

LOCAL GOVERNANCE STATEMENT

March 2015

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1. INTRODUCTION

This document is the Local Governance Statement required to be produced by the Council under Section 40 of the Local Government Act 2002.

2. FUNCTIONS, RESPONSIBILITIES AND ACTIVITIES

The purpose of Selwyn District Council is to play a broad role in meeting the current and future needs of their communities for good-quality local infrastructure, local public services, and performance of regulatory functions.

In meeting its purpose the Selwyn District Council has a variety of roles:

- facilitating solutions to local needs
- advocacy on behalf the local community with central government, other local authorities and other agencies
- development of local resources
- management of local infrastructure including network infrastructure (e.g. roads, sewage disposal, water, stormwater, flood and river control works) and community infrastructure (libraries, parks and recreational facilities)
- environmental management
- planning for the future needs of the district

3. LEGISLATION

There are a number of Acts of Parliament which apply to the Council or which are administered by the Council.

The principal Acts relevant to the work of Council are listed in **Appendix 1**.

In addition to the legislation in Appendix 1 that applies to all local authorities, the Selwyn District Council is also bound by the Acts of local legislation (Acts that only apply within Selwyn) and Bylaws. These are attached as **Appendix 2**.

4. ELECTORAL SYSTEM

The Selwyn District Council currently operates its elections under the first past the post electoral system. Electors vote by indicating their preferred candidate(s), and the candidate(s) that receive(s) the most votes is declared the winner regardless of the proportion of votes that candidate(s) achieved.

The other electoral system permitted under the Local Electoral Act 2001 is the single transferable vote system (STV). This system is used in district health board elections.

Under the Local Electoral Act 2001 the Council can resolve to change the electoral voting 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 5 per cent 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.

5. CURRENT WARD SYSTEM

The Council has 11 Councillors. The District is divided into four wards with two Councillors being elected by the Ellesmere and Malvern Wards, three by the Springs Ward and four elected by the Selwyn Central Ward. The Mayor is elected by the District

A map showing the boundaries of the current four wards is attached as **Appendix 3**.

6. COUNCIL GOVERNANCE STRUCTURE

(a) CURRENT STRUCTURE

In 2010 the Council adopted a community governance model. This model is outlined in **Appendix 4**.

(b) CURRENT COMMITTEE STRUCTURE

Council does not operate activity-based committees. It does, however, operate a number of sub-committees which are established as appropriate to consider and advise Council on specific issues. Current sub-committees (January 2015) are:

- The Izone Industrial Park Project Team
- The Selwyn District Road Safety Sub-Committee
- The Selwyn District Council Water Race Sub-Committee
- The Rating Review Sub-Committee
- The Audit and Risk Sub-Committee
- The Representation Review Sub-Committee

A schedule of meeting dates for the current year can be found on the Council's website www.selwyn.govt.nz.

(c) COUNCILLOR PORTFOLIOS

Council allocates specific activity portfolios to elected representatives at the commencement of each electoral cycle. The list of current appointments is contained in **Appendix 5**.

7. COMMUNITY BOARDS

The Selwyn District Council currently has two community boards being the Malvern Community Board and the Selwyn Central Community Board.

These community boards are constituted under section 52 of the Local Government Act 2002 to:

- represent and act as an advocate for the interests of their community
- consider and report on all matters referred to it by the Council, or any matters of interest or concern to the community board
- prepare an annual submission to the Council for expenditure in the community
- maintain an overview of services provided by the Council within the community
- communicate with community organisations and special interest groups in the community
- undertake any other responsibilities delegated by the Council. (These delegations are attached as **Appendix 10**.)

The Malvern Community Board comprises five elected members and one Councillor appointed from the Malvern Ward. The Selwyn Central Community Board comprises four elected members and one Councillor appointed from the Selwyn Central Ward. The appointed Councillors, although not eligible under current legislation to be a member of the committee, take an active part in supporting the community board.

Electors can demand a poll to request the formation of a new community board. This is done by a process similar to the reorganisation process described elsewhere in this governance statement. The Malvern Community Board has two sub-committees:

- The Malvern Hills Water Supply Sub-Committee
- The Hororata/Acheron Rural Supply Sub-Committee

8. REPRESENTATION REVIEW

(a) REVIEW PROCESS

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

- the number of Councillors (within the legal requirement to have a minimum of six and a maximum of 30 members, including the Mayor)
- whether the Councillors (other than the Mayor) shall be elected by the whole district, or
- whether the district will be divided into wards for electoral purposes, or whether there will be
- a mix of 'at large' and 'ward' representation
- whether election by wards is preferred, then the boundaries and names of those wards and the number of Councillors that will represent each ward
- 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 procedures set out in the Local Electoral Act 2001 when conducting this review, and should also follow guidelines published by the Local Government Commission. The Local Electoral Act gives you the right to make a written submission to the Council, and the right to be heard if you wish.

There is a 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.

(b) NEXT REVIEW

Council is scheduled to undertake a representation review commencing in February 2015 with a final decision to be adopted no later than January 2016.

9. MAORI WARDS AND CONSTITUENCIES

The Local Electoral Act 2001 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. The demand for a poll can be initiated by a petition signed by 5 per cent of electors within the district.

The Council has determined that a Maori ward cannot be established as there would be insufficient Maori ward electors to reach the threshold required by the Local Electoral Act 2001

10. ROLES AND CONDUCT

Selwyn District Council has the following responsibilities:

- setting the policy direction of the Council
- monitoring the performance of the Council
- representing the interests of the district (on election all members must make a declaration that they will perform their duties faithfully and impartially, and according to their best skill and judgement in the best interests of the district)
- 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).

The Mayor is elected by the district as a whole and as one of the elected members shares the same responsibilities as other members of the Council. In addition the Mayor has the following roles:

- Presiding member at Council meetings. The Mayor is responsible for ensuring the orderly conduct of business during meetings (as determined in Standing Orders).
- Advocating 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.
- Acting as ceremonial head of the Council.
- Providing leadership and feedback to other elected members on teamwork and chairing committees.

The Deputy Mayor is elected by the members of the Council at the inaugural meeting of the incoming Council following the triennial elections. The Deputy Mayor exercises the same roles as other elected members. In addition, if the Mayor is absent or incapacitated, or if the office of Mayor is vacant, then the Deputy Mayor must perform all of the responsibilities and duties and may exercise the powers of the Mayor (as summarised above). The Deputy Mayor may be removed from office by resolution of the Council.

The following legislation imposes specific obligations on elected members as to their conduct:

- 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 Code of Conduct and Standing Orders as adopted by Council
- the Local Authorities (Members' Interests) Act 1968 which regulates the conduct of elected members in situations where there is, or could be, a conflict of interest between their duties as an elected member and their financial interests (either direct or indirect) the Secret Commissions Act 1910, which prohibits elected members from accepting gifts or rewards which could be seen to sway them to perform their duties in a particular way
- the Crimes Act 1961 regarding the acceptance of gifts for acting in a certain way and the use of official information for private profit.

The Code of Conduct was reviewed and adopted by Council at their meeting on 13 November 2013. A copy of the Code can be sourced on the website or by contacting the Council Secretary. Adopting such a code is a requirement of the Local Government Act 2002 and once adopted such a code may only be amended by a 75 per cent or more vote of the Council. The Code sets out the Council's understanding and expectations of how the Mayor and Councillors will relate to one another, to staff, to the media and to the general public in the course of their duties. It will also cover disclosure of information that is received by or is in the possession of elected members.

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 decisions of the Council
- providing advice to the Council and Community Boards
- ensuring that all responsibilities, duties and powers delegated to the Chief Executive or to any person employed by the Chief Executive, or imposed or conferred by any Act, regulation or bylaw are properly performed or exercised
- managing the activities of the Council effectively and efficiently
- 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 for the staff).

11. CONDUCT OF MEETINGS

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 the “public excluded” session of a meeting.

Although meetings are open to the public, members of the public do not have a right to speak, unless prior arrangements are made. 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, legal privilege or commercial negotiations.) The Council agenda is a public document, although parts may be withheld if the above circumstances apply.

The Mayor or committee or community board 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 Councillor or community board member who does not comply with standing orders. Minutes of meetings must be kept as evidence of the proceedings of the meeting. These must be made publicly available, subject to the provisions of the LGOIMA.

For an ordinary meeting of the Council, at least 14 days notice of the time and place of the meeting must be given. Extraordinary meetings generally can be called with three working days notice. During meetings the Mayor and Councillors must follow Standing Orders (a set of procedures for conducting meetings). The Council may suspend Standing Orders by a vote of 75 per cent of the members present. A copy of the Code of Conduct and Standing Orders will be available for review at Council Service Centres.

12. MANAGEMENT STRUCTURES AND RELATIONSHIPS

The Local Government Act 2002 requires the 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 Mayor or Councillors.

A diagram of the Council's management structure is attached as **Appendix 6**.

13. CONSULTATION POLICIES

(a) SPECIAL CONSULTATIVE PROCEDURE

The Local Government Act 2002 Amendment Act 2014 sets out certain consultation principles and a procedure that local authorities must follow when making certain decisions. This procedure, **the special consultative procedure**, is regarded as a minimum process.

The Council can and does consult outside of the special consultative procedure. When it is adopting its Long Term Plan (**LTP**), Annual Plan or District Plan, it will hold formal meetings with community groups and other interested parties. At these meetings the Council will seek views on the matters the Council considers important and which identify issues of concern to the community.

(b) STATUTORY CONSULTATION REQUIREMENT

Section 82 of the Local Government Act 2002 Amendment Act 2014 sets out a number of principles for when the Council decides to consult. A copy of Section 82 is attached as **Appendix 7**.

14. 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 a request made under LGOIMA. You do not have to state that you are making a request under LGOIMA.

Once a request is made the Council must supply the information unless reason exists for withholding it. Some reasons why information may be withheld are:

- 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 it has set down.

In the first instance you should address requests for official information to the relevant Council department.

15. *POLICIES FOR LIAISING WITH MAORI*

The Council is working to enhance relationships with Maori.

Such work may, in time, lead to the development of memoranda or agreements with Maori.

16. *EQUAL EMPLOYMENT OPPORTUNITIES POLICY*

The Equal Employment Opportunities Policy is an integral component of the Human Resource management strategies of the Council.

These strategies provide the link for ensuring the elimination of any practices and the attitudes that inhibit the recruitment and advancement of staff, particularly women, Maori, ethnic and minority peoples and people with a disability.

The use of job sharing, flexible work hours and the ability to respond to personal or family crises will be paramount in ensuring the Council is seen as an employer of choice. The recruitment and selection processes are transparent in application for identifying and employing the best person for the position, regardless of age, gender, ethnicity, religious, sexual preference, disability and/or political beliefs.

17. KEY APPROVED PLANNING AND POLICY DOCUMENTS

(a) SELWYN DISTRICT PLAN

The Proposed District Plan was publicly notified in 2000 (Township and Rural volume) and was made partially operative on 10 June 2008. A copy of this Plan can be located at the Selwyn District Council Headquarters in Rolleston and Council Service Centres in Darfield, Leeston and Lincoln. The District Plan can also be found on the Council website.

The Council reviews parts of the District Plan as required and these reviews are detailed in the Council's Strategy and Policy Work programme approved by the Council every year. The next review of Council's District Plan is scheduled to commence during the 2015 calendar year.

(b) LONG-TERM PLAN

Under the Local Government Act 2002 the Council is required to develop a Long-Term Plan (LTP) in consultation with the community. The purpose of the LTP is to provide a long term focus for the decisions, actions, and activities, of the Council. It provides a vision of how the Council will shape its activities to meet the current and future needs of the community for good quality local infrastructure, local public services, and performance of regulatory functions. The LTP covers a 10 year period and is renewed on a three yearly cycle. The next LTP will cover the period 2015 to 2025.

In the two subsequent years the Council will publish a separate Annual Plan. Each Annual Plan will set out the work programme to deliver that year's 'slice' of the LTP and any explained variations from the LTP. The Council can amend the LTP via a Special Consultation Process if required.

(c) REVENUE AND FINANCING POLICY

This policy sets out how the Council will fund its activities.

(d) SIGNIFICANCE AND ENGAGEMENT POLICY

The Council adopts a Significance and Engagement Policy as part of the LTP. This policy defines what the Council considers to be a 'significant' decision and also lists the Council's strategic assets.

(e) DEVELOPMENT/FINANCIAL CONTRIBUTION POLICY

The Council's Development Contribution Policy is updated for the Long Term Plan and a copy can be found in the Long Term Plan or be requested from the Executive Assistant.

(f) LIABILITY AND MANAGEMENT POLICY

This policy is included in the Council's Long Term Plan and sets out the Council's policy for the management of its borrowing. You can request a copy of the Long Term Plan or a copy of this policy from the Council Secretary.

(g) INVESTMENT POLICY

This policy is included in the Long Term Plan and sets out the Council's policy for the management of its investments. You can request a copy of this policy from the Council Secretary.

(h) INFRASTRUCTURE STRATEGY

Council adopts an Infrastructure Strategy as part of the Long Term Plan. This Strategy identifies proposed asset infrastructure expenditure over a thirty year period, identifying the reasons for proposed expenditure and intended funding sources.

18. SYSTEMS FOR PUBLIC ACCESS TO THE COUNCIL AND ITS ELECTED MEMBERS

Contact details for the Council and elected members are attached as **Appendix 9**.

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

- visiting, phoning or writing (including e-mails and faxes) to the relevant Council department.
- contacting the Mayor, a Councillor or a community board member.

The Council offers numerous opportunities for the community to participate in the decision-making process throughout the year and in drafting the Long Term Council Community Plan. In addition, many of the Council's key plans and policies are developed using community input.

The Council will inform residents when key plans and policies are being developed or resolved, that require community input or feedback.

This statement was last updated on 20 February 2015.

LEGISLATION APPLICABLE TO LOCAL GOVERNMENT

Biosecurity Act 1993

Building Act 2004

Burial and Cremation Act 1964

Bylaws Act 1910

Civil Defence Emergency Management Act 2002

Climate Change Response (Emissions Trading) Amendment Act 2008

Consumer Guarantees Act 1993

Contractual Mistakes Act 1977

Contractual Remedies Act 1979

Copyright Act 1994

Dangerous Goods Act 1974

Disabled Persons Community Welfare Act 1975

Dog Control Act 1996

Employment Relations Act 2000

Fencing Act 1978

Fencing of Swimming Pools Act 1987

Financial Reporting Act 1993

Fire Service Act 1975

Food Act 2014

Forest and Rural Fires Act 1977

Gambling Act 2003

Goods and Services Tax Act 1985

Government Roothing Powers Act 1989

Hazardous Substances and New Organisms Act 1996

Health Act 1956

Health & Safety in Employment Act 1992

Human Rights Act 1993

Impounding Act 1955

Income Tax Act 2007

Land Drainage Act 1908

Land Transport Management Act 2003

Land Transport Act 1998

Legislation Act 2012

Litter Act 1979

Local Authorities (Employee Protection Act) 1963

Local Authorities Loan Act 1956

Local Authorities (Members' Interests) Act 1968

Local Electoral Act 2001

Local Government Act 1974

Local Government Act 2002

Local Government Official Information and Meetings Act 1987

Local Government (Rating) Act 2002

New Zealand Bill of Rights Act 1990

Ngai Tahu Claims Settlement Act 1998

Oaths and Declarations Act 1957

Ombudsmen Act 1975

Privacy Act 1993

Prostitution Reform Act 2003

Public Bodies Leases Act 1969

Public Finance Act 1989

Public Records Act 2005

Public Works Act 1981

Rating Valuations Act 1998

Reserves Act 1977

Residential Tenancies Act 1986

Resource Management Act 1991

Remuneration Authority Act 1977

The Sale and Supply of Alcohol Act 2012

Secret Commissions Act 1910

Smoke Free Environments Act 1990

Sovereigns Birthday Observance Act 1952

The Waste Minimisation Act, September 2008

Transit New Zealand Act 1989

Transport Act 1962

Transport (Vehicle and Driver Registration and Licensing Act) 1986

Treaty of Waitangi Act 1975

Water Supplies Protection Regulations 1961

Weathertight Homes Resolution Services Act 2006

Weights and Measures Act 1987

ACTS OF LOCAL LEGISLATION AND BYLAWS APPLICABLE WITHIN SELWYN

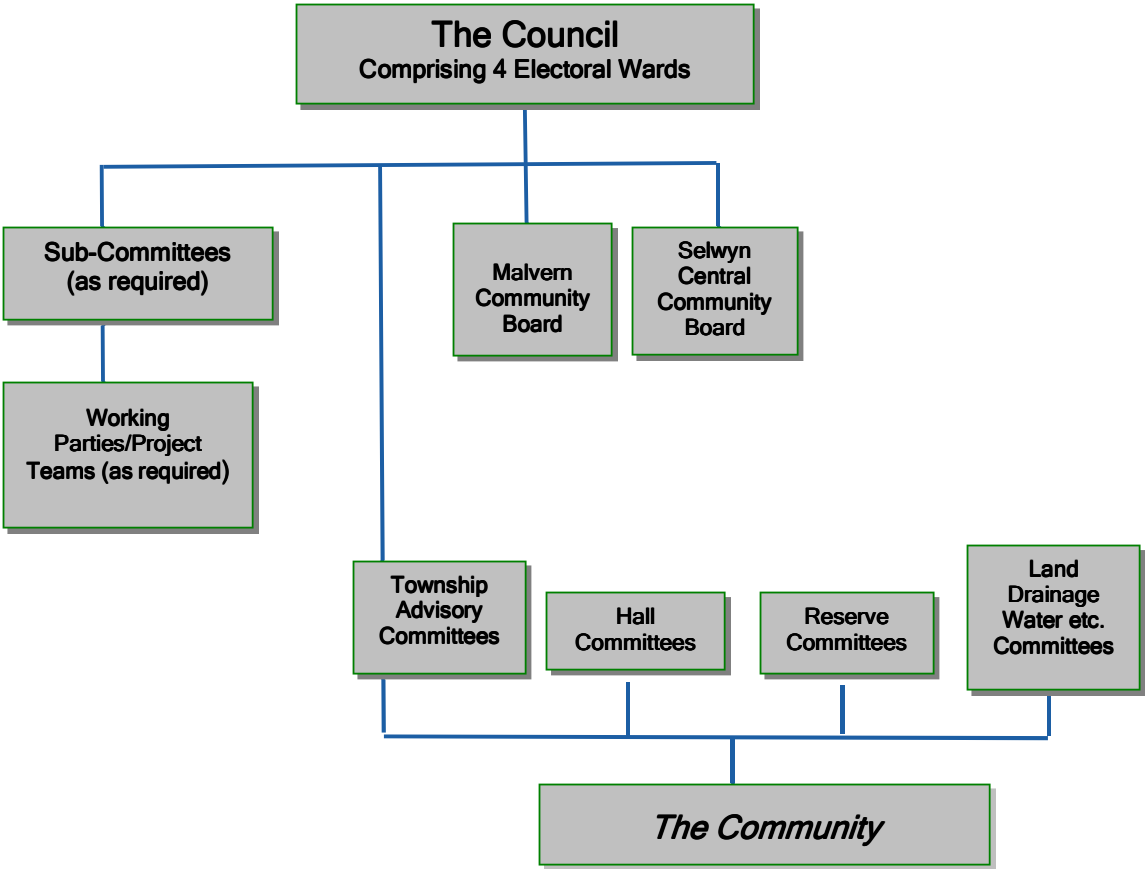
The following bylaws are current and have been made operative by the Selwyn District Council.

Operative Bylaws	Bylaw Adopted
Transportation Bylaws	
Stock Droving Bylaw 2008	01/07/08
Christchurch to Little River Rail Trail: Prebbleton to Lincoln Bylaw 2007	23/05/07
Speed Limit Bylaw 2006	01/06/06
Traffic and Parking Bylaw 2009	01/11/09
Utility Bylaws	
Water Supply Bylaw 2008	01/07/08
Water Race Bylaw 2008	01/07/08
Trade Waste Bylaw 2009	01/07/09
Wastewater Drainage Bylaw 2009	01/07/09
Waste Management Bylaws	
Waste Management and Minimisation Bylaw 2012	01/12/12
Parks and Reserves	
Parks and Reserves Bylaw 2009	01/07/09
General Bylaw	
General Bylaw 2009	01/01/09
Rural Fire	
Rural Fire Bylaw 2009	01/07/09
Cemeteries	
Cemetery Bylaw 2011	01/05/11
Animals	
Dog Control Bylaw 2012	01/12/12

CURRENT WARD STRUCTURE



SELWYN DISTRICT CURRENT GOVERNANCE STRUCTURE



FINAL COUNCIL PORTFOLIO APPOINTMENTS ADOPTED AT THE INAUGURAL MEETING OF COUNCIL 23 OCTOBER 2013

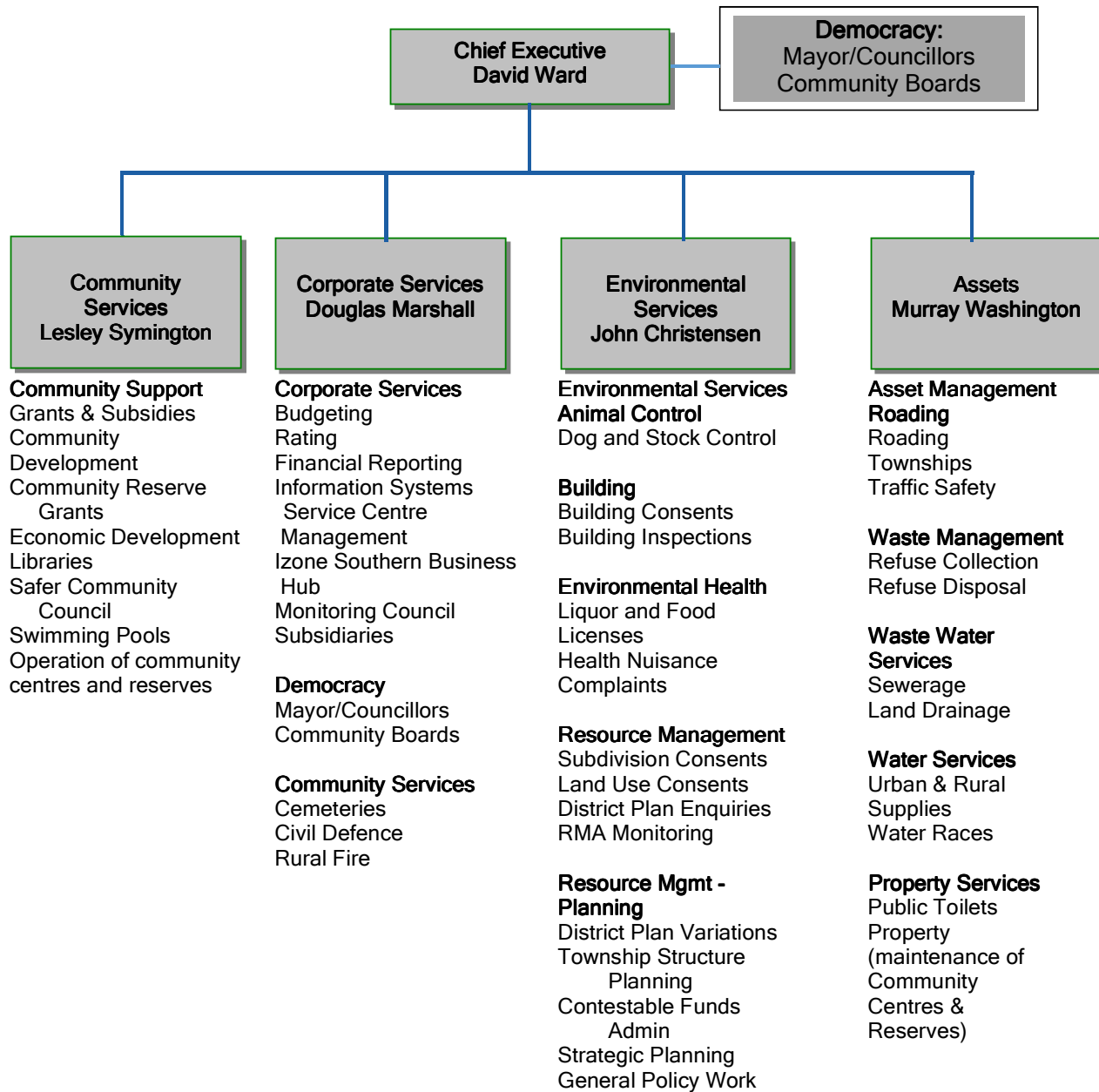
CORPORATE	
Finance & Administration	
Committee Financial Reporting Local Government Electoral Issues Funding/Budgets/LTP Processes	Audit and Risk Committee
Information Technology	Cr Alexander
Civil Defence	
Rural Fire	Crs Barnett, Morten, McEvedy
COMMUNITY SERVICES	
Culture	
Arts	Cr Hill
Creative NZ Arts Assessment Committee	Cr Hill
Maori & Treaty Issues	The Mayor
Museums	Cr Lyall
Canterbury Museum Trust Board	Crs Lyall & Bland
Libraries	Crs Alexander & Walters
Recreation	
Sport & Recreation	Crs Bland and Alexander
Leisure Facilities	Crs Bland and Alexander
SPARC Rural Travel Fund	Crs Barnett & Bland
Events Fund Distribution	Crs Lyall, McEvedy, Hill and Broughton
District Swimming Pools Committee	Crs Bland and Alexander
Community Wellbeing	
Includes youth, older persons housing, health and social services and other projects as required	Crs Broughton, Walters, Hill & McEvedy
Employment & Economic Development and Tourism	
Sister Cities Committee	Mayor and Cr Barnett
ASSETS	
Council Property	Crs Barnett and Miller
Transportation	
Active and Public Transport	Crs Hill, Walters
Transportation and Road Safety Committee	Crs Hill and Walters
Regional Land Transport Committee	Crs Walters and Morten (Alternate)
Solid Waste	Cr Miller

Land Drainage	Cr Hasson
Arthur's Pass	Cr Broughton
Ellesmere	Cr Hasson
Greenpark / Osborne	Cr Miller
Hororata	Cr Morten
Leeston Rural	Cr Barnett
Leeston Township	Cr McEvedy
LII	Cr Miller
Taumutu/Tamutu Calverts	Cr McEvedy
Water Supplies	
Hororata/Acheron	Cr Broughton
Malvern Hills	Cr Broughton
Stock Water Systems	
Water Races	Cr Barnett
ENVIRONMENTAL SERVICES (Regulatory/Planning)	
Building Act	Cr Lyall
District Plan, Plan Changes, Monitoring	Crs Alexander, Broughton & Hasson
Environmental Health/Liquor Licensing	Cr Hill
Strategic Projects	As Required
Contestable Funds Environmental and Heritage	Crs Lyall and Bland
Animal Control	Cr McEvedy
SELWYN CENTRAL COMMUNITY BOARD REPRESENTATION	
Councillors Alexander, Bland, Hill and Walters	Councillors Walters, Alexander, Bland & Hill for a 9 month term consecutively
MALVERN COMMUNITY BOARD REPRESENTATION	
Councillors Broughton and Morten	Cr Broughton first 18 months, Cr Morten 2 nd 18 months

OUTSIDE ORGANISATION APPOINTMENTS/NOMINATIONS	
Canterbury Civil Defence Emergency Management Group Joint Committee	The Mayor or Deputy Mayor
Canterbury Earthquake Heritage & Character Building Fund	Cr Lyall
Canterbury Joint Waste Committee	Cr Miller
Canterbury Landfill Joint Committee	Cr Miller
Canterbury Museum Trust Board	Mr Michael McEvedy
Canterbury Neighbourhood Support	Cr Hasson
Canterbury Regional Pest Management	Cr Miller
Canterbury Sports Foundation	Cr Bland
Central Plains Water Limited	The Mayor
Central Plains Water Trust Joint Standing Committee	The Mayor and Crs Bland, Walters and McEvedy
Christchurch Little River Rail Trust	Crs Walters and Miller
Coleridge Habitat Trust	Cr Broughton
Hazardous Waste Working Party	Cr Miller
LGNZ Zone 5	The Mayor
McLean Institute (Mayoral Appointment)	The Mayor
Passenger Transport Advisory Group	Cr Walters
Red Cross Earthquake Fund	Mr Michael McEvedy
Summit Road Protection Authority	Cr Miller
Summit Road Society	Cr Miller
Te Puna Wai o Tuhinapo Community Liaison Committee	Cr Hill
Urban Development Strategy Implementation Committee (UDSIC)	The Mayor, Crs Lyall & Alexander
Canterbury Water Management Strategy	
Christchurch West Melton Zone Water Management	Cr Hasson
Selwyn Waihora Zone Water Management	Cr McEvedy
Regional Water Management	Mayor Angus McKay – Ashburton District Council
ECan Land Drainage	
Rakaia	Cr McEvedy
Selwyn River	Cr Barnett
Halswell	Cr Miller
Lake Ellesmere	Cr Barnett & McEvedy
Waimakariri/Eyre/Cust River Protection	Cr Hasson
COMMITTEE APPOINTMENTS	
Izone – Selwyn Industrial Park	
Ellesmere Discretionary Fund	Crs Barnett and McEvedy
Springs Discretionary Fund	Crs Hasson, Lyall and Miller

COUNCIL'S STRUCTURE

The organisational structure is broadly summarised in the following diagram:



**SECTION 82
LOCAL GOVERNMENT ACT 2002**

- (1) Consultation that a local authority undertakes in relation to any decision or other matter must be undertaken, subject to subsections (3) to (5), in accordance with the following principles:
 - (a) that persons who will or may be affected by, or have an interest in, the decision or matter should be provided by the local authority with reasonable access to relevant information in a manner and format that is appropriate to the preferences and needs of those persons:
 - (b) that persons who will or may be affected by, or have an interest in, the decision or matter should be encouraged by the local authority to present their views to the local authority:
 - (c) that persons who are invited or encouraged to present their views to the local authority should be given clear information by the local authority concerning the purpose of the consultation and the scope of the decisions to be taken following the consideration of views presented:
 - (d) that persons who wish to have their views on the decision or matter considered by the local authority should be provided by the local authority with a reasonable opportunity to present those views to the local authority in a manner and format that is appropriate to the preferences and needs of those persons:
 - (e) that the views presented to the local authority should be received by the local authority with an open mind and should be given by the local authority, in making a decision, due consideration:
 - (f) that persons who present views to the local authority should have access to a clear record or description of relevant decisions made by the local authority and explanatory material relating to the decisions, which may include, for example, reports relating to the matter that were considered before the decisions were made.
- (2) A local authority must ensure that it has in place processes for consulting with Māori in accordance with subsection (1).
- (3) The principles set out in subsection (1) are, subject to subsections (4) and (5), to be observed by a local authority in such manner as the local

authority considers, in its discretion, to be appropriate in any particular instance.

- (4) A local authority must, in exercising its discretion under subsection (3), have regard to—
 - (a) the requirements of [section 78](#); and
 - (b) the extent to which the current views and preferences of persons who will or may be affected by, or have an interest in, the decision or matter are known to the local authority; and
 - (c) the nature and significance of the decision or matter, including its likely impact from the perspective of the persons who will or may be affected by, or have an interest in, the decision or matter; and
 - (d) the provisions of [Part 1](#) of the Local Government Official Information and Meetings Act 1987 (which Part, among other things, sets out the circumstances in which there is good reason for withholding local authority information); and
 - (e) the costs and benefits of any consultation process or procedure.
- (5) Where a local authority is authorised or required by this Act or any other enactment to undertake consultation in relation to any decision or matter and the procedure in respect of that consultation is prescribed by this Act or any other enactment, such of the provisions of the principles set out in subsection (1) as are inconsistent with specific requirements of the procedure so prescribed are not to be observed by the local authority in respect of that consultation.

PUBLIC CONSULTATION STATEMENT

The Council recognises the need for thorough and effective communication on all issues involving the needs and expectations of its community.

1 It understands that consultation involves:

- a) Two way communication and dialogue;
- b) Both the giving and receiving of information;
- c) Accountable and transparent decision making.

2 Consultation provides:

- a) A means of increasing trust and confidence in quality decision making;
- b) A component of better decision making;
- c) A platform for understanding the aims and understanding of others;
- d) A forum for examining Council proposals before any final decisions are made.

3 Good consultation requires:

- a) An open mind;
- b) An ability to modify proposals;
- c) The provision of appropriate, accurate and concise information;
- d) The use of all available sources and resources.

4 The Council will:

- a) Clarify its expectations through public consultation;
- b) Allow sufficient time for effective response to its proposals;
- c) Report on public proposals and follow up where necessary;
- d) Maintain the consultative process;
- e) Have regard to its consultative statement.

SELWYN DISTRICT COUNCIL MAYOR AND COUNCILLORS ADDRESSES

DESIGNATION	NAME ADDRESS TOWN	PHONE/FAX NO.
Mayor	K J (Kelvin) Coe 513 The Lake Road RD 3 LEESTON 7683	(03) 329 1768 (home) 3291 786 (fax) 027 267 7732 (mobile) kelvin.coe@selwyn.govt.nz
Councillor	M A (Mark) Alexander 478 Two Chain Road R D 7 CHRISTCHURCH 7677	(03) 347 6393 (home) (03) 347 6392 (home fax) 027 526 6388 mark.alexander@selwyn.govt.nz
Councillor	N P (Nigel) Barnett 176 Dunsandel-Hororata Road RD 2 LEESTON 7682	(03) 325 4205 (home) 027 484 4888 nigel.barnett@selwyn.govt.nz
Councillor	J B (Jeff) Bland 4/524 Weedons Road R D 8 CHRISTCHURCH 7678	(03) 347 4070 027 399 9206 jeff.bland@selwyn.govt.nz
Councillor	██████████ ██████████ ██████ ██████████	██████████ ██████████ ████████████████████
Councillor	D (Debra) Hasson 152 Chamberlains Road RD 4 CHRISTCHURCH 7674	(03) 329 5445 (home) 027 435 5055 debra.hasson@selwyn.govt.nz
Councillor	P S (Peter) Hill 1316 Tramway Road R D 2 LEESTON 7682	(03) 325 4450 (home) 027 364 5834 peter.hill@selwyn.govt.nz
Councillor	M B (Malcolm) Lyall 520 Springs Road PREBBLETON 7604	(03) 349 7990 (home) 027 433 9964 malcolm.lyall@selwyn.govt.nz
Councillor	D P (Pat) McEvedy 80 St John Street SOUTHBRIDGE 7602	(03) 324 2572 (home) 027 430 3818 pat.mcevedy@selwyn.govt.nz
Councillor	G S (Grant) Miller 939 Christchurch Akaroa Road RD2 CHRISTCHURCH 7672	(03) 329 6123 (Home) 027 381 7032 grant.miller@selwyn.govt.nz
Councillor	J B (John) Morten 224 Waireka Road RD 1 DARFIELD 7571	(03) 317 9001 (home) 027 200 2578 john.morten@selwyn.govt.nz
Councillor	S G (Sarah) Walters 143 Midhurst Road RD 1 CHRISTCHURCH 7671	(03) 318 1227 (home) (03) 318 1229 Fax 027 270 1215 sarah.walters@selwyn.govt.nz

MALVERN COMMUNITY BOARD

Name	Address	Phone/Fax
Mr Kerry Pauling	231 Keens Road RD 1 SHEFFIELD	(03) 318 4048 (home) kerry.pauling@selwyn.govt.nz
Mrs J Gallagher (Chair)	43 Tramway Road RD 1 DARFIELD 7571	Phone: (h) (03) 318 1784 Cell: 027 497 0120 jenny.gallagher@selwyn.govt.nz
Mrs Mary Ireland	3D Perrin Place DARFIELD 7510	(03) 318 8649 (home) (03) 318 8648 (fax) mary.ireland@selwyn.govt.nz
Mr Bob Mugford	16 Gift Street COALGATE 7571	(03) 318 2877 (home) bob.mugford@selwyn.govt.nz
Mrs J Pascoe	40 Stott Drive RD1 DARFIELD 7571	(03) 318 8260 (home) judith.pascoe@selwyn.govt.nz

SELWYN CENTRAL COMMUNITY BOARD

Name	Address	Phone/Fax
Mrs D Chesmar (Chair)	273 Telegraph Road RD7 CHRISTCHURCH 7677	(03) 3254074 021 0292 6588 diane.chesmar@selwyn.govt.nz
Mr Alan French	23 Delamare Way ROLLESTON 7614	(03) 347 2338 027 664 4305 alan.french@selwyn.govt.nz
Mrs Nicola Peacock	801 East Maddisons Road ROLLESTON 7614	(03) 347 9854 021 132 0321 nicola.peacock@selwyn.govt.nz
Mr Bruce Russell	'Wendouree' 123 Findlays Road RD5 CHRISTCHURCH 7675	(03) 347 9692 bruce.russell@selwyn.govt.nz

ROLES AND DELEGATIONS OF COMMUNITY BOARDS

Adopted by Council on 13 November 2013

Legislative Provisions

Community boards are established under Section 49 of the Local Government Act 2002.

A community board is a separate legal entity to the Council. Section 51 of the Local Government Act 2002 states that a community board is:

- (a) an unincorporated body
- (b) not a local authority
- (c) not a committee of the relevant territorial authority.

Role

The role of a community board is specified in Section 52 of the Local Government Act 2002, as follows.

- (a) To represent, and act as an advocate for, the interests of its community
- (b) To consider and report on all matters referred to it by the territorial authority, or any matter of interest or concern to the community board.
- (c) To maintain an overview of services provided by the territorial authority within the community.
- (d) To prepare an annual submission to the territorial authority for expenditure within the community.
- (e) To communicate with community organisations and special interest groups within the community.
- (f) To undertake any other responsibilities that are delegated to it by the territorial authority.

Delegations

Community boards exercise such powers as are delegated to them by the Council (Section 53 Local Government Act 2002).

- (i) Under Section 53(3) of the Local Government Act 2002 the following functions CANNOT be delegated to community boards.
 - The power to acquire, hold or dispose of property;
 - The power to appoint, suspend, or remove staff.
- (ii) Under Schedule 7 clause 32 (1) OF THE Local Government Act 2002 the following functions CANNOT be delegated to a community board or any other body or person.
 - The power to make a rate.
 - The power to make a bylaw.

- The power to borrow money, or purchase or dispose of assets, other than in accordance with the Long Term Plan.
- The power to adopt a Long Term Plan, Annual Plan, or Annual Report.
- The power to appoint a Chief Executive.
- The power to adopt policies required to be adopted and consulted on under the Local Government Act 2002 in association with the Long Term Council Community Plan or developed for the purpose of the Local Government Statement.
- The power to warrant Enforcement Officers.

In addition, the Council has not delegated to Community Boards, other than as a recommending body, any matter, which has been considered to be of district wide significance.

- (iii) A community board may establish committees and may delegate any of its functions, duties or powers to them. (Refer to Schedule 7 clause 32(3) Local Government Act 2002).
- (iv) Where a community board is not empowered to act the board shall report to the Council and make recommendations as required.

General Comment

Community boards are acknowledged as providing an important link between the Council and the Selwyn community.

The overarching principle, regarding delegations, is to invite the community boards or their equivalent to have significant input into matters that influence and assist the Council decision making process. These delegations following, acknowledge the principle that the Council is the ultimate decision making authority and can at any stage rescind any of the delegations made to community boards or their equivalent.

For the avoidance of doubt, in the event of any potential conflict between policy developed under delegated authority and District Council policy, the District Council policy shall prevail.

To ensure that community boards can undertake this role in the most effective manner, the following delegations are provided by the Council.

The term “community board”, shall in this document also mean any equivalent informally elected ward board which is vested with the same delegations as a community board.

General delegations

When developing delegations of matters to a community board, these delegations shall clearly refer to the role of the board which will principally be:

- (a) to advise the Council on the local implications of, policies, projects and plans which have impacts for the district and are referred to the board for comment.
- (b) to make recommendations on policy matters to the Council.
- (c) to facilitate public meetings/discussions as part of consultation with the community within the board area.
- (d) to perform such other functions as the Council may delegate to the board.

1.0 COMMUNITY DELEGATIONS

Within the Board's area, the Council has a number of management committees for halls and reserves. They are responsible for the management oversight to ensure provision of suitable facilities for their community.

Each community board is required to make an appointment on behalf of the Council to each of the management and advisory committees in its ward.

In turn, each of the management and advisory committees will be required to forward a copy of its minutes and financial reports within ten days of each meeting, for the information of the board and the Council.

Reserve and hall management committees are given full delegated authority to manage the financial affairs of their committee within the annual budget agreed with the Council and the local community.

Community advisory committees have limited delegations with staff being delegated the responsibility for ensuring that the annual township projects and maintenance are undertaken after appropriate consultation. (Note: consultation particularly for maintenance budgets will occur during the budget preparation.)

2.0 THE LONG TERM AND ANNUAL PLANS

The Council is required every third year to prepare a Long Term Plan. In the intervening years, the Council is required to prepare an Annual Plan (budget).

These documents outline the works and services that are going to be undertaken during the period they cover, their cost, and the outcomes that are expected to be achieved.

Boards are delegated the responsibility to undertake the following for their ward:

- To have input into the budgetary process by ensuring the management/advisory committees within the boards area prepare annual budgets and submit them to the Council for consideration as per the agreed budget timetable. This input will also include ensuring the appropriate level of targeted rates and charges recommended for funding the service.
- To make recommendations on priorities for funding to Council for local projects and community issues.
- To make submissions on draft proposals to Council on programmes and projects in respect of the Long Term Plan process.
- To consult with the community on the draft Long Term Plan and Annual Plan, and provide recommendations to the Council that can be considered within the adopted Long Term Planning and Annual Plan development and submission process.

3.0 ROADING

Community boards will be encouraged to have input into the development of policy in the roading activity within their governance area to ensure that the work in the board area is carried out in a consistent and financially sustainable manner.

This delegation acknowledges the requirement to comply with nationally accepted roading standards. There are certain works that are subsidised by New Zealand Transport Agency (NZTA) who are a partner in the Council's roading network. NZTA have considerable input in the decision making on Council's overall roading programme.

NZTA have chosen to deal solely with the Council in terms of road funding issues.

Accordingly, the Council delegates the following delegations (in giving these delegations, the word "road" is as defined in s.315 of the Local Government Act 1974):

- Consultation at the design stage, regarding the installation of pedestrian crossings on roads.
- To assist in the development of a policy regarding the temporary use and closure of roads, footpaths and Council owned land for market days, street appeals, stalls and parades and specific events and functions where appropriate

- To exercise the powers of the Council in s.339 of the Local Government Act relating to bus shelters other than to hear and determine objections.
- To make recommendations on speed limits
- Approving developers requests for road names and
- Recommending to the Council the names of roads, streets and parks within the board area.
- Approval or consultation and approval of the design and location of neighbourhood traffic improvements.

4.0 RESOURCE MANAGEMENT

Issues surrounding the Resource Management Act either create an impact, or have the potential to create an impact, or are perceived to create an impact on local communities. Input from boards is important to ensure local issues are appropriately addressed. Accordingly, the board is delegated the following roles:

- To make submissions to Council on matters pertaining to the District Plan specific to the board's area of governance.

5.0 CIVIL DEFENCE

The Council has obligations under the Civil Defence Emergency Management Act 2002. These obligations include ensuring the community is adequately prepared to meet the challenges of events that will impact on the lives and property of the residents of Selwyn. It is the responsibility of the Selwyn District Council Emergency Management Officer to ensure that the board members receive regular briefings on the civil defence readiness in their ward.

The Districts Civil Defence structure is based on a network of community response teams and the public providing information for decision making by the emergency operations centre.

Community Board members can best assist the District during an emergency event by either being a member of their local community response team or the emergency operations centre.

6.0 PROPERTY, PARKS AND RESERVES

Each community board has a discretionary fund from which it can provide grants for local organisations to assist them in achieving their objectives.

These following delegations will only apply to property assets where there is the absence of a formally constituted Reserve Management Committee.

- **Sale and Purchase of Property**
The Council is the owner of a large number of property assets (land and buildings). The board is delegated the authority to advise Council of the local implications of the sale and purchase of any property within its area for parks, reserves, or other local purposes.

The board is delegated the following powers of the Council (except the hearing of submissions/objections) in relation to:

- Assisting with preparation, review and change of management plans for reserves (s.41 Reserves Act).
- Recommending to Council the approval of management plans for townships, halls and reserves.
- Preparation review and change of management plans for parks held under the Local Government Act 2002.
- Having an overview of the temporary use of parks, reserves and Council owned land for market days, street appeals and stalls and specific events and functions and monitor their effects

7.0 COMMUNITY AWARDS

The board has a unique position in the community to identify or be advised of individuals who make significant contributions to their community. Accordingly the board is delegated the responsibility for the granting of community awards in its ward.

8.0 COMMUNITY DEVELOPMENT

The Council has obligations under the Local Government Act to promote the social well being of communities for the present and in the future.

Accordingly, the board is delegated the following with regard to community development issues:

- To advocate for the community on any issue
- To make submissions to any organisation relating to matters of interest to the Board in respect of the board's area.

David Ward
CHIEF EXECUTIVE