



Christchurch City Council

Handbook 2004

Correct as at June 2004, please see www.ccc.govt.nz/handbook for most recent version.

For further copies of this Handbook or to request changes please contact Handbook Editor, Christchurch City Council, PO Box 237, Christchurch, phone 941 8999 or email handbook@ccc.govt.nz.

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Christchurch City Council

General Enquiries

Christchurch City Council offers an excellent 24 hour customer centre to handle all first point of contact enquiries by phone, email or walk in.

Telephone 941 8999

Civic Offices

Physical address	Civic Offices, 163 - 173 Tuam Street
Postal address	PO Box 237
Facsimile	941 8786
Email	info@ccc.govt.nz
Website address	www.ccc.govt.nz
Quick answers website	www.ccc.govt.nz/quickanswers

Mayor, Councillors, Community Board Members and Staff

Telephone 941 8660

For the most up to date details please see the Council website www.ccc.govt.nz/handbook.

The website describes the various areas that make up the Christchurch City Council, and is continually being updated and expanded.

Introduction

This handbook is published to provide an overview of the services, activities and structure of the Council. It provides guidance to anyone seeking information from the Council.

It also fulfils the requirements of the Local Government Official Information and Meetings Act 1987.

For more information about the Council or its activities, contact the customer centre on 941 8999, or visit the Council's website: <http://www.ccc.govt.nz>, email info@ccc.govt.nz or visit our service centres (listed on page 29).

Other publications designed to assist those working with the Christchurch City Council, or wishing to find out more about its activities include:

- The Christchurch City Council Community Plan which outlines projects and priorities and sets budgets for the coming year, and measures to ensure the Council's strategic objectives are met.
- The Christchurch City Council Annual Report which outlines the financial performance and activities of the Council for the preceding year.
- The Christchurch City Council City Plan which outlines land use, geographic features and planning regulations of the City.
- City Scene, which is the Council's newsletter to residents, is distributed ten times a year.

Services

The Christchurch City Council provides a wide variety of services and facilities that include roads, water, rubbish collection, swimming pools, the Christchurch Art Gallery, parks and the Botanic Gardens, as well as community events. The Council also funds some services that are provided by other organisations or companies.

Structure

The Council's organisational structure is designed to ensure its services are provided as effectively as possible. To achieve this, the Council is divided into a number of groups. Within each group there are units which focus on providing specific service(s). These groups and units provide services to the public or other groups within Council.

The function and activities of each group and unit are outlined in this handbook. A contact person for each group and unit is named. Specific enquiries relating to these groups and units should be directed to these contacts.

Christchurch City Council is the local authority for Christchurch, the largest city in New Zealand's South Island.

Under the Council's City Plan, introduced in 1995, some 45,226 hectares are under Council jurisdiction, of which just over one third is zoned urban, with the remainder zoned rural.

This area is bounded by natural features – the Waimakariri River to the north, the Pacific Ocean to the east and the summit of the Port Hills to the south. An artificial boundary defines Christchurch's west and south west limits, stretching to include the outlying suburbs of Templeton and Halswell.

Christchurch City Council was formed in 1862 as the Christchurch Municipal Council. Following progressive amalgamations, it has been in its present configuration since 1989, when five local authorities were amalgamated.

Representation

Currently, Christchurch residents and ratepayers are represented on the Council by two elected Councillors from each of 12 wards. Each ward consists of between 20,000 and 30,000 people. All people over 18 who have lived in New Zealand for at least one year, in Christchurch for one month and are on the electoral roll, are eligible to take part in elections, which are held every three years.

Community Boards take responsibility for Council activities within their designated communities, which each cover two adjoining wards. Elected Councillors and three other appointed members from each of the two wards sit on each Community Board.

The number of city councillors and community board members is going to be reduced at this year's local body election in October, following a decision by the Local Government Commission (LGC).

The LGC decision will halve the number of city councillors, from 24 to 12, while membership of the city's six community boards will fall from nine (six elected and three appointed councillors) to seven (five elected and two appointed councillors).

This year's election date is Saturday, 9 October. The Christchurch City Council and community board together with the district health board elections are conducted by postal ballot.

The LGC also simplified the city's ward structure. At present Christchurch has six community board areas, each made up of two wards. Voters from each ward elected two councillors and three community board members. The LGC has ruled that these paired wards will combine.

It means the city's current board area names become its ward areas. The community board area names become the ward: Burwood-Pegasus, Shirley-Papanui, Fendalton-Waimairi, Riccarton-Wigram, Spreydon-Heathcote and Hagley-Ferrymead.

Council Controlled Trading Organisations

Through its wholly owned subsidiary Christchurch City Holdings Limited, the Council owns shares in a number of major local companies, including Orion Group Limited, Christchurch International Airport Limited, Lyttelton Port Company Limited and Red Bus Limited. These and the other companies owned by the Council are investments which both serve the strategic objectives of the Council and pay dividends to assist with the other operating costs of the Council. Each company operates as a commercial business in a competitive environment and each is managed by an independent board of directors.

The website of Christchurch City Holdings Limited is: www.ccc.govt.nz/cchl

Official Information

The law about access to local government official information is found in the Local Government Official Information and Meetings Act 1987.

The law has two primary purposes:

- To enable official information to be provided to anyone who seeks it.
- To protect official information when necessary in the public interest.

This handbook will assist anyone seeking official information from the Council by:

- Providing a detailed picture of the Council's structure.
- Suggesting where exact requests for particular information should be directed.

Under the law, you are entitled to:

- Request access to any specified information.
- Seek reasons for decisions made about you.
- Request access to internal rules affecting decisions.
- Request access to minutes of meetings of the Council, Community Boards and Committees, including those not open to the public.

The Council holds a series of records and manuals used to assist in decision making. If you seek official information these documents will help you to decide precisely what information you require. For official information about a particular issue which is not detailed in this handbook, you should refer to either:

- the Christchurch City Council website, www.ccc.govt.nz, or
- customer centre on 941 8999, or
- your nearest suburban service centre.

If you seek official information from the Christchurch City Council there may be a cost associated with your request. However, an estimate of the cost will be provided before the request is processed.

Requests for official information must be dealt with as soon as reasonably practicable and you will be notified no later than 20 working days of the outcome of your request. If the time is extended, you must be told about the delay and the reasons for it.

The Elected Council

CHRISTCHURCH CITY COUNCIL

(2001-2004)

MAYOR

Garry Moore, CA

DEPUTY MAYOR

Lesley Keast, JP

COUNCILLORS

Oscar Alpers

Carole Anderton

Paddy Austin, MA(hons), PhD

Helen Broughton

Sally Buck, M Ed

Graham Condon, QSM, JP

Barry Corbett

David Cox

Anna Crighton, MA (Hons), JP

Carole Evans, QSO, JP

Megan Evans

Ishwar Ganda, JP

Pat Harrow, Dip Hort

Alister James, LLB

Denis O'Rourke

Linda Rutland

Gail Sheriff, JP

Barbara Stewart

Ingrid Stonhill

Sue Wells, BA

Chrissie Williams

Norm Withers

Ron Wright, MPMI, JP

Members of the Council



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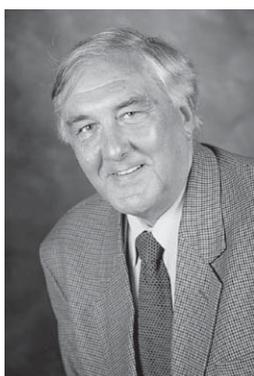
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Standing Committees

Arts Culture & Heritage Committee

Terms of Reference

Art Gallery/ Art in Public Places/ Arts promotion and cultural development/ Creative communities / Heritage buildings/ Multiculturalism/ Festivals and events/ Libraries and Information/ Our City

Membership

Cr Anna Crighton (Chair)
The Mayor
Cr Oscar Alpers
Cr Paddy Austin
Cr Sally Buck
Cr Pat Harrow
Cr Gail Sheriff
Cr Barbara Stewart
Cr Ingrid Stonhill

Principal Adviser: Ian Hay
Committee Secretary: Warren Brixton

Creative Communities Subcommittee

Cr Ishwar Ganda (Chair)
Cr Helen Broughton
Cr David Cox
Cr Anna Crighton (alternate Cr Sally Buck)

Festivals & Events Subcommittee

Cr Ingrid Stonhill (Chair)
Cr Paddy Austin
Cr Graham Condon
Cr Barbara Stewart
(+ external appointments)

Community & Leisure Committee

Terms of Reference

Pools and Sports Stadia/ Sport, Recreation and Leisure beyond Community Board terms of reference/ Leases for sports and events on parks and reserves beyond Community Board terms of reference/ Policy and allocation of sports grounds/ Metropolitan community initiatives/ Behaviour in public places and streets (including graffiti, littering and Keep Christchurch Beautiful)/ Housing/ Community Development including community groups/ Social initiatives/ Safer Communities/ Childcare, Children & Youth/ Elderly persons welfare/ Use of Community facilities owned by other organisations/ Mayor's Welfare Fund/ International Relations and Sister Cities.

Membership

Cr Graham Condon (Chair)
The Mayor
Cr Oscar Alpers
Cr Carole Anderton
Cr Barry Corbett
Cr David Cox
Cr Carole Evans
Cr Megan Evans
Cr Ishwar Ganda
Cr Lesley Keast
Cr Ingrid Stonhill
Cr Norm Withers

Principal Adviser: Ken Lawn
Committee Secretary: Clare Sullivan

Housing Subcommittee

Cr Carole Anderton (Chair)
Cr Graham Condon
Cr Alister James
Cr Lesley Keast
Cr Norm Withers

Standing Committees (continued)

Parks, Gardens & Waterways Committee

Terms of Reference

Parks and Reserves/ Waterways and Wetlands/ Land drainage and retention basins/ Cemeteries/ Natural environment strategy/ Planting strategy/ Open space acquisition strategy/ Asset management plans for parks, waterways and stormwater/ Recommending to the Annual Plan Working Party a programme of works for parks and waterways, following input from Community Boards/ Landscape policy and design standards/ Policies for street trees and green spaces on streets/ Garden City strategy and projects/ Estuary liaison/ Planning and establishment of sports grounds/ Approval and consideration of reserve management plans/ Foreshore planning and management (including Coastcare)/Green space maintenance/ Licences on reserves/ Biodiversity issues/ Consideration of all parks, gardens and waterways matters beyond the Community Board terms of reference.

Membership

Cr Carole Anderton (Chair)
The Mayor
Cr Helen Broughton
Cr Sally Buck
Cr Anna Crighton
Cr Carole Evans
Cr Pat Harrow
Cr Linda Rutland
Cr Chrissie Williams
Cr Ron Wright

Principal Adviser: Geoff Barnes
Committee Secretary: Tony McKendry

Garden City Advisory Subcommittee

Cr Carole Anderton (Chair)
Cr Barry Corbett
Cr Carole Evans
Cr Pat Harrow
(+ external appointments)

Property & Major Projects Committee

Terms of Reference

Implementation of property aspects of Annual Plan/ Implementation of large capital projects/ Civic Offices accommodation/ All property asset management matters, other than housing.

Membership

Cr Ron Wright (Chair)
The Mayor
Cr Barry Corbett
Cr Alister James
Cr Lesley Keast
Cr Denis O'Rourke
Cr Gail Sheriff
Cr Barbara Stewart
Cr Norm Withers

Principal Adviser: Ian Hay
Committee Secretary: Clare Sullivan

Regulatory & Consents Committee

Terms of Reference

City Plan/ RMA issues/ Building Act issues/ Resource consents/ Hazardous substances/ Noise control/ Health and Food licensing/ Animal, dog control/ Liquor licensing/ Swimming pool fencing/ Biosecurity

Membership

Cr Sue Wells (Chair)
The Mayor
Cr Helen Broughton
Cr David Cox
Cr Megan Evans
Cr Ishwar Ganda
Cr Lesley Keast
Cr Linda Rutland
Cr Gail Sheriff
Cr Norm Withers

Principal Adviser: Peter Mitchell
Committee Secretary: Allanah Jarman

City Plan References Subcommittee

Cr David Cox (Chair)
Cr Helen Broughton
Cr Lesley Keast
Cr Sue Wells

Also Hearing Panels

Standing Committees (continued)

Strategy & Finance Committee

Terms of Reference

Annual Plan / Financial policies & issues/ City vision/ Triple bottom line/ Public accountability and governance/ Metropolitan Funding / Grants/ Trading activities via CCHL/ Relations with outside authorities/ Emergency management/ Council litigation/ Issues not dealt with elsewhere.

Membership

Cr Alister James (Chair)
The Mayor
Cr Carole Anderton
Cr Graham Condon
Cr Barry Corbett
Cr Anna Crighton
Cr Ishwar Ganda
Cr Pat Harrow
Cr Denis O'Rourke
Cr Barbara Stewart
Cr Ron Wright

Principal Adviser: Bob Lineham
Committee Secretary: Julie Sadler

Audit Subcommittee

The Mayor
Cr Alister James
Cr Barbara Stewart

Legislation Subcommittee

Cr Oscar Alpers (Chair)
Cr Carole Evans
Cr Alister James
Cr Denis O'Rourke
Cr Sue Wells

Metropolitan Funding Subcommittee

Cr Ishwar Ganda (Chair)
Cr Carole Anderton
Cr Paddy Austin
Cr Barry Corbett
Cr Alister James
Cr Barbara Stewart

Annual Plan Subcommittee

All members of the Strategy & Finance Committee with the power to co-opt other members.

Sustainable Transport & Utilities Committee

Terms of Reference (with input from Community Boards where relevant)

Metropolitan transport strategy/ Water supply, liquid waste, solid waste/ Asset management for streets/ Monitoring Streets capital budget/ Recommending programme of works for water supply, liquid waste and solid waste, and for streets/ CBD streets/ Design principles and standards for roads and use of/ Road network improvements, constraints and controls beyond Community Board terms of reference / City Streets maintenance other than trees and green space/ Parking and parking buildings/ Policy for underground wiring/ Living Streets policy, pilot scheme overview and implementation on arterial roads/ Traffic speed management strategy

Membership

Cr Denis O'Rourke (Chair)
The Mayor
Cr Helen Broughton
Cr Sally Buck
Cr Graham Condon
Cr Barry Corbett
Cr Carole Evans
Cr Megan Evans
Cr Ingrid Stonhill
Cr Chrissie Williams
Cr Ron Wright

Principal Adviser: Jane Parfitt
Committee Secretary: Kevin Roche

Central City Streets Subcommittee

Cr Denis O'Rourke (Chair)
Cr Barry Corbet
Cr Megan Evans
Cr Ingrid Stonhill
Cr Ron Wright

Christchurch Road Safety Co-ordinating Subcommittee

Cr Ingrid Stonhill (Chair)
Cr Sally Buck
Cr Megan Evans
Cr Chrissie Williams

Standing Committees (continued)

Sustainable Transport & Utilities Committee (continued)

Cycling Steering Subcommittee

Cr Chrissie Williams (Chair)

Cr Pat Harrow (+ external appointees)

Land Transport Subcommittee

Cr Denis O'Rourke (Chair)

The Mayor - Garry Moore

Cr Carole Evans

Cr Ingrid Stonhill

Cr Ron Wright

Cathedral Square Completion Subcommittee

Terms of Reference

Approve the details of traffic engineering relating to the Stage V project/ Authorise the detailed design and budget of that project/ Oversee on behalf of the Council the implementation of the construction of the project.

CE Liaison Subcommittee

Terms of Reference

To manage a performance agreement with the Chief Executive and recommend to the Council reviews to the remuneration package of the Chief Executive, taking into account advice from an external adviser.

Maori Liaison Subcommittee

Terms of Reference

To maintain and enhance the effective consultation and relationships with tangata whenua, taura here and with other Maori groups as appropriate.

Special Committees

Community Plans Special Committee

Terms of Reference

Develop and recommend to the Council the timetable, process and guidance information for preparing the Statement of Community Outcomes for the Long Term Council Community Plan (LTCCP)/ Monitor and evaluation on behalf of Council the 2004/05 process and advise on improvements for 2006/07/ Advise and work with Standing Committees of Community Bouards on their respective roles in the development of the Statement of Community Outcomes for LTCCP/ Develop and recommend to the Council the framework for engagement with other bodies and the community at large for the Statement of Community Outcomes for the first full LTCCP in 2006.

Membership

Cr Ingrid Stonhill (Chair)
The Mayor
Cr Oscar Alpers
Cr Carole Evans
Cr Ishwar Ganda
Cr Alister James
Cr Chrissie Williams
Cr Norm Withers

Principal Adviser: Mary Richardson
Committee Secretary: Clare Sullivan

Urban Planning & Growth Special Committee

Terms of Reference

Plan for the growth and functioning of the urban area as a whole/ Management of cross-boundary issues including issues related to urban development and growth/ Liaison with other agencies over planning and urban growth issues including with Environment Canterbury and community boards/ Urban design/ Urban renewal and neighbourhood improvement programmes and other initiatives to improve the quality of the existing urban environment/ Proposing City Plan variations and changes that influence the shape and form of the city by recommending to the Regulatory and Consents Committee that a s.32 Resource Management Act report be prepared and consideration by the Regulatory and Consents Committee/ Overview of the use of non-regulatory mechanisms to manage the shape and form of the city.

Membership

Cr Sally Buck (Chair)
The Mayor
Cr Oscar Alpers
Cr Helen Broughton
Cr David Cox
Cr Anna Crighton
Cr Pat Harrow
Cr Denis O'Rourke
Cr Linda Rutland
Cr Sue Wells
Cr Chrissie Williams

Principal Adviser: Ian Hay
Committee Secretary: Warren Brixton

Community Boards – Terms of Reference

1. Development of programmes and plans for achieving community development, social well-being and community safety outcomes at the local level, within the framework developed by the City Council and enhancement of the quality of life of all residents.
2. An ongoing obligation to keep the Council informed as to community aspirations and level of satisfaction with the service provided.
3. The right and duty of active liaison with residents/business/special interests groups in the community, with the objective of expanding the existing residents groups' programme.
4. Advice to Standing Committees on local implications of such metropolitan projects which have city-wide impacts as are referred to Community Boards for comment.
5. Input into asset management plans, programme of works, and maintenance programmes for streets.
6. The preparation of an annual submission to the Annual Plan process, and to determine matters relative to the discretionary sum approved by the Council for the community area.
7. Consideration of all matters unless they have significant impact beyond the local area, or on the service level of any non-local road. Such consideration shall be consistent with any policies or standards adopted by the Council.

The determination of whether a matter has significant impact beyond the local area or on the service level of a non-local road, shall be decided, on behalf of the Chief Executive, by the Principal Adviser to the relevant Standing Committee, in consultation with the Chairperson of the Committee and the relevant Community Board Chairperson.

The Deputy Chair of each Committee is to act as a 'watchdog' to ensure that appropriate matters are dealt with by Community Boards and/or by Committees. These local matters would include:

- Purchase of land, within approved budgets, for parks, reserves, waterways or other local purposes
- Granting of leases or licences on reserves
- Proposed developments or activities on parks, reserves and waterways
- Removal of trees from parks, reserves, streets or other Council land
- Liquor licence applications for facilities on Council properties (acting as landowner)
- Granting of rights of way and other easements
- Implementation and oversight of local capital work projects
- Control signs on streets (eg, stop, give way, etc)
- Traffic control and constraint measures on streets, including parking
- Bus stops and shelters
- Neighbourhood improvements
- Closure of lanes consistent with Council policy
- Living Streets
- Erection of garages, platforms and structures on legal roads
- Objections relating to vehicle crossings
- Naming of roads, streets and parks.

Membership of Community Boards

Burwood/Pegasus Ward



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Membership of Community Boards

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Membership of Community Boards

Hagley/Ferrymead Ward



Rod Cameron
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Telephone 332 3011



John Freeman JP
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Ch
Telephone 326 6355
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Business 384 5484



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56 Hargood Street, Ch6
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denis.orourke@ccc.govt.nz

Membership of Community Boards

Riccarton/Wigram Ward



Bob Shearing
P O Box 16291, Hornby, Ch
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Business 348-5420
Fax 348-5400(B)
Mobile 021-320-967
bob.shearing@ccc.govt.nz



Ken Cummings
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ishwar.ganda@ccc.govt.nz



Lesley Keast, QSM JP
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Business 941-8564
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Membership of Community Boards

Shirley/Papanui Ward



Myra Barry QSO, JP
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Telephone 343-1360



Anne Carroll
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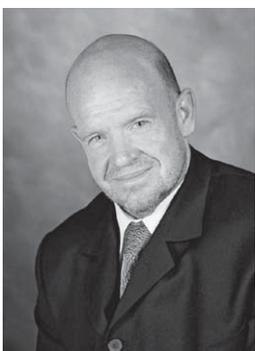
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Membership of Community Boards

Spreydon/Heathcote Ward



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Phil Clearwater
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Barry Corbett
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barry.corbett@ccc.govt.nz



Sue Wells
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Mobile 027-229-0505
sue.wells@ccc.govt.nz

Leadership Group

Chief Executive Personal Assistant to CE Executive Officer to CE	Dr Lesley McTurk Heather Grinlaubs Simone Pearson
General Manager City Environment City Water & Waste Manager Facility Assets Manager Greenspace Manager Transport & City Streets Manager	Jane Parfitt Mike Stockwell Rob Dally Anne Greenup Don Munro
General Manager Community Services Art Gallery Director Community & Recreation Manager Library & Information Manager	Stephen McArthur Tony Preston Lesley Symington Sue Sutherland
General Manager Corporate Services Business Improvement Manager Financial Services Manager Funds & Financial Policy Manager IT Services Manager Support Services Manager	Roy Baker Chris Kerr Paul Melton Geoff Barnes Phil Wright Merv Altmments
General Manager Human Resources	Philippa Jones
General Manager Public Affairs Communications & Consultation Manager Customer Services Manager Marketing Manager	Stephen Hill Greg Williamson David Dally Richard Stokes
General Manager Regulation and Democracy Services Environmental Services Manager Legal Services Manager Secretariat Manager	Peter Mitchell Jane Donaldson To be advised Anusha Guler
General Manager Strategic Development City Solutions Manager Planning Strategy Manager Research & Policy Development Manager	Ian Hay Kevin Mara Carolyn Ingles Mary Richardson
Director Strategic Investments	Bob Lineham
Transition Manager	Ken Lawn
Mayor's Office	
Mayor's Executive Assistant Mayor's Personal Assistant Mayor's Executive Secretary	Linda Manco Rosie Halligan Barbara Bone

Service Centre Locations and Advocacy Teams

There are seven City Council offices, called service centres, based around the city which provide services to the public. The Council's main offices, the Civic Offices, are in Tuam Street.

Services available at the centres include:

- Customer services - including general enquiries and payment of rates, parking fines and dog registrations. You can also buy City Council rubbish bags, parking coupons and pick up recycling crates.
- Information and advice on building and resource consents, bylaws, parks, roading and traffic related matters.
- Providing advocacy and assistance on your behalf with Council and Community Board related matters.
- Advisory services covering community information, activities and facilities, sports, recreation and funding.

To contact any of the service centres phone 941 8999.

Recorded information - 24 hours 941 6874

Civic Offices

163 - 173 Tuam Street

PO Box 237

Hrs: 8.30 am - 5 pm Mon - Fri

Papanui Service Centre

Shirley/Papanui Ward

Corner Langdons Road and Restell Street

PO Box 5142

Hrs: 9 am - 5 pm Mon - Fri, 10 am - 1 pm Sat

Beckenham Service Centre

Spreydon/Heathcote Ward

66 Colombo Street

PO Box 12 033

Hrs: 9 am - 5 pm Mon - Fri

Community Advocate: Nick Chapman

Community Secretary: To be advised

Community Advocate: Barbara Ford

Community Secretary: Elaine Greaves

Shirley Service Centre

Burwood/Pegasus Ward

36 Marshland Road

PO Box 27 043

Hrs: 9 am - 5 pm Mon - Fri, 10 am - 1 pm Sat

Fendalton Service Centre

Fendalton/Waimairi Ward

Corner Jeffreys and Clyde Roads

PO Box 29 183

Hrs: 9 am - 5 pm Mon - Fri

Community Advocate: Dennis Morgan

Community Secretary: Leanne Smith

Community Advocate: Tony Gemmill

Community Secretary: Peter Dow

Sockburn Service Centre

Riccarton/Wigram Ward

149 Main South Road, Sockburn

PO Box 11 011

Hrs: 8 am - 5 pm Mon - Fri

Linwood Service Centre

Hagley/Ferrymead Ward

180 Smith Street

Hrs: 8 am - 5 pm Mon - Fri

Community Advocate: Martin Maguire

Community Secretary: Roger Cave

Community Advocate: Jude Pani

Community Secretary: Gina Clarke

Riccarton Service Centre

NZ Post Shop, 103 Riccarton Road

Hrs: 9 am - 5 pm Mon - Fri

Documents and Manuals

Documents

The following is a general description of the categories of documents held by the Council. For a more comprehensive list of the documents held by each unit, consult the Council website, or contact the unit head..

- Bylaws
- City electoral rolls
- Council, Committee, sub-committee, Community Board agendas and minute books
- Elected members' remuneration records
- Accounting and management information and records, including the Council's Annual Plan and draft Annual Plan, Annual Report, asset register, Corporate Plan and draft Corporate Plan, debt management policy, debtors' ledger, financial model, long-term financial strategy, funding policy, investment certificates, investment policy, loan records, management budgets, rate book and rates ledger
- Minutes, correspondence, reports, databases, evaluation and records pertaining to all Council operational and regulatory activities including roading, parks, waste management, water supply, rental housing, the art gallery, planning, environmental monitoring, consent and resource consent applications, applications for Council grants and the design and construction of major projects
- Files, agendas and minutes of ad hoc authorities meetings, including the Riccarton Bush Trust, Kapuatohe Trust, Summit Road Protection Authority, Summit Road Advisory Committee, Port Hills Park Trust Board and Mount Vernon Management Committee
- Files maintained as company secretary for Christchurch City Holdings Ltd and as a major shareholder of other trading enterprises

Manuals

The Council holds the following manuals which assist in decisions made in respect of individuals or groups. For a more comprehensive list of the manuals and similar types of documents held by each group, consult the Council website, or contact the named person for the group concerned.

- Christchurch City Plan
- Corporate documents including the Financial Plan and Programme, Strategic Statements and Annual Report
- Council policy register
- Standing Orders booklet setting out Council and Committee meeting procedures

Budget/Costing/Finance

- Accounting Manual
- Annual Plan guidance notes

General

- Christchurch City Council Handbook (this document)
- Council policy register
- Delegations register
- Purchasing guidelines manual
- Risk management

Archives

These comprise records dating back to 1862 of the Christchurch City Council and other Christchurch local authorities that have been absorbed into the area now administered by the Council. The City Council archives are administered under contract by National Archives.

Contact

Only a limited response can be given to telephone or written enquiries and researchers are encouraged to visit the archives in person. The public reading room at 90 Peterborough Street (ph 377-0760) is open from 10.00 am to 5.00 pm Monday to Friday.

Records of Former Local Authorities

- Borough Councils: Riccarton, Sydenham, New Brighton, Spreydon, St Albans, Sumner, Linwood, Woolston
- Cemetery Boards: Prebbleton, Belfast, Christchurch, Lincoln
- Christchurch Drainage Board
- Christchurch Fire Brigade Board
- Christchurch Tramways/Transport Board
- County Councils: Heathcote, Paparua, Selwyn
- Domain Boards: Halswell, Hillsborough, Templeton, Fendalton, Upper Riccarton, Spencer Park, Christchurch, Rawhiti, New Brighton, Papanui, Prebbleton, Richmond, Cashmere, Marshland
- Former Christchurch City Council
- Halswell District Community Council
- Metropolitan Milk Board
- Milk Delivery Board
- Roads Boards: Heathcote, Avon, Riccarton, Spreydon, Linwood, Sumner, Woolston, Tai-Tapu Waimairi District/County Council

Once a record is determined to be of permanent value and regarded as an archive it will be stored forever. The Archives Act specifies significant classes of local government records, and provides that they may not be destroyed unless prior approval is given by the Chief Archivist. These include: local authority meeting papers, electoral records, rate records, legal records, financial records, town planning records, property records, policy records, photographic master records, publicity material, cemetery records, registers and indexes of all records either destroyed or retained, staff records, works and development records, valuation rolls, maps and plans, documents formerly held by any branch of the central government and now in the custody of local government.

Records of the Christchurch City Council

Budget/Costing/Finance

- Annual performance reports and supporting records
- Budget working sheets
- Expenditure control
- Financial delegations
- Financial records
- Financial reports
- Insurance
- Monthly cost reports
- Unit business plan

Introduction

Rates provide about 64% of funding for Council operations for 2004/05. They are set on the capital value of land and buildings within the City. In 2004/05 the Council will set rates of \$164 million against 136,599 assessments. These were made up of general rates (64.70%), uniform annual general charge of \$105 per property (8.55%) and separate rates for water, sewage and land drainage (26.76%).

Capital values, determined by State Valuation Office, are reviewed every three years, the last time being 2001. The valuations are done independently of the Council and the values establish the rates payable on each property.

Rates are assessed in four instalments with the new year's rates set prior to instalment one of the financial year. The Council encourages prompt payment by imposing a penalty of 10% on late payments. Ratepayers facing extreme financial hardship can apply to the Council for assistance.

Rating Overview

The rating system provides the net funding requirement for the Council's programme as set out in the LTCCP. Rates are set as a tax on property in compliance with the statutory provisions of the Local Government (Rating) Act 2002.

Rate Types

The following rates are levied:

- general rates
- Uniform annual general charge of \$105
- Targeted rates for water, sewerage and land and stormwater drainage

General Rates

General rates are set on capital values. General rates (including the Uniform Annual General Charge) provide for 73.24% of the total rate requirement of the Council, being the net rate requirement after targeted rates are determined.

Uniform Annual General Charge

A portion of general rates is levied as a uniform annual general charge of \$105 per rateable assessment, payable irrespective of property values.

The uniform charge is set as per the Revenue Policy to have a reasonable correlation between the number of properties and the spread of benefits in the community.

Targeted Rates

Targeted water rates are assessed on properties in the serviced area to recover the costs of water supply. Connected properties pay full water rates, non connected pay half rates.

User charges based on metered consumption are also made for water consumed by properties, other than private residential properties. An allowance is made for the amount of water rates charged.

Targeted sewerage rates are levied to recover the costs of sewerage on all properties within the serviced area.

Targeted land drainage rates are levied to recover the costs of land drainage from ratepayers within the land drainage district.

Differential Rating

The share of rates required from each sector (residential, business, rural) is known as differential rating. The differentials are based on the Revenue Policy allocation which in turn is derived from an analysis of each Council activity. The sector requirement for each rate type is then applied to properties within each sector, based on the relative capital values.

The differential sectors are:

- Sector A - Business property including vacant land
- Sector B - Residential and other property including vacant land
- Sector C - Properties used for farming

Rating by Instalments

The Council provides for rates to be paid in four instalments. A ratepayer may elect to pay the whole of the years rates in one sum before instalment two due date without additional charges.

Additional Charges

Interest will be added to rates not paid by the due date.

Additional charges may be remitted in accordance with the following criteria:

- All applications must be in writing.
- All rates must be paid in full, as a general rule, before remission is considered.
- Remission will generally be given where late payment has arisen due to sickness, death, age or other acceptable genuine reasons.
- No additional charge will be added where payment is received over the counter on the day following due date or through the mail on the second day following the due date.
- Remission of second and subsequent additional charges where satisfactory arrangements are in place for regular payment of arrears.
- Remission on payments made within five working days of due date, where there is no substantiated reason for remission, up to a maximum of one such remission every two years.
- Remission in respect of commercial, professional or industrial properties will generally not be granted other than once every five years.
- The remission of penalty on current year's rates may be granted where an agreed arrangement for payment is in place which is in excess of the current year's rates.

Postponement of Rates

Statutory provision exists for the Council to postpone rates in cases of financial hardship. The Council has a policy of considering the postponement of rates where hardship exists. Postponed rates are a charge against the property and must be paid either at the end of the postponement term or when the property is sold.

Generally applicants will be over 65 years of age but consideration will be given in other special circumstances of need.

Interest will be charged on postponed rates for new applicants at the Council's cost of capital rate, currently 6.5%, without incurring additional charges.

Revenue and Financing Policy

The Revenue Policy allocates rates to the three sectors referred to earlier.

The factors considered when making such an allocation include:

- general benefits which go to the community
- direct benefits which can be directly attributable to persons or categories of person
- the overall impact of rates on rating units

Environment Canterbury

The Council acts as agent for the collection of rates for Environment Canterbury (the regional council of Canterbury) which determines its own rate levels. The information published here refers to Christchurch City Council only.

The website for Environment Canterbury is: www.ecan.govt.nz/

This section outlines the services provided by Christchurch City Council to the general public.

City Environment Group

This group consists of four units: City Water and Waste, Facility Assets, Greenspace and Transport and City Streets.

City Water and Waste Unit

This unit is responsible for:

- Solid waste: collection/disposal, management planning strategies and minimisation projects
- Liquid waste (in particular sewage): transport and disposal, including planning the development of sewage services and wastewater testing/ecological assessments.
- The supply and management of drinkable water.

Information requests should be directed to the Customer Centre, ph 941-8830.

Unit Operations

The sewerage system is based on a reticulation network for the collection, transport, treatment and disposal of sewage and other liquid wastes, involving 1,560km of sewer mains with 118,000 lateral connections, 86 pumping stations and two sewage treatment plants. The two treatment plants treat a combined total of 150 million litres of sewage a day to required standards and include the operation of effluent disposal and biosolids reuse systems.

The unit also provides a regular domestic and commercial bagged refuse collection service, a recyclables collection service and operates three refuse transfer facilities accepting about 240,000 tonnes a year of publicly delivered and commercial operator collected refuse for compression and transfer to the Burwood landfill. The landfill is also managed by the unit.

The unit is committed to minimising waste and runs a number of projects aimed to reduce the amount of residual waste for disposal, including resource recovery centres at the three refuse stations, kerbside collection of recycleables, promotion of commercial waste auditing and a city compost facility.

The water supply system (comprising artesian supply from 53 pumping stations using 32 reservoirs and 1360 km of watermain) supplies approximately 50 million cubic metres of water a year to 115,000 connections.

The unit operates and maintains the water supply system. The Unit also implements a number of water conservation projects to minimise water wastage.

Facility Assets Unit

This unit provides property related management, advice and consultancy to Council staff, elected representatives and the public. Service includes: management, assessment, acquisition and disposal of all Council property for uses such as parks, reserves, roading etc, commercial/operational portfolio. It also provides asset management services for the whole of the Council's built infrastructure.

Greenspace Unit

This unit is responsible for the planning, management and maintenance of the city's open greenspace including parks, reserves, wetlands and open waterways.

- managing surface water through both piped and open systems, including flood control
- providing customer services which include advice on parks' activities and ensuring that the city's parks provide access for recreation and sport
- tree protection and maintenance, the maintenance of and development of the Botanic Gardens, heritage parks, landscape amenities, cemeteries, nurseries, conservation and ecological sites
- carrying out the Council's responsibilities, through the rangers and the principal fire officer
- upholds Christchurch's Garden City status

The Greenspace Unit manages six main groups of parks (and cemeteries):

Type	Total Numbers
Garden and Heritage Parks	45
Sports Parks	98
Local Parks	469
Regional Parks	57
Cemeteries	12
River Banks	67
Total Parks	748 (6091 h.a)

Transport and City Streets Unit

This consists of two sections: City Streets and Transport.

Transport

This section provides on-street parking monitoring and enforcement, off-street parking management and removal of abandoned vehicles.

Parking Operations Office
210 Tuam Street
P O Box 22 365
CHRISTCHURCH

Off Street Parking Locations

Location	Number of spaces
Lichfield Street (Building)	860
Oxford Terrace (Building)	320
Manchester Street (Building)	365
Tuam Street	181
Rolleston Avenue	84
New Brighton	203
Kilmore Street (Building)	250
Art Gallery (Building)	200
Crossing (Building)	197
Church Corner	50
Christchurch Hospital (Building)	350
Farmers (Building)	426
Christchurch Hospital (Pay & Display)	200
Centennial Leisure Centre	50
Total	3,745

Transport and City Streets Unit (continued)

On street parking spaces

Number of metered spaces: 2,400

Enforcement

Relevant Acts, Regulations and Bylaws are policed across the entire Christchurch Metropolitan area.

Abandoned Vehicles

Vehicles reported as abandoned within the boundaries of Christchurch City are removed and disposed of.

City Streets

This section is responsible for providing the Council's aim to provide a safe, efficient and sustainable land transport system, through the planning, design, construction and maintenance of new and existing roads, cycleways, footpaths and traffic signals within the city, and to promote safer, more considerate road user behaviour through road safety educational programmes. The unit is also involved in public passenger transport initiatives working closely with Environment Canterbury.

The Council's roading network consists of 1,587 km of road, to which is added some 10 km per year in new subdivisional roading. The network is made up of 326 km of strategic and arterial routes, 225 km of collector routes and 1,032 km of local residential routes. In addition there is a network of state highways accessing the city and providing linkages to the port and airport. There are 214 bridges, of which 55 are for pedestrians only. There are 2,269 km of footpath and 2,400 km of kerb and channel. The Council also operates 235 traffic signal installations.

Community Services Group

The group consists of three units: Christchurch Art Gallery, Libraries and Information and Community Services.

Christchurch Art Gallery Te Puna o Waiwhetu

<http://www.christchurchartgallery.org.nz>

The Christchurch Art Gallery is situated at the centre of the city's art precinct, and possesses one of the most important public collections in one of the most significant cultural facilities in New Zealand.

There are nine exhibition spaces for contemporary and historical installations, drawn from the permanent collections of more than 5,500 works, and for major national and international touring shows.

The Gallery's distinctive architecture - characterised by the dramatic Sculpture Wall, the range of its facilities, which include shops, restaurant and multi-media auditorium and the broad appeal of its exhibition programmes have made it a key attraction for the Canterbury community and for all visitors to Christchurch.

Estimated attendance figures from May 2003 (when the Gallery opened) to 31 December 2004 are approximately 505,668.

Director: Tony Preston

Information requests should be directed to the Director's PA, ph 941-7374

Location

The Gallery is situated on the corner of Worcester Boulevard and Montreal Street, one block west towards the Botanic Gardens from Cathedral Square. The tram leaving the Square stops opposite the Gallery.

Gallery hours:

10 am to 5 pm daily

10 am to 9 pm every Wednesday

Closed Christmas Day

A City Council car park operates beneath the Gallery

Entrance: Gloucester Street (between Durham & Montreal Streets),

Phone 941-7350

Charges: 70 cents per half hour or part thereof.

Car Park Hours:

Monday to Friday 7.30 am - 11.45 pm

Saturday 9.00 am - 11.45 pm

Sunday 9.00 am - 5.45 pm

Libraries and Information Unit

<http://library.christchurch.org.nz>

The purpose of this unit is to inform, educate, entertain, involve and inspire. The outcome is improved personal, social, cultural and economic well-being for the people of Christchurch. Services are provided from one central library, 12 community libraries, a mobile library, by phone and LiveOnline through the FingerTip Library. Limited support is provided to 10 voluntary neighbourhood libraries.

Unit Manager: Sue Sutherland

Information requests should be directed to phone 941 7923 or email: library@ccc.govt.nz.

Christchurch City libraries offer lending and information services and a variety of programmes and activities from its network of libraries. It has more than one million books, CDs, DVDs, videos, magazines, microfilms and pamphlets. Special collections include: trade directories; standards; maps; NZ official publications; motor manuals; archives and manuscripts; local history and genealogy; community information and Ngai Tahu and Nga Taonga Maori collections. Access is also provided to more than 25 electronic databases both within the libraries and from wherever a member has access to the internet.

More than 5.5 million items were borrowed in the year ended June 2003, nearly 8 million pages of information were accessed by customers from outside the library, including access to the libraries catalogue and over 3 million visits were made to libraries in 2002/2003.

Hours of operation:

Central Library (Cnr Gloucester Street and Oxford Terrace)

Monday to Friday 10.00 am to 9.00 pm

Saturday 10.00 am to 4.00 pm

Sunday 1.00 pm to 4.00 pm

Community libraries are located at Bishopdale, Fendalton, Halswell, Hornby, Linwood, New Brighton, Papanui, Redwood, Shirley, South Christchurch, Spreydon, Sumner.

A complete list of hours of opening can be found at <http://library.christchurch.org.nz/Services/Hours> or phone 941 7923

Community and Recreation Unit

This unit has responsibility for a range of activities including: community, children and youth advocacy; community development; Mayor's Welfare fund; childcare; community facilities; recreation facilities; community recreation; arts; sports events; sports development; the distribution of grants; funding; advice and support to community groups and Social Housing.

Children and Youth

The Children and Youth Strategies are underpinned by the assumption that all decisions made will impact on the quality of children and young people both now and in the future.

The Strategies aim to raise the awareness of policy and decision makers regarding the need to consider the perspectives of children and youth. Both strategies encourage an environment whereby children and young people have the opportunity to have input into the Council's decision making processes.

The Children and Youth Strategies acknowledge that to be successful in providing a great city for children and youth, the Council must not only work in partnership with government agencies and community organisations, but must also value and use the input of children and youth.

Metropolitan and Local Community Development

- Works with metropolitan community groups to voice concerns about current social issues to central government, statutory agencies or other appropriate agencies.
- Provides advice to the Council on community issues.
- Encourages co-ordination of community organisations by supporting metropolitan co-ordinating networks.
- Organises funding and monitoring of community projects which work towards achieving the outcomes of the Council's Community Policy and Social Well Being Policy.
- Manage the Council's three childcare centres.
- Through local initiatives helps to build the capability and capacity of communities and community organisations.
- Manages and promotes the Council's centres and halls.

The unit directly manages and oversees service delivery for a wide range of recreation facilities, provided for the health and well-being of residents and visitors. It provides or facilitates a wide range of recreation programmes and community events for people of all ages. Unit recreation staff also work with groups involved in providing community recreation programmes and events.

Arts

The Arts Advisers encourage people to try arts activities, as well as advising on arts funding and artworks in public places.

Sports Promotion

This team works closely with local, national and international sporting associations to bring international - level events to Christchurch.

Sports Development

Advice and support is provided to local associations to help grow sport and sports participation in Christchurch.

Community and Recreation Unit (Continued)

Recreation Facilities

General enquiries should be directed to the Customer Centre on 941-6840

Stadia and Swimming Pools

Cowles Stadium	Pages Road
Halswell Aquatic Centre	Halswell Road
Queen Elizabeth II Park	Travis Road
Rawhiti Golf Course	Shaw Avenue
Sockburn Pool	Takaro Avenue
Sockburn Recreation Centre	Takaro Avenue
Waltham Lido Pool	Waltham Road

Leisure Centres

Centennial Leisure Centre	Armagh Street
Pioneer Leisure Centre	Lyttelton Street

Suburban Pools

Belfast Pool	Main North Road
Edgware Pool	Edgware Road
Papanui Pool	Winters Road
Templeton Pool	Kirk Road
Woolston Pool	Ferry Road

Leased Facilities

Ascot Golf Course and Driving Range	Frosts Road
Coronation Pool	Elizabeth Street
Cuthberts Green	Pages Road
Denton Oval	Main South Road
English Park	Cranford Street
Jellie Park	Ilam Road
Porritt Park	Avonside Drive
South Brighton Camping Ground	Halsey Street
Spencer Park Camping Ground	Heyders Road
Rugby League Park	Jack Hinton Drive
Wharenui Recreation Centre	Elizabeth Street

Community and Recreation Unit (continued)

Mayor's Welfare Fund Charitable Trust

The Mayor's Welfare Fund is a charitable trust with the purpose of providing relief to residents and visitors to Christchurch suffering hardship and distress. The fund works alongside and liaises with other welfare agencies throughout the city. The fund has a long history and is thought to have started in 1897 as a result of a bequest from a prominent businessman, Hyman Marks. The fund was at that time known as the Mayor's Coal and Blanket Fund.

The Council is the trustee of the fund. A committee comprising the Mayor, one Councillor (or Deputy Mayor) and representatives from 14 welfare agencies form the Mayor's Welfare Fund Committee. The Council has delegated the following powers to this committee:

- Make and vary from time to time the criteria for grants from the fund.
- Consider applications and make decisions for grants from the fund.

The fund's office is located on the ground floor of the Civic Offices. Council staff administer applications for assistance from the fund. Assistance provided by the fund is mainly for electricity and accommodation. Other categories available are medical, clothing, furniture, telephone and firewood.

Within the Mayor's Welfare Fund is a category called Child Enrichment. Child Enrichment aims to provide children with the same opportunity as their peers. It works mainly through schools and community groups to ensure that children do not miss such activities as school camps and trips, sporting and cultural activities. Furthermore, assistance is given to meet costs associated with childcare for children deemed to be "at risk". This applies where there is a shortfall between the subsidy given by the Government and the actual childcare cost charged by the childcare centre/ creche.

Community and Recreation Unit (continued)

Social Housing

The Housing Vision Statement of Christchurch City Council is:

“To contribute to the community’s social well being by ensuring safe, accessible and affordable housing is available to people in low incomes including elderly persons and people with disabilities”

Christchurch City Council pioneered New Zealand local authority ‘pensioner’ housing in 1938 when its first 16 units were built in Barnett Avenue.

In 1947 the first Council ‘rental units’ were built for post-war transit accommodation for age groups not classified as elderly. Since those early beginnings, the Council has built up the second largest rental housing portfolio in New Zealand behind Housing New Zealand, the central Government provider.

Eligibility for elderly persons units is generally limited to those residents who have a specific/special housing need, are over 55 years of age and who have limited assets. These units are also available to residents on certain invalid benefits or who are disabled. Again they must have limited assets.

Public rental units are available to younger residents who have a specific special housing need and who have limited assets.

Current Council policy is to integrate where possible the various age groups in its housing better reflecting society in general. Rentals average 70% of the going market rate.

The Council has a tenant support policy and a staffing structure which assists in the facilitation of independent living. Many complexes have communal tenant lounges and the total portfolio is supported by an activities programme.

The Council has become increasingly aware of the value of partnerships with other agencies which are also seeking to increase the quality of life of those residents of the city who have a need for supported accommodation. As a result of this increasing awareness, the Council has entered into housing partnerships with a number of agencies including the YWCA, Richmond Fellowship, Home and Family Society, Stepping Stones Trust, Nga Wahine Otautahi Trust, and the Colombo Street Baptist Church, where the Council provides the bricks and mortar at an affordable cost to the agencies who manage the tenanting/tenant support services.

Regulation and Democracy Group

This group consists of three units: Legal Services, Secretariat and Environmental Services.

Legal Services Unit

This unit provides legal advice/opinions to all Council business units and City Councillors in respect of Council matters. This includes delegation of legal work to private contractors and legal representation where appropriate.

Secretariat Unit

This unit provides secretarial and administrative services for: elected members, Council, Community Boards, Standing Committees and sub-committees. Further responsibilities include elected member liaison and conducting of elections.

Information requests could also be directed to the Community Advocates at the service centre for the area in which you are interested:

Beckenham	ph 941-5108 (Spreydon/Heathcote)
Fendalton	ph 941-6701 (Fendalton/Waimairi)
Papanui	ph 941-5407 (Shirley/Papanui)
Shirley	ph 941-5309 (Burwood/Pegasus)
Sockburn	ph 941-6501 (Riccarton/Wigram)
Linwood	ph 941-6601 (Hagley/Ferrymead)
Riccarton	ph 941-6501 (Riccarton/Wigram)

Environmental Services Unit

This unit manages the use, development and protection of the natural and physical resources of the City in a manner which enables the City and its communities and people to provide a sustainable healthy and safe way for their social, economic and cultural needs. Specific areas of control include: City Plan administration; ensuring statutory compliance with the purpose and principles of: building control, land subdivision, hazardous substances, liquor licensing, animal control and resource management.

Environmental Services Unit Manager: Jane Donaldson

Information requests should be directed to the Customer Call Centre numbers under each section.

Resource Management

Contact phone 941-8657, email EnvironmentalServicesUnit@ccc.govt.nz.

The Council's City Plan is prepared under the Resource Management Act. The City Plan determines objectives and rules which control and manage the development of the city during the next 10-15 years. Each year the Council checks about 8,500 building consents to ensure that they comply with the City Plan, and processes about 2,000 resource consent applications for proposals that do not fully comply with the Plan.

The **Planning Administration team** administers the processing of notified and non-notified land use resource consents and other town planning issues. It maintains records on:

- Aerial photographs
- City planning information booklets
- General correspondence files relating to the management and administration of resource consents under the Resource Management Act/City Plan
- Individual property files concerning: resource consent applications and other planning matters including certificates of compliance under the Resource Management Act.

The **City Plan team** is responsible for the production of a City Plan under the Resource Management Act for the Christchurch City Council area and maintains records on:

General correspondence files relating to the preparation, processing, management and administration of the transitional and new City Plan including files for all plan changes and section 32 files, submissions, reports and decisions relating to the proposed City Plan.

The **Subdivision team** is responsible for resource consents for subdivision; co-ordination and approval of civil engineering plans for subdivision and earthworks applications; inspections to ensure compliance with engineering approvals and maintains records on:

- General correspondence files relating to the management and administration of subdivision matters under the Resource Management Act and Code of Urban Subdivision
- Individual subdivision files- approved subdivision scheme plans within the City (from approximately 1920s to present)
- Cross-lease applications/approvals held at Civic Offices until completion and then sent to the appropriate Service Centre to be held on the property file.
- Rights of way, temporary building agreements, section 37 certificates
- Street naming information

Environmental Services Unit (continued)

Environmental Monitoring

Contact phone 941-8406, email EnvironmentalServicesUnit@ccc.govt.nz

This team is made up of the following two sections:

Environmental Health (Licensing) registers and controls food premises, hairdressing premises and other registered premises and provides advice to the public on housing standards, water quality of swimming pools and general public health matters.

Enforcement investigates complaints about buildings, unfenced swimming pools, overgrown sections that are (or could be) fire hazards, tree overhanging footpaths, bylaw matters and Resource Management Act matters. It provides advice to the public on their obligations and responsibilities under the Local Government Act and City Bylaws, Resource Management Act, Building Act and the Fencing of Swimming Pools Act.

Environmental Effects

Contact phone 941-6486, email EnvironmentalServicesUnit@ccc.govt.nz.

This team is made up of the following three sections:

Sale of Liquor/Gambling which undertakes the Council's functions of District Licensing Agency under the Sale of Liquor Act 1989; receives and deals with applications for licences and certificates under the Sale of Liquor Act 1989; and monitors compliance with the terms and conditions of licences granted. This section also deals with applications for non-Casino gaming machines in accordance with the Council's Gambling Policy.

Hazardous Substances ensures public health and safety is protected and optimised by compliance with the transitional provisions of the Hazardous Substances and New Organisms Act as they relate to dangerous goods and which will be maintained by putting into place systems of inspection, monitoring, education and control of all premises licensed for the storage or use of dangerous goods.

Environmental Investigations undertakes monitoring and control of the effects of noise; monitoring and control of offensive trades, and hazardous substance wastes storage, use and disposal; deals with situations which cause nuisance or objectionable effects on human health and safety; and maintains a list of approved heating appliances.

Animal Control

Contact phone 941-6643, email AnimalControl@ccc.govt.nz.

This team administers the provisions of the Dog Control Act 1996 which includes the registration and general control of dogs within the Christchurch City Council area. It also administers the provisions of the Impounding Act 1955 in relation to the control and impounding of wandering stock.

The team maintains records on the management and administration of:

- Property files relating to dog, stock and dog registration matters of the Christchurch City Council and Banks Peninsula District Councils.
- General correspondence files relating to the management and administration of the Dog Control Act 1996, the Impounding Act 1955 and the Christchurch City Dog Control bylaws 1997.
- Dog and Stock Impounding Act.

Environmental Services Unit (continued)

Building Control

Contact phone 941-6995, email EnvironmentalServicesUnit@ccc.govt.nz.

This team is responsible for administering the Building Act, together with the provisions of the Building Code and maintains records on:

- General correspondence matters relating to the Building Act
- Historic buildings files that include building permit applications and related correspondence, sign permits, swimming pool notifications
- Individual property files concerning building consents lodged, property information memoranda, land information memoranda and warrants of fitness issued
- Land use hazards register

The Building Act has three statutory purposes:

- To provide, together with the Building Code, the necessary controls for building work and the use of buildings;
- To ensure that buildings are safe and sanitary and have suitable means of escape from fire;
- To coordinate building controls with other controls relating to building use and with the management of natural and physical resources.

Location of Environmental Services Records

Animal Control records are held with the Animal Control Team at Metro Place, Bromley, Phone 941-6643. Information requests are granted on the basis that the request meets the Local Government Official Information and Meetings Act.

Note: The Dog Register is not a public document in accordance with Section 35 of the Dog Control Act 1996.

Property records (planning, resource consent and building control) relating to the inner city area within the four avenues are held at the Civic Offices.

Suburban property records (except for that area covered by the Fendalton Service Centre which are held in Civic Offices) are held at the following service centres:

- Linwood Service Centre, 180 Smith Street, PO Box 24-214, Linwood, phone 389-1477, fax 941-6639
- Sockburn Service Centre, 149 Main South Road, PO Box 11-011, Sockburn, phone 348-5119, fax 941-6539

All other records are held at Civic Offices.

Information requests for all Civic Offices records should be directed to the Customer Centre, 163-173 Tuam Street, PO Box 237, Christchurch, phone 941-8675, fax 941-8792

Strategic Development Group

This group consists of three units: City Solutions, Planning and Research and Policy Development.

City Solutions Unit

This unit is the Council's internal, multi-disciplinary consultancy, providing professional services specialising in the project management, planning, engineering, design and construction of urban spaces and facilities. The group designs and manages projects and assets for:

- Large and small scale urban developments
- Traffic flow and transportation infrastructures
- Urban water supply and waste water infrastructures
- Public and civil buildings, facilities and utilities
- Environmental enhancement projects
- Resource efficiency projects

Planning Unit

This unit:

- Develops medium, long term planning policies and direction for the city's heritage development, urban renewal, Central City revitalisation and infrastructure.
- Provides leadership and direction to the planning functions of the Council to ensure integration and alignment with agreed community outcomes.
- Co-ordinates the preparation of the Council's Long Term Council Community Plan (LTCCP).
- Works with stakeholders and other agencies to develop and implement longer term plans for Christchurch.
- Provides advice and direction to Council on sustainable development.

Research and Policy Unit

This unit:

- Works with elected members and external organisations to develop the Council's view of the outcomes expected by the community
- Integrates community outcomes into the vision of Council and presents the issues and options available to Council
- Develops recommended policies for Council to reflect desired economic, social, environmental and cultural outcomes
- Works across the organisation to inform of issues arising and the directions signalled by research; supports an integrated, timely and proactive approach to meeting community needs both now and in the future
- Provides leadership and oversight to key customers on information to support decision making and in ensuring that the Council receives excellent information advice
- Analyses and supplies information on trends and issues relating to the city's wider environment (ie social, natural, built and economic)
- Liaises with and has effective working relationships with government, other local government and non-government organisations that have an influence on Council activity or which may contribute to the achievement of the Council's strategic objectives
- Undertakes research to support the ongoing development of the Council's policies
- Provides advice relating to research design and analysis
- Develops and maintains the Council's monitoring programmes including the State of the Environment, City Plan and National Indicators monitoring programmes

Council Services - Internal

This section outlines the internal services which support the Council in providing services to the public.

Executive Office

This comprises the Executive Team and their support staff. The Executive Team includes the Chief Executive, General Managers of City Environment, Community Services, Corporate Services, Human Resources, Public Affairs, Regulation and Democracy Services, Strategic Development, the Director of Strategic Investment and Transition Manager.

The Executive Team's primary role is to ensure effective and efficient management of the Council as a whole and to provide advice to elected members.

Human Resources Group

Provides policy, advice and information to all groups/units in the areas of recruitment, employee relations, performance, management, development and training, and health and safety.

Corporate Services Group

This group provides a range of shared services to other groups and units within the Council. These include: financial, information technology and support services, rates and funding advice and business improvement advice.

Financial Services Unit

Provides accounting and financial services to the Council. This includes payroll, maintenance of the asset register, banking, taxation processing, financial reporting, management of the rates and debt collection systems, financial advice, management reporting, financial planning, maintenance of the long-term financial model, assistance with our Community Plan (the Council's Long Term Council Community Plan - LTCCP) preparation of the Annual Report.

Information Technology Services

Provides internal Council information and communication systems including computer user support, system management, software development and telecommunication network planning, development, corporate data maintenance and document management.

Support Services

Provides a wide range of services that facilitate the effective operations of other units. These services include strategic procurement and purchasing system support, corporate energy management and the provision of energy management advice, overview of corporate and unit security, operation of a car pool, catering and meeting room management, operational management of the Civic Offices' building, including cleaning, tea nooks, maintenance and staff relocation, disposal of all non-property assets, development and testing of evacuation plans for all council buildings, management of the copy centre contract and fundraising coordination.

In addition to providing these services internally to other council units, an Energy Advisory Service is also provided to the public from the Energy Show Home at 10 Leander Street, Papanui. The unit also works collaboratively with Council-controlled organisations and other local authorities in the areas of procurement and energy management.

Public Affairs Group

This group consists of three units: Communication and Consultation, Customer Services and Marketing.

Communication and Consultation Unit

This unit helps the citizens of Christchurch understand the Council's role in the community and what services the Council provides.

Customer Services Unit

This unit provides customer services to those who phone, walk in or email the Council, through a network of four (soon to be amalgamated) telephone and email customer centres and seven walk in customer service locations throughout the city. It aims to answer the majority of customer contacts at the first point of contact using electronically based information. If the issue is not resolved at once then the customer is handed onto the right person or the request logged and tracked until completion.

Information requests should be directed through the Council main line. Phone 941-8999 or via info@ccc.govt.nz

Marketing Unit

This unit has three sections:

City Promotions

- Produces generic promotional material to assist organisations in promoting Christchurch as a great place to live, work, visit, play and do business.
- Works with Canterbury Development Corporation and Christchurch and Canterbury Marketing to promote business growth and to ensure opportunities are taken to promote Christchurch as a tourist destination.
- Organises civic and ceremonial events such as New Zealand Citizenship Ceremonies and functions for visiting dignitaries.
- Manages International Relations focusing on the Sister Cities relationships with: Kurashiki, Japan, Songpa- Gu, Korea, Adelaide, Australia, Gansu Province, China, Seattle, USA, Christchurch, Dorset, Great Britain. For more information, see Sister Cities page 65.

Events

- Develops, project manages, delivers and evaluates major events and festivals including SummerTimes, Kidsfest and Showtime Canterbury. Emphasis is on delivery of free and low cost entertainment programmes for Christchurch.

Marketing

- Provides strategic marketing direction for units within the Council.
- Provides marketing support to units in the development, co-ordination and implementation of campaigns, advertising and promotions.

Employment Services Unit / Canterbury Development Corporation

Canterbury Development Corporation's (CDC's) Employment Services comprise Youth Initiatives, Age Advantage, The Employment Team and Community Employment Initiatives

- Youth Employment Initiatives are made up of the Actionworks Employment and Transition teams (a partnership with Work & Income), Youthworks, the Alternative Education and Early School Leaver Projects and the Schools Employment Programme.
- Age Advantage includes the Career Transition Centre, the Age Advantage website and a range of initiatives designed to meet the specialised requirements of the older jobseeker while also highlighting the implications of the aging demographic.
- The Employment Team focuses on the employment needs of local business and offers free recruitment services to employers.
- Community Employment Initiatives include Community Liaison, Community Grow and Community Projects.

Employment Services Manager - Canterbury Development Corporation: Annie Bermingham
Information requests should be directed to CDC Employment Services, ph 379 5893.

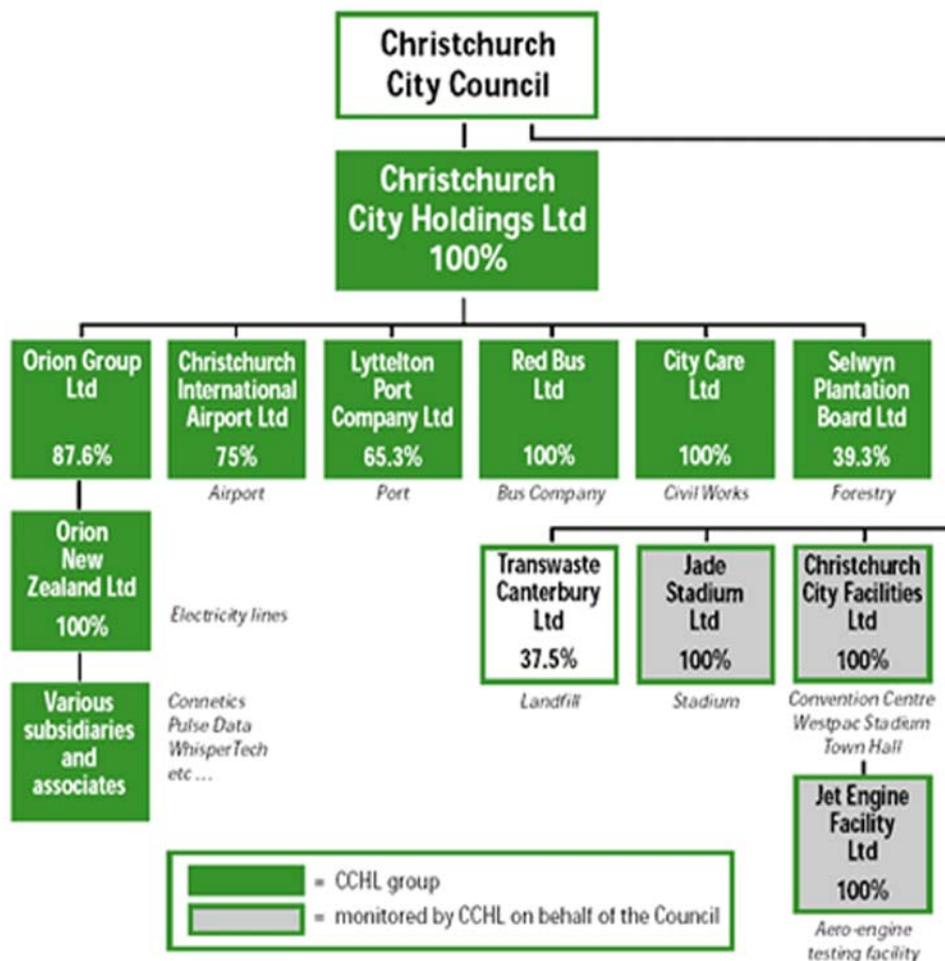
Tourism – Christchurch and Canterbury Marketing Limited

Christchurch and Canterbury Marketing Ltd, of which the City Council is a major funder, is responsible for the marketing and promotion of the region as a desirable tourism destination both domestically (within New Zealand) and internationally. In addition, the Christchurch and Canterbury Convention Bureau is an independent arm of Christchurch and Canterbury Marketing, charged with promoting Christchurch as a conference destination to corporate bodies and professional conference organizers domestically and internationally. The Christchurch i-SITE Visitors Centre caters for the booking and information needs of over half a million visitors annually.

Chief Executive: Ian Bougen, P O Box 2600, Christchurch, Tel: 379-9629, Fax: 365-0787.

Christchurch City Council Trading Enterprises

The Council owns shares in a number of commercial trading companies which provide services to the people of Christchurch and return dividends to the Council.



Christchurch City Holdings Limited

(100% owned)

Owns shares in Orion Group Ltd, Christchurch International Airport Ltd, Lyttelton Port Company Ltd, Red Bus Ltd, City Care Limited and Selwyn Plantation Board Ltd and monitors Council-owned companies on behalf of the Council.

P.O. Box 237
 Christchurch
 Tel: (03) 941-8475
 Fax: (03) 941-8572
 Website: www.ccc.govt.nz/christchurchcityholdings

Board

Cr P Austin (Chairperson)	Cr O T Alpers
C D Boyce	Cr P C R Harrow (Deputy Chair)
B R Irvine	Cr A G James
Mayor G A Moore	Cr B M Stewart
D J Stock	

Chief Executive: R A Lineham

Orion New Zealand Limited (a 100% subsidiary of Orion Group Limited)

(87.6% owned)

218 Manchester St
PO Box 13 896
Christchurch
Tel: (03) 363 9898
Fax: (03) 363 9899
Email: info@oriongroup
Website: www.oriongroup.co.nz

Board

L S Constable (Chairperson)	P Rae (Deputy Chair)
C Boyce	D Elder
G Gould	Cr S Wells

Executive Staff

Chief Executive Officer:	R Sutton
General Manager Corporate Services:	B P Kearney

Christchurch International Airport Limited

(75% owned)

P O Box 14-001
Christchurch
Tel: (03) 358 5029
Fax: (03) 353 7730
Website: www.christchurch-airport.co.nz

Board

S Bradley (Chairman)	S Sheldon (Deputy Chair)
J Boulton	Cr D J O'Rourke
Cr G Sheriff	

Executive Staff

Chief Executive:	G W Bellew
Company Secretary:	I D Walker

Lyttelton Port Company Limited

(65.3% owned)

Private Bag 501
Norwich Quay
Lyttelton
Tel: (03) 328 8198
Fax: (03) 328 7828
Website: www.lpc.co.nz

Board

B Sundstrum (Chairman)	R Fisher
A Grant	W Luff
S McCormack	D J Stewart

Executive Staff

Chief Executive:	P Davie
Finance Manager:	R S McFarlane

Red Bus Limited

(100% owned)

P O Box 10-171
Christchurch
Tel: (03) 379 4260
Fax: (03) 366 5643
Website: www.redbus.co.nz

Board

A Urlwin (Chairperson)	E Frew
Cr I Ganda	B McFedries
P Rae	

Executive Staff

Managing Director:	G Campbell
Financial Controller:	S Welsh
Operations Manager:	R Kenyon
Marketing Co-ordinator:	N Halligan

City Care Limited

(100% owned)

245 Milton Street
Tel: (03) 337 1321
Fax: (03) 337 7202

Board

D L Spence (Chairman)	D Crombie
R A Foster	D G Marsh
T King	Cr R Wright

Chief Executive:	R Lauder
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Selwyn Plantation Board Limited

(39.3% owned)

P O Box 48
Darfield
Tel: (03) 318 8311
Fax: (03) 318 8812
Website: www.spbl.co.nz

Board

D G Marsh (Chairman)
P Coakley
H Wild

A Berge
G D Heenan
Cr C Williams

Executive Staff

Chief Executive:
Forester:

K Ellem
H Stevenson

Transwaste Canterbury Limited

(37.5% owned)

C/- PricewaterhouseCoopers
Level 11, 119 Armagh Street
Christchurch
Tel: (03)
Fax: (03)

Board

Cr D J O'Rourke (Chairperson)
G H Clemens
R J Harris
R E Wickham

W G Cox
R J Fulton
MSP Hope
W E Woods

Executive Staff

Managing Director:
Company Secretary

K Roche

Jade Stadium Limited

(100% owned)

PO Box 10-196
Christchurch
Tel: (03) 379 1765
Fax:(03) 366 1115
Website: www.jadestadium.co.nz

Board

W H Johnstone (Chairman)	Cr P Austin
V S Buck	Cr B Corbett
B Irvine	

Chief Executive: D McKenzie

Christchurch City Facilities Limited

(100% owned)

Board

P Taylor (Chairman)	Cr G Condon
Cr D Cox	D Dowding
S Mortlock	H Johnstone

Facilities management performed under contract by:
NCC (New Zealand) Ltd
PO Box 13-144
Christchurch
Tel: (03) 366 8899
Fax:(03) 363 3320

Jet Engine Facility Limited

(100% owned)

PO Box 237
Christchurch
Tel: (03) 941 8475
Fax:(03) 941 8572

Board

P Taylor (Chairman)	P Austin
C Boyce	S Mortlock

Executive Staff

Company Secretary: Ian Hay

Council Representatives on Other Organisations

Organisation	Representative
Age Concern	Councillor Lesley Keast
Arts Centre of Christchurch	Councillor Oscar Alpers
Aurora Centre Trust	Councillor Ron Wright Mr Brian Law
Avon-Heathcote Estuary Ihutai Trust	Councillor David Cox
Canterbury Hockey Foundation	Mr Kevin Boyce
Canterbury Museum Trust Board	Councillor Paddy Austin Councillor Anna Crighton Councillor Lesley Keast Councillor Barbara Stewart
Canterbury Sports Foundation	Councillor David Cox Councillor Barry Corbett
Canterbury/Westland Sports Trust	Councillor Norm Withers
CDC Trust	Councillor Alister James Councillor Barbara Stewart
Christchurch Children's Christmas Parade Trust	Councillor Carole Evans
Christchurch Civic Music Council	Ms Marlene Le Cren
Christchurch Community Arts Council	Councillor Sally Buck
Christchurch Ethnic Council	Councillor Ishwar Ganda
Christchurch Garden City Trust	Councillor Gail Sheriff
Christchurch Heritage Trust	Councillor Anna Crighton
Christchurch Olympic City Committee	Councillor Ishwar Ganda
Christchurch Safer Community Council	Mrs Sally Thompson
Christchurch Science and Technology Trust Board	Councillor Pat Harrow
Citizen's Advice Bureau (City)	Councillor Gail Sheriff
Destination Christchurch Trust	Councillor Alister James

Organisation

Representative

Environment Canterbury

Regional Land Transport Committee

Councillor Denis O'Rourke
Councillor Ingrid Stonhill
Councillor Ron Wright & Helen Broughton
(alternating)

Regional Civil Defence Committee

Councillor Carole Evans
Councillor Sue Wells

Public Passenger Transport

Councillor Denis O'Rourke
Councillor David Cox
Councillors Carole Evans & Barry Corbett
(alternating)

Air Quality In Christchurch

Councillor Alister James
Councillor Anna Crighton
Councillor Sue Wells
Councillor Barry Corbett

Water Chapter of the Regional Resource
Management Plans

Councillor Sally Buck
Councillor Chrissie Williams
Councillor Pat Harrow
Councillor Ishwar Ganda

Coastal and Estuary Issues

Councillor Alister James
Councillor Chrissie Williams
Councillor Gail Sheriff
Councillor David Cox

Waimakariri River Floodplain Working Party

Councillors Sally Buck
Councillor Denis O'Rourke
Councillor Norm Withers

Kate Sheppard Memorial Award Trust

Mrs Sally Thompson

Keep Christchurch Beautiful Executive Committee

Councillor Carole Evans

Kingslea Community Liaison Community Committee

Councillor Megan Evans

Mayor's Welfare Fund

Councillor Graham Condon

Music Centre of Christchurch Trust

Councillor Anna Crighton

Nga Hau E Wha Christchurch National
Marae Working Party

Councillor Alister James

Organisation

Representative

Orana Park Wildlife Trust

Mr Mike Wall

Orton Bradley Trust

Mr Craig Oliver

Pacific Island Executive Council

Councillor Ingrid Stonhill

Recovered Materials Foundation

Councillor Denis O'Rourke
Councillor Sally Buck

Riccarton Bush Trust

Councillor Ishwar Ganda
Mr David Buist
Councillor Barbara Stewart

RNZAF Museum Trust Board

Mr Ian Hay

The McLean Institute

Councillor Lesley Keast

Volunteering Canterbury

Councillor Chrissie Williams

Zone 5 Local Government New Zealand

Councillor Carole Anderton
Councillor Carole Evans
Councillor Pat Harrow
Councillor Sue Wells
Mrs Yvonne Palmer
(Alternates - all remaining Councillors)

Corporate Information

The Christchurch City Council Financial Plan and Planning Process

Every three years the Council is required by law to produce a long term council community plan. Christchurch's long term community plan is called, Our Community Plan Christchurch O-Tautahi.

Central to the plan is a set of community outcomes, which describes what kind of community Christchurch wants to be – in terms of social, cultural, environmental, as well as financial aspects. Relating directly to the community outcomes is a description of the Council's activities – what the Council will do to contribute towards achieving the outcomes.

Under the Local Government Act, long term (10-year) council community plans are due (in the year prior to the local government elections, starting in 2006), with simplified annual plans produced in the intervening years. A transitional plan has been produced for 2004. The Council's first full community plan will be prepared in early 2006 to become effective from 1 July 2006.

The Council wants people and organisations to help shape the city's future by contributing towards our community plan. This includes feedback about the community outcomes, proposed Council activities as well as about the Council's proposed expenditure.

The Plan contains:

- A statement of community outcomes
- The services and activities the Council will provide, and how these will contribute to the community outcomes
- Budgets for the next 10 years
- Details of significant new proposals
- The following policies:
 - Policies on revenue and financing, liability management, investment, rates on Maori freehold land, rates remission and/or postponement
 - Policy on development contributions and financial contributions
 - Policies on partnerships with the private sector
 - The Policy on determining significance

Christchurch City Council's Bylaws

Bylaws made by former local authorities and administered by Christchurch City Council:

- Christchurch City Bylaw No 101
- Christchurch City Bylaw No 103 (1979) Public Swimming Pools
- Christchurch City Bylaw No 110 (1980) Cemeteries
- Christchurch City Bylaw No 118 (1981) Parks and Reserves
- The Heathcote County Animal Trap Bylaw No 1 1975
- The Heathcote County Bylaw No 1 1932
- The Paparua County Bylaw 1981
- The Riccarton Borough Bylaw No 14
- The Riccarton Borough Bylaw No 15
- The Riccarton Borough Bylaw No 1
- The Riccarton Borough Council Bylaw No 2 Part 2
- The Riccarton Borough Council Bylaw No 7
- The Riccarton Borough Council Bylaw No 9
- The Waimairi County Bylaw 1966 (No 1)
- Waimairi District Bylaw 1983 No 1

Bylaws made and administered by Christchurch City Council:

- Christchurch City Dangerous Goods Inspection Fees Bylaw 1990
- Christchurch City Fires Bylaw 1991
- Christchurch City General Bylaw 1990
- Christchurch City Traffic and Parking Bylaw 1991
- Christchurch City Water Related Services Bylaw 1992
- Christchurch City Public Places and Signs Bylaw 1992
- Christchurch City Trading on Roads Bylaw 1992
- Christchurch City Refuse Bylaw 1995
- Christchurch City Dog Control Bylaw 1997
- Christchurch City Trade Wastes Bylaw 2000
- Christchurch City Animals (other than dogs) Bylaw 2000

Local Legislation

The following local Acts of the New Zealand Parliament and statutory orders are in force and confer authority on, or have relevance to the Christchurch City Council:

- City of Christchurch Loan Act 1871
- Christchurch Market Reserves Act 1885
- Christchurch Hospital Act 1887
- Christchurch Domains Trust Indemnity Act 1899
- Riccarton Bush Act 1914
- Victory Park Act 1919
- Christchurch Tramway District Act 1920
- Rawhiti Domain Act 1925
- Christchurch City Reserves Amendment Act 1929
- Sumner Borough Land Vesting Act 1929
- Reserves and Other Lands Disposal Act 1932, Section 8
- Reserves and Other Lands Disposal Act 1933, Section 3
- Sumner Borough Empowering Act 1936
- Reserves and Other Lands Disposal Act 1940, Section 3
- Christchurch City Empowering and Special Rates Consolidation Act 1941
- Christchurch City Empowering (No. 2) Act 1946
- Reserves and Other Lands Disposal Act 1946, Section 3
- Canterbury Public Library Act 1948
- Christchurch District Drainage Act 1951
- Summit Road (Canterbury) Protection Act 1963
- Christchurch City Reclamation and Empowering Act 1964
- Christchurch Town Hall Empowering Act 1968
- Christchurch City (Reserves) Empowering Act 1971
- Christchurch City Empowering (Information Centre) Act 1974
- Christchurch City Forestry Empowering Act 1975
- Christchurch Town Hall Board of Management Act 1976
- Christchurch City (Old Municipal Chambers) Empowering Act 1989
- Canterbury Museum Trust Board Act 1993
- Christchurch City Council (Robert McDougall Gallery) Land Act 2003

Civic and Historical Information



Christchurch City Council Coat of Arms

The grant of armorial bearings to the city was made by the College of Heralds by letters patent dated 21 February 1949. The original Grant is on display in the Mayor's lounge. The description of the arms reads:

“Or on a Chevron Gules a Mitre between a Fleece and a Garb of the first in base two Bars wavy Azure on a Chief of the last four Lymphads sails furred, also of the first And for the Crest on a Wreath Or and Azure a Kiwi proper”. Supporters - “On either side a Pukeko proper”.

The significance of the main features are as follows:

Kiwi	A flightless native bird used as a NZ National emblem.
Pukeko	(or swamp hen) A native bird found in and around the City.
Mitre	Christchurch was planned as a Church of England settlement and was made a Bishop's See, with City status, by Queen Victoria in 1856.
The Fleece and Garb	Denote the agricultural and pastoral pursuits of the surrounding province.
Bars Wavy	Represent the two small rivers running through the City - Avon and Heathcote.
The Flowers	On the lower portion are <i>Celmisia Mackau</i> , a type of mountain daisy found only in the Banks Peninsula area.
The Motto	FIDE CONDITA, FRUCTU BEATA, SPE FORTIS may be translated:

(A City) Founded in Faith, Rich in the Fulfilment thereof, Strong in the Hope for the Future. The Latin, however, means rather more than that as -

(1) “Fide condita” is a reference to ecclesiastical origins and the name of the City, taking “fides” in the sense of the Christian Faith.

(2) “Fructu beata” means “rich in the fruits of the earth” and “rich in the fruits of her industry”, as well as in the fulfilment of the Founders' Faith.

(3) “Spe fortis” means at once “strong in hope” and “bold in her claims upon the future”.

Flag Days

The following are the set occasions on which the City of Christchurch flag is flown from Civic Offices, from 8.00 am to sunset. The New Zealand Ensign is flown daily when the building is open.

6 February	Her Majesty's Accession and Waitangi Day
Second Monday in March	Commonwealth Day
21 April	Birthday of Her Majesty the Queen (Actual)
25 April	Anzac Day
2 June	Coronation Day
First Monday in June	Official Birthday of Her Majesty the Queen
10 June	Birthday of Duke of Edinburgh
24 October	United Nations Day
14 November	Birthday of Prince of Wales
16 December	Anniversary Day of the Province of Canterbury

Flags are flown at half-mast on public buildings on the following occasions:

- (a) On day of death and up to and including the day of the funeral:
The Sovereign (except that on the day of proclamation of the new sovereign the flag is raised to the masthead)
- (b) On day of death and day of funeral:
Governor-General of New Zealand
Former Governors-General
The Prime Minister of New Zealand
Former Prime Ministers of New Zealand
- (c) On day of funeral only:
Commonwealth Governors-General
Commonwealth Prime Ministers in State
Foreign and Commonwealth Heads of State
Members of the Royal Family
(Subject to special command from the Queen or the Governor-General)

When local authorities wish to fly their local authority flag at half-mast, as a sign of mourning following the death of a prominent local citizen, it is appropriate to do so on either the day or part of the day of the funeral. The same etiquette applies to the house flag of a company or organisation. In these cases the New Zealand Flag should remain at full mast.

Charters Granted to Units of The Armed Services

- 1957 RNZAF Base Wigram (relinquished 1995)
- 1959 The Canterbury Regiment
- 1965 HMNZS "Pegasus" (Canterbury Division, R.N.Z.N.V.R.)
- 1966 2nd Battalion (Canterbury and Nelson-Marlborough-West Coast).
The Royal N.Z. Infantry Regiment. (Successor unit to The Canterbury Regiment)
- 1973 HMNZS "Canterbury"

Sister Cities

The History of Sister Cities Internationally

The concept of sister cities was inaugurated in 1956 by President Dwight Eisenhower, who stated:

"The purpose of the sister cities programme is to increase international understanding and foster world peace by furthering international communication and exchange at the person-to-person level through city-to-city affiliations."

Although initially people-to-people oriented, sister city relationships have evolved to include interests in trade, tourism, educational betterment and exchanges, cultural understanding, the arts and sports, research and technology.

New Zealand cities, towns and counties began establishing relationships during the 1960s. In February 1996 cities/towns, districts and ports in New Zealand had established sister city relationships.

Christchurch's Six Sister City Relationships

The relationships provide an introduction to the city and its people, helping to facilitate local contacts in all areas. Those involved expect links to be ongoing, permanent and honoured.

Christchurch has formal links with five cities and a province in China:

Adelaide, South Australia	1972
Christchurch, Dorset, England	1975
Gansu Province, China	1984
Kurashiki, Japan	1973
Seattle, Washington State, United States of America	1981
Songpa-Gu, a district of Seoul, Korea	1995

Christchurch's Sister City Objectives

To promote relationships of friendship, goodwill and cultural understanding between the people of Christchurch and the people of each of her sister cities.

To seek opportunities for, and encourage involvement in international, sporting and cultural exchange, educational betterment, service networking and trade and tourism development, between Christchurch City and her sister cities.

To encourage members of the public to join together in friendship groups to assist the members of each of the Christchurch Sister City Committees to meet their objectives.

Committee Structure/Membership

Membership of these committees is voluntary with those dedicated to the cause giving of their talent, as consultants. Each committee has Councillor representatives. Councillors' membership to a Committee is through expressed interest, with the Sister City Committee giving endorsement. "Friends of" groups support the Committee's activities.

Christchurch's Sister City Committees are involved with:

Trade and tourism delegation visits; art and cultural exchanges; students exchanges; sports exchanges; friendship visits; assisting with business links; facilitating linkages with like organisations in our sister cities; penpals; the exchange of research and technical information

For more information please visit: <http://www.christchurch.org.nz/SisterCities/>

Members of the Consular Corps in Christchurch

Country & Date Appointed	Representative	Address of Consulate
Belgium 2001	Mr. M R Petterson (Michael)	PO Box 17 685 Sumner Christchurch
Chile 1986	Mr P Townsend (Peter)	Canterbury Employers Chamber of Commerce P O Box 359 Christchurch
Denmark 1988	Dr J Schousboe (Jorgen)	P O Box 19677 Christchurch
Finland 1990	Mr B Greig (Barry)	C/- Davis Ogilvie & Partners PO Box 579 Christchurch
France 1999	Ms M Marshall-Durieux (Martine)	13 Elmwood Road Christchurch 8005
Germany 1981	Mr A G Williams (Allan)	Harley Chambers PO Box 1915 Christchurch
Italy 1985	Mrs V Mayer (Valerie)	48 Seven Oaks Drive Christchurch
Japan 2000	Mr Ei Ichiro Yamada	Japanese Consular Office PO Box 13 748 Christchurch
Korea 1998	M G Plummer (Graeme)	7 Rhodesvale Terrace Cashmere Christchurch 8005
Malaysia 2001	Mr M Stewart (Mark)	C/- Masthead Management PO Box 9107 Christchurch
Mexico	Mr R B Johnson (Richard)	c/o Environment Canterbury 58 Kilmore Street PO Box 345 Christchurch
Netherlands 1985	Mr D E Queded (Don)	C/- Kenton Chambers PO Box 4230 Christchurch

Members of the Consular Corps in Christchurch (continued)

Country & Date Appointed	Representative	Address of Consulate
Norway 1990	Mr P Willis (Paul)	McKenzie & Willis PO Box 22 047 Christchurch
Peru 1998	Diana Lady Issac	Issac Costruction Limited PO Box 20 001 Bishopdale
Philippines 1992	Mr E P Wait (Peter)	PO Box 22-303 Christchurch
Spain 1983	Mr B Porta (Bart)	Mancan House PO Box 13 637 Christchurch
Sweden 1994	Mr R F Elworthy (Richard)	Pyne Gould Corp Limited PO Box 167 Christchurch
Turkey 1998	Mr G A C Gould (George)	P O Box 3100 Christchurch
Uruguay 1999	Miss E Cassells (Emma)	PO Box 1762 Christchurch

Environment Canterbury

Environment Canterbury is Canterbury's regional council. The Canterbury region, with a population of about 460,000 people, has the largest land area of any of the thirteen regions in New Zealand.

Within it there are eleven units of territorial local government - Hurunui District, Kaikoura District, Waimakariri District, Christchurch City, Banks Peninsula District, Selwyn District, Ashburton District, Timaru District, Mackenzie District, Waimate District and part of Waitaki District.

Environment Canterbury is committed to protecting our air, land and water resources. Its major objectives are to:

Maintain existing good air quality and improve poor air quality.

Protect water quality and quantity for the benefit of future generations.

Reduce the adverse effects on the environment of the use, storage and transportation of hazardous substances and the disposal of wastes.

Plan a safe, efficient and cost-effective regional land transport system.

Plan, fund and coordinate public passenger transport which is accessible and affordable.

Promote efficient use of energy and encourage energy production from the most efficient and sustainable sources.

Ensure safe use of the region's harbours.

Improve water quality and preserve the natural values of the region's coastal environment.

Ensure land occupiers control animal and plant pests.

Encourage land management practices to safeguard the landscape, ecology and heritage values of our land.

Ensure communities are prepared for civil defence emergencies.

Avoid or lessen the threat of natural hazards.

Environment Canterbury

58 Kilmore Street

Christchurch

PO Box 345

Telephone: 365 3828

Fax: 365 3194

<http://www.ecan.govt.nz/>

Pollution Hot-line:

366 4663

0800 EC INFO

0800 324 636