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## Christchurch City Council SUPPLEMENTARY AGENDA

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### Notice of Meeting Te Pānui o te Hui:

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

**Date:** Wednesday 16 April 2025  
**Time:** 9.30 am  
**Venue:** Council Chambers, Civic Offices,  
53 Hereford Street, Christchurch

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### Membership

Chairperson	Mayor Phil Mauer
Deputy Chairperson	Deputy Mayor Pauline Cotter
Members	Councillor Kelly Barber
	Councillor Melanie Coker
	Councillor Celeste Donovan
	Councillor Tyrone Fields
	Councillor James Gough
	Councillor Tyla Harrison-Hunt
	Councillor Victoria Henstock
	Councillor Yani Johanson
	Councillor Aaron Keown
	Councillor Sam MacDonald
	Councillor Jake McLellan
	Councillor Andrei Moore
	Councillor Mark Peters
	Councillor Tim Scandrett
	Councillor Sara Templeton

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11 April 2025

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**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.

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<http://councillive.ccc.govt.nz/live-stream>

**To view copies of Agendas and Minutes, go to:**

<https://www.ccc.govt.nz/the-council/meetings-agendas-and-minutes/>





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## 23. Resolution to Include Supplementary Reports Te Whakataunga Whakauru Pūrongo āpiti

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### 1. Background Te Horopaki

- 1.1 Approval is sought to submit the following report to the Council meeting on 16 April 2025:
  - 24. Appointment of Electoral Officer
- 1.2 The reason, in terms of section 46A(7) of the Local Government Official Information and Meetings Act 1987, why the report was not included on the main agenda is that it was not available at the time the agenda was prepared.
- 1.3 It is appropriate that the Council receive the report at the current meeting.

### 2. Recommendation Te Tūtohu

- 2.1 That the report be received and considered at the Council meeting on 16 April 2025.
  - 24. Appointment of Electoral Officer

## 24. Appointment of Electoral Officer

Reference Te Tohutoro: 25/728610

Responsible Officer(s) Te Pou Matua: Helen White, General Counsel/ Director of Legal and Democratic Services

Accountable ELT Member Pouwhakarae: Helen White, General Counsel / Director of Legal & Democratic Services

### 1. Purpose and Origin of the Report Te Pūtake Pūrongo

- 1.1 The purpose of this report is for the Council to appoint an independent electoral services contractor as its Electoral Officer.

### 2. Officer Recommendations Ngā Tūtohu

That the Council:

1. Receives the information in the Appointment of Electoral Officer Report.
2. Appoints Warwick Lampp of electionz.com as Electoral Officer for the purposes of the Local Electoral Act 2001.
3. Notes that the decisions in this report are assessed as low significance based on the Christchurch City Council's Significance and Engagement Policy.
4. Notes that Public Excluded Attachment A of this report can be released to the public when the current contract with electionz.com expires.

### 3. Executive Summary Te Whakarāpopoto Matua

- 3.1 The Local Electoral Act 2001 (Section 12A) requires all local authorities to appoint an Electoral Officer whose appointment must always be in place. While the role of Electoral Officer is appointed by the local authority, legislation allows for the appointee to be a local authority officer or a contractor to the local authority.
- 3.2 Section 14 (1) Local Electoral Act 2001 stipulates that the Electoral Officer is not subject to the directions of any local authority, local board or community board in the exercise of powers. For either inhouse or contractor Electoral Officer roles, the local authority needs to be cognisant that the Electoral Officer, deputy Electoral Officer and electoral officials must act independently. The principles and obligations defined in the Local Electoral Act and the Local Government Act 2002 must be applied and staff and elected members should be made aware of requirements relating to communications and conduct throughout the pre-election period.
- 3.3 The practise of the Council has been to appoint an in-house staff member to perform the role of Electoral Officer. The incumbent staff member has performed the role since 2016. Most councils across New Zealand have appointed a contractor to the Electoral Officer role. These contractors are independent electoral services professionals. For 78 councils, there are only six that retain an in-house Electoral Officer role.
- 3.4 The Council has recently completed a procurement process for election services and entered into a contract with electionz.com, an independent election services company. The contractual agreement provides for Electoral Officer services should Council so decide.

- 3.5 There are benefits to retaining the service in-house which are outweighed by the benefits of appointing an independent external contractor. The risk to the reputation of the Council is high as elections present many complexities. This includes sitting elected members standing as candidates and new community candidates which may confuse the existing staff relationships with the independent Electoral Officer role.
- 3.6 Public trust and confidence are of primary importance and an external contracted person appointed to the Electoral Officer role will give increased assurance that genuine independence and fairness is being maintained.
- 3.7 There is no suggestion that there has been any actual compromise of independence, the benefit of an independent contractor is that it removes the risk and any perception of favour.
- 3.8 The decision to change to an outsourced Electoral Officer role coincides with the recent commencement of a new election services contract.

#### 4. Background/Context Te Horopaki

- 4.1 The choice before the Council is whether to retain in-house staff member knowledge and experience in a public facing, high profile Electoral Officer role or whether to appoint an independent election services contractor.

##### Options Considered Ngā Kōwhiringa Whaiwhakaaro

- 4.2 The following reasonably practicable options were considered and are assessed in this report:
  - 4.2.1 Outsource the Electoral Officer role and appoint an independent election services provider to the position. (Staff Recommendation)
  - 4.2.2 Retain in-house staff in the role of Electoral Officer. (Status quo)

##### Options Descriptions Ngā Kōwhiringa

- 4.3 **Preferred Option:** Outsource the Electoral Officer role to Warwick Lampp, Chief Returning Officer with independent election services provider electionz.com. Mr Lampp has indicated that he will appoint the incumbent staff member Electoral Officer as their deputy Electoral Officer.
  - 4.3.1 **Option Description:** Appoint Warwick Lampp from electionz.com independent elections services provider as Electoral Officer.
  - 4.3.2 **Option Advantages**
    - Outsourcing the role preserves the integrity of the electoral process while removing the risk that there can be a perception that internal relationships could impact independence.
    - Warwick Lampp of electionz.com has significant experience in performing Electoral Officer roles for many local authorities and able to respond to and communicate authoritatively on any electoral matters.
    - Experience of working with the Council as holder of previous electoral services contact.
    - Experience with delivering and resourcing election process and the electoral officer position across local authorities. As a company electionz.com provide electoral services to 55 local authorities.

- Retains the knowledge and experience of the current staff member in the position of deputy Electoral Officer.

4.3.3 **Option Disadvantages**

- New way of working from existing practice.

4.4 **Alternative option:** Retain in-house staff in the role of Electoral Officer (status quo).

4.4.1 **Option Description:** Continue current arrangement with staff appointed to retain in-house staff in the role of Electoral Officer with an external contractor as deputy Electoral Officer.

4.4.2 **Option Advantages**

- Retention of knowledge and experience of the staff member gained over many elections of undertaking the role in house for this Council.
- Ongoing relationship and communications with the election service provider have ensured that both roles and all functions have been successfully performed throughout the election period.

4.4.3 **Option Disadvantages**

- Risk of perception of compromise of independence.
- A staff member holds a high-profile role that may be subject to unfair criticism and personal attacks which is a risk for all publicly facing roles.

**Analysis Criteria Ngā Paearu Wetekina**

4.5 Public confidence in and understanding of the electoral processes are integral to delivering a robust election. The legislation is based on principles of fairness, independence, transparency, privacy, objectivity and impartiality. Consideration that the election process is entirely independent and seen to be entirely independent has underpinned the options analysis above.

## 5. Financial Implications Ngā Hīraunga Rauemi

5.1 These are commercially sensitive and contained in a confidential attachment.

## 6. Considerations Ngā Whai Whakaaro

### **Risks and Mitigations Ngā Mōrearea me ngā Whakamātautau**

- 6.1 There is a risk that the Council does not comply with statutory and regulatory requirements for the election. This can be mitigated by contracting delivery of election services to an experienced provider and ensuring that staff who are responsible for the statutory requirements are well versed and supported in working with the Local Electoral Act 2001 and regulations.
- 6.2 There is risk that the Council will not sufficiently manage the relationship between management (Operational) and governance (Elected members) leading up to the election. This can be mitigated by ensuring that roles and responsibilities are clear and there is ongoing communication with management (Operational) and governance (Elected members) team/s. All election protocols should be clearly communicated.
- 6.3 There is a risk the Council does not effectively communicate election information and protocols to staff who are standing for election. This can be mitigated by ensuring that the

communication plan is developed which clearly articulates where staff can ask questions and seek answers.

### Legal Considerations Ngā Hīraunga ā-Ture

- 6.4 Statutory and/or delegated authority to undertake proposals in the report:
  - 6.4.1 The Council has authority to appoint the Electoral Officer under the Local Electoral Act 2001 (section 14 (1)).
- 6.5 Other Legal Implications:
  - 6.5.1 There is no legal context, issue, or implication relevant to this decision that is not covered in the report.

### Strategy and Policy Considerations Te Whai Kaupapa here

- 6.6 The required decisions:
  - 6.6.1 align with the [Christchurch City Council's Strategic Framework](#).
  - 6.6.2 The decisions are assessed as low significance based on the Christchurch City Council's Significance and Engagement Policy. The level of significance was determined by the number of people affected and/or with an interest.
  - 6.6.3 The decisions are consistent with Council's Plans and Policies.
- 6.7 This report supports the [Council's Long Term Plan \(2024 - 2034\)](#):
- 6.8 Governance
  - 6.8.1 Activity: Governance and Decision Making
    - Level of Service: 4.1.2.3 Provide a triennial local government election (October 2025) - None .

### Community Impacts and Views Ngā Mariu ā-Hāpori

- 6.9 The Electoral Officer has statutory duties in relation to the elections for the governing body of the Council and the Community Boards.

### Impact on Mana Whenua Ngā Whai Take Mana Whenua (Refer to Section 6 of the [trim://19/185409?view](#) **help guide to complete this section**)

- 6.10 The decisions do not involve a significant decision in relation to ancestral land or a body of water or other elements of intrinsic value, therefore this decision does not specifically impact Mana Whenua, their culture, and traditions.
- 6.11 The decision does not involve a matter of interest to Mana Whenua and will not impact on our agreed partnership priorities with Ngā Papatipu Rūnanga.

### Climate Change Impact Considerations Ngā Whai Whakaaro mā te Āhuarangi

- 6.12 The proposals in this report are unlikely to contribute significantly to adaptation to the impacts of climate change or emissions reduction because it involves the appointment of an individual to the statutory position as Electoral Officer.

## 7. Next Steps Ngā Mahinga ā-muri

- 7.1 Should the Council appoint Mr Lampp as Electoral Officer, staff will update externally facing media.
- 7.2 Planning for the delivery of the election is well underway.



Attachments Ngā Tāpirihanga

No.	Title	Reference	Page
A	Electoral Officer Financial ( <i>Under Separate Cover</i> ) - <b>CONFIDENTIAL</b>	25/728611	

In addition to the attached documents, the following background information is available:

Document Name – Location / File Link
Not applicable

Signatories Ngā Kaiwaitohu

<b>Authors</b>	Carolyn Gallagher - Programme Manager Helen White - General Counsel / Director of Legal & Democratic Services
<b>Approved By</b>	Helen White - General Counsel / Director of Legal & Democratic Services

## 21. Resolution to Exclude the Public

[Section 48, Local Government Official Information and Meetings Act 1987.](#)

**Note:** The grounds for exclusion are summarised in the following table. The full wording from the Act can be found in [section 6](#) or [section 7](#), depending on the context.

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

Reason for passing this resolution: a 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	PUBLIC INTEREST CONSIDERATION	POTENTIAL RELEASE REVIEW DATE AND CONDITIONS
24.	APPOINTMENT OF ELECTORAL OFFICER				
	ATTACHMENT A - ELECTORAL OFFICER FINANCIAL	S7(2)(B)(II), S7(2)(H)	PREJUDICE COMMERCIAL POSITION, COMMERCIAL ACTIVITIES	THERE IS PUBLIC INTEREST IN TRANSPARENCY WHEN CONSIDERING THE EXPENDITURE OF PUBLIC FUNDS. THIS IS NOT OUTWEIGHED BY THE RISK OF PREJUDICE TO THE COMMERCIAL POSITION OF A CONTRACTOR. TO DISCLOSE THIS INFORMATION WOULD GIVEN COMPETITORS AND PROSPECTIVE CONTRACTING PARTIES OF THE SUPPLIER AN UNFAIR ADVANTAGE.	30 NOVEMBER 2027 WHEN THE CURRENT CONTRACT EXPIRES.