAs and ensure this is captured in ProMapp	OICG	Feb-20		1-Feb-20	Initiated	Will finalise and brief Elected Members on the protocol.
35 (a)		Ensure the Mayor's advisor is not a participant in the weekly meeting where LGOIMA requests are discussed	Change weekly LGOIMA meeting to an emerging issues meeting, structured so the representative from the Mayor's Office is not present when LGOIMA requests are discussed.	DOCE	Sep-19	16-Sep-19	16-Sep-19	Completed	
35 (b)			Ensure the developed protocol between the Council and elected members to clarify elected member involvement in LGOIMAs is followed by staff at the emerging issues meeting	DOCE	Dec-19		1-Feb-20	Delayed	Date of implementation to move to Q3 F20 to be consistent with serial 34 (b)
36	Performance and Monitoring	Consider analysing LGOIMA request data and collecting more comprehensive data on the Council's handling of LGOIMA requests	Establish an Official Information Co-ordination Group	DOCE	Nov-19		1-Nov-19	Initiated	Can currently but expected to be able to provide greater data once new systems are in place.
37		Consider providing the Senior Leadership Team with a monthly report on LGOIMA requests	Provide ELT with a regular report on LGOIMA requests	DOCE	Enduring	14-Oct-19		Initiated	Weekly reports now provided to ELT.
38		Consider ways to include requests handled by the PIP Team and Customer Services Team, as well as elected member requests and property file requests, in LGOIMA statistical reporting	Establish an Official Information Co-ordination Group	DOCE	Nov-19		1-Nov-19	Initiated	As above
39		Consider developing a formal quality assurance process for LGOIMAs	Develop a formal quality assurance process for LGOIMAs and capture this process in ProMapp	OICG	Feb-20		1-Feb-20	Not started	
40		Consider how staff can quickly and easily access previous LGOIMA decisions	Identify how staff can better access previous LGOIMA decisions.	OICG	Dec-19		16-Dec-19	Initiated	Identifying ways of increasing release of previous decisions. Will integrate with greater resources on line for staff and publically.





## 11. External Advisory Group for LTP 2021-31 - Terms of Reference

Reference / Te Tohutoro: 20/35077

Presenter(s) / Te kaupāhō: Peter Ryan, LTP Programme Manager

### 1. Purpose of Report / Te Pūtake Pūrongo

- 1.1 This report contains the Terms of Reference for the External Advisory Group (EAG), which is to provide advice on the development of the Long Term Plan (LTP) 2021-31.

### 2. Executive Summary / Te Whakarāpopoto Matua

- 2.1 The Terms of Reference will set the direction for the External Advisory Group in relation to its role in the development of LTP 2021-31.
- 2.2 The Terms of Reference were drafted by the Mayor's Office in consultation with the Head of Performance Unit and following clear strategic direction given by the Chief Executive and based on outcomes from EAG's involvement in the 2018 LTP process as well as guidance set out on the Mayor's Letter of Expectation.

### 3. Staff Recommendations / Ngā Tūtohu

That the Council:

1. Approves the Terms of Reference for the External Advisory Group for the Long Term Plan (LTP) 2021-31

### 4. Context / Background / Te Horopaki

- 4.1 Under the Local Government Act (2002) the Mayor of a local authority is charged with leading the development of the Long Term Plan.
- 4.2 In July 2015, following the adoption of the Christchurch City Council (CCC)'s 2015-25 Long Term Plan (LTP), the Mayor announced an External Advisory Group (EAG) who would use their professional expertise and understanding of the rebuild to assist Councillors around the prioritisation and delivery of the capital programme and related issues during the Annual Plan 2016-17 process. The EAG met between October and December 2016 and presented a report to the Council in December 2016.
- 4.3 The Mayor re-established the EAG with new members as an ad hoc advisory group for the 2018-28 LTP process. This EAG met between July 2017 and January 2018. It provided interim and a final presentation/report to Council in April 2018. A staff report on the implementation of the EAG's Recommendations was presented to Council in November 2018.
- 4.4 A review of the 2018-28 LTP process identified process and timing shortfalls that impacted on the EAG's ability to perform its function. Key learnings were that EAG should meet earlier in the process; it should provide more frequent reporting to Councillors and the Chief Executive (CE); its scope should be widened to cover operational costs, and its membership should be more diverse to provide advice on operational budgets and delivery.
- 4.5 The Final Elected Members Letter of Expectations for the 2021-31 LTP approved by Council in December 2019 set out that an independent advisory group should be established.
- 4.6 The purpose of the EAG is to provide independent, objective and evidence-based advice to assist the Mayor, Councillors and Chief Executive (CE) in the development of the 2021- 31 LTP.

- 4.7 Various aspects of the function of the EAG (membership, governance, conflicts of interest, deliverables and milestones, staff support, reporting and confidentiality) are set out in Attachment 1.

## 5. Project Budget

- 5.1 Based on the 2018 LTP process the estimated maximum budget for the EAG advisory process is approximately \$96,000. That sum may decrease as it assumes maximum estimates for fees, travel etc. It may drop depending on approval of membership.
- 5.2 No budget was expressly set aside to fund the new EAG, however with the cost falling over two financial years (and therefore reducing the scale of the issue in each year) funding has been identified within existing resources. EAG funding will not be added to the draft Annual Plan or future budgets.

## Attachments / Ngā Tāpirihanga

No.	Title	Page
A <a href="#">↓</a>	External Advisory Group LTP 2021 - Terms of Reference	67

## Confirmation of Statutory Compliance / Te Whakatūturutanga ā-Ture

Compliance with Statutory Decision-making Requirements (ss 76 - 81 Local Government Act 2002).

(a) This report contains:

- (i) sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages; and
- (ii) adequate consideration of the views and preferences of affected and interested persons bearing in mind any proposed or previous community engagement.

(b) The information reflects the level of significance of the matters covered by the report, as determined in accordance with the Council's significance and engagement policy.

## Signatories / Ngā Kaiwaitohu

<b>Author</b>	Lerks Stedman - Senior Business Analyst
<b>Approved By</b>	Peter Ryan - Head of Performance Management Dawn Baxendale - Chief Executive

## EXTERNAL ADVISORY GROUP – LONG TERM PLAN 2021-31

### TERMS OF REFERENCE / NGĀ ĀRAHINA MAHINGA

#### Summary

Chair	TBC
Deputy Chair	TBC
Membership	TBC
Quorum	Three members
Meeting Cycle	Monthly
Reports To	Finance and Performance Committee of the Whole - Process Council - Final Report

#### Background

In July 2015, following the adoption of the Christchurch City Council (CCC)'s 2015 - 25 Long Term Plan (LTP), the Mayor announced an External Advisory Group (EAG) who would use their professional expertise and understanding of the rebuild to assist Councillors around the prioritisation and delivery of the capital programme and related issues during the Annual Plan 2016-17 process. The EAG met between October and December 2016 and presented a report to the Council in December 2016.

The Mayor re-established the EAG with new members as an adhoc advisory group for the 2018-28 LTP process. This EAG met between July 2017 and January 2018. It provided interim and a final presentation/report to Council in April 2018. A staff report on the implementation of the EAGs Recommendations was presented to Council in November 2018.

A review of the 2018-28 LTP process identified process and timing shortfalls that impacted on the EAG's ability to perform its function. Key learnings were that EAG should meet earlier in the process; it should provide more frequent reporting to Councillors and the Chief Executive (CE); its scope should be widened to cover operational costs, and its membership should be more diverse to provide advice on operational budgets and delivery.

The Final Elected Members Letter of Expectations for the 2021-31 LTP approved by Council in December 2019 set out that an Independent advisory group should be established.

#### Purpose

The EAG is to provide **independent, objective and evidence-based advice**, drawing on their personal expertise or experience to assist the Mayor, Councillors and Chief Executive (CE) in the development of the 2021- 31 LTP.

#### Objective

The objectives of the EAG are to:

- Provide early peer review and quality assurance on the key components of the LTP 2021-31 as they are developed by for consideration by Councillors; and
- Summarise in a report their findings and a set of high level recommendations for the 2021-31 LTP and future LTPs.

## Scope

A work programme will be agreed by the Performance Management Unit (PMU) with the CE, the Chair and Finance and Performance Committee of the Whole before EAG commences. The following should be in scope:

- review of the draft LTP 2021 Infrastructure Strategy as it develops
- review of the draft LTP 2021 Financial Strategy as it develops
- identifying long term strategic challenges and opportunities for CCC that will impact on the Infrastructure and Financial strategies
- review of selected Activity Plans (inc opex budgets) and any related Asset Management Plans
- review of the capital prioritisation process
- high-level review of the draft capital works programme
- the alignment between the capital works programme and the Infrastructure Strategy
- reviewing asset plan/capital programme 'levels of service' (which may differ from the formal LOS in activity plans) and implications for opex related to the capital programme
- review of the draft Consultation Document as it develops.

Selected Activity Plans will be proposed for EAGs review by the CE and agreed by the Finance and Performance Committee of the Whole.

Additional areas for review may be proposed by the EAG and undertaken following agreement with the CE and Finance and Performance Committee of the Whole.

The EAG should take into account:

- the previous EAG Report and progress against recommendations
- the Final Elected Members Letter of Expectations and revised Strategic Framework
- prior and ongoing s17A Service Delivery Reviews
- the affordability and deliverability of the capital programme
- comparative analysis of trends, including actual expenditure and benchmarking
- key cost and service drivers such as renewals, growth and resident's expectations
- alignment of the 2021-31 LTP with the Strategic Framework
- the CEs intended Zero Based Budgeting approach for the 2021-31 LTP
- opportunities for alternative revenue sources, cost reduction and service improvement.

The EAG is not a formal sub-committee of the Council. Its role is advisory only and it has no decision-making authority either delegated or inferred. Its influence lies in the ability to make advisory recommendations to the Mayor, Councillors and Chief Executive for their consideration.

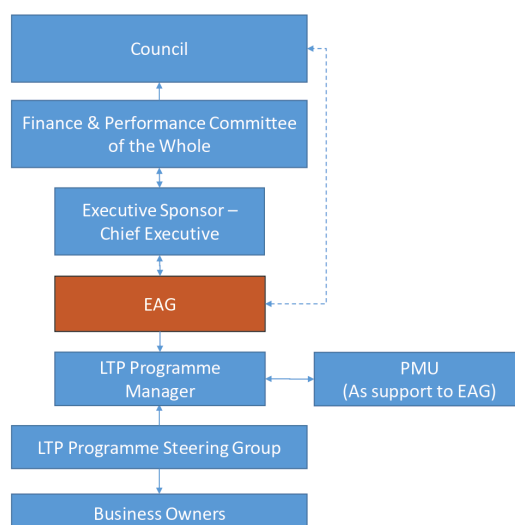
For the avoidance of doubt, the following will be out of scope for the EAG:

- individual project capital expenditure from a value for money perspective.

## Governance Structure

The high - level process management of the EAG will be through the Finance and Performance Committee of the Whole, with the final report to Council.

The governance structure for the EAG will be as follows:



A summary of the roles and responsibilities of the elements of the governance structure is provided in Appendix A.

## Membership

The recommended size of the EAG is a Chair and four members. The membership seeks to balance expertise and experience from a variety of disciplines and stakeholder interests. Members will also be expected to display a high level of objectivity and independent thinking as well as mutual respect for other members view points, elected members and Council staff. A skills and competencies matrix is attached as Appendix B.

The selection process should also consider diversity.

A quorum of three will be necessary for a meeting to proceed. There will be an open invitation to the CE (or alternate) to attend all meetings.

[XXX] will be the Chairperson for each meeting and will be responsible for agendas, minutes review and the final report. [XXX] will be the Deputy Chairperson.

## Conflicts of interest

All known actual and possible conflict issues must be disclosed by a potential member and resolved with the CE before acceptance of appointment.

During the term of the EAG where a conflict of interest is either reasonably foreseeable or arises during the course of the provision of services being provided to any other person or otherwise, members will inform the Chair (or if the Chair is in conflict, they will inform the CE) of the circumstances at the earliest practicable time to enable the potential or actual conflict to be addressed and managed. This obligation is ongoing throughout the term of the EAG.

If the perception of a potential or actual conflict arises in relation to an element of the EAGs work programme for any member, the Chair may request the member is relieved of their advisory role in relation to that specific element.

## Milestones and deliverables

### High level Milestones

Milestone	Initial expected completion date
Terms of Reference agreed	January 2020
EAG membership agreed and in place	February 2020
EAG Work Programme agreed	February 2020
EAG active	March 2020 – Oct 2020
Draft Final report delivered to the CE	September 2020
Final report presented to Council [or Finance and Performance Committee of the whole]	October 2020

Meeting dates, detailed milestones and deliverables will be agreed in the Work Programme, but should anticipate that:

- most of EAG's meetings will take the form of workshops with presentations by staff
- EAG will meet at least monthly, or as required and mutually agreed.
- The EAG is expected to have completed its activities by October 2020, but its term may be extended by agreement of all members, the CE and the Finance and Performance Committee of the Whole.

## Project Budget

Based on the 2018 LTP process the estimated maximum budget for the EAG advisory process is approximately \$96,000. That sum may decrease as it assumes maximum estimates for fees, travel etc. It may drop depending on approval of membership.

No budget was expressly set aside to fund the new EAG, however with the cost falling over two financial years (and therefore reducing the scale of the issue in each year) funding has been identified within existing resources. EAG funding will not be added to the draft Annual Plan or future budgets.

## Staff Support and Resources

The PMU will provide secretarial support to EAG, relying on the Finance team for advice on financial matters. Support will include drafting the work programme, organising meetings, circulation of agendas, recording and circulation of minutes, and assistance in interim and final report writing.

The EAG work programme should be agreed with the CE to ensure alignment with the Zero Based budgeting approach and that Business area staff resourcing is available to enable the EAG to be briefed in a timely manner.

## Communication and reporting

Minutes are to be recorded at each meeting and circulated to the CE and then EAG by the Performance Management Unit (PMU). The Mayor, Councillors and CE will receive the minutes from the EAG's meetings.

Regular presentations to Finance and Performance Committee of the Whole will be scheduled.

Outside of meetings, communication with the Mayor, Councillors or the CE should occur via the Chair or Deputy Chair.

A final report summarising the EAGs findings and recommendations will be drafted by the Chair of EAG with the support of EAG members and the PMU.

The Chair will agree the draft final report with the CE and provide the opportunity for any staff response to be incorporated into the report, if necessary.

The final report will be presented to the Mayor and Councillors by the Chair and members of EAG.

Any media statements relating to the work of the EAG will be made by the Mayor or the Chair of the Finance and Performance Committee.

### Confidentiality

EAG members can expect to receive and share information and resources through meetings and electronic communications. Members should not disclose any confidential information or resources provided by Council officials or other members.

When sharing documents, Council officials and members should make it clear if there is a restriction as to:

- Circulation of material beyond the EAG
- Expected use of the material

Members should not seek information from Council officials outside of the agreed process and EAG work programme, without the agreement of the CE.



## Appendix A: Roles and responsibilities

Role	Who	Responsibilities
Council	The Mayor (Chair) and all Councillors	Approves the TOR and members of the EAG Receives the final report and recommendations of the EAG
Finance and Performance Committee of the Whole	Mayor , Deputy Mayor ( Chair) and all Councillors	Approves the members of the EAG (if required due to Council meeting timings) Receives presentations/progress update reports from EAG
External Advisory Group	TBC	Reports to Finance and Performance Committee of the Whole and if required make any presentations/progress update reports requested of them Peer review and provide quality assurance on components of the LTP 2021-31 Interim and a final reporting of findings and recommendations for the 2021-31 LTP and future LTPs. Presents Final report to the Council
Executive Sponsor	Dawn Baxendale, Chief Executive	Accountable for, champions the EAG and holds EAG to account. Attends EAG as a contributing non-member Liaises with the Council and EAG Chair on scope, issues and risks, interim and final reports
LTP Programme Manager	Peter Ryan , Head of Performance Management	Resolves issues and manages risks identified by the EAG Chair/PMU staff Briefs the Executive Sponsor and the LTP Programme Steering Group as required
Performance Management Unit	[PMU Staff TBC]	Provide secretarial support to the EAG including organising meetings, agendas, minutes, and interim/ final report writing Report progress to /liaise with the LTP Programme manager Liaise with Business owners regarding briefing availability and materials
Business Owners	Relevant GMs/ Heads of.	Present to EAG as required and agreed in advance by PMU Ensures the participation and co-operation of business resources in briefing



Appendix B: Membership skills and competencies matrix

EAG Role	Chairing Advisory /Governance Groups	Skills and competencies								
		Risk and Resilience	Community leadership	Commercial/ Business leadership	Local government / Government planning	Financial management	Engineering / infrastructure	Three Waters	Transport	Experience in service delivery (s17A) or VFM reviews
Chair										
Independent member 1										
Independent member 2										
Independent member 3										
Independent member 4										



## 12. Delegations to the Finance and Performance Committee and Committees of the Whole

Reference / Te Tohutoro: 20/9699

Presenter(s) / Te kaupāhō: Carol Bellette – General Manager Finance and Commercial (CFO)

### 1. Purpose of Report / Te Pūtake Pūrongo

- 1.1 The purpose of this report is to request that the Council delegates to the Finance and Performance Committee the ability to consider and approve the draft submissions on the following consultations:
  - 1.1.1 Ministry for the Environment - Reducing Waste: A More Effective Landfill Levy; and
  - 1.1.2 Department of Internal Affairs – Fire and Emergency New Zealand Funding Review; and
  - 1.1.3 Local Government New Zealand – Local Government New Zealand Reinvigorating Local Democracy discussion paper.
- 1.2 This report also seeks to approve an amendment to the Finance and Performance Committee Terms of Reference.
- 1.3 The report also recommends that the Council make additions to the terms of reference for each of the four Committees of the Whole relating to submissions. This will add a delegation to each Committee to consider and approve draft submissions on behalf of the Council to consultations on topics within its terms of reference. It will also allow for a Committee of the Whole to consider and approve on behalf of the Council draft submissions where the timing of consultation does not allow for a meeting of the Council or relevant Committee of the Whole to consider the submission.

### 2. Staff Recommendations / Ngā Tūtohu

That the Council:

1. Delegates to the Finance and Performance Committee the ability to consider and approve the Council's draft submissions on the following consultations:
  - a. Ministry for the Environment - Reducing Waste: A More Effective Landfill Levy.
  - b. Department of Internal Affairs – Fire and Emergency New Zealand Funding Review.
  - c. Local Government New Zealand – Local Government New Zealand Reinvigorating Local Democracy discussion paper.
2. Approves the following addition to the delegations in the Finance and Performance Committee Terms of Reference:
  - a. *Provide oversight and monitor development of the Long Term Plan and Annual Plan.*

3. Approves additions to the terms of reference to each of the Committees of the Whole:
  - Finance and Performance Committee
  - Sustainability and Community Resilience Committee
  - Three Waters Infrastructure and Environment Committee
  - Urban Development and Transport Committee
- a. *Consideration and approval of draft submissions on behalf of the Council on topics within its terms of reference.*
- b. *Where the timing of a consultation does not allow for consideration of a draft submission by the Council or relevant Committee, that the draft submission can be considered and approved on behalf of the Council.*

### 3. Background / Te Horopaki

#### Issue or Opportunity / Ngā take, Ngā Whaihua rānei

- 3.1 The following three consultations are open for feedback which staff recommend that the Council provides submissions on :
  - 3.1.1 Ministry for the Environment – Reducing Waste: A More Effective Landfill Levy. The deadline for feedback on the proposal is 5pm, Monday 3 February 2020.
  - 3.1.2 Department of Internal Affairs – Fire and Emergency New Zealand Funding Review. The deadline for feedback on the proposal is 5pm, Wednesday 5 February 2020.
  - 3.1.3 Local Government New Zealand – Local Government New Zealand Reinvigorating Local Democracy discussion paper.
- 3.2 Due to the timeframes of the consultations it is recommended that the Finance and Performance Committee considers and approves the draft submissions at its meeting on 30 January 2020.
- 3.3 In addition, this report also seeks approval for a minor amendment to be made to the Finance and Performance Committee’s Terms of Reference relating to the Long Term Plan (LTP). It is the intention of the Committee to provide oversight and monitor development of the Long Term Plan. When drafting the new Terms of Reference, reference to the LTP was omitted.
- 3.4 Whilst the LTP was not explicitly included as a delegation in the previous terms of reference, it was noted as follows:

*“The Finance and Performance Committee considers and, if the matter is not within the Committee’s delegated authority, reports to Council on matters relating to:*

*... 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”.*
- 3.5 It is therefore recommended that the following text be explicitly included as a delegation in the Finance and Performance Committee’s Terms of Reference:

*“Provide oversight and monitor development of the Long Term Plan and Annual Plan.”*
- 3.6 This report also requests additions to the terms of reference for each of the four Council Committees of the Whole relating to consideration and approval of draft submissions on behalf of the Council.

- 3.7 The delegation will enable a Committee of the Whole to consider and approve draft submissions on behalf of the Council where the subject matter is within their terms of reference, and where required due to timeframes as detailed below.
- 3.8 In situations where the timeframe of an external consultation does not allow for a meeting of the Council or the relevant Committee of the Whole to consider a draft submission before the close of submissions, the delegation will allow for any Committee of the Whole to consider and approval the draft submission on behalf of the Council. This delegation will only be used where the timeframe for a consultation is short, noting that the Council and Committees only meet once per month.
- 3.9 The four Council Committees of the Whole are:
- Finance and Performance Committee
  - Sustainability and Community Resilience Committee
  - Three Waters Infrastructure and Environment Committee
  - Urban Development and Transport Committee

Current terms of reference for Committees: <https://ccc.govt.nz/the-council/how-the-council-works/council-committees>

## Attachments / Ngā Tāpirihanga

There are no attachments to this report.

## Confirmation of Statutory Compliance / Te Whakatūtutanga ā-Ture

Compliance with Statutory Decision-making Requirements (ss 76 - 81 Local Government Act 2002).

(a) This report contains:

- (i) sufficient information about all reasonably practicable options identified and assessed in terms of their advantages and disadvantages; and
- (ii) adequate consideration of the views and preferences of affected and interested persons bearing in mind any proposed or previous community engagement.

(b) The information reflects the level of significance of the matters covered by the report, as determined in accordance with the Council's significance and engagement policy.

## Signatories / Ngā Kaiwaitohu

<b>Authors</b>	Samantha Kelly - Team Leader Hearings & Committee Support Carol Bellette - General Manager Finance and Commercial (CFO)
<b>Approved By</b>	Carol Bellette - General Manager Finance and Commercial (CFO)

## 13. Resolution to Exclude the Public

*Section 48, Local Government Official Information and Meetings Act 1987.*

I move that the public be excluded from the following parts of the proceedings of this meeting, namely items listed overleaf.

Reason for passing this resolution: good reason to withhold exists under section 7.

Specific grounds under section 48(1) for the passing of this resolution: Section 48(1)(a)

### Note

Section 48(4) of the Local Government Official Information and Meetings Act 1987 provides as follows:

“(4) Every resolution to exclude the public shall be put at a time when the meeting is open to the public, and the text of that resolution (or copies thereof):

- (a) Shall be available to any member of the public who is present; and
- (b) Shall form part of the minutes of the local authority.”

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act which would be prejudiced by the holding of the whole or relevant part of the proceedings of the meeting in public are as follows:

ITEM NO.	GENERAL SUBJECT OF EACH MATTER TO BE CONSIDERED	SECTION	SUBCLAUSE AND REASON UNDER THE ACT	PLAIN ENGLISH REASON	WHEN REPORTS CAN BE RELEASED
14.	PUBLIC EXCLUDED COUNCIL MINUTES - 12 DECEMBER 2019			REFER TO THE PREVIOUS PUBLIC EXCLUDED REASON IN THE AGENDAS FOR THESE MEETINGS.	
15.	PUBLIC EXCLUDED COUNCIL MINUTES - 19 DECEMBER 2019			REFER TO THE PREVIOUS PUBLIC EXCLUDED REASON IN THE AGENDAS FOR THESE MEETINGS.	
16.	PUBLIC EXCLUDED MULTICULTURAL COMMITTEE MINUTES - 9 DECEMBER 2019			REFER TO THE PREVIOUS PUBLIC EXCLUDED REASON IN THE AGENDAS FOR THESE MEETINGS.	