

Local Governance Statement

Prepared in terms of Section 40 of the Local Government Act 2002

Environment Canterbury is the trading name of the
Canterbury Regional Council

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OVERVIEW

Environment Canterbury's Local Governance Statement is prepared under Section 40 of the Local Government Act 2002.

A local authority must prepare a Local Governance Statement within six months after each triennial general election of members of the local authority and make the Governance Statement publicly available.

A local authority must update its governance statement as it considers appropriate.

This Statement helps support the purpose of local government by providing information on:

- Processes through which the council engages with its community
- Outlines on how it makes decisions
- How the public can influence those processes

The Local Governance Statement uses the name Environment Canterbury which is the trading name of the Canterbury Regional Council.

Mixed-Model Governance Body

The Government has put in place a mixed-model governance body at Environment Canterbury for the transition period during the 2016-2019 local government term.

The transitional governing body provides a mix of seven councillors elected from four constituencies across Canterbury communities, and the appointment of six councillors by the Government; two of whom are nominated by Ngāi Tahu. These members make up the composition of Environment Canterbury's governing body which ensures a balance between local representation, specialist skills and expertise for good quality decision making.

Councillors:

- Claire McKay
- Cynthia Roberts, Dr
- David Bedford (Chair)
- David Caygill
- Elizabeth Cunningham
- Iaeen Cranwell
- John Sunckell
- Lan Pham
- Peter Scott
- Peter Skelton
- Rod Cullinane
- Steve Lowndes (Deputy Chair)
- Tom Lambie

FUNCTIONS, RESPONSIBILITIES AND ACTIVITIES

Environment Canterbury's work and activities are organised into seven portfolios:

1. Air
2. Biodiversity and biosecurity
3. Canterbury Water Management Strategy
4. Transport, greater Christchurch rebuild and urban development
5. Hazards, risks and safety
6. Planning, consents and compliance
7. Regional leadership

Within these portfolios is a range of programmes of work.

There is emphasis to three overarching priorities. These priorities influence activities under all of the seven portfolios:

1. Canterbury Water Management Strategy
2. Supporting the earthquake recovery and rebuild
3. Our Tuia relationship with Ngāi Tahu

Functions

The purpose of Environment Canterbury:

- Responsibility for issues that require an integrated approach across the boundaries of adjacent territorial authorities.
- The need to have a strong technical and environmental monitoring capability to perform these functions.
- Preparation of regional policy statements under the Resource Management Act 1991 (RMA).
- Using regional plans to guide resource management and consenting decisions.
- Working closely with Te Rūnanga o Ngāi Tahu and the papatipu rūnanga at both governance and operational levels.

Responsibilities

Environment Canterbury is the regional council for Canterbury, working with 10 territorial authorities within the region. Key responsibilities of Councillors include being responsible and accountable for the decisions of the council, including:

- Setting policy direction.
- Monitoring and reviewing these policies, and the council's overall performance.
- Giving effect to national requirements.
- Setting rates and managing the council's budget.

These responsibilities are achieved by:

- Managing fresh water, land, air and coastal water (through regional policy statements, plans and consents).
- Mitigating soil erosion and providing flood control.
- Planning and contracting public transport services.
- Managing and preparing for regional civil defence emergencies.

Activities

Environment Canterbury promotes the social, economic, environmental and cultural wellbeing of communities, present and future, and enables local decision-making and action, by and on behalf, of those communities. In meeting its purpose Environment Canterbury has a variety of roles:

- **Air Quality**
Responsible for meeting National Environmental Standards for air quality to ensure there is not a danger to people's health and safety.
- **Coastal Environment**
Responsible for managing the coastal marine area, ensuring the natural character and natural processes, including coastal land forms and landscapes, and heritage values are protected or enhanced.
- **Emergency Management**
Provides services under contract to the Canterbury Civil Defence Emergency Management Group (CDEMG) to ensure that planning for and response to civil defence disasters is undertaken in a coordinated manner. Through planning, education, and training the CDEMG is aiming to reduce injury and the loss of life that can be caused by natural disasters.
- **Energy**
Works with energy sector agencies to improve energy efficiency and ensure the adverse effects from energy use are reduced to acceptable levels.
- **Hazards**
Collects information about natural hazards and makes information available to the public and territorial authorities to aid land use planning. Flooding strategies for addressing the risk are developed with the community and reduction measures implemented. Environment Canterbury is also responsible for dam safety.
- **Land**
Responsible for managing land use for the purposes of soil conservation, the life supporting capacity of soils and ecosystems, the maintenance of water quality and quantity, the protection of areas with significant indigenous vegetation and the habitats of indigenous fauna and flora.
- **Navigation Safety**
Prepares navigation safety bylaws to promote a safe environment for both commercial and recreational activities.
- **Pests and Biosecurity**
Responsible for managing both plant and animal pests and preparing strategies for the management and control of pests.
- **Public Passenger Transport**
Responsibility for reviewing the quality, frequency and location of bus routes and contracting service providers to supply these services within the greater Christchurch area and Timaru. Environment Canterbury also administers the Total Mobility Scheme.
- **Regional Land Transport**
Addresses the issues of transport systems – actions to improve transport infrastructure, land

use planning, travel demands and improved road safety to ensure the land transport system is consistent with a healthy, pleasant and pollution-free environment.

- **Waste, Hazardous Substances and Contaminated Sites**
Has specific responsibilities to manage the effects of use, storage, disposal and transportation of hazardous substances and waste.
- **Water Quality, Quantity and Ecosystems**
Responsibility to manage water resources – rivers, lakes and groundwater. Issues include impacts from land uses, contaminant discharges, overall health of freshwater aquatic ecosystems and water bodies' natural character.
- **The Democratic Process**
Governance responsibilities in relation to its legislative obligations. This involves developing the Long Term Council Community Plan in collaboration with the community and reporting progress made on the achievement of community outcomes.

Each section is engaged in one or more of the following activities:

- Strategy
- Investigations
- Planning and consents
- Monitoring
- Operations
- Communicating, educating and advocating
- Regulating and compliance

Chatham Islands Council contracts Environment Canterbury to provide services to support them in meeting their obligations as a Regional Council (along with ancillary functions).

In fulfilling its purpose Environment Canterbury exercises powers and fulfils responsibilities conferred on it by a variety of statutes, including:

- Biosecurity Act 1993
- Building Act 2004
- Civil Defence Emergency Management Act 2002 (CDEM Act)
- Environment Canterbury (Transitional Governance Arrangements) Act 2016
- Greater Christchurch Regeneration Act 2016
- Hazardous Substances and New Organisms Act 1996
- Health and Safety at Work Act 2015
- Land Drainage Act 1908
- Land Transport Act 1998
- Land Transport Management Act 2003
- Local Authorities (Members' Interests) Act 1968
- Local Electoral Act 2001
- Local Government Act 2002 (LGA)
- Local Government Official Information and Meetings Act 1987 (LGOIMA)
- Local Government (Rating) Act 2002
- Maritime Transport Act 1994
- Public Records Act 2005
- Public Transport Management Act 2008
- Reserves Act 1977
- Resource Management Act 1991 (RMA)

LOCAL LEGISLATION

In addition to the legislation that applies to all local authorities, Environment Canterbury is also subject to by the following local acts:

- Ashley River Improvement Act 1925
- South Canterbury Catchment Board Act 1946
- Waimakariri River Improvement Act 1922
- Ellesmere Land Drainage Act 1905

BYLAWS

Environment Canterbury has two Bylaws:

1. *Flood Protection & Drainage Bylaw 2013*. This bylaw provides for the ongoing efficient operation of flood protection and flood control works that are owned or controlled by the Regional Council.

This bylaw was made operative on 2 April 2013.

2. *Navigation Safety Bylaw 2016*. These bylaws support safe navigation practices, to reduce risk and generally to manage boating and other activities on Canterbury's coastal waters, rivers and lakes. The bylaws are regional versions or geographically-specific rules for navigation made under Maritime Transport Act 1994 and are consistent with national maritime laws for navigation safety.

This bylaw was made operative on 10 October 2016.

More information about the above bylaws, including a copy of the full documents, are available on the Environment Canterbury website or by contacting Customer Services on (0800) 324 636.

THE ELECTORAL SYSTEM AND THE OPPORTUNITY TO CHANGE IT

Environment Canterbury operates its elections under the First Past the Post electoral system. This form of voting is used in parliamentary elections to elect Members of Parliament to constituency seats. Electors vote by indicating their preferred candidate(s), and the candidate(s) that receives the most votes is declared the winner regardless of the proportion of votes that candidate(s) obtained.

The other option permitted under the Local Electoral Act 2001 is the single transferable vote system (STV). This system is used in district health board elections. Electors rank candidates in order of preference. The number of votes required for a candidate to be elected (called the quota) depends on the number of positions to be filled and the number of valid votes. The necessary number of candidates to fill all vacancies is achieved first by the counting of first preferences then by a transfer of a proportion of votes received by any candidate where the number of votes for that candidate is in excess of the quota, and then by the exclusion of the lowest polling candidates and the transfer of these votes in accordance with voters' second preferences.

Under the Local Electoral Act 2001 the Council can resolve to change the electoral system to be used at the next two elections or conduct a binding poll on the question, or electors can demand a binding poll. A poll can be initiated by at least five percent of electors signing a petition demanding that a poll be held. Once changed, an electoral system must be used for at least the next two

triennial general elections, ie: we cannot change our electoral system for one election and then change back for the next election.

The Council's last review of electoral systems was in September 2006. No change was made to Council's electoral system for the 2007 elections. By 12 September 2017, the Council could resolve to change the system used at the 2019 elections or to conduct a poll, or electors could demand a poll.

REPRESENTATION ARRANGEMENTS

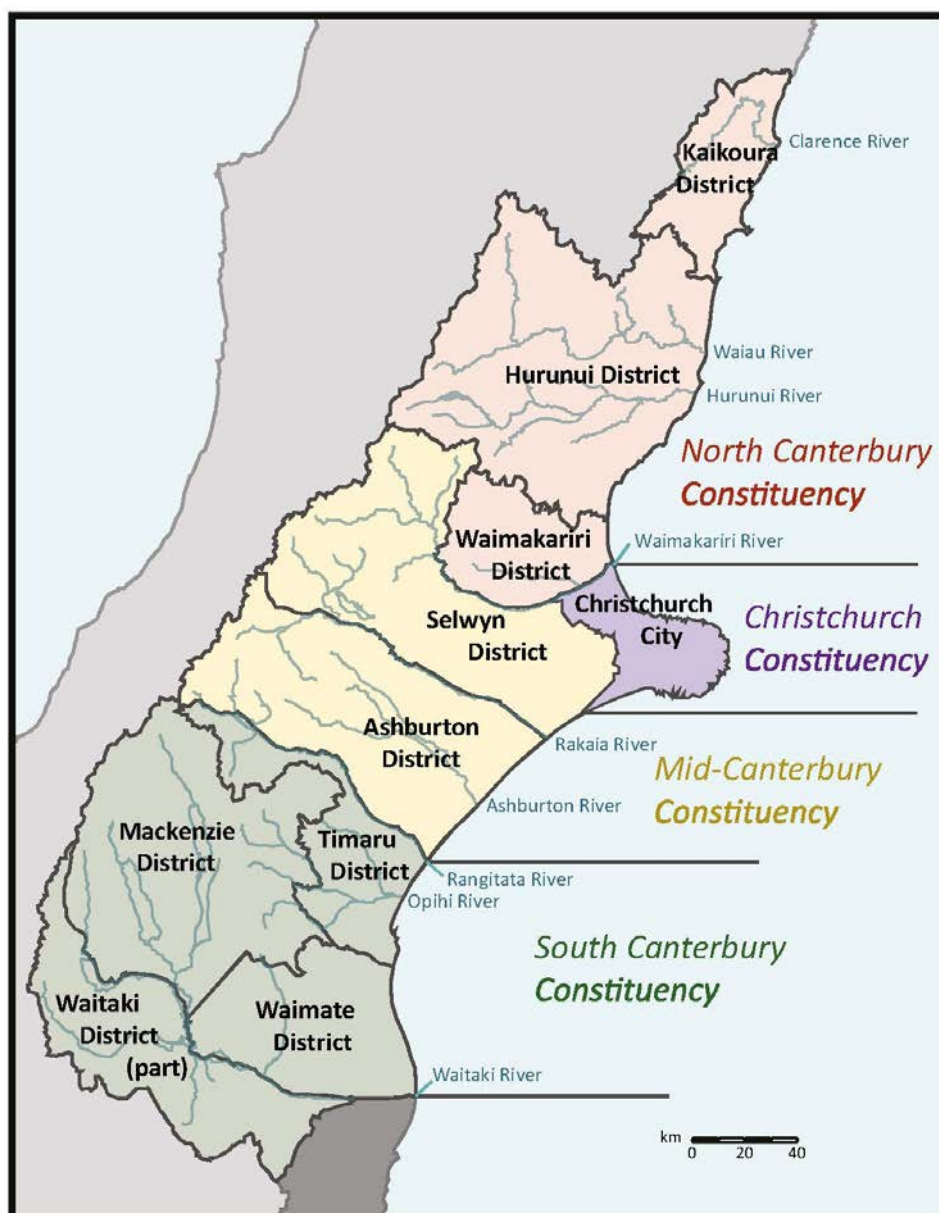
Constituencies

Environment Canterbury has the following constituencies:

Constituency	Elected Members	Population*	Area (sq km)
Christchurch City	4	367,800	1,608
Mid-Canterbury	1	85,900	12,742
North Canterbury	1	72,550	12,918
South Canterbury	1	60,330	17,381
	7	586,580	44,649

** Estimated Resident Population as at 30 June 2015*

Constituency Map



Maori Constituencies

The Local Electoral Act 2001 also gives Council the ability to establish separate constituencies for Maori electors. The Council may resolve to create separate Maori constituencies or conduct a poll on the matter, or the community may demand a poll. The demand for a poll can be initiated by a petition signed by five percent of electors within the region.

The Council's last review of Māori constituencies was on 11 August 2005. No change to Māori constituencies were introduced for the 2007 elections. By 23 November 2017, the Council could resolve to adopt Māori constituencies. Council or voters can call a poll at any time.

Review of Representation Arrangements

The Council is ordinarily required to review its representation arrangements at least once every six years.

The Council must follow the procedure set out in the Local Electoral Act 2001 when conducting this review, and should also follow guidelines published by the Local Government Commission. The Act gives members of the public the right to make a written submission to the Council and the right to be heard if they wish.

Members of the public also have the right to appeal any decisions on the above to the Local Government Commission which will make a binding decision on the appeal. Further details on the matters that the Council must consider in reviewing its membership and basis of election can be found in the Local Electoral Act 2001.

The Council last conducted a review in 2006. The next review is to take place after 1 March 2018 as the Environment Canterbury (Transitional Governance Arrangements) Act states a review of representation arrangements must take place in relation to the 2019 election.

MEMBERS' ROLES AND CONDUCT

Councillors

The mixed-model governance body provides for a mix of seven councillors to be elected from four constituencies, and the appointment of six councillors by the Government, two of whom have been nominated by Ngāi Tahu.

Elected and appointed Councillors form the governing body of Environment Canterbury for the 2016-2019 local electoral term, ensuring a capable and stable governing body with specialist expertise and complementary skills.

The Council Chair and the Councillors of Environment Canterbury have the following roles:

- Setting the policy direction of Council (eg: soil conservation or use of coastal resources)
- Monitoring and reviewing these policies, and Council's overall performance
- Giving effect to national requirements
- Setting rates and managing the Council's budget
- Representing the interests of the region (all members must make a declaration that they will perform their duties faithfully and impartially, and according to their best skill and judgment in the best interests of the Canterbury Region)
- Employing the Chief Executive (under the Local Government Act the local authority employs the Chief Executive, who in turn employs all other staff on its behalf)

Chairperson

The Chairperson is elected by the Councillors at the first Council meeting following the triennial election. As one of the Councillors, the Chair shares the same responsibilities as other Councillors. The Chair:

- Presides at Council meetings and is responsible for ensuring the orderly conduct of business during meetings (as determined in Standing Orders)

- Advocates on behalf of the community. This role may involve promoting the community and representing its interests. Such advocacy will be most effective where it is carried out with the knowledge and support of the Council.
- Is the ceremonial head of the Council
- Provides leadership and direction to the Council

Deputy Chairperson

The Deputy Chairperson is elected by the members of Council at the first Council meeting following the triennial election. The Deputy Chairperson exercises the same roles as other Councillors; however, if the Chairperson is absent or incapacitated, or if the Chairperson's position is vacant, then the Deputy Chairperson must perform all of the responsibilities and duties, and may exercise the powers of the Chairperson (as summarised above). The Deputy Chairperson may be removed from office by resolution of Council.

Chief Executive

The Chief Executive is appointed by the Council in accordance with section 42 and clauses 33 and 34 of Schedule 7 of the Local Government Act 2002. The Chief Executive implements and manages the Council's policies and objectives within the budgetary constraints established by the Council. Under section 42 of the Local Government Act 2002, the responsibilities of the Chief Executive are:

- Implementing the decision of the Council
- Providing advice to the Council
- Ensuring that all responsibilities, duties and powers delegated to him or her or to any person employed by the Council, or imposed or conferred by an Act, regulation, or bylaw, are properly performed or exercised
- Effective and efficient management of the activities of the Council
- Maintaining systems to enable effective planning and accurate reporting of the financial and service performance of the Council
- Providing leadership for the staff of the Council
- Employing staff (including negotiation of the terms of employment of the staff)

Code of Conduct

Councillors have specific obligations as to their conduct in the following legislation:

- Schedule 7 of the Local Government Act 2002, which includes obligations to act as a good employer in respect of the Chief Executive and to abide by the current code of conduct and standing orders
- Local Authorities (Members' Interests) Act 1968 which regulates the conduct of Councillors in situations where there is, or could be, a conflict of interest between their duties and their financial interests (either direct or indirect)
- Secret Commissions Act 1910 which prohibits Councillors from accepting gifts or rewards which could be seen to sway them to perform their duties in a particular way
- Crimes Act 1961 regarding the acceptance of gifts for acting in a certain way and the use of official information for private profit

Environment Canterbury adopted a Members' Code of Conduct on 22 September 2016. The Code sets out the Council's understanding and expectations of how the Council Chair and Councillors will relate to one another, to staff, to the media and to the general public in the course of their duties. It also covers disclosure of information that is received by or is in the possession of Councillors, and contains details of the sanctions that the Council may impose if an individual breaches the code. A copy of the full Members' Code of Conduct is available on the Environment Canterbury website.

All Councillors are required to adhere to the Code of Conduct. Adopting such a code is a requirement of the Local Government Act 2002. Once adopted such a code may only be amended by a 75 percent or more vote of the Council.

GOVERNANCE STRUCTURES AND PROCESSES

The Council reviews its Committee structures after each triennial election or at any other time.

Standing Committees

The Council currently has the following standing committees:

- Regional Water Committee
- Performance Audit Risk Committee
- Regulation Hearings Committee

Standing Committee	Councillors	Terms of Reference
Canterbury Water Management Strategy Regional Committee	<ul style="list-style-type: none"> – Rod Cullinane – Claire McKay 	<p>The purpose and function is to:</p> <ul style="list-style-type: none"> • Monitor progress of the implementation of the CWMS across the Canterbury Region • Provide advice to Environment Canterbury on regional issues associated with implementation of the CWMS <p>Membership:</p> <ul style="list-style-type: none"> • An Independent Chairperson • Two Councillors appointed by Environment Canterbury • One elected member appointed by Christchurch City Council • Three nominated representatives appointed by the combined Territorial Authorities (one from each sub region – North, Mid, and South Canterbury) • One representative of Te Rūnanga o Ngāi Tahu • Three representatives appointed by Ngāi Tahu (South, Mid and North Canterbury) • The Chairs of each of Zone Committee or an appointee from each Zone as its representative for the triennium • Five to seven selected community members who collectively bring experience and expertise in the following sectors: <ul style="list-style-type: none"> - Fisheries - Energy/electricity - Indigenous biodiversity - Primary industry/agriculture - Recreation - Regional development including tourism <p>Delegated Powers: Refer to the Terms of Reference of this Committee for objectives and delegated powers.</p>
Performance Audit and Risk Committee (PARC)	<ul style="list-style-type: none"> – Rod Cullinane (C) – Claire McKay – Lan Pham 	To assist the Council to address, audit, external financial reporting, financial risk management, internal control,

Standing Committee	Councillors	Terms of Reference
<i>Pursuant to clause 30(1) of Schedule 7 of the Local Government Act 2002</i>	<ul style="list-style-type: none"> – Peter Scott – John Sunckell 	<p>strategic performance management and operational performance.</p> <p>Membership: Five Councillors</p> <p>Delegated Powers: Refer to the Terms of Reference of this Committee for objectives and delegated powers.</p>
Regulation Hearings Committee (RHC)	<ul style="list-style-type: none"> – Peter Skelton (C) – Elizabeth Cunningham – Tom Lambie – Lan Pham 	<p>The objectives for the RHC meetings shall be to:</p> <ul style="list-style-type: none"> • Consider and decide resource consent applications in accordance with delegated powers • Appoint Consent Hearing Committees • Appoint Hearing Commissioners • Exercise such other powers as delegated by Council <p>Membership: Four Councillors</p> <p>Delegated Powers: Refer to the Terms of Reference of this Committee for objectives and delegated powers.</p>

Statutory Committees

The Council currently has the following statutory committees:

- Canterbury Civil Defence Emergency Management Group Joint Committee
- Regional Transport Committee

Statutory Committee	Councillors	Terms of Reference
<p>Civil Defence Emergency Management Group Joint Committee (CDEM)</p> <p><i>As in terms of Section 17, Civil Defence Emergency Management Act 2002</i></p>	<ul style="list-style-type: none"> – John Sunckell 	<p>The functions of the CDEM group and each member:</p> <ul style="list-style-type: none"> • Identify, manage and reduce relevant risks and hazards • Ensure suitably trained and competent personnel for all CDEM Group roles are available • Organise resources, services and information for the Canterbury CDEM Group • Respond to and manage the effects of emergencies • Carry out recovery activities • When requested, assist other CDEM groups if practicable • Promote and educate the public on CDEM and its purpose • Monitor and report on compliance with CDEM Act • Develop, approve, implement, monitor and regularly review the Canterbury CDEM group plan • Participate in the development of the National CDEM Strategy and National CDEM Plan • Promote all aspects of CDEM in the Canterbury region <p>Membership: Each local authority that is a member of the group must be represented on the group by one (and only one) person, being the mayor or chairperson of that local authority or an elected person from that local authority who has delegated authority to act for the mayor or chairperson.</p>

Statutory Committee	Councillors	Terms of Reference
		<p>Delegated Powers: The powers and obligations of members of the Canterbury CDEM Group are set out in section 16 of the CDEM Act.</p> <p>The functions of the CDEM group and its members, are detailed in section 17 of the CDEM Act.</p>
<p>Canterbury Regional Transport Committee (RTC)</p> <p><i>As defined by section 105(1) of the Land Transport Management Act 2003</i></p>	<ul style="list-style-type: none"> - David Bedford (C) - Peter Scott (DC) 	<p>The purpose and function of the RTC is to prepare for approval by the regional council a regional land transport plan; as well as advise and assist the regional council on any other matter relating to its transport responsibilities.</p> <p>Membership: <u>Regional Council:</u> Two Canterbury Regional Councillors (who shall be the Chairperson and the Deputy Chairperson of the Committee)</p> <p><u>Territorial Local Authorities:</u> One elected member from each City/District Council in the region</p> <p><u>Crown Entities:</u> One New Zealand Transport Agency representative</p> <p><u>Sector Representatives:</u> One Cultural Advisor One Environmental Sustainability Advisor One Public Health Advisor One Safety Advisor One Economic Advisor</p> <p>Delegated Powers: Refer to the Terms of Reference of this Committee for objectives and delegated powers.</p>

Joint Committees

The Council currently has the following joint committees:

- Greater Christchurch Public Transport Joint Committee
- Greater Christchurch Urban Development Strategy Implementation Committee
- Zone Water Committees:
 - Ashburton
 - Banks Peninsula
 - Christchurch West Melton
 - Hurunui Waiau
 - Kaikōura
 - Lower Waitaki South Coastal Canterbury
 - Orari Temuka Opihi Pareora
 - Selwyn Waihora
 - Upper Waitaki
 - Waimakariri

Joint Committee	Councillors	Terms of Reference
Greater Christchurch Public Transport Joint Committee	<ul style="list-style-type: none"> – David Bedford – David Caygill – Steve Lowndes 	<p>The primary objectives:</p> <ul style="list-style-type: none"> • Foster a collaborative approach between the Parties to achieve integrated decision-making • Provide clear and decisive leadership with respect to the provision of public transport services and infrastructure in Greater Christchurch. <p>Membership: Nine voting members and one non-voting observer member:</p> <ul style="list-style-type: none"> • An Independent Chairperson • Three Council members from Canterbury Regional Council • Three Council members from Christchurch City Council • One Council member from Waimakariri District Council • One Council member from Selwyn District Council • One representative from the New Zealand Transport Authority (NZTA) in an observer role with speaking rights, but in a non-voting capacity <p>Delegated Powers: Refer to the Terms of Reference of this Committee for objectives and delegated powers.</p>
<p>Greater Christchurch Urban Development Strategy Implementation Committee (UDSIC)</p> <p><i>In 2015 absorbed additional functions from the former Recovery Strategy Advisory Committee established by the Canterbury Earthquake Authority in 2012</i></p>	<ul style="list-style-type: none"> – David Bedford – Dr Cynthia Roberts – Peter Skelton 	<p>Established to oversee implementation of the Greater Christchurch Urban Development Strategy (UDS), provide advice to the Minister for Canterbury Earthquake Recovery and ensure integration between earthquake recovery activity and longer term urban development activity, including:</p> <ul style="list-style-type: none"> • Providing clear and united leadership in delivering the UDS vision and principles • Promoting integration with the Recovery Strategy for Greater Christchurch, associated recovery plans and programmes including the implementation of the Land Use Recovery Plan (LURP) and National Environment Recovery Programme (NERP) • Supporting delivery of aligned tangata whenua objectives as outlined in Ngāi Tahu 2025 and the Mahaanui Iwi Management Plan 2013 <p>Membership:</p> <ul style="list-style-type: none"> • Local authorities and Te Rūnanga o Ngāi Tahu shall each appoint up to three representatives, including their respective Mayors, Chair and Kaiwhakahaere <p>Delegated Powers: Refer to the Terms of Reference of this Committee for delegations.</p>
Water Management Committees	<p>Ashburton</p> <ul style="list-style-type: none"> – David Caygill <p>Banks Peninsula</p> <ul style="list-style-type: none"> – Elizabeth Cunningham <p>Christchurch</p> <p>West Melton</p> <ul style="list-style-type: none"> – Tom Lambie <p>Hurunui Waiau</p>	<p>The purpose and function of the committees is to:</p> <ul style="list-style-type: none"> • Facilitate community involvement in the development, implementation, review and updating of a Zone Implementation Programme that gives effect to the Canterbury Water Management Strategy • Monitor progress of the implementation of the Zone Implementation Programme <p>Membership:</p>

Joint Committee	Councillors	Terms of Reference
	<ul style="list-style-type: none"> – Dr Cynthia Roberts Kaikōura – Steve Lowndes Lower Waitaki South Coastal Canterbury – Peter Scott Orari Temuka Opihi Pareora – Lan Pham Selwyn Waihora – Iaeen Cranwell Upper Waitaki – John Sunckell Waimakariri – Claire McKay 	<p>The Zone Committees each comprise:</p> <ul style="list-style-type: none"> • One Councillor appointed by Environment Canterbury • One elected member appointed by each Territorial Authority operating within the Zone Boundary • Provisions for Rūnanga representation on each Zone Committee • Between four to seven members appointed from the community and who come from a range of backgrounds and interests within the community • Environment Canterbury and the Zone's Territorial Authority will appoint their own representatives on the Committee. Local Rūnanga within the Zone will nominate their representatives and the appointments will be confirmed by Environment Canterbury and the Territorial Authority <p>Delegated Powers: Refer to the Terms of Reference of these Committees for objectives and delegated powers.</p>

Delegations

Council has adopted a Delegations Manual that records the delegations given to officers in relation to certain statutory, administrative and financial matters.

MEETING PROCESSES

The legal requirements for Council meetings are set out in the Local Government Act 2002 and the Local Government Official Information and Meetings Act 1987 (LGOIMA).

Admission of Public and Rights to Exclude Public

All Council and Committee meetings must be open to the public unless there is reason to consider some item with the public excluded. Although meetings are open to the public, members of the public do not have speaking rights unless prior arrangements are made with Council or at the Chair's discretion. The LGOIMA contains a list of the circumstances where Councils may consider items with the public excluded (these circumstances include protection of personal privacy, professionally privileged or commercially sensitive information, and the maintenance of public health, safety and order). The Council agenda is a public document, although parts may be withheld if the above circumstances apply.

Maintenance of Order

The Chairperson or Committee Chairperson is responsible for maintaining order at meetings and may, at his or her discretion, order the removal of any member of the public for disorderly conduct, or remove any member of Council who does not comply with Standing Orders.

Minutes

Minutes of meetings must be kept as evidence of the proceedings of the meeting. These must be made publically available, subject to provisions of the LGOIMA.

Public Notification of Meeting

Ordinary Meeting

For an ordinary meeting of Council, notice must be given not more than 14 days and not less than five days before the end of every month for all Council meetings scheduled to be held in the following month, together with the date, time and place at which meetings are to be held.

Where an ordinary meeting of Council is to be held on or after the 21st day of any month, public notification of not more than 10 nor less than five working days before the day of the meeting is to be held.

Each year Environment Canterbury publishes a calendar of scheduled meetings for Council and Committees to the website.

Extraordinary Meeting

If notice of an extraordinary meeting cannot be given in the manner required, public notice of the meeting and business to be transacted at the meeting must be reasonable in the circumstances.

Standing Orders

During meetings the Chairperson and Councillors must follow standing orders (a set of procedures for conducting meetings). The Council may suspend standing orders by a vote of 75 percent of the Councillors present. A copy of the Standing Orders can be found on the Environment Canterbury website.

CONSULTATION POLICIES

Significance and Engagement Policy

The Council maintains a Significance and Engagement Policy that has been prepared under the requirements of the Local Government Act 2002.

The Significance and Engagement Policy sets out the process of relationships and dialogue between decision makers, partners, communities and stakeholders for the purpose of making better decisions, policies or programmes. Public input into significant decisions, policies or programmes undertaken by Environment Canterbury is essential to ensure they reflect the aspirations and priorities of communities, Ngāi Tahu and interested groups throughout the Canterbury region.

The policy aims to enable a flexible but focused approach to engagement that:

- Recognises the importance of involving Canterbury's diverse communities in Environment Canterbury's work
- Provides a range of options and methods for engagement with different groups and communities and for issues, decisions and proposals with different degrees of significance
- Demonstrates our commitment to building and maintaining ongoing constructive relationships with Canterbury communities and developing greater understanding of community view and preferences

The policy includes information on:

- Local Government Act requirements
- General approach to determining the significance of proposals and decisions in relation to issues, assets and other matters
- Any criteria or procedures that are to be used in assessing the extent to which issues, proposals, assets, decisions or activities are significant or may have significant consequences
- Response to community preferences about engagement on decisions relating to specific issues, assets or other matters, including the form of consultation that may be desirable
- How Environment Canterbury will engage with communities on other matters
- Working with Ngāi Tahu

POLICIES FOR LIAISING WITH, AND MEMORANDA OR AGREEMENTS WITH, MĀORI

Tuia Agreement

Above and beyond the statutory obligations of the Local Government Act and Resource Management Act, Environment Canterbury has committed with Ngāi Tahu leadership to engage as partners in a constructive and progressive relationship. This commitment is based on the recognition that the relationship of Ngāi Tahu with their ancestral land within Canterbury is inextricably affected by the powers and functions of Environment Canterbury. It is supported by a formal agreement and work programme called Tuia, which translates as 'working together shoulder to shoulder'.

Tuia is a practical relationship of Environment Canterbury with the ten Papatipu Rūnanga of Ngāi Tahu in Canterbury. Tuia is affirmed in our *Strategic Directions* documents as a top priority for the whole organisation. The aims of Tuia include achieving sustainable environmental outcomes,

perpetuating and supporting customary practices, being responsive to mana whenua needs and providing for effective iwi participation. In progressing Tuia, Environment Canterbury and Papatipu Rūnanga are committed to working together in a spirit of partnership that promotes mutual respect, transparency, trust and good faith for the benefit of mana whenua, other Maori and the wider community.

Tuia has many interconnecting work streams that span across all parts and functions of the Council.

Te Waihora Co-Governance Agreement

Environment Canterbury, Te Rūnanga o Ngāi Tahu, Selwyn District Council and more recently Christchurch City Council are parties to a co-governance agreement over the lake and catchment of Te Waihora.

The Parties are jointly committed to maximising and expediting the rejuvenation of the lake and catchment for the benefit of current and future generations, and are confident that working collaboratively in the best interests of the catchment will achieve the greatest outcomes for the catchment and the living relationships people enjoy with the catchment.

The Council's responsibilities are sourced in statute, including through the Resource Management Act 1991 and the Local Government Act 2002, which require the Councils to prudently manage the catchment.

Ngāi Tahu's responsibilities derive from custom, an inherited body of law conferring on Ngāi Tahu obligations to be enduring kaitiaki over the catchment. For Ngāi Tahu the customary status of mana whenua manifests in part through the reciprocal obligation to the landscape to act as kaitiaki.

The statutory and customary responsibilities forge a common purpose: successful leadership and stewardship of Te Waihora and catchment.

Service Agreements with rūnanga environmental advisory companies

Environment Canterbury has entered into service agreements with a number of rūnanga-owned environmental advisory companies. The purpose of these agreements is to provide a clear and consistent funding process that will enable the companies to provide well defined environmental services to Environment Canterbury for work within their rohe.

Maori Participation Policy

Environment Canterbury's Maori Participation Policy (Part A Long Term Plan 2015-2025), recognises that within the Canterbury region Ngāi Tahu is the tangata whenua. The Council seeks to build durable relationships with Māori (Ngāi Tahu Papatipu Rūnanga, Te Rūnanga o Ngāi Tahu and Ngā Maata Waka) and give effect to the Council's obligations under the Treaty of Waitangi, Ngāi Tahu Claims Settlement Act 1998, Local Government Act 2002, and related obligations under the Resource Management Act 1991. Environment Canterbury continues to develop its relationship with all ten Papatipu Rūnanga in Canterbury and with Te Rūnanga o Ngāi Tahu – the iwi authority. In particular, the Maori Participation Policy recognises and respects the mana whenua (customary tribal authority) status of Ngāi Tahu Whānui set out in section 5 of the Te Rūnanga o Ngāi Tahu Act 1996.

Significance and Engagement Policy

As set out in the Environment Canterbury Significance and Engagement Policy, public input into significant decisions, policies or programmes undertaken by Environment Canterbury is essential to

ensure they reflect the aspirations and priorities of communities, Ngāi Tahu and interested groups throughout the Canterbury region.

In considering the degree of significance of proposals and decisions, Environment Canterbury will be guided by:

- The values and interests of Ngāi Tahu whānau, hapū and rūnanga, as mana whenua for the region.
- Where proposals or decisions relate to land or a body of water, the implications for the relationships of Ngāi Tahu and their culture and traditions with their ancestral land, water, sites, wāhi tapu, valued flora and fauna and other taonga.

It is recognised that within the Canterbury region, Ngāi Tahu are the tangata whenua. They have a special status in terms of Environment Canterbury's resource management activities. In addition to the Local Government Act obligations, the Resource Management Act 1991 gives regional councils specific obligations regarding kaitiakitanga, the principles of the Treaty of Waitangi and the relationship between Māori and their culture and traditions with their ancestral lands, water, sites, wāhi tapu and other taonga. In the Canterbury region, the Ngāi Tahu Claims Settlement Act 1998 includes confirmation of the ability for Ngāi Tahu to express its traditional kaitiaki relationship with the environment.

Above and beyond these statutory obligations, Environment Canterbury has committed with Ngāi Tahu leadership to engage as partners in a constructive and progressive relationship. This commitment is based on the recognition that the relationship of Ngāi Tahu with their ancestral land within Canterbury is inextricably affected by the powers and functions of Environment Canterbury.

THE MANAGEMENT STRUCTURE AND THE RELATIONSHIP BETWEEN MANAGEMENT AND ELECTED MEMBERS

Chief Executive

The Local Government Act 2002 requires Council to employ a Chief Executive whose responsibilities are to employ other staff on behalf of the Council, implement Council decisions and provide advice to the Council. Under the Local Government Act the Chief Executive is the only person who may lawfully give instructions to a staff member. Any complaint about individual staff members should therefore be directed to the Chief Executive, rather than the Chairperson or Councillors.

The Chief Executive is appointed by the Council in accordance with Section 42 and clauses 33 and 34 of Schedule 7 of the Local Government Act 2002.

The Chief Executive implements and manages the Council's policies and objectives within the budgetary constraints established by the Council.

The Chief Executive has a performance contract with the Council, and is employed for a term not exceeding five years, subject to a possible extension for up to two more years.

Management Structure



REMUNERATION AND EMPLOYMENT POLICY

The Local Government Act 2002 has provision for Councils to adopt a remuneration and employment policy. Environment Canterbury adopted a Recruitment policy in December 2013.

EQUAL EMPLOYMENT OPPORTUNITIES POLICY

The Council is committed to the principle of equal opportunity in the recruitment, employment, training and promotion of its employees.

The Equal Employment Opportunities policy will form part of Council's Diversity and Inclusion Policy (currently in development).

Employment-related decisions will be made so that people are treated fairly and without discrimination. The Human Rights Act 1991 prohibits discrimination on the grounds of:

- skin colour
- marital status
- race or ethnic background
- sexual orientation
- national origin
- disability
- sex
- religious or ethical beliefs
- age
- political opinion
- employment status
- family status

Areas where equal opportunity must exist are:

- appointments
- training and development
- conditions of employment
- promotion and transfers
- disciplinary action

The Chief Executive is the person responsible for the Equal Employment Opportunities (EEO) programme.

The Human Resources Manager is EEO coordinator responsible for the development and implementation of the programme which will be overviewed by the Director Finance and Corporate Services.

KEY APPROVED PLANNING AND POLICY DOCUMENTS

The Council has prepared and approved the following key planning and policy documents. To view or find out more about these plans, reports, policies and strategies see the Council's website www.ecan.govt.nz.

Plan Title	Process for Development and Review
Long Term Plan Annual Plan	<p>Developing the priorities and proposed services is determined within the frameworks established in legislation. Through a process of public consultation into the development and hearing process.</p> <p>The Long Term Plan (LTP) is prepared every three years with a ten year focus. An Annual Plan is produced each year when an LTP is not produced.</p> <p>Prepared in accordance with the Local Government Act 2002.</p>
Canterbury Local Authorities Triennial Agreement	<p>The Chief Executive Forum reports to the Canterbury Mayoral Forum which then develops work programmes identifying and managing strategic issues and projects.</p> <p>The agreement is reviewed on an annual basis.</p> <p>Prepared in accordance with Section 15, Local Government Act 2002.</p>
Canterbury Regional Economic Development Strategy	<p>The Mayoral Forum comprises the Mayors of the ten territorial authorities and the Chair of Environment Canterbury.</p> <p>Mayors developed this strategy through workshops and conversations with a wide range of partners and stakeholders from various sectors. Environment Canterbury's role is the administering authority.</p>
Triennial Agreement	<p>Canterbury Mayoral Forum is mandated by the Triennial Agreement that local authorities and Environment Canterbury have to enter into by 1 March following Government elections.</p> <p>The purpose is to ensure appropriate levels of communication and coordination between local authorities within the region.</p> <p>Prepared in accordance with Section 15, Local Government Act 2015.</p>

Regional Plans (pursuant to the Resource Management Act 1991)	
Canterbury Regional Policy Statement	<p>Process set out in Schedule 1 of the Resource Management Act 1991.</p> <p>Through public input into the development and hearing process. Prepared in accordance with the Resource Management Act 1991.</p> <p>Must be fully reviewed within ten years. A full review may also take place at any time within that ten year period.</p> <p><i>Operative 15 January 2013. Revised December 2013, 12 June 2015 and 23 July 2015.</i></p>
Canterbury Natural Resources Regional Plan (NRRP)	<p>Through a process of public consultation into the development and hearing process.</p> <p>Process set out in Schedule 1 of the Resource Management Act 1991.</p> <p>The NRRP is in the process of being replaced by second generation Land & Water and Air Plans.</p>
Canterbury Land & Water Regional Plan (LWRP) incorporating operative plan changes 1, 4 and 6	<p>Through a process of public consultation into the development and hearing process.</p> <p>Process set out in Schedule 1 of the Resource Management Act 1991.</p>
Hurunui Waiau River Regional Plan (HWRRP)	<p>Through a process of public consultation into the development and hearing process.</p> <p>Process set out in Schedule 1 of the Resource Management Act 1991.</p>
Opihi River Regional Plan	<p>Through a process of public consultation into the development and hearing process.</p> <p>Process set out in Schedule 1 of the Resource Management Act 1991.</p>
Pareora Regional Plan	<p>Through a process of public consultation into the development and hearing process.</p> <p>Process set out in Schedule 1 of the Resource Management Act 1991.</p>
Regional Coastal Plan	<p>Through a process of public consultation into the development and hearing process. Process is set out in Schedule 1 of the Resource Management Act 1991.</p>
Waimakariri River Regional Plan	<p>Through a process of public consultation into the development and hearing process.</p> <p>Process set out in Schedule 1 of the Resource Management Act 1991.</p>
Waipara Catchment Plan	<p>Through a process of public consultation into the development and hearing process.</p>

	Process set out in Schedule 1 of the Resource Management Act 1991.
Waitaki Catchment Water Allocation Plan	Through a process of public consultation into the development and hearing process. Process set out in Schedule 1 of the Resource Management Act 1991.
Regional Plans Under Development	
Canterbury Regional Coastal Plan	Process set out in Schedule 1 of the Resource Management Act 1991
Proposed Canterbury Air Regional Plan	Process set out in Schedule 1 of the Resource Management Act 1991
Hurunui	Currently in collaborative stage, then will follow process set out in Schedule 1 of the Resource Management Act 1991
Orari, Temuka, Opihi and Pareora (OTOP)	Currently in collaborative stage, then will follow process set out in Schedule 1 of the Resource Management Act 1991
Waimakariri	Currently in collaborative stage, then will follow process set out in Schedule 1 of the Resource Management Act 1991
Regional Strategies	
Canterbury Biodiversity Strategy	Environment Canterbury is one of 22 Canterbury organisations represented on the Advisory Group. Also represented are city and district councils, central government agencies, research and conservation organisations, Ngāi Tahu, NGOs, and land owner, industry and community groups. The strategy fosters a coordinated and cooperative approach, with shared responsibility and working together
Canterbury Hazardous Waste Management Strategy	The Strategy will be implemented and monitored by local authorities and is an approach to hazardous waste management that is intended to coordinate resources. It requires ongoing review to ensure it achieves its objectives and provides new goals and opportunities. The process of monitoring, reviewing and modifying future programmes ensures the strategy is continually improved. Monitoring of the programmes are undertaken by the Staff Group who report their findings to the Working Party
Canterbury Regional Land Transport Strategy	Developed under the requirements of the Land Transport Management Act 2003, as amended by the Land Management Transport Act 2008. A Standing Committee of Environment Canterbury is responsible for preparing the strategy. The committee also includes representatives from city and district councils, Government transport agencies and health, business, Māori and transport interest groups. These agencies and groups are responsible for the ongoing development and implementation of the strategy

Canterbury Regional Pest Management Strategy	<p>Developed in accordance with the requirements of the Biosecurity Act 1993.</p> <p>Strategy may be reviewed if it is failing to achieve its purpose or if there is a significant change in circumstances. However, where the strategy has been in force for five years or more and it is more than five years since a review of the strategy, then the strategy must be reviewed. Reviews typically involve consultation with local pest liaison committees, stakeholders and the wider Canterbury community.</p>
Canterbury Strategic Water Study	Developed in August 2002 for Environment Canterbury, Ministry of Agriculture & Forestry and the Ministry for the Environment.
Canterbury Water Management Strategy	<p>Developed in accordance with the Resource Management Act 1991.</p> <p>The strategy is sponsored by the Canterbury Mayoral Forum and is driven by the Steering Group who represent the wider Canterbury community and its interest groups.</p> <p>Environment Canterbury is the lead agency for this work and works in collaboration with Ngāi Tahu, territorial authorities, landholders, industry groups, statutory bodies, NGOs and other agencies.</p> <p>Reviewed through a procedure of public consultation into the development and hearing process.</p>
Contaminated Land Information Management Strategy	<p>Meets responsibilities under Section 30 of the Resource Management Act 1991, Local Government Official Information and Meetings Act 1987, Privacy Act 1993 and the Local Government Act 2002</p> <p>Reviews are five yearly or sooner if required.</p>
Contaminated Land Management Strategy	<p>Development is consistent with those advocated by the Ministry for the Environment in their Contaminated Land Management Guidelines and New Zealand Waste Strategy and Section 30 of the Resource Management Act 1991.</p> <p>Strategy is reviewed every three years. At intervals of not more than five years, a regional State of Environment Report must be produced (RMA 1991, s35).</p>
Floodplain Management Strategies	Ongoing process where Environment Canterbury works with the public, territorial authorities and other organisations to develop strategies for various catchments throughout the region.
Greater Christchurch Urban Development Strategy	Developed under Section 32, Resource Management Act 1991, Local Government Act 2002, amendments to the Regional Land Transport Strategy as mandated by the Land Transport Management Act 2003 and Long Term Council Community Plans prepared under the Local Government Act 2002.

	<p>Engagement and working in partnership between Christchurch City Council, Environment Canterbury, the District Councils of Selwyn and Waimakariri, and the NZ Transport Agency.</p> <p>Ongoing reviews through annual assessments determining need for amendment and/or when there is a substantial change affecting assumptions that underlie the strategy.</p>
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All of these key policy and planning documents are available from the Council as well as being available on the Council's website (www.ecan.govt.nz).

SYSTEMS FOR PUBLIC ACCESS TO IT AND ITS ELECTED AND APPOINTED MEMBERS

Requests for Council services can be made in various ways including:

- Visiting, phoning or writing (including emails) to the relevant Council department
- Communicating through Twitter or Facebook
- Contacting the Chair or a Councillor, or the Executive Assistant to the Chairperson & Councillors

Principal Office

Environment Canterbury's contact details are:

Postal address:	PO Box 345 Christchurch 8140
Physical address:	200 Tuam Street Christchurch 8011
Email:	ecinfo@ecan.govt.nz
Phone:	(03) 353 9007 (0800) 324 636 during business hours
Website:	www.ecan.govt.nz
Social Media:	Facebook: www.facebook.com/EnvironmentCanterbury Twitter: www.twitter.com/ECan
Pollution Hotline:	(03) 366 4663 for Christchurch residents (0800) 765 588 for residents outside of Christchurch
Hours:	8.00am – 5.00pm Monday – Friday

District Offices

Kaikōura Office

92 West End
PO Box 59
Kaikōura 7340

Phone: (03) 319 5781
Fax: (03) 319 5809

Hours: 8.00am – 4.30pm
Monday – Friday

Timaru Office

75 Church Street
PO Box 550
Timaru 7940

Phone: (03) 687 7800
Fax: (03) 687 7808

Hours: 8.30am – 5.00pm
Monday – Friday

Councillors

Chair, Deputy Chair and then in alphabetical order by first name



David Bedford (Chair)

Portfolios:

- Public Transport
- Regional Leadership

Committees:

- Canterbury Regional Transport Committee (RTC) – Chair
- Greater Christchurch Public Transport Joint Committee
- Greater Christchurch Urban Development Strategy Implementation Committee (UDSIC)

Other:

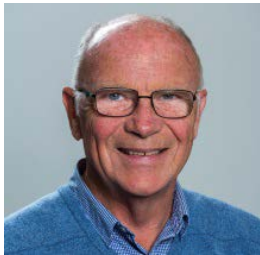
- Te Rōpū Tuia
- Te Waihora Co-Governance – Co-Chair

Contact:

Email:

David.Bedford@ecan.govt.nz

Phone: 027 423 2283



Steve Lowndes (Deputy Chair)

Constituency:

Christchurch City

Portfolios:

- Air
- Canterbury Water Management Strategy (CWMS)
- Public Transport

Committees:

- Kaikōura Zone Committee
- Greater Christchurch Public Transport Joint Committee

Other:

- Christchurch District Health Board
- Te Rōpū Tuia

Contact:

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steve.lowndes@ecan.govt.nz

Phone: 027 668 0136



Claire McKay

Constituency:

North Canterbury

Portfolio:

Canterbury Water Management Strategy (CWMS)

Committees:

- Canterbury Water Management Strategy Regional Committee
- Performance Audit and Risk Committee (PARC)
- Waimakariri Zone Committee

Other:

- Te Rōpū Tuia

Contact:

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claire.mckay@ecan.govt.nz

Phone: 027 486 4023



Dr Cynthia Roberts

Constituency:

Christchurch City

Portfolios:

- Biosecurity/Biodiversity
- Planning, Consents, Compliance
- Urban Development Strategy

Committees:

- Greater Christchurch Urban Development Strategy Implementation Committee (UDSIC)
- Hurunui Waiau Zone Committee

Other:

- Te Rōpū Tuia

Contact:

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cynthia.roberts@ecan.govt.nz

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Hon. David Caygill, CNZM

Portfolios:

- Canterbury Water Management Strategy (CWMS)
- Public Transport

Committees:

- Ashburton Zone Water Management Committee
- Greater Christchurch Public Transport Joint Committee

Other:

- Te Rōpū Tuia

Contact:

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Phone: 027 432 5228



Elizabeth Cunningham

Portfolios:

- Natural Hazards
- Regional Leadership

Committees:

- Banks Peninsula Zone Committee
- Regulation Hearings Committee (RHC)

Other:

- Te Rōpū Tuia
- Te Waihora

Contact:

Phone: 021 272 1446



Iaeen Cranwell

Portfolios:

- Biosecurity/Biodiversity
- Canterbury Water Management Strategy (CWMS)
- Planning, Consents, Compliance

Committee:

- Selwyn Waihora Zone Committee

Other:

- Te Rōpū Tuia

Contact:

Email:

iaean.Cranwell@ecan.govt.nz



John Sunckell

Constituency:

Mid Canterbury

Portfolio:

- Civil Defence Emergency Management
- Natural Hazards

Committees:

- Civil Defence Emergency Management Group Joint Committee
- Performance Audit and Risk Committee (PARC)
- Upper Waitaki Zone Committee

Other:

- Te Rōpū Tuia

Contact:

Email:

john.sunckell@ecan.govt.nz

Phone: 027 424 3006
(03) 324 3931



Lan Pham

Constituency:

Christchurch City

Portfolio:

- Canterbury Water Management Strategy (CWMS)
- Natural Hazards
- Planning, Consents, Compliance

Committees:

- Orari Temuka Opihi Pareora Zone Committee
- Performance Audit and Risk Committee (PARC)
- Regulation Hearings Committee (RHC)

Other:

- Te Rōpū Tuia

Contact:

Email:

Lan.Pham@ecan.govt.nz



Peter Scott

Constituency:

South Canterbury

Portfolios:

- Air
- Canterbury Regional Transport
- Canterbury Water Management Strategy (CWMS)

Committees:

- Canterbury Regional Transport Committee (RTC)
- Lower Waitaki South Coastal Canterbury Zone Committee
- Performance Audit and Risk Committee (PARC)

Other:

- Te Rōpū Tuia

Contact:

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peter.scott@ecan.govt.nz

Phone: 027 491 6413



Peter Skelton, CNZM

Portfolios:

- Planning, Consents, Compliance
- Urban Development Strategy

Other:

- Greater Christchurch Urban Development Strategy Implementation Committee (UDSIC)
- Regulation Hearings Committee (RHC) - Chair

Other:

- Te Rōpū Tuia
- Te Waihora

Contact:

Email:

peter.skelton@ecan.govt.nz



Rod Cullinane

Constituency:

Christchurch City

Portfolios:

- Natural Hazards
- Regional Leadership - Long Term Plan

Committees:

- Canterbury Water Management Strategy Regional Committee
- Performance Audit and Risk Committee (PARC) - Chair

Other:

- Fish and Game
- Forest and Bird
- Te Rōpū Tuia

Contact:

Email:

rod.cullinane@ecan.govt.nz

Phone: 027 280 8192



Tom Lambie, ONZM

Portfolios:

- Biosecurity/Biodiversity
- Planning, Consents, Compliance

Committees:

- Christchurch West Melton Zone Committee
- Regulation Hearings Committee (RHC)

Other:

- Federated Farmers
- Irrigation New Zealand
- Te Rōpū Tuia

Contact:

Email:

tom.lambie@ecan.govt.nz

Phone: 027 230 2414

PROCESSES FOR REQUESTS FOR OFFICIAL INFORMATION

Under the Local Government Official Information and Meetings Act 1987 (LGOIMA), any person may request information from the Council. Any request for information is made under LGOIMA. You do not have to say you are making a request under LGOIMA.

Once a request is made, the Council must supply the information unless reason exists for withholding it. The LGOIMA says that information may be withheld if release of the information would:

- Prejudice the maintenance of the law
- Endanger the safety of any person
- Compromise the privacy of any person
- Reveal confidential or commercially sensitive information
- Cause offense to tikanga Māori or disclose the location of waahi tapu
- Prejudice health or safety
- Compromise legal professional privilege
- Disadvantage the local authority while carrying out negotiations or commercial activities
- Allow information to be used for improper gain or advantage

The Council must answer requests for information within 20 working days (although there are certain circumstances where this timeframe may be extended). The Council may charge for official information under guidelines set down by the Ministry of Justice.

In the first instance you should address requests for official information to the Chief Executive and to LGOIMA@ecan.govt.nz