

WAIMAKARIRI DISTRICT

GOVERNANCE STATEMENT

Prepared in terms of Sections 40 and 274 of the Local Government Act 2002

Adopted by Council: 3 May 2011 including amendments



WAIMAKARIRI
DISTRICT COUNCIL

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1. GOVERNANCE STATEMENT – WAIMAKARIRI DISTRICT COUNCIL

1.1 What is a Governance Statement

Waimakariri District Council's Governance Statement is a collection of information about how Council works.

It outlines how the Council makes decisions and shows how residents can influence those processes. It also promotes local democracy by providing the public with information on ways they can influence local democratic processes.

The Governance Statement describes the effective, open and transparent processes used by Council, ensures separation of regulatory and non-regulatory responsibilities, and explains the good employer requirements.

The Council's Governance Statement is a requirement of Section 40 of the Local Government Act 2002.

The Council is obliged to produce a new governance Statement six months after each triennial election.

2. FUNCTIONS, RESPONSIBILITIES AND ACTIVITIES

The purpose of the Waimakariri District Council is to enable democratic local decision-making and action by, and on behalf of, communities, and to promote the social, economic, environmental and cultural well being of the Waimakariri District in the present and for the future.

Waimakariri District Council is a territorial local authority governed by a Mayor and ten elected Councillors. Council provides services for residents and ratepayers, businesses, organisations and visitors to the Waimakariri District. Total operating expenditure on these services is approximately \$50.7 million per year. The community assets needed to provide these services have an estimated net value of \$993.8 million (June 2010).

The Council has overall responsibility and accountability for the proper direction and control of the Council's activities in pursuit of community outcomes. This responsibility includes:

- Formulating the District's strategic direction and priorities in conjunction with the community - the Long Term Plan (LTP) and Annual Plan;
- Determining the services and activities to be undertaken; including the level of service for each activity.
- Managing principal risks;
- Administering various regulations and upholding the law;
- Monitoring the delivery of the LTP and Annual Plan;
- Ensuring the integrity of management control systems;
- Safeguarding the public interest;
- Reporting to ratepayers.

3. STATUTES PERTAINING TO LOCAL GOVERNMENT

The nature of the Local Government Act 2002 means that the Council must work with neighbouring local authorities, the regional council and other bodies engaged in community services (eg Police).

In fulfilling its purpose, the Waimakariri District Council exercises powers and fulfils responsibilities conferred on it by various Statutes. Chief among these are: the Local Government Acts of 1974 and 2002; the Local Electoral Act 2001; the Local Government (Rating) Act 2002; The Local Government Official Information and Meetings Act 1987, and The Resource

Management Act 1991. Following earthquakes in 2010 and 2011, the Canterbury Earthquake Recovery Act 2011 is also a significant piece of legislation that the Council must take account of. Other general Acts of Parliament that confer powers on the Waimakariri District Council and regulate its functions are listed in Appendix 2.

4. **LOCAL LEGISLATION**

The Waimakariri District Council is bound by the following local legislation that applies specifically to it: Waimakariri Harbour Act 1946, Kaiapoi (Maori) Reserves Act 1905 and Ngai Tahu (Tutaepatu Lagoon Vesting) Act 1998.

5. **BYLAWS**

	Title	Description	When Adopted	Last Reviewed
1	Commercial Charity Bylaw 2010	To regulate and licence commercial charity collectors operating in business zones.	June 2010	Awaiting first 5 year review period
2	Dog Control Bylaw 2009	To encourage the responsible ownership of dogs and to promote the control of dogs in public places.	Dog Control Bylaw No: 1 October 1997	October 2009
3	Fire Control Bylaw 2009	Regulate the activities for the lighting of open air fires during 'Open', 'Restricted', and 'Prohibited' fire seasons. Set clear guidelines and provide information to the public Specify the offences and penalties for breaches of the bylaw Make provision for charging for the issue of fire permits	Fire Prevention Bylaw 1992	November 2009
4	Liquor Ban Bylaw 2007	To stop people taking liquor into public places.	Liquor Ban Bylaw May 2003	October 2007
5	Parking Bylaw 2007	To ensure compliance with parking conditions.	Parking Bylaw No: 1 May 1996	September 2007
6	Skates & Skateboards Bylaw 2007	To ensure skateboarding is prohibited in busy areas in Rangiora to avoid nuisance to the public.	Inline Skates and Skateboards Bylaw February 1999	September 2007
7	Solid Waste Bylaw 2010	To ensure safe, effective and efficient waste management by imposing performance standards and requirements for waste collection, transportation, disposal and treatment services.	June 2010	Awaiting first 5 year review period
8	Speed Limits Bylaw 2009	To contribute to a safe and efficient road network by imposing reasonable, appropriate and enforceable speeds limits.	August 2004	September 2009
9	Stock Movement Bylaw 2008	To control the movement of stock along and across roads.	Stock Droving Bylaw August 1992	August 2008
10	Stock Water Race Bylaw 2007	Sets the conditions and defines responsibilities in the supply of water for stock consumption from the water race system.	Stock Water Race Bylaw 1992	June 2007

	Title	Description	When Adopted	Last Reviewed
11	Vehicle Crossing Bylaw 2007	To ensure that vehicle crossings (entranceways) provide safe and convenient access to property, allowing for other traffic and pedestrians, allowing for good drainage without damaging the roading asset, and are constructed and maintained to Councils specifications.	Vehicle Crossing Bylaw June 1997	June 2007
12	Waimakariri District Council Northern Pegasus Bay Bylaw 2010	To control activities and the use of land, including camping, the use of horses and the use of vehicles, on the foreshore, beaches and adjacent areas of Northern Pegasus Bay.	June 2010	Awaiting first 5 year review period
13	Wastewater Bylaw 2009	Sets responsibilities for Council, tradesmen and households in regards to the discharge of domestic wastewater into the wastewater reticulation system.	December 2009	Awaiting first 5 year review period

6. THE ELECTORAL SYSTEM AND THE OPPORTUNITY TO CHANGE IT

The Waimakariri District Council currently conducts its elections under the “First Past the Post” electoral system as determined following its review in 2003. By this method electors vote for their preferred candidates and those with the most votes are elected.

Under the Local Electoral Act 2001 there are three ways a District Council’s voting system can be changed: by Council resolution, by a binding poll, or by the electors petitioning for a poll. Once changed, that system is to be used for the next two elections.

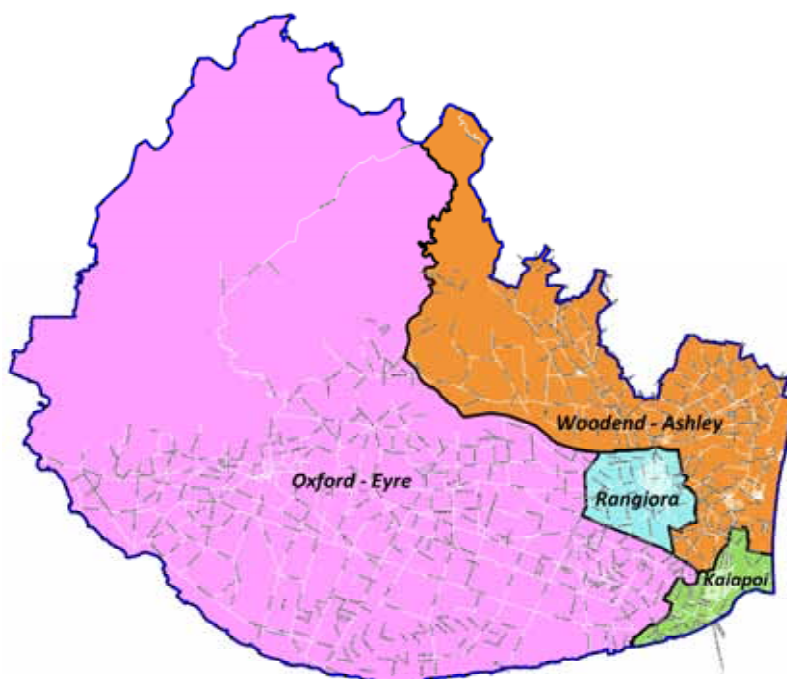
The next representation review for the District will take place in 2015.

7. REPRESENTATION ARRANGEMENTS

7.1 Wards

Waimakariri District is divided into four wards and their locations are as shown on this map

CURRENT BOUNDARIES



Oxford-Eyre Ward	(population 10,400)
Kaiapoi Ward	(population 13,050)
Rangiora Ward	(population 14,550)
Woodend/Ashley Ward	(population <u>9,620</u>)
	47,620

(Total population figures are the usually resident population estimated by Statistics NZ in June 2010)

7.2 Ward Boundaries

- **Rangiora Ward**

Commencing in the northwest on Priors Road at the Ashley River, then to Plaskett, Lilly, Swannanoa Main Drain and Hicklands Road to Lineside Road. North along Lineside Road to Youngs Road and then to the Cam River. Follow the Cam River to Boys Road then Northbrook Road and along the boundary between Lot 2 DP80275 and Lot 2 DP306045 to Rangiora Woodend Road. Along Rangiora Woodend Road to Golf Links Road and then to the Ashley River.

- **Kaiapoi Ward**

Commencing in the north east on Lees Road at the mean high water mark of Pegasus Bay, then north on Barkers, Jeffs and Fuller Roads to the Main North Road (Kaiapoi-Woodend) to the Northern motorway. Along the motorway to Revells Road and along a line of the Kaiapoi River to Island Road. Along Island, Butchers, Jeffs Drain Roads to Tram Road. Along Tram Road to Burgesses, South Eyre, Harpers Roads and then in a southerly direction to the Waimakariri River. Along the Waimakariri River to Pegasus Bay.

- **Woodend-Ashley Ward**

The western boundary for the Woodend-Ashley ward commences on the northern boundary at the Okuku River; thence across Mt Thomas to the Gary River at the boundary of mesh block 2438500; thence along the Ashley River to the southern

boundary of the Rangiora ward at Priors Road; thence to the south along Lilly, Swannanoa, Main Drain, Hickland and Skewbridge Roads to the Island Road boundary of the Kaiapoi Ward to the coastline and north to a point adjacent to Dicks Road. Along Ashworths, Harleston, Ashbys, Rangiora Leithfield, Upper Sefton, Duffs, Broad, Robertsons, Marshmans, Ashworths Bush Roads around the southern side of the Ashley Forest to Okuku Pass Road.

- **Oxford-Eyre Ward**

The boundary commences at the north of the Woodend-Ashley ward and follows along until the western boundary of the Rangiora ward; thence along the Ashley-Woodend ward boundary to the boundary of the Kaiapoi ward and then south to the Waimakariri River.

NOTE – Detailed maps are available at any of the Council's service centres.

7.3 Community Boards

The Waimakariri District Council has three Community Boards. The Kaiapoi, Rangiora and Woodend-Ashley Community Boards are comprised of six Members elected by the community plus three Councillors for Kaiapoi and Rangiora and two for Woodend-Ashley, appointed by the Council.

The Community Boards elect their own chairperson at their first meeting after election. There are at present no electoral subdivisions within Wards for the purpose of electing Community Board Members. Accordingly the electors of the Ward elect all the members for their Board.

The Local Electoral Act 2001 requires the Council to review the Community Board structures. This review was carried out during 2009 and will next take place in 2015.

The review in 2009 resulted in the establishment of two new community boards for the Rangiora and Woodend-Ashley Wards.

For areas where there are no community boards, electors can demand the formation of a new Community Board. This is done by a process, similar to the reorganisation process, described in Section 7.

7.4 Ward Advisory Boards

The Council appointed a Ward Advisory Board in December 2010 for the Oxford-Eyre Ward. This is a Committee of the Council and has a membership of 12 (nine members of the public, two ward Councillors and the Mayor). The Board considers matters relating to its ward area, in accordance with Delegations. The board members are appointed by the Council through a public nomination process held following the triennial election.

7.5 Maori Wards

The Local Electoral Act 2001 also gives the Council the ability to establish separate wards for Maori electors. The Council may resolve to create separate Maori wards or conduct a poll on the matter, or the community may demand a poll. A petition of five percent (or more) of electors can require the Council to conduct a poll.

The Council considered the introduction of separate Maori wards for the 2010 elections in 2009 and did not establish a Maori ward at that time. The formula for calculating Maori membership is contained in the Local Electoral Act, clause 4 of Schedule 1A. The current calculation has insufficient Maori registered on the Maori electoral roll to establish a separate Maori seat.

7.6 Review Of Representation Arrangements

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

- The number of Elected Members (between six and 30 including the Mayor);
- Whether the Elected Members (other than the Mayor) shall be elected by the entire District, or continue to be elected by their Ward, or a mix of both systems
- The boundaries and names of those wards and the number of members that will represent each ward (if election by wards is preferred);
- Whether or not to have separate Maori wards
- Whether to have Community Boards and if so how many, their boundaries and membership and whether to subdivide a community for electoral purposes.

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 residents the right to make a written submission to the Council, and the right to be heard if they wish.

Submitters have the right to appeal any decisions on the above to the Local Government Commission, which will make a binding decision on the appeal. Where the Council amends the original proposal, there is a further objection process available for all persons, to the Local Government Commission. 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 2009 for the elections held in October 2010. The Council will review representation in 2015.

8. THE REORGANISATION PROCESS

The Local Government Act 2002 sets out the procedures, which must be followed during proposals to:

- Make changes to the boundaries of the District;
- Create one or more new Local Authorities (City or District Councils);
- Create a Unitary Authority, (i.e. incorporate the functions of the Canterbury Regional Council in the Waimakariri District Council);
- Transfer a particular function or functions to another council.

The procedures for resolving each type of proposal are slightly different. In general, they begin with a proposal from the local authority, the Minister of Local Government, or by a petition signed by 10 percent of electors.

Proposals for a boundary alteration or the transfer of functions from one local authority to another will be considered by one of the affected local authorities or by the Local Government Commission if the local authorities refer the proposal to the Commission. The Commission will deal with proposals for the establishment of a new District or for the creation of a Unitary Authority. These proposals cannot be implemented without a poll of electors.

Further information on these requirements can be found in the Local Government Act. The Local Government Commission has also prepared guidelines on procedures for local government reorganisation.

9. MEMBERS' ROLES AND CONDUCT

9.1 Division of Responsibility Between the Council and Management

Key to the effective running of any council is that there is clarity over the role of Elected Members and that of management. This Governance Statement clarifies the governance and the management responsibilities, the governance role and expected conduct of Elected Members (see Section 8.5 Code of Conduct), and describes the division of responsibility between the Council and Management.

There is an important difference between the Council (ie the Mayor and Councillors) as a governing body and the Council as an organisation. The former has overall and ultimate responsibility and accountability for the proper direction and control of the Council's activities. The organisation is there to implement decisions on behalf of the Mayor and Councillors and provide them with advice. To do this the Council must appoint a Chief Executive Officer who in turn employs other staff. Section 14 outlines the current management structure.

9.2 Role of the Council

The Council has overall responsibility and accountability for the proper direction and control of the Council's activities. This responsibility includes, but is not limited to:

- Formulating the District's strategic direction in conjunction with the community - the Long Term Plan (LTP) and Annual Plan;
- Determining the services and activities to be undertaken and the levels of service for those activities and how service performance will be measured;
- Managing principal risks;
- Administering various regulations and up-holding the law;
- Monitoring the delivery of the LTP and Annual Plan;
- Ensuring the integrity of management control systems;
- Safeguarding the public interest;
- Reporting to ratepayers;
- Appointing the Chief Executive;
- Acting as a good employer.

9.3 Role of the Community Boards

Community Boards are constituted under section 49 of the Local Government Act 2002 to:

- Represent and act as advocates for the interests of its community;
- Consider and report on all matters referred to it by the Council and any issues of interest or concern to the Community Board;
- Prepare an annual submission to the Council on expenditure in the community;
- Maintain an overview of services provided by the Council within the community;
- Communicate with community organisations and special interest groups within the community; and
- Undertake any other responsibilities delegated by the Council.

9.3.1 Responsibilities Delegated to the Community Boards

The Waimakariri District Council has made the following delegations to the three Community Boards:

The Community Boards shall be responsible for:

1. Representing, and acting as an advocate for, the interests of its community.

2. Consideration of and reporting on all matters referred to it by the territorial authority or any matter of interest or concern to the Community Board.
3. Overview of road works, water supply, sewerage, stormwater drainage, parks, recreational facilities, community activities, and traffic management projects within the community.
4. After consultation with the community preparation of an annual submission to the budgetary process of the Council for expenditure within the community.
5. Communication with community organisations and special interest groups within the community.
6. Performing such other functions as the Waimakariri District Council may delegate to the Board.

Specific Jurisdiction

7. To prepare and adopt an Annual Community Board Plan that highlights the key issues, priorities and actions that the Board proposes to advance during the year.
8. To advise the Council and Standing Committees on local implications of such policies, projects and plans, which have district-wide impacts and are referred to the Board for comment.
9. To make a submission, prior to the Council adopting a draft Long Term Plan or Annual Plan, on the proposed Plan, as it relates to the Community Board Ward.
10. To make recommendations on policy matters to the Chief Executive and Management Team in respect of matters which affect the Board area.
11. To lead public meetings/discussion, as part of consultation on projects within the Board area and where delegated make budgetary decisions.
12. To determine matters relative to the discretionary sum approved by the Council for the community area. The discretionary sum is limited to projects within the Board area. The apportioned rate to be at least \$0.50 per person and to be reviewed three yearly.
13. To receive a copy of the notification of notified applications for Resource Consents within the Board area and submit where appropriate.
14. To seek and secure funding from external organisations which can be applied to community projects within the Community Board Ward.
15. To recommend to the Council:
 - Purchase of land within approved budgets for parks, reserves, waterways or other local purposes.
 - Sale of land where appropriate
16. Delegated authority on matters in the Community Board Ward in accordance with Council policies and guidelines in respect of the following matters—
 - Granting of leases or licences on reserves;
 - Approving, on behalf of the Council as landowner, proposed developments or activities on parks, reserves and waterways and within existing budgets;
 - To make an objection to an application for a liquor licence in the Board area;
 - To make a submission on any Gambling Venue Licence application in the Board area;
 - Where referred to the Community Board granting of rights of way and other easements (over Council owned property);
 - Where specifically delegated by the Council or a standing committee, assuming responsibility for implementing a project(s), within the approved Council budget and Council's policies and purchasing procedures;

- Allocating discretionary and unspecified funding that the Council has budgeted for the Community Board Ward relating to the improvement, enhancement or replacement of amenity, recreation and roading assets;
 - Making, within approved budget limits, operational and funding decisions relating to Community Facility Groups, Reserve and Domain Advisory Groups in the Ward area where the Group has made a recommendation to the Community Board;
 - Authorising, within approved budgets, Board member attendance at relevant conferences and/or training courses;
 - Approving control signs on streets (eg, stop, give way, etc);
 - Approving traffic control and constraint measures on streets, including parking;
 - Approving design and location of bus stops and shelters;
 - Approving design and location of neighbourhood improvements;
 - Naming and re-naming of roads, streets and parks;
 - Where referred to the Board, the authority to approve the removal of street and recreation reserve trees;
17. Appointment of member(s), after appropriate training, to the Council's Hearings Committee. Where a resource consent application relates to the Community Board Ward and the Council decides to have Council/Community Board membership of the hearing Panel, an RMA accredited Community Board member will be invited to participate in the hearing and deliberation process.

Additional Community Board Specific Delegations

Kaiapoi Community Board

1. Responsibility for all residual matters relating to the Waimakariri Harbour.
2. Applying funds from the Kaiapoi Electricity Limited Dividend "ring fenced" Account.

Rangiora Community Board

Nil.

Woodend-Ashley Community Board

Nil.

9.4 Role of Ward Advisory Board

The Oxford-Eyre Ward Advisory Board is appointed as a committee of the Council. Its role and responsibilities are similar to the Community Boards.

9.4.1 Responsibilities delegated to the Ward Advisory Boards.

The Oxford-Eyre Ward Advisory Board shall be responsible for--

1. Representing, and acting as an advocate for, the interests of its community. draft
2. Consideration of and reporting on all matters referred to it by the territorial authority or any matter of interest or concern to the Oxford-Eyre Ward Advisory Board.
3. Overview of road works, water supply, sewerage, stormwater drainage, parks, recreational facilities, community activities, and traffic management projects within the community.
4. After consultation with the community preparation of an annual submission to the budgetary process of the Council for expenditure within the community.

5. Communication with community organisations and special interest groups within the community.
6. Performing such other functions as the Waimakariri District Council may delegate to the Oxford-Eyre Ward Advisory Board.

Specific Jurisdiction

7. To prepare and adopt an Oxford-Eyre Ward Advisory Board Plan that highlights the key issues, priorities and actions that the Board proposes to advance during the year.
8. To advise the Council and Standing Committees on local implications of such policies, projects and plans, which have district-wide impacts and are referred to the Oxford-Eyre Ward Advisory Board for comment.
9. To make a submission, prior to the Council adopting a draft Long Term Plan or Annual Plan, on the proposed Plan, as it relates to the Board Ward.
10. To make recommendations on policy matters to the Chief Executive and Management Team in respect of matters which affect the Board area.
11. To lead public meetings/discussion, as part of consultation on projects within the Board area and where delegated make budgetary decisions.
12. To determine matters relative to the discretionary sum approved by the Council for the community area. The discretionary sum is limited to projects within the Board area. The apportioned rate to be at least \$0.50 per person and to be reviewed three yearly.
13. To receive a copy of the notification of notified applications for Resource Consents within the Board area.
14. To seek and secure funding from external organisations which can be applied to community projects within the Advisory Board Ward.
15. To recommend to the Council:
 - Purchase of land within approved budgets for parks, reserves, waterways or other local purposes.
 - Sale of land where appropriate
16. Delegated authority on matters in the Advisory Board Ward in accordance with Council policies and guidelines in respect of the following matters—
 - Granting of leases or licences on reserves;
 - Approving, on behalf of the Council as landowner, proposed developments or activities on parks, reserves and waterways and within existing budgets;
 - To make an objection to an application for a liquor licence in the Board area;
 - To make a submission on any Gambling Venue Licence application in the Board area;
 - Where referred to the Advisory Board granting of rights of way and other easements (over Council owned property);
 - Where specifically delegated by the Council or a standing committee, assuming responsibility for implementing a project(s), within the approved Council budget and Council's policies and purchasing procedures;
 - Allocating discretionary and unspecified funding that the Council has budgeted for the Advisory Board Ward relating to the improvement, enhancement or replacement of amenity, recreation and roading assets;
 - Making, within approved budget limits, operational and funding decisions relating to Community Facility Groups, Reserve and domain

Advisory Groups in the Ward area where the Group has made a recommendation to the Advisory Board;

- Authorising, within approved budgets, Advisory Board member attendance at relevant conferences and/or training courses;
- Approving control signs on streets (eg, stop, give way, etc);
- Approving traffic control and constraint measures on streets, including parking;
- Approving design and location of bus stops and shelters;
- Approving design and location of neighbourhood improvements;
- Naming and re-naming of roads, streets and parks;
- Where referred to the Board, the authority to approve the removal of street and recreation reserve trees;

17. Appointment of member(s), after appropriate training, to the Council's Hearings Committee. Where a resource consent application relates to the Advisory Board Ward and the Council decides to have Council/Advisory Board membership of the hearing Panel, an RMA accredited Advisory Board member will be invited to participate in the hearing and deliberation process.

9.5 Code of Conduct

Schedule 7 clause 15 of the Local Government Act 2002 requires every council to adopt a Code of Conduct for the Elected Members of the Council (the Mayor and Councillors). The current code was adopted on 26 October 2004. This code also applies to all people appointed to Committees or Sub-Committees of the Council.

The Kaiapoi Community Board adopted a code in December 2007, the Rangiora Community Board on 3 November 2010 and the Woodend-Ashley Community Board on 1 November 2010

Waimakariri District Council's Code of Conduct provides guidance on the standards of behaviour expected from Elected Members in their dealings with:

- each other
- the Chief Executive
- staff
- the media
- the general public.

The objectives of the code are to enhance:

- the effectiveness of the Council;
- the credibility of the Council;
- mutual trust, respect and tolerance among members as a group and between members and those people they deal with in the course of their duties.

The code of conduct is based on the following principles:

- **Public interest:** Members should serve only the interests of the District as a whole and should never improperly confer an advantage or disadvantage on any one person.
- **Honesty and integrity:** Members should not place themselves in situations where their honesty and integrity may be questioned, should not behave improperly and should on all occasions avoid the appearance of such behaviour.
- **Objectivity:** Members should make decisions on merit including making appointments, awarding contracts, or recommending individuals for rewards or

benefits. Elected members should also note that, once elected, their primary duty is to the interests of the entire district, not the ward that elected them.

- **Accountability:** Members should be accountable to the public for their actions and the manner in which they carry out their responsibilities, and should cooperate fully and honestly with the scrutiny appropriate to their particular office.
- **Openness:** Members should be as open as possible about their actions and those of the council, and should be prepared to justify their actions.
- **Personal judgment:** Members can and will take account of the views of others, but should reach their own conclusions on the issues before them, and act in accordance with those conclusions.
- **Respect for others:** Members should promote equality by not discriminating unlawfully against any person and by treating people with respect, regardless of their race, age, religion, gender, sexual orientation, or disability. They should respect the impartiality and integrity of the council staff.
- **Duty to uphold the law:** Members should uphold the law, and on all occasions, act in accordance with the trust the public places in them.
- **Stewardship:** Members must ensure that the council uses resources prudently and for lawful purposes, and that the council maintains sufficient resources to meet its statutory obligations.
- **Leadership:** Members should promote and support these proposals by example, and should always endeavour to act in the best interests of the community.

The code provides a mechanism for dealing with alleged breaches.

9.6 Applicable Statutory Requirements

The following are applicable statutory requirements relating to members.

Under **Section 46(1) Local Government Act 2002**, Councillors can be held liable for losses reported by the Auditor-General under section 44 of the same Act, resulting from negligence or unlawful action by the elected Council.

Under **Schedule 7 clause 1 Local Government Act 2002**, any an Elected Member (the Mayor, a Councillor, or a Community Board Member) will be disqualified if they cease to be an elector or become disqualified for registration as an elector under the Electoral Act 1993, or are convicted of an offence punishable by a term of imprisonment of two years or more.

The **Local Authority (Members' Interests) Act 1968** regulates the circumstances under which a member has a pecuniary interest in a matter before the Council. Without prior approval of the Controller and Auditor-General, nobody may be elected to a Council, or once elected, remain a member, if the value of contracts between the Council and that member exceed \$25,000 in any financial year. Nor may a member participate in the discussion or voting on a matter in which the member has a direct or indirect pecuniary interest, except an interest in common with the public. If members are convicted of a breach of this requirement they will be automatically be disqualified from office. They may also be fined up to \$100. A disqualified member may, however, stand for election at a by-election.

The **Local Government Official Information And Meetings Act 1987 ("LGOIMA")** The obligations of LGOIMA are binding on members and apply to the disclosure of information by a member in respect of any information held by that member (in his or her capacity as member) to a member of the public. The underlying principle is that unless there is good reason to withhold it, information should be made available. Section 7 of the Act gives a number of grounds for withholding disclosure.

The LGOIMA also sets out the procedural requirements for meetings of local authorities, the publication of agenda, procedures for discussion with the public excluded and access by the public to the minutes of meetings.

The **Secret Commissions Act 1910** makes it unlawful for a Member (or officer) to advise anyone in respect of entering or not entering into a contract with a third person in relation to the business of the Council and/or receive a gift or reward from anyone outside the Council in return for advice or services in relation to the business of the Council, or to present false receipts to the Council.

The **Crimes Act 1961** makes it unlawful for Members to accept or solicit for themselves (or anyone else) any gift or reward for acting or not acting in relation to the business of the Council, or use information gained in the course of the member's duties for monetary gain or advantage by the Member, or anyone else.

The **Securities Act 1978**, places Members in the same position as company directors whenever the Council offers shares in a company to the public. Members may be personally liable if investment documents, such as a prospectus, contain untrue statements and may be liable for criminal prosecution if the requirements of the Act are not met.

10. GOVERNANCE, MEMBERSHIP AND DELEGATIONS

Please see attached Committee Structure.

10.1 Council Meetings

The Council holds monthly meetings (normally the first Tuesday of each month except January) to make decisions and set policies relating to the business of the Council, monitor service delivery, and ensure that the affairs of the Council are being conducted lawfully and according to Council objectives. The Council also monitors the performance of Council Organisations and Council Controlled Organisations (including Council Controlled Trading Organisations) – see section 10 for details.

10.2 Council Committees

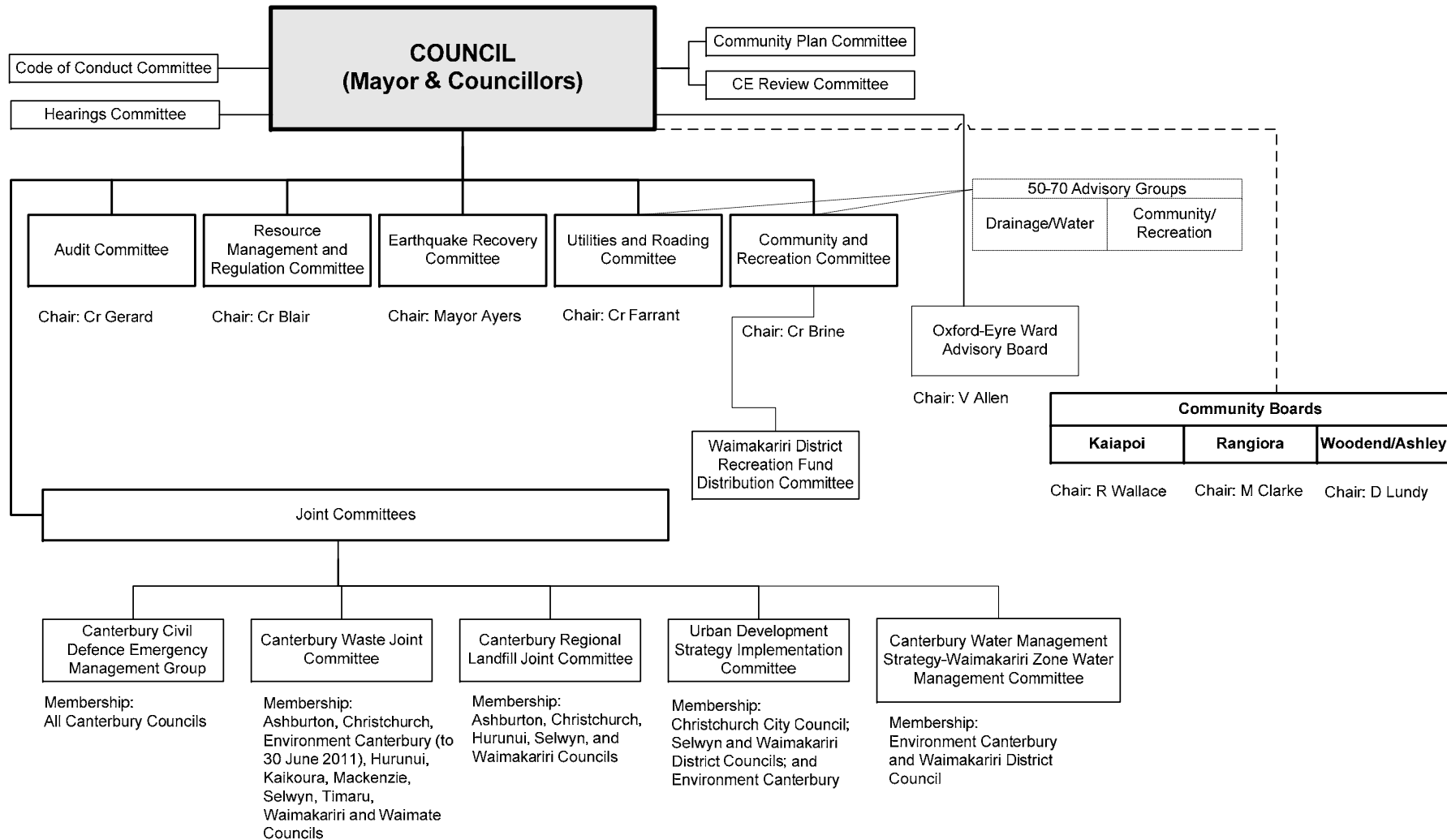
The Council has set up several Standing Committees made up of Elected Members to recommend actions to the Council, and to make delegated decisions, to effectively discharge specific responsibilities, and monitor the performance of activities delegated to that Committee. Each Committee meets two monthly, with additional meetings held as required.

These Standing Committees are:

- Audit
- Resource Management and Regulation
- Utilities and Roading
- Community and Recreation

Waimakariri District Council

STRUCTURE OF COUNCIL AND COMMITTEES – AS AT APRIL 2011



10.3 Other Committees

The Council has appointed other Committees which meet as required to deal with specific issues including:

Hearings Committee: to hear applications and make decisions on matters referred by staff relating to resource consents, district plan, sale of liquor, gambling venues, bylaws, dog control and fencing of swimming pools.

Community Plan Committee: to develop the Annual Plan and Long Term Plan and consider draft budget proposals prior to consideration by the Council.

CE Review Committee – to review the contract and performance reviews for the Chief Executive.

Code of Conduct Committee: to consider any alleged breach of the Code of Conduct referred by the Mayor or Chief Executive.

Ward Advisory Board – to consider matters referred for a decision or recommendation back to the Council or Standing Committee. See clause 8.4 for the specific detail.

10.4 Joint Standing Committees

The Council has several Committees established with other Canterbury Councils:

Canterbury Civil Defence Emergency Management Group – to establish a regional plan for civil defence.

Canterbury Waste Joint Committee – dealing with regional waste minimisation initiatives.

Canterbury Regional Landfill Joint Committee – matters relating to the ownership and operation of the Canterbury Regional Landfill at Kate Valley.

Urban Development Strategy Joint Implementation Committee – to oversee implementation of the “Greater Christchurch Urban Development Strategy and Action Plan, 2007”.

Canterbury Water Management Strategy – Waimakariri Zone Committee. Part of a group of committees through the Canterbury region dealing with water management strategies.

10.5 Subcommittees

Committees have the power to set up subcommittees including the Prosecutions Subcommittee (Resource Management and Regulation Committee).

10.6 Kaiapoi, Rangiora and Woodend-Ashley Community Boards

The Community Boards focus on local matters within the relevant ward and are responsible for assessing the requirements of the ward. The Boards exercise decision-making power on issues specifically delegated by Council (see also Clause 8.3.1).

10.7 Partnerships

An essential element of Waimakariri District Council’s operations is input from the community. By establishing close working relationships with various sectors within the community, the Council is in a better position to consider and reflect community needs in its decisions.

Partnerships are built into Council activities as follows:

1. Tangata Whenua
 - a) The Council has a Memorandum of Understanding with Te Ngai Tuahuriri Runanga, to provide an agreed basis for a good faith relationship.
 - b) Input to Council projects and processes is facilitated by monthly meetings with representatives of the Runanga Executive Management Committee.
 - c) Te Kohaka o Tuhaitara Trust is a mechanism for the Council and Te Runanga o Ngai Tahu to work together for the ongoing management of coastal lands (see Section 10).

2. Community Partnerships

The Council maintains a variety of partnering relationships with various community organisations to ensure that issues, views, proposals and values are built into Council decision making. These include Wellbeing North Canterbury, North Canterbury Sport and Recreation Trust, Enterprise North Canterbury, Waimakariri Irrigation Limited and a range of central government partnerships.

10.8 Legislative Compliance

The Council is a regulatory body administering various regulations and laws. It must also comply with all relevant legislation. To help it comply with applicable legislation the Council takes professional and legal advice externally when required.

11. COUNCIL ORGANISATIONS

The Council has direct and indirect shareholdings in, or control over, a variety of Council Controlled Organisations (CCOs) and Council Controlled Trading Organisations (CCTOs). This control is either through ownership greater than 50%, or the ability to appoint more than half of the board. These Organisations all operate on a commercial basis at arm's length from the Council:

- a) Enterprise North Canterbury

The Council appoints the trustees to Enterprise North Canterbury in conjunction with Hurunui District Council. The Trust's main role is to encourage and promote sustainable economic growth within North Canterbury and to undertake promotions activities.

- b) Te Kohaka O Tuhaitara Trust

The Council appoints 50% of the trustees with the balance appointed by Ngai Tahu. The Trust administers and manages reserves in coastal areas of the District. The Council vested 593 hectares of reserves in the Trust.

- c) Transwaste Canterbury Limited

The Waimakariri District Council is one of the councils in the Canterbury region which between them own 50% of the shares in Transwaste Canterbury Limited. The organisation operates a regional landfill at Kate Valley and associated transport services in a joint venture with Canterbury Waste Services.

- d) Canterbury Economic Development Company Limited

Canterbury Economic Development Company Limited (CEDCL) is a Council Controlled Organisation (CCO) which promotes transformational economic development projects that will benefit Canterbury and to utilise the Canterbury Regional Economic Development Strategy to coordinate strategic economic development initiatives. There are ten local authorities involved, each Council owns 10% of the shares in CEDCL.

The Council also has non-controlling interests in numerous Council Organisations, by virtue of appointing one or more board members or trustees. These are generally “not for profit” bodies, and are listed in Appendix 2.

12. MEETING PROCEDURES

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

All Council and Committee meetings must be open to the public unless there is reason to consider some item ‘In Committee’. Although meetings are open to the public, members of the public do not have speaking rights unless prior arrangements are made with the Council. The LGOIMA contains a list of the circumstances where councils may consider items with the public excluded. (These circumstances generally relate to 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.

Copies of the agenda for every meeting will be available for inspection by any member of the public not less than two clear working days before the meeting at any of the offices of the Council or public libraries, whenever those offices are open to the public. Copies of the agenda and any report are available free of charge.

Deputations and presentations may be made to the Council or any of its Committees providing written application has been made at least two working days before the meeting and the subject matter approved by the Committee Chairperson.

The Mayor or committee chair 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 the Council who does not comply with Standing Orders (a set of procedures for conducting meetings).

Minutes of meetings must be kept and made publicly available, subject to the provisions of the LGOIMA. Agendas and associated reports are available two clear working days before meetings.

During meetings of the Council, Committees or the Community Board, all Council participants (the Mayor or Chair, Councillors or Members) must follow Standing Orders unless one or more reasons are given to suspend them. Standing Orders are suspended by a vote of 75 per cent (or more) of the members present. Copies of the Code of Conduct and of Standing Orders can be obtained from the Administration Manager.

13. CONSULTATION POLICY

13.1 The Special Consultative Procedure

The Council must follow the Special Consultative Procedure before it:

- Adopts a Long Term Plan (LTP) or Annual Plan
- Amends an LTP
- Adopts, revokes, reviews or amends a bylaw
- Changes the mode of delivery for a significant activity that is not provided for in an LTP, (for example, changes from Council delivery to delivery by a Council Controlled Organisation, from a Council Controlled Organisation to another organisation or person).

The Council may be required to use the Special Consultative Procedure under other legislation and it may use this procedure in other circumstances if it wishes to do so.

The Special Consultative Procedure consists of the following steps:

- **Step One:** *Preparation of a statement of proposal and a summary*

The Council must prepare a description of the proposed decision or course of action. The statement must be included on an agenda for a Council meeting. The statement must be available for access and inspection by the community at Council offices and may be made available elsewhere. The Council must also prepare a summary of the proposal which must be a fair representation of the major matters in the statement of proposal. This must be distributed as widely as the Council considers to be reasonably practicable.

- **Step Two** *Public Notice*

The Council must publish a notice in one or more daily newspapers, or in other newspapers of equivalent circulation, of the proposal and of the consultation being undertaken.

- **Step Three:** *Receive submissions*

The Council must acknowledge the receipt of all written submissions and offer submitters a reasonable opportunity to present their submissions in person to the Council. At least one month (from the date of the notice) must be allowed for submissions.

- **Step Four:** *Deliberate in public*

All meetings where the Council deliberates on the proposal or hears submissions, must be open to the public (unless there is a reason to exclude the public under the LGOIMA). All submissions must be made publicly available unless there is reason to withhold them under LGOIMA.

- **Step Five:** *Decisions*

Persons who present views to the Council should be given a copy of relevant decisions and the reasons for those decisions.

This procedure is regarded as a minimum and the Waimakariri District Council typically conducts consultation in excess of what is required by the procedure. When it is preparing its Long Term Plan, Annual Plan or other plans or strategies, the Council will use a range of consultation and communication techniques to engage with community groups and other interested parties. These techniques will be used by the Council to invite views and the identification of issues that are of concern to the community.

13.2 Customer Satisfaction Survey

The Council carries out a three yearly customer satisfaction survey so residents can give their views on the performance of the Council on service delivery and other issues.

13.3 Consultation Policy

The Council has a consultation policy, adopted 7 November 2006, that is part of the Council's Policy Manual.

The policy sets out a number of undertakings regarding the commitment Council has made to effectively consult with the community in an appropriate manner in relation to its projects and processes.

14. POLICIES FOR LIAISING WITH, AND MEMORANDA OR AGREEMENTS WITH, MAORI

The Council acknowledges the hapu and whanau of Ngai Tuahuriri as tangata whenua for the Waimakariri District. Their collective concerns are facilitated by the Runanga structure and through the Runanga, links are made back to Te Runanga o Ngai Tahu. The Council signed a Memorandum of Understanding with Te Ngai Tuahuriri Runanga in December 2003. (Refer 9.7 above.)

The District Plan, in Chapter 2, contains a number of policies relating to Maori relationships with ancestral lands, water, sites, waahi tapu and other taonga.

15. MANAGEMENT STRUCTURES AND RELATIONSHIPS

15.1 Chief Executive

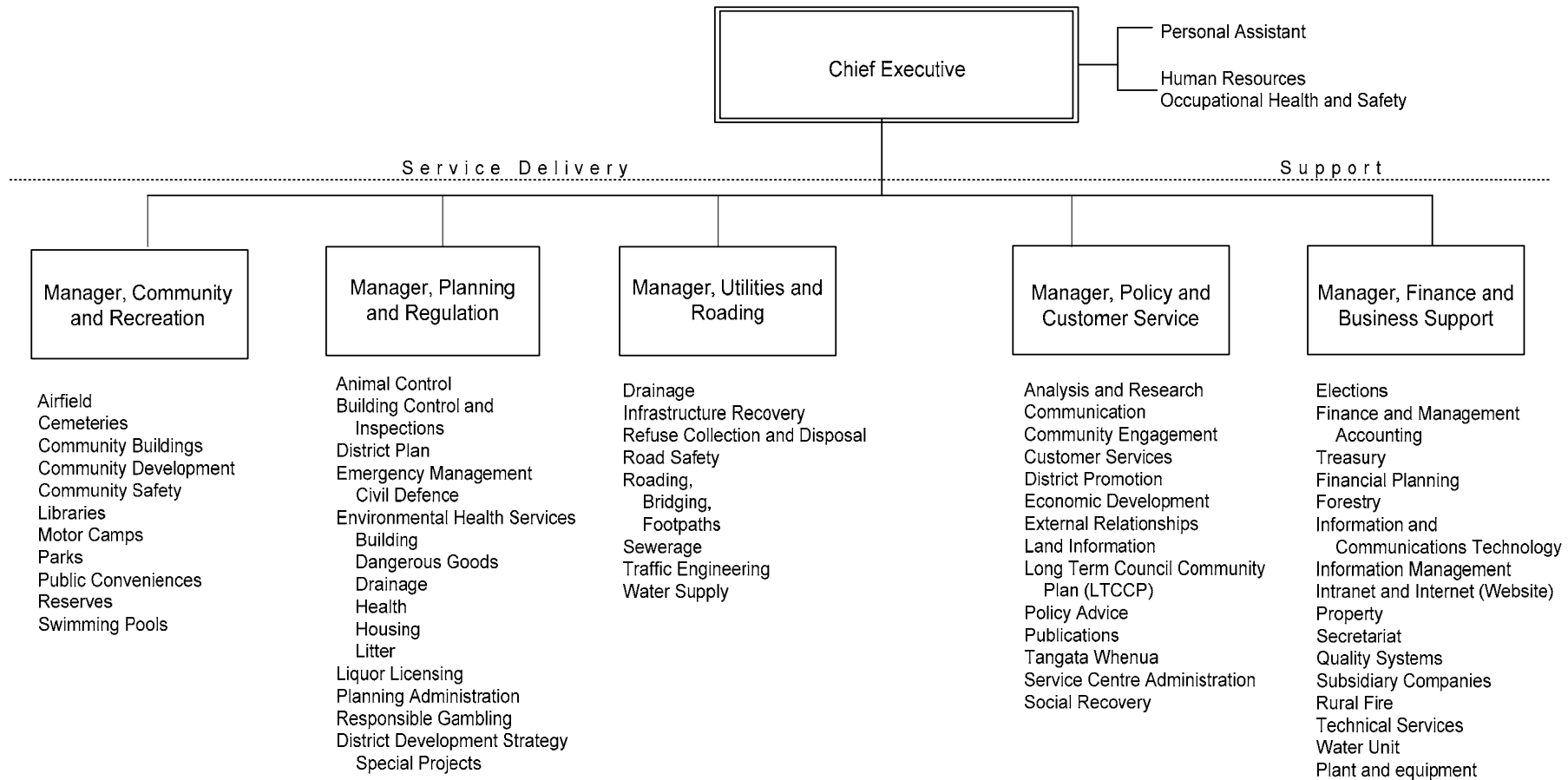
The Local Government Act 2002 requires the Council to employ a Chief Executive whose responsibilities are to employ other staff on behalf of Council, implement Council decisions and provide advice to the Council. Under the Act the Chief Executive is the only person who may lawfully give instructions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

Currently the Council is organised into five departments. In broad terms, three of these deliver services externally (Community and Recreation, Resource Planning and Regulation, and Utilities and Roading) and two provide (internal) support. Each of the four standing committees has a manager working with it. From time to time the structure may change, depending on business needs.

Please see attached Organisational Structure Chart.



MANAGEMENT STRUCTURE AND KEY RESPONSIBILITIES – as at April 2011



16. EQUAL EMPLOYMENT OPPORTUNITIES POLICY

The Council affirms its commitment to the leading principles contained in Section 36H of the Local Government Act 2002. Particularly, where an appointment to any position is made, preference will be given to the person who is best suited to the position.

The Council recognises its responsibility under Section F of the Local Government Act to be a "good employer" publish an equal employment opportunities programme as part of the Council's annual plan.

Objective One:

To implement the Council's equal opportunities programme throughout the Council's activities.

Objective Two:

To adhere to the Equal Employment Opportunities principles for recruitment and promotion processes to ensure that the best person available for the job is selected.

Objective Three:

To ensure that Equal Employment Opportunities policies continue to be incorporated in the review procedures for all staff, for the purpose of regular performance appraisal and assessment of potential for staff development and promotion.

Objective Four:

To promote the Council's image as an Equal Employment Opportunities organisation.

17. KEY APPROVED PLANNING AND POLICY DOCUMENTS

17.1 Community Outcomes

Community Outcome statements describe what district community wants the district to be like in the future. They form a key reference point for and are included in the 2006-16 LTP. They were prepared through extensive engagement with the community in 2005/06. The Council's role was to facilitate the preparation of the statements. They must be updated every six years.

17.2 Long Term Plan (LTP)

The LTP is required by the Local Government Act 2002 to set out the scope, nature, cost and funding for Council activities for the next ten years. These priorities are the Council's contributions to community well-being as set out in statements of community outcomes. The LTP is more than a financial and funding statement. It represents a community expression of long term aspirations and the respective roles of key agencies, including the Council, in pursuit of sustainable development.

17.3 Annual Plan

The Annual Plan sets out the Council's planned expenditure and programme of works for areas of significant activity for each upcoming year. It contains objectives and performance measures for the budget year. The Annual Plan contains a funding impact statement which sets out the proposed rates. It is developed through annual Council workshops, and is available for public comment, submission and hearings.

17.4 Waimakariri District Plan

The District Plan is required by the Resource Management Act 1991 to promote the sustainable management of natural and physical resources. It is prepared under the

First Schedule of the Act and involved extensive research, survey, public submissions and hearings. The Plan was adopted in November 2005, and became operative from that date. The Plan can only be amended by the Council, or by Court decision, for a period extending out two years from the date it is made operative.

17.5 Key Policies

Other key policies include:

Revenue and Financing Policy

This policy defines funding mechanisms (e.g. rates, fees and charges, subsidised development contributions) that will be used to recover the costs of Council activities.

Rating Policy

The policy defines the rating mechanisms the Council adopts to collect rates that partly fund Council activities.

Infrastructural Activity Management Plans

The Council has prepared and consulted with the community a number of plans (including water and sanitary assessments required under the Local Government Act 2002) which set out agreed levels of service and management requirements in relation to the community's investment in infrastructure. These include activity management plans for roading, water, waste water, land drainage and solid waste.

Parks and Recreation Activity Management Plan (PRAMP)

The PRAMP, which was adopted in 2007, sets out agreed levels of service and management requirements for the physical recreation assets maintained by the Council including parks, reserves, playgrounds and community buildings.

Solid and Hazardous Waste Management Plan

The plan covers both solid and hazardous waste, but does not presently deal with liquid waste. The plan provides a framework for ensuring a consistent pathway to maximising diversion from disposal that has been agreed by our community, and committed to by the Council.

Greater Christchurch Urban Development Strategy (UDS)

The Greater Christchurch UDS is a growth management strategy adopted jointly by the Waimakariri and Selwyn District Councils, Christchurch City Council, Environment Canterbury and Transit New Zealand in 2007. It outlines a preferred settlement pattern for greater Christchurch for the 35 year period to 2041.

Bylaws

A number of bylaws exist which protect the public from nuisance; protect, promote and maintain public health and safety; and minimise the potential for offensive behaviour in public places. These include dog control, fire prevention, parking, stock movement, speed limits and liquor bans.

Dog Policy

The policy is implemented through the Dog Control Act 1996, the Dog Control Bylaw 2004 and the Council's internal operating procedures and outlines the following matters:

- Encouraging responsible dog ownership
- Providing for dog access to public areas
- Enforcing dog owner obligations
- Community awareness about dogs
- Funding for dog control

Gambling and Board (TAB) Venue Policy

These policies outline the requirements to be met in applications for gambling or board (TAB) venues in the district. The gambling policy relates to gambling machines (pokie machines) and controls the growth of gambling machines in the district.

Liquor Licensing Policy

The policy establishes criteria for the hours of operation of licensed premises; those holding off licences for the sale of liquor; club licence holders and special licences.

17.6 Triennial Agreement

The Council has entered into an agreement with each of the local authorities in the Canterbury region. This contains protocols for communication and co-ordination with each other.

18. PUBLIC ACCESS TO THE COUNCIL AND ITS ELECTED MEMBERS

18.1 Your Councillors

Mayor



David Ayers
Phone 313 6262

Deputy Mayor



Kevin Felstead
Oxford-Eyre Ward
Phone 312-4673

Councillor



Peter Allen
Rangiora Ward
Phone 313 4971

Councillor



Neville Atkinson
Kaiapoi Ward
Phone 327 0691

Councillor



Kirstyn Barnett
Woodend-Ashley Ward
Phone 312 2322

Councillor



Roger Blair
Kaiapoi Ward
Phone 327 5446

Councillor



Robbie Brine
Rangiora Ward
Phone 313 8878

Councillor



Peter Farrant
Woodend-Ashley Ward
Phone 327 7510

Councillor



Jim Gerard
Rangiora Ward
Phone 313 5033

Councillor



Dan Gordon
Oxford-Eyre Ward
Phone 313 3013

Councillor



John Meyer
Kaiapoi Ward
Phone 327 8115

18.2 **Kaiapoi Community Board**

(Note: Membership includes Kaiapoi Councillors)

Neville T ATKINSON <i>Council Appointed</i>	Ph Ph	327 6971 Home 327 0691 Business
Roger BLAIR <i>Council Appointed</i>	Ph Ph	327 5446 Home
Ben BRENNAN	Ph	327 3699
Caroline M FAASS <i>Deputy Chairperson</i>	Ph	327 2425 Home
John R MEYER <i>Council Appointed</i>	Ph	327 8115
Steve P RYDER	Ph	327 7764 Home
Sandra L STEWART	Ph	312 5030 Home
Robyn H WALLACE <i>Chairperson</i>	Ph	327 0100
Jackie J WATSON	Ph	312 6413

18.3 **Rangiora Community Board**

Murray CLARKE <i>Chairperson</i>	Ph	313 7678 or 03 364 8388
Peter ALLEN <i>Council appointed</i>	Ph	313 4971
Robbie BRINE <i>Council appointed</i>	Ph Ph	313 8878 Home 313 2668 Business
Keith GALLOWAY	Ph	313 3415
Judith HOULT	Ph	313 7558
Greg MILLER <i>Deputy Chairperson</i>	Ph	3133386
Jim GERARD <i>Council appointed</i>	Ph	3135033
Angela SMALLEY	Ph	313 0309
Sharleen STIRLING	Ph	3138522

18.4 Oxford-Ayre Ward Advisory Board

Victor ALLEN <i>Chairperson</i>	Ph	312 4694
Joe BOULTON	Ph	312 4715
Mark BROWN	Ph	312 5545
Wendy DOODY	Ph	312 1330
Bob LEADER <i>Deputy Chairperson</i>	Ph	312 4643
Doug NICHOLL	Ph	327 6705
Bruce STOKES	Ph	310 2282
Andy WOOLHOUSE	Ph	312 3345
Donald HUTCHINGS	Ph	312 5704

18.5 Woodend-Ashley Community Board

Kirstyn BARNETT <i>Council appointed</i>	Ph	312 2322
James ENSOR	Ph	312 6728
Rick CABLE	Ph	312 2667 Home
Peter FARRANT <i>Council appointed</i>	Ph/Fax Ph	327 7510 Home 314 0014 Business
Duncan LUNDY <i>Chairperson</i>	Ph	312 8774
Keith NELSON <i>Deputy Chairperson</i>	Ph	312 9008 Home
Mike NORTHMORE	Ph	313 4040
Chris PRICKETT	Ph	310 7308

19. REQUESTS FOR OFFICIAL INFORMATION

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

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:

- endanger the safety of any person;
- prejudice maintenance of the law;
- compromise the privacy of any person;
- reveal confidential or commercially sensitive information;
- cause offence to tikanga Maori or would disclose the location of waahi tapu;
- prejudice public 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 within 20 working days (although there are certain circumstances where this time-frame may be extended). The Council may charge for official information under guidelines set down by the Ministry of Justice.

APPENDIX 1

ACTS OF PARLIAMENT

- Airport Authorities Act 1966
- Animals Law Reform Act 1989
- Archives Act 1957
- Arts Council of New Zealand Toi Aotearoa Act 1994
- Auctioneers Act 1928
- Biosecurity Act 1993
- Building Act 1991 and 2004
- Building Research Levy Act 1969
- Burial and Cremation Act 1964
- Bylaws Act 1910
- Canterbury Earthquake Recovery Act 2011
- Canterbury Museum Trust Board Act 1993
- Citizenship Act 1977
- Civil Aviation Act 1990
- Civil Defence Emergency Management Act 2002
- Civil List Act 1979
- Climate Change Response Act 2002
- Commerce Act 1986
- Companies Act 1993
- Conservation Act 1987
- Consumer Guarantees Act 1993
- Copyright Act 1994
- Counties Insurance Empowering Act 1941
- Credit Contracts Act 1981 (to be repealed 1/4/2005)
- Crimes Act 1961
- Dairy Industry Act 1952
- Decimal Currency Act 1964
- Disabled Persons Community Welfare Act 1975
- District Courts Act 1947
- Dog Control Act 1996
- Earthquake Commissions Act 1993
- Electricity Act 1992
- Employment Relations Act 2000
- Energy Companies Act 1992
- Engineering Associates Act 1961
- Environment Act 1986
- Estate and Gift Duties Act 1986
- Fees and Traveling Allowances Act 1951
- Fencing Act 1978
- Fencing of Swimming Pools Act 1987
- Financial Reporting Act 1993
- Fire Services Act 1975
- Food Act 1981
- Foreshore and Seabed Endowment Revesting Act 1991
- Foreshore and Seabed Act 2004
- Forest and Rural Fires Act 1977
- Gambling Act 2003
- Gas Act 1992
- Goods and Services Tax Act 1985
- Meat Act 1981
- Minimum Wage Act 1983
- Municipal Insurance Act 1960
- Museum of New Zealand Te Papa Tonga rewa Act 1992
- Mutual Insurance Act 1955
- National Parks Act 1980
- National Provident Fund Restructuring Act 1990
- New Zealand Bill of Rights Act 1990
- New Zealand Geographic Board Act 1946
- New Zealand Library Association Act 1939
- New Zealand Maori Arts and Crafts Institute Act 1963
- New Zealand Public Health and Disability Act 2000
- New Zealand Railways Corporation Act 1981
- New Zealand Walkways Act 1990
- Ngai Tahu Claims Settlement Act 1998
- Oaths and Declarations Act 1957
- Ombudsmen Act 1975
- Parental Leave and Employment Protection Act 1987
- Pawnbrokers Act 1908
- Plumbers and Gasfitters and Drainlayers Act 1976
- Port Companies Act 1988
- Privacy Act 1993
- Property Law Act 1952
- Prostitution Reform Act 2003
- Protected Disclosures Act 2000
- Public Audit Act 2001
- Public Bodies Leases Act 1969
- Public Finance Act 1989
- Public Trust Act 2001
- Public Works Act 1981
- Queen Elizabeth the Second National Trust Act 1977
- Railway Safety and Corridor Management Act 1992
- Rating Valuations Act 1998
- Rates Rebate Act 1973
- Receivership Act 1993
- Remuneration Authority Act 1977
- Reserves Act 1977
- Residential Tenancies Act 1986
- River Boards Act 1908
- Sale of Liquor Act 1989
- Secret Commissions Act 1910
- Securities Act 1978
- Securities Transfer Act 1991
- Smoke-free Environments Act 1990

- Hazardous Substances and New Organisms Act 1996
- Health Act 1956
- Health and Safety in Employment Act 1992
- Higher Salaries Commission Act 1977
- Historic Places Act 1993
- Holidays Act 2003
- Housing Act 1955
- Housing Assets Transfer Act 1993
- Housing Corporation Act 1974
- Human Rights Act 1993
- Impounding Act 1955
- Income Tax Act 1994
- Injury Prevention, Rehabilitation and Compensation Act 2001
- Insolvency Act 1967
- Interpretation Act 1999
- Joint Family Homes Act 1964
- Judicature Act 1908
- Land Act 1948
- Land Drainage Act 1908
- Land Transfer Act 1952
- Land Transport Act 1998
- Land Transport Management Act 2003
- Libraries and Mechanics' Institute Act 1908
- Litter Act 1979
- Local Authorities (Members' Interests) Act 1968
- Machinery Act 1950
- Marine Farming Act 1971
- Marine Mammals Protection Act 1978
- Marine Reserves Act 1971
- Maritime Transport Act 1994
- Soil Conservation and Rivers Control Act 1941
- Sovereign's Birthday Observance Act 1952
- Stamp and Cheque Duties Act 1971
- Standards Act 1988
- State Owned Enterprises Act 1986
- Statistics Act 1975
- Statutes Amendment Acts 1936-1951
- Statutory Land Charges Registration Act 1928
- Summary Offences Act 1981
- Survey Act 1986
- Swimming Pools Act 1987
- Te Ture Whenua Maori Act 1993
- Telecommunications Act 1987
- Transit New Zealand Act 1989
- Transport Act 1962
- Transport Services Licensing Act 1989
- Treaty of Waitangi Act 1975
- Trespass Act 1980
- Trustee Act 1956
- Transit New Zealand Act 1989
- Unit Titles Act 1972
- Wages Protection Act 1983
- Weathertight Homes Resolution Services Act 2002
- Wild Animal Control Act 1977
- Wildlife Act 1953
- Winston Churchill Memorial Trust Act 1965.

APPENDIX 2

COUNCIL ORGANISATIONS

- Ashley Rural Fire Committee
- Canterbury Museum Trust Board
- Canterbury Rural Primary Health Organisation
- Council of Social Services
- Creative Communities NZ Assessment Committee
- Cust and District Historical Records Society Inc
- Injury Prevention Waimakariri
- Kaiapoi and Districts Historical Society
- Museum Committee
- North Canterbury Sport and Recreation Trust
- Our Town Rangiora
- Oxford Historical Records Society and Museum
- Oxford Promotions Action Committee
- Rangiora and Districts Early Records Society
- Social Services Waimakariri
- Southbrook Sports Club
- Waimakariri Art Collection Trust
- Waimakariri Community Arts Council
- Waimakariri Irrigation Ltd
- Waimakariri Road Safety Coordinating Committee
- Waimakariri Safer Community Council
- Wellbeing North Canterbury