

HANDBOOK

TE PĀTAKA O RĀKAIHAUTŪ BANKS PENINSULA RESERVE COMMITTEES



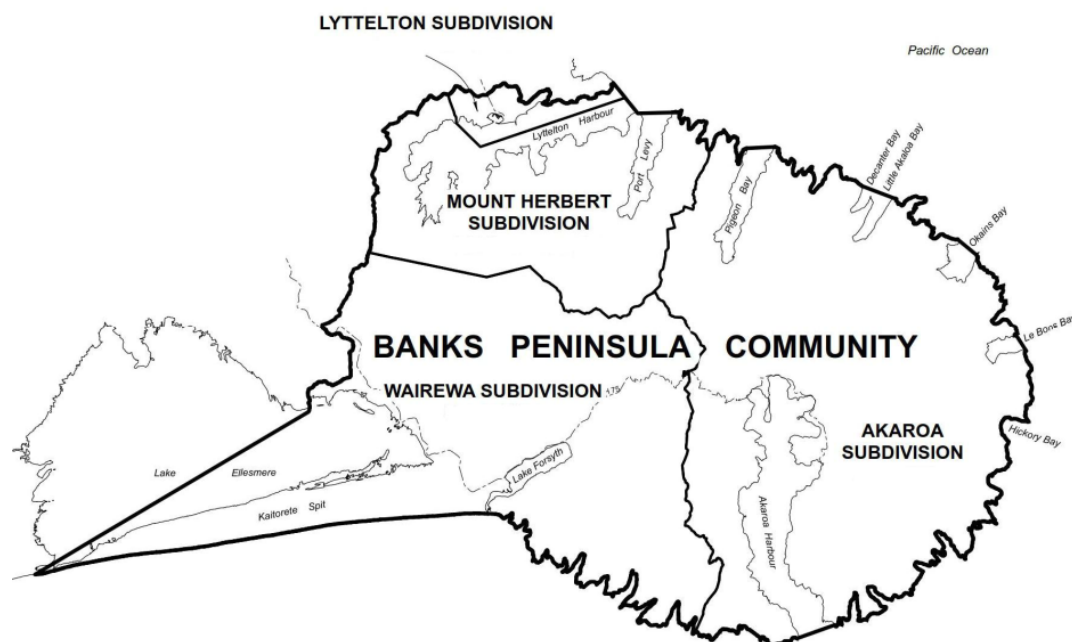
SEPTEMBER 2023

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1. OVERVIEW

There are fifteen Reserve Committees (RCs) on Banks Peninsula, many of which were established under former County and District Councils. When the Banks Peninsula District Council amalgamated with Christchurch City Council in 2006, the RCs were re-established as subcommittees of the Banks Peninsula Community Board, which represents the Banks Peninsula Ward of the Council. With the recent adoption of the 2022 Reserve Committees Terms of Reference (ToR), the RCs have been re-established as subordinate decision-making bodies of the Board for the 2022-25 term.



Members of RCs are elected community representatives. RCs play a key role in the co-management of their local reserves, ranging from campgrounds to multi-use recreational spaces (often with community halls), to conservation areas.

The following RCs, listed in their Rūnanga area, have been appointed by the Board:

Koukourarata	Ngāti Wheke	Ōnuku	Wairewa
*Ataahua	*Ataahua	Duvauchelle	Awa-iti
Le Bons Bay	Allandale	Garden of Tane	
Little Akaloa	Cass Bay	Robinsons Bay	
**Okains Bay	Diamond Harbour	Stanley Park	
Pigeon Bay	Lyttelton Recreation Ground		
	Lyttelton		

* Ataahua is an area of interest to both Koukourarata and Ngāti Wheke

** See Ōkeina Okains Bay Management Plan Advisory Group Terms of Reference

2. ROLE

Decision-Making Role

The Community Board delegated the following decision-making powers to RCs (except the hearing of submissions/objections):

- Appoint its own Chairperson, Deputy Chairperson, and Secretary.
- Decide when and at what frequency it will hold ordinary Meetings, subject to Section 9.
- To determine to plant, maintain, and remove trees on reserves within the policy set by the Council and in accordance with this section (Section 42 of the Reserves Act 1977).
 - This delegation does not include the removal of structurally unsound and unhealthy trees, trees causing damage to infrastructure, or other safety concerns where there is no viable alternative other than to remove the tree.
 - The exercise of this delegation must be carried out in a manner that is consistent with the Committee's approved Triennial plan.

Note: The tree delegation to the RCs is for all trees except the removal of *structurally unsound* and *unhealthy* trees, trees causing *damage to infrastructure*, or when there are other *safety concerns*, which is a delegation that sits with staff. It is expected that staff would still discuss such removals with the RC except in emergency situations.

Advisory and Advocacy Role

In addition to decision-making, RCs have a key advisory and advocacy role. RCs provide input to the Board and staff on a variety of issues including:

- Community planting days
- Health and safety issues
- Funding for new projects
- Prioritisation of budgeted projects
- Parks and facilities maintenance
- Support for volunteers
- Preparation and review of Reserve Management Plans and Landscape Plans

3. COMMUNITY BOARD LIAISON

At the start of each term, the Community Board appoints one of their members as a liaison to each RC. The Board liaison may attend RC meetings and is available for guidance and advice. In addition, a member of the Governance Team serves as a liaison to offer additional support to the Committee. All RCs will also have a Parks staff member assigned as a liaison to represent the Parks Unit as the asset owner. The RCs that have camping sites will usually have a Recreation, Sports and Events staff liaison. The local Rūnanga also have the option to appoint up to two representatives to each Committee in their takiwā.

Please refer to Appendix A for all contacts.

4. LEGISLATIVE AND COUNCIL FRAMEWORK

Legislation

As a subordinate decision-making body of the Community Board, RCs are bound by the Local Government Act, which governs the operation of a Local Authority. A subordinate decision-making body is defined in the Terms of Reference for Reserve Committees.

The most relevant legislation includes:

- Reserves Act 1977
- Local Government Act 2002
- Local Government Official Information and Meetings Act 1987 (LGOIMA)
- Health and Safety at Work Act 2015
- Camping-Ground Regulations 1985

Access legislation through www.legislation.govt.nz.

Bylaws, Policies and Strategies

The Council has a number of bylaws, policies and strategies that RCs must comply with. The most relevant are listed below.

A full list of Council Strategies, Policies and Bylaws can be accessed [here](#):

Bylaws and Policies

- Parks and Reserves Bylaw 2016
- Dog Control Bylaw 2016
- Public Places Bylaw 2018
- General Bylaw 2008
- Tree Policy

Strategies

- Biodiversity Strategy
- Our Heritage, Our Taonga - Heritage Strategy
- Port Hills Recreation Strategy
- Public Open Space Strategy
- Strengthening Communities Together Strategy
- Physical Recreation and Sport Strategy

Reserve Committees - Plans

Some of the reserves have up-to-date Reserve Management Plans (RMPs), which establish a vision for the future of the reserve and set management objectives and policies. Any activities on these reserves must be consistent with their relevant RMP.

Council will prepare an overall Banks Peninsula Parks and Reserves Management Plan for the majority of parks and reserves Council owns or administers on Banks Peninsula. It is intended that the majority of the regional parks on the Port Hills will be incorporated in a future Port Hills Management Plan. It is intended that some of the current individual reserve management plans will be incorporated into the overall Banks Peninsula Parks and Reserves Management Plan.

Reserve	Reserve Management Plan	Website Link or Trim Reference (Accessible by staff only)
Allandale	Yes	Allandale Recreation Reserve Management Plan 2006
Ataahua	Yes	Ataahua Recreation Reserve Management Plan 2006
Awa-iti	Yes	Awa-iti Domain Management Plan 2006
Cass Bay	In Development	
Diamond Harbour	Yes	Stoddart Point Reserve and Coastal Cliff Reserves Network Management Plan 2013
Duvauchelle	Draft	DRAFT 18/586726 – access through staff
Garden of Tane	Yes	Garden of Tāne Scenic Reserve Management Plan 2010
Le Bons Bay	Yes	Le Bons Bay Recreation Reserve Management Plan 2006
Little Akaloa	Yes	Little Akaloa Recreation Reserve Management Plan 2006
Lyttelton Recreation Ground	In Development	
Lyttelton Reserves	In Development	
Okains Bay	Yes	Okains Bay Reserves Management Plan 2006
Pigeon Bay	Draft	DRAFT 10/505594 – access through staff
Robinsons Bay	Yes	Robinsons Bay Recreation Reserve Management Plan 2006
Stanley Park	Yes	Stanley Park Management Plan 2013

Landscape Plans and Triennial Plans

Many reserves may have a Landscape or Development Plan. Any activities must also be consistent with the relevant Landscape or Development Plan. As part of the 2022 ToR, the RCs are also responsible for preparing a Triennial Plan with guidance and support from staff.

Please note that the Community Board will consult fully with RCs on the preparation, review or change of Reserve Management Plans, Landscape Development Plans, and Triennial Plans.

Asset Plans

Parks will over time ensure that all built assets are recorded and entered into the Council database. Assistance and input from the Committees will be helpful if available. For information on any asset plans for reserves, Committees should talk to their Parks Liaison staff members.

Any known Landscape Plans or other plans (e.g. Conservation Plans) will be listed on individual Reserve Schedules and on the Council website.

5. PLANNING AND FUNDING

Planning

At the start of the term, it's valuable for each RC to review and agree on its goals for the next 12 months and the three-year term, as part of its Triennial Plan considerations. Each year, the Committee can then review its goals and assess progress.

Committees are also welcome to update the Community Board in-person (or in writing) on their goals and progress. This provides Board members with an opportunity to hear more about the Committees' priorities and better advocate for them across the wider Council.

Budgeted Capital Projects

Currently, the Council allocates a sum from the Annual Plan budget for capital costs for RCs that don't have other significant capital funding. Staff will work with RCs each year to seek their input on relevant projects, and then prioritise expenditure. Examples include Stanley Park Renewal and Cass Bay Toilet Renewal.

Maintenance Budgets

The Budget for ongoing and regular maintenance will be controlled by the lead Parks Unit team. A lot of the maintenance will be carried out by Council's in-house staff who will work with the RCs. If necessary, staff would engage contractors using operational budget. Maintenance/operational budgets may vary in allocation from year to year.

Unbudgeted Capital Projects

After a Reserve Committee has agreed on its goals, it will need to request funding for any unbudgeted projects through the Council's Long Term Plan (LTP) or Annual Plan (AP) processes via formal submission. This is done by:

1. Requesting the Board to include the project(s) in its submission to the LTP/AP, and/or
2. The RC making a submission directly to the process, once the project(s) has been approved by the Board.

Long Term Plan

The **Long Term Plan** (LTP) is the overarching planning tool for the Council. *The key opportunity to influence the Council's priorities and funding is to prepare a submission to the LTP Consultation when it is reviewed every three years.* The LTP must include information on activities, goods, or services provided by the Council, and specific funding and financial management policies and information. The purpose of the LTP is to:

- Describe the Council's activities and the community outcomes it aims to achieve;
- Provide integrated decision-making and coordination of the resources, as set out in section 93 (6)(c) of the Local Government Act;
- Provide a long-term focus;
- Show accountability to the community;
- Provide an opportunity for participation by the public in Council decision-making processes.

Annual Plan

The **Annual Plan** (AP) process focuses on year-to-year budgets. Its purpose is to:

- Provide planning in each of the two years between LTP reviews;
- Set out a plan for the next 12 months towards achieving goals;
- Following a consultation process, be adopted in July

Staff will provide an indicative timeline for the submission process and email RCs with further information at the relevant time. In between times, please contact the Banks Peninsula Governance Advisor with any questions at Banks.Peninsula@ccc.govt.nz

As RCs cannot legally hold funds or manage bank accounts, any other requests for unplanned projects will need to be discussed with staff to ascertain the possibility of being funded through other discretionary budgets.

Minor Costs

Support is available for minor activity costs such as the purchase of tools, small items, and refreshments (excluding alcohol) for formal meetings and informal gatherings of members and volunteers. Please contact your staff liaison or email Banks.Peninsula@ccc.govt.nz for more details on how to apply for minor costs funding.

Please refer to Appendix A for all contacts.

6. COMMUNITY FACILITIES

Some RCs have community facilities (halls or community centres) under their care. Where there are no Council staff based with the RC, arrangements need to be made for the ongoing financial administration of those facilities now that the RCs can no longer take payment for bookings or use of facilities, or administer their own finances. In those cases, the Community Board has put in place some special conditions which are being worked through with the RCs and staff for the future financial management of the facilities.

7. MEETING MANAGEMENT

Annual planning, requests to staff, recommendations for the Board, and decisions under delegation should be considered at a public meeting to provide all RC members with an opportunity to contribute and ensure public transparency, except for urgent health and safety matters or minor requests. RCs are encouraged to use their own discretion on these matters, and to seek advice from liaison staff if needed.

Please see below for key details of the meeting management process. Committees should refer to Section 9 of the ToR – Administration and Meetings – for full details and further information.

Advertising Meetings

As a body of the Community Board, RCs must publicly advertise decision-making meetings (as required under LGOIMA). Committee officers and Council staff will discuss the best means of advertising Committee meetings, and these advertisements must then be published at least seven days prior to the meeting being held. Means of advertising could include local noticeboards, community and school newsletters, local websites, social media, and advertisements in local papers.

Committees must email their schedule of meetings and any subsequent changes to the date, time, and venue, to its liaison staff member and Banks.Peninsula@ccc.govt.nz. Staff will add these meetings to both the Council's Meeting Management System and the Council's website.

RCs are welcome to hold informal meetings to share information where no recommendations or decisions are made. These are not required to be advertised.

Agendas

Sample Agendas for the Triennial Election meeting, and Ordinary meetings are attached for Committees to use or adapt as appropriate (**Appendices B and C**).

Minutes

The quorum at a meeting is half of the members (if even), or a majority of members (if odd). Meeting minutes should include the following:

- Names and roles of those present;
- Any apologies;
- Any health and safety issues or accidents;
- A record of all decisions, requests of staff or recommendations to the Community Board, including a mover and seconder.

Note: Moving, seconding, and carrying a motion are useful tools in the effective running of a meeting, because this helps avoid confusion by clarifying the action and ensures buy-in from a majority of members.

Note: An example of a best practice meeting minutes document is attached (**Appendix D**). Using a template similar to, or the same as the sample, will give some consistency across all Committees for publication in Community Board Agenda's and on the Council website.

Please email unconfirmed minutes to Banks.Peninsula@ccc.govt.nz no later than 10 working days from when the meeting was held. Minutes will be included in the next Community Board Public Agenda. *Please note that minutes are a public document available to the wider public and media.*

8. HOW TO GET THINGS DONE

After an issue has been considered and agreed to at a meeting, please refer to the process below to action it.

Actions

- Where the agreed decision **complies** with any Management or Landscape Development Plan, and is within the Triennial Plan (i.e. there is allocated budget and/or resource), the RC can progress the decision with assistance as appropriate from staff.
- If the decision **does not comply** with a Management or Landscape Development Plan and/or the Triennial Plan, but the RC still wishes to proceed, then the decision needs to be referred to either staff or the Community Board by way of a recommendation.
 - If the decision is minor and can be dealt with at a staff level, the RC needs to work with staff around budget and implementation.
 - If the decision relates to a larger project, it will need a recommendation to the Board, which must be included in the minutes document that goes to the Board. The recommendation may be accompanied by a staff opinion or recommendation. The Board can then decide how or if it wishes to advance the recommendation. Depending on the complexity of the recommendation and/or whether the Board has the delegation to make the final decision, a staff report may be required for the Board to consider at another meeting.
- To action a request of staff, please contact one of your staff liaison members:
 - Contact Parks staff to request parks, sports grounds maintenance, and issues around parks buildings
 - Contact Recreation and Sport staff about operational management of camping grounds
 - Contact Facilities staff to request maintenance for halls
 - For anything else, and governance queries, contact the governance staff

Please refer to Appendix A for all contacts.

9. ELECTIONS

Elections

RC elections are held every three years, following the local body elections. Please contact the Banks Peninsula Governance Advisor, at Banks.Peninsula@ccc.govt.nz for more details.

APPENDIX A – CONTACTS

Reserve Committee	Community Board Liaison	Rūnanga and Contact Details
Allandale	Howard Needham	Te Hapū o Ngāti Wheke rapaki@ngaitahu.iwi.nz
Ataahua	Lyn Leslie	Te Hapū o Ngāti Wheke rapaki@ngaitahu.iwi.nz and Te Rūnanga o Koukourarata koukourarata@ngaitahu.iwi.nz
Awa-iti	Lyn Leslie	Wairewa Rūnanga Wairewa@ngaitahu.iwi.nz
Cass Bay	Tyrone Fields	Te Hapū o Ngāti Wheke rapaki@ngaitahu.iwi.nz
Diamond Harbour	Luana Swindels	Te Hapū o Ngāti Wheke rapaki@ngaitahu.iwi.nz
Duvauchelle	Nigel Harrison	Ōnuku Rūnanga onuku@ngaitahu.iwi.nz
Garden of Tane	Nigel Harrison	Ōnuku Rūnanga onuku@ngaitahu.iwi.nz
Le Bons Bay	Asif Hussain	Te Rūnanga o Koukourarata koukourarata@ngaitahu.iwi.nz
Little Akaloa	Asif Hussain	Te Rūnanga o Koukourarata koukourarata@ngaitahu.iwi.nz
Lyttelton Recreation Ground	Cathy Lum-Webb	Te Hapū o Ngāti Wheke rapaki@ngaitahu.iwi.nz
Lyttelton Reserves	Reuben Davidson	Te Hapū o Ngāti Wheke rapaki@ngaitahu.iwi.nz
Okains Bay	Asif Hussain	Te Rūnanga o Koukourarata koukourarata@ngaitahu.iwi.nz
Pigeon Bay	Asif Hussain	Te Rūnanga o Koukourarata koukourarata@ngaitahu.iwi.nz
Stanley Park	Nigel Harrison	Ōnuku Rūnanga onuku@ngaitahu.iwi.nz
Robinsons Bay	Nigel Harrison	Ōnuku Rūnanga onuku@ngaitahu.iwi.nz

Community Board Members' Contact Details			
Name	Role	Email	Phone
Lyn Leslie	Chairperson	lyn.leslie@ccc.govt.nz	027 392 8458
Nigel Harrison	Deputy Chairperson	nigel.harrison@ccc.govt.nz	022 089 7019
Reuben Davidson	Board member	reuben.davidson@ccc.govt.nz	027 255 5899
Cathy Lum-Webb	Board member	cathy.lumwebb@ccc.govt.nz	020 4092 1247
Howard Needham	Board member	howard.needham@ccc.govt.nz	021 256 7524
Luana Swindells	Board member	luana.swindells@ccc.govt.nz	022 397 4923
Tyrone Fields	Banks Peninsula Councillor	tyrone.fields@ccc.govt.nz	021 100 4590

Urgent Facility Repairs - Christchurch City Council

03 941 8111

Staff Contacts 2023				
Reserve Name	Parks	Governance	Recreation and Sports (campgrounds)	Community Development and Recreation Advisors
Allandale	Fiona Waghorn David Laird - toilets	Natasha McDonnell	N/a	Andrea Wild
Ataahua	Fiona Waghorn David Laird - toilets	Natasha McDonnell	N/a	To be advised
Awa-iti	Fiona Waghorn David Laird – toilets buildings maintenance Maria Adamski – buildings planning	Natasha McDonnell	N/a	Jane Harrison
Cass Bay	Paul Devlin David Laird	Natasha McDonnell	N/a	Andrea Wild
Diamond Harbour	Fiona Waghorn David Laird – toilets buildings maintenance Maria Adamski – buildings planning	Natasha McDonnell	N/a	To be advised
Duvauchelle	Fiona Waghorn	Natasha McDonnell	Colin Jacka	Steffi Brightwell
Garden of Tāne	Fiona Waghorn	Natasha McDonnell	N/a	Steffi Brightwell
Le Bons Bay	Fiona Waghorn David Laird - toilets	Natasha McDonnell	N/a	Jane Harrison
Little Akaloa	To be addvised Maria Adamski David Laird - toilets	Natasha McDonnell	N/a	Steffi Brightwell
Lyttelton Recreation Ground	Holly Whitaker David Laird - pavilion	Natasha McDonnell	John Furlong	Trisha Ventom
Lyttelton Reserves	Paul Devlin	Natasha McDonnell	N/a	To be advised
Okains Bay	Fiona Waghorn Paul Devlin Delia Walker – RMP David Laird - toilets	Natasha McDonnell	Colin Jacka	Steffi Brightwell
Pigeon Bay	Paul Devlin David Laird - toilets	Natasha McDonnell	Colin Jacka	To be advised
Robinsons Bay	Fiona Waghorn	Natasha McDonnell	N/a	Steffi Brightwell
Stanley Park	Fiona Waghorn	Natasha McDonnell	N/a	Steffi Brightwell

Staff Contact Details 2023	
Name and Position	Email
Andrea Wild, Community Development Advisor, Community Governance	Andrea.Wild@ccc.govt.nz
Colin Jacka, Manager Activities and Events (Outdoors)	Colin.Jacka@ccc.govt.nz
David Laird, Parks Buildings Specialist	David.Laird@ccc.govt.nz
Delia Walker, Planner Recreation, Parks & Recreation Planning	Delia.Walker@ccc.govt.nz
Fiona Waghorn, Community Partnerships Ranger, Parks Banks Peninsula	Fiona.Waghorn@ccc.govt.nz
Heidi Wilton, Community Partnerships Ranger, Parks Sector South	Heidi.Wilton@ccc.govt.nz
Holly Whitaker, Community Partnerships Ranger, Parks Sector South	Holly.Whitaker@ccc.govt.nz
Jane Harrison, Community Development Advisor, Community Governance	Jane.Harrison@ccc.govt.nz
John Furlong, Sports Services Activation Advisor	John.Furlong@ccc.govt.nz
Kerri Bowen, Team Leader Parks Sector Banks Peninsula	Kerri.Bowen@ccc.govt.nz
Maria Adamski, Asset Engineer, Buildings & Heritage	Maria.Adamski@ccc.govt.nz
Matthew Pratt, Community Facilities Specialist	Matthew.Pratt@ccc.govt.nz
Natasha McDonnell, Governance Advisor, Community Governance	Natasha.McDonnell@ccc.govt.nz
Paul Devlin, Head Ranger Port Hills and Banks Peninsula	Paul.Devlin@ccc.govt.nz
Penelope Goldstone, Manager Community Governance	Penelope.Goldstone@ccc.govt.nz
Steffi Brightwell, Community Development Advisor, Community Governance	Steffi.Brightwell@ccc.govt.nz
Trisha Ventom, Community Recreation Advisor, Community Governance	Trisha.Ventom@ccc.govt.nz
Urgent Facility Repairs - Christchurch City Council	03 941 8111

Website

Staff have set up a link to Banks Peninsula Reserve Committees on the Council website which can be accessed [here](#).

Information included so far covers a small precis of most RCs, upcoming meetings and past minutes. More information will be added to the website as it is further developed. Speak to your liaison staff or email Banks.Peninsula@ccc.govt.nz if you want to discuss adding photos and more information about your RC.

[Name] Reserve Committee AGENDA

Notice of Triennial Election:

A triennial election of the [Name] Reserve Committee will be held on:

Date: Monday 19 December 2022
Time: 10am
Venue: Lyttelton Community Boardroom,
25 Canterbury Street, Lyttelton

1. Welcome

Note: The Chairperson of the outgoing Committee, or in their absence, a Board member or staff member, shall preside at the public meeting.

2. Apologies

3. Election of Committee Members

3.1 Nominations for Committee members will be called for.

3.2 The electors present at the meeting will then put the nominees to a vote.

Note: The Committee must have a minimum of five members, and a maximum of twelve.

3.3 If the number of nominees is between five and twelve, nominees will be put to a vote as a block. If the meeting votes for the nominees as a block, they will be elected. Alternatively, at a request from the meeting, the electors can vote separately on each nominee.

3.4 If the number of nominees is more than twelve, the electors will vote on each candidate separately. Each elector may vote for as many candidates as he/she wishes. The twelve nominees who receive the most votes will be elected.

3.5 If two or more nominees are tied for the twelfth most votes, they will be put to a second vote. The person who receive the most votes will be elected. If a tie still remains for the twelfth most votes, the position will be decided by lot (draw one name from a hat or toss a coin).

Notes:

- The Committee must have a minimum of five members, and a maximum of twelve.
- Election of all Committee members is subject to formal approval by the Banks Peninsula Community Board.
- A candidate for election is not required to be present at the meeting to be eligible for election, provided he/she has indicated in writing, a willingness to stand and has submitted an apology to the meeting.
- To qualify for election to a Committee, a candidate must be a New Zealand resident.
- To qualify as an elector (voter), persons must be a current **residential** or **ratepayer** elector in the community in which the particular reserve is located. Community in this instance means the relevant subdivision of the Banks Peninsula Ward, i.e. Akaroa or Mount Herbert or Lyttelton or Wairewa. The appropriate community for each Committee will be noted in the reserve schedule.
- While the new Committee can't make any decisions until the Community Board approves the members, Committees are welcome to hold informal meeting in the interim.

4. Inaugural Meeting Date

The Committee will schedule a date, time and venue for its Inaugural meeting, noting that if decisions are to be made at the Inaugural meeting, there must be ample time allowed for advertising.

[Name] Reserve Committee

AGENDA

Notice of Ordinary Meeting:

An Ordinary meeting of the [Name] Reserve Committee will be held on:

Date: Monday 30 January 2023
Time: 10am
Venue: Lyttelton Community Boardroom,
25 Canterbury Street, Lyttelton

1. Apologies

2. Declarations of Interest

Members are reminded of the need to declare a conflict when considering any item where they may have a private/personal interest.

3. Public Forum

Members of the public who would like to speak to the Committee about matters arising with the reserve.

4. Confirmation of Minutes

That the Minutes of the Reserve Committee meeting held on 9 January 2023 be confirmed.

5. Matters Arising

The Committee will discuss any matters arising from the previous Minutes to review progress.

6. Health and Safety

The Committee will raise any health and safety matters.

7. Correspondence

That any inward correspondence be received and outward correspondence endorsed.

8. Staff Financial and/or Operational Report

Staff will report on any financial or operational matters, as appropriate.

9. Update from Working Groups

That an update from any RC Working Groups be received (if applicable).

10. General Business

The Committee will discuss any general business.

11. Next Meeting

The next Committee meeting will be held on 13 February 2023 at 10am at the Lyttelton Community Boardroom, 25 Canterbury Street, Lyttelton

Notes:

- Ordinary meeting are to be readily accessible to local residents and should be held within the area where the reserve is located, or within close proximity to the area of the reserve. As the reserves are located on Banks Peninsula, the meeting should be held on Banks Peninsula, rather than in Christchurch City.
- Advice of upcoming meetings must be given to the Council staff associated with the operational management of the reserve and the Community Governance Team, at least fourteen days prior to the meeting.
- Meetings of the Committee, where a decision(s) will be made, must be publicly advertised. The meeting must be advertised in some manner at least seven days prior to its being held.
- The quorum at a Committee meeting will be half the total number of the members if the number of Committee members is even, or a majority of members if the number of Committee members is odd.
- Ordinary meeting should, where possible, be held in a public building that is readily accessible to the public. If meetings are to be held at a private residence the owner of the residence cannot restrict the public from attending the meeting and agrees to their private address being publicly advertised as the venue for the meeting.
- It is important that at all meetings the Committee members use best practice meeting guidelines to ensure that everyone attending has an opportunity to speak and everyone feels heard and understood. Meetings should comply with the general meeting process and etiquette outlined in Council's Standing Orders.

[Name] Reserve Committee

MEETING MINUTES

Minutes of the Ordinary Meeting held:

Date: Monday 9 January 2023
Time: 10am
Venue: Lyttelton Community Boardroom,
25 Canterbury Street, Lyttelton

Present

Record those Committees members who are present and who the Chairperson is.

In Attendance

Record staff members, Board liaison members and members of the public who are speaking to the meeting. There is no requirement to record all members of the public who are present.

1. Apologies

Record apologies received from Committee members.

Mover / Second

2. Declarations of Interest

Record members' declarations of interest as they arise throughout the meeting.

3. Public Forum

3.1 Record any member of the public who addresses the Committee, the purpose of their presentation, and any action taken by the Committee.

3.2 Number each presentation separately.

4. Confirmation of Minutes

That the minutes of the previous meeting held on [DATE] be confirmed.

Mover / Second

OR That the minutes of the previous meeting held on [DATE] be confirmed, subject to the following amendment/correction [then detail what is to be changed].

5. Matters Arising

5.1 Briefly note any matters raised from the previous Minutes and any subsequent actions.

5.2 Number each matter raised separately.

6. Health and Safety

6.1 Record any health and safety issues to be raised with staff.

6.2 Number each specific issue separately.

7. Correspondence

7.1 Record any inward or outward correspondence. Record any actions decided from the correspondence.

7.2 Number each item of correspondence separately.

8. Staff Financial/Operational Report

Record any relevant financial or operational matters reported by staff.

9. Update from Working Groups

9.1 If the Committee has any working groups, they could report under this section. Record any important matters they report on.

9.2 Have a separate number for each working group report.

10. General Business

10.1 Record any items of general business raised and any action decided as a result. Issues of significance should be held over until the next meeting unless they have been included on the public agenda.

11. Next Meeting

The Committee will schedule a date, time and venue for its next meeting if it hasn't already set a schedule.

Record the time the meeting closed.

Notes:

- If any clarification is needed about meeting processes, Governance staff will provide advice and any adjudication needed.
- The unconfirmed Minutes from any meeting must be circulated to Committee members and Council staff no later than 10 working days from when the meeting is held.
- The Minutes do not need to be a verbatim report of the meeting, but should be a summary of the discussion that occurred and contributed to decisions. It is not good practice to quote statements made by Committee members.
- The Minutes from each meeting of the Committee will be forwarded to the Board for its information and inclusion on Board meeting agendas and for the consideration of any recommendations.
- The RC should be aware of sensitive issues and move into a public excluded session if appropriate. For example issues that are commercially sensitive or involve a person's privacy, should not be discussed in the public meeting.

APPENDIX E – Terms of Reference



CHRISTCHURCH CITY COUNCIL

BANKS PENINSULA RESERVE COMMITTEES

TERMS OF REFERENCE

(Adopted by Te Pātaka o Rākaihautū Banks Peninsula Community Board - 12 December 2022)

Definitions

General	- where a word or phrase has a meaning defined in a New Zealand Statute, that meaning will prevail
Board	- means Te Pātaka o Rākaihautū Banks Peninsula Community Board
Committee	- means a Reserve Committee as appointed under these Terms of Reference
Regular User	- is a person/club/group that uses the reserve on a weekly / monthly / seasonal or annual basis as opposed to a casual user who may only use the reserve from time to time.
Reserve	- is an inclusive term to refer to a park, reserve, building or camping ground on Council-owned land.
Reserve Management Plan	- a Reserve Management Plan is a document prepared under the Reserves Act 1977. A plan will contain objectives and policies for the management, protection and future development of a reserve and must: <i>"....provide for and ensure the use, enjoyment, maintenance, protection and preservation....and the development, as appropriate, of the reserve for the purpose for which it was classified....."</i> Section 41(3) Reserves Act.
Reserve Schedule	- a schedule showing the facilities and assets on the reserve, the local community relating to the reserve, user groups and organisations, and the local rūnanga that has kaitiakitanga of the reserve.
Residential or Ratepayer Elector	- (in these Terms of Reference) means someone who is registered to vote in a subdivision of the Banks Peninsula Ward.
Landscape Development Plan	- is a plan prepared to show the future development and/or landscaping plans for a reserve. The Landscape Development Plan must comply with any Reserve Management Plan applying to that reserve.
Papatipu Rūnanga	- marae based councils, administering the affairs of the hapū (tribe).
Subordinate	- means a decision-making body which the Council (Board) has appointed in

decision making body accordance with clause 30 of Schedule 7 of the LGA 2002; and which may (but not necessarily) be appointed for the purpose of investigating and making recommendations to the Council (Board) in respect of a matter referred to it.

Terms of Reference - these Terms of Reference shall apply to Reserve Committees established by Te Pātaka o Rākaihautū Banks Peninsula Community Board and are intended to be a partnership document with the Committees.

1. Status

1.1 Each Reserve Committee (the Committee) is appointed under the Local Government Act 2002, clause 30 of schedule 7 as a subordinate decision making body (body) of Te Pātaka o Rākaihautū Banks Peninsula Community Board (the Board).

Note: it is intended to still call the bodies a “Committee” to provide consistency with the historical name and for ease of use.

1.2 Each Committee will have a reserve schedule, established with the Board, which outlines such things as; the reserves they are to co-manage, the facilities and assets on the reserve, the local community relating to the reserve, user groups and organisations, and the local rūnanga that has kaitiakitanga of the reserve. A reserve schedule template is attached - Appendix A.

1.3 The Committee, as a body of the Community Board, has a predominantly governance role along with an operational and maintenance role, as described in these Terms of Reference.

1.4 Each Committee at its first meeting of the triennium will adopt the following resolution:

The [Name] Reserve Committee established by Te Pātaka o Rākaihautū Banks Peninsula Community Board agrees to abide by the Terms of Reference adopted by the Board for the operation of the reserve(s), Council facilities and assets, which the Committee has been appointed to co-manage.

1.5 The following Reserve Committees, listed in their rūnanga area, have been appointed by Te Pātaka o Rākaihautū Banks Peninsula Community Board as at [date of appointment meeting]:

Koukourārata	Ngāti Wheke	Ōnuku	Wairewa
*Ataahua	Ataahua	Duvauchelle	Awa-iti
Le Bons Bay	Allandale	Garden of Tane	
Little Akaloa	Cass Bay	Robinsons Bay	
**Okains Bay	Diamond Harbour	Stanley Park	
Pigeon Bay	Lyttelton Recreation Ground		
	Lyttelton		

* Ataahua is in an area of interest to both Koukourārata and Ngāti Wheke

** Ōkeina (Okains Bay) reserve is subject to Sections 127-129 and Schedule 8 of the Ngāi Tahu Claims Settlement Act 1998. See Okains Bay Partnership Agreement for details.

2. Role

- 2.1 The Committees fulfil an important role in the co-management of their local reserve. The relationship between the Committee and the Board, and Council staff, is crucial in ensuring the reserve is meeting the needs of mana whenua, the surrounding communities and the groups and individuals who use the area.
- 2.2 The role of the Committee is to enable communities to co-manage their local reserves by having direct input into reserve maintenance planning and development. The Committee will work in collaboration with the Board and Council staff. Each Committee will be accountable to the Council through the Board and staff by:
 - Providing advice to Council staff and the Board on the management and development of the reserve they co-manage.
 - Advising Council staff as soon as possible, of any health and safety issues occurring on the reserve; or situations that the Committee considers are a potential health and safety issue or risk.
 - Bringing to the attention of Council staff and the Board, any concerns the Committee may have with the standard of maintenance of the reserve.
 - Working collaboratively with Council staff, as part of the Triennial plan, to create an operational plan of maintenance and development. This includes a list of associated requirements for tools and equipment which Council staff will procure, along with any training requirements for volunteers.
 - Discussing with Council staff and the Board, future projects and funding requirements for the allocation of funds through the Long Term Plan (LTP) and Annual Plan (AP) processes.
 - Making recommendations to the Board on projects relating to the reserve(s) the Committee co-manages, where the Board has the delegated authority from the Council to make decisions. See Section 14.
- 2.3 The Council is legally responsible for the preservation and management of the reserve. The Committee will work in conjunction with Council staff as per Section 13 of these Terms of Reference.

3. Term

- 3.1 The term of office for the Committee is three years.
- 3.2 The Committee will be discharged one month after the inaugural meeting of the Board, following each triennial general election.

4. Composition

- 4.1 The Committee will have a minimum of five representatives and a maximum of twelve, (inclusive of the Chairperson, Deputy Chairperson and Secretary), who may be elected or appointed at a public meeting, or co-opted by the Committee.
- 4.2 An invitation to appoint up to two members to the Committee will be extended to the Papatipu Rūnanga, which has kaitiakitanga for the reserve.
- 4.3 No Community Board members will be appointed to the Committee, but can be individually elected/appointed as a resident or community member.

- 4.4 The reserve schedule for each Committee will list each club, group or organisation which regularly uses the reserve and which shall be invited to appoint a member to the Committee.

5. Elections

Note: Clauses 5.1 to 5.8 apply only to the criteria for voting at the triennial election meeting.

- 5.1 Elections will be held at a triennial public meeting on a date to be agreed between the outgoing Committee and Council staff. Public meetings can commence following the inaugural meeting of the Board and once it has re-established the Committees for the new triennial term, and must be held within three months of that time.
- 5.2 The quorum for the triennial election meeting will be five.
- 5.3 Council staff will arrange for public notice of the date, time and place of the public meeting by placing an advertisement in a newspaper circulating in Banks Peninsula, between seven and fourteen days prior to the public meeting.
- 5.4 The Chairperson of the outgoing Committee, or in their absence, a Board member or staff member, shall preside at the public meeting.
- 5.5 At the public meeting an election will be held to determine who shall be nominated to the Committee for appointment by the Board. The election may be conducted using a show of hands or voting papers of the electors who are present.
- 5.6 A candidate for election is not required to be present at the meeting to be eligible for election, provided he/she has indicated in writing, a willingness to stand and has submitted an apology to the meeting.
- 5.7 To qualify for election to a Committee, a candidate must be a New Zealand resident.
- 5.8 To qualify as an elector (voter), persons must be a current **residential** or **ratepayer** elector in the community in which the particular reserve is located. Community in this instance means the relevant subdivision of the Banks Peninsula Ward, i.e. Akaroa or Mount Herbert or Lyttelton or Wairewa. The appropriate community for each Committee will be noted in the reserve schedule.

6. Appointment of Members

- 6.1 The Committee may co-opt additional members at any time throughout the three year term, if the Committee is of the view that a person has skills, attributes or knowledge that will assist the work of the Committee.
- 6.2 In the event of the Committee membership falling below the minimum number during the triennial term, the Committee will co-opt additional members as per Clause 6.1
- 6.3 As per Clauses 4.2 and 4.4 the local rūnanga and regular users shall be asked to appoint representatives to the Committee. This should happen as part of the Triennial Meeting process.

7. Approval of Membership

- 7.1 The names of persons elected or recommended for appointment to a Committee must be submitted to the Community Board for appointment within one week of the triennial public meeting being conducted.
- 7.2 Should a person be nominated or wish to join the Committee during the three year term, their name and association with the reserve must be agreed by the Committee and submitted to the Community Board for appointment within one week of the person agreeing to accept appointment to the Committee.
- 7.3 In the event of any member(s) not being appointed by the Community Board, the matter will be referred back to the Committee with an explanation of the reason for the Board's decision and if required, a request for a further nomination(s).
- 7.4 Should the Community Board be dissatisfied by the further nomination(s) made, the Board may appoint to any Committee any person who in the opinion of the Board has knowledge or qualities that will assist the work of the Committee.

8. Committee Officers

- 8.1 Each Committee will elect its own Chairperson, Deputy Chairperson and Secretary, as per delegated authority from the Board.

9. Administration and Meetings

- 9.1 Each Committee will decide when and at what frequency it will hold ordinary meetings providing a meeting is held at least four times a year, unless as otherwise agreed to by the Board and the Committee, as per delegated authority from the Board. Ideally the Committee will set a schedule of meetings for each year.
- 9.2 Ordinary meetings are to be readily accessible to local residents and should be held within the area where the reserve is located, or within close proximity to the area of the reserve. As the reserves are located on Banks Peninsula, the meetings should be held on Banks Peninsula, rather than in Christchurch City.
- 9.3 Advice of upcoming meetings must be given to the Council staff associated with the operational management of the reserve and the Community Governance Team, at least fourteen days prior to the meeting.
- 9.4 Meetings of the Committee, where a decision(s) will be made, must be publicly advertised. Officers of the Committee and Council staff will establish the best means of advertising Committee meetings, which may include the Council website, local websites, the Board newsletter, community newsletters, local newspapers, and social media. The meeting must be advertised in some manner at least seven days prior to its being held.
- 9.5 The quorum at a Committee meeting will be half the total number of the members if the number of Committee members is even, or a majority of members if the number of Committee members is odd.
- 9.6 Ordinary meetings should, where possible, be held in a public building that is readily accessible to the public. If meetings are to be held at a private residence the owner of the residence cannot restrict the public from attending the meeting and agrees to their private address being publically advertised as the venue for the meeting.

- 9.7 As a body of the Board, the Committee is bound by the law governing the operation of a Local Authority.
- 9.8 It is important that at all meetings the Committee members use best practice meeting guidelines to ensure that everyone attending has an opportunity to speak and everyone feels heard and understood (as per guidance outlined in Appendix B). Meetings should comply with the general meeting process and etiquette outlined in Council's Standing Orders.
- 9.9 If any clarification is needed about meeting processes, Governance staff will provide advice and any adjudication needed.
- 9.10 Each decision-making meeting will have an agenda, which must contain, at a minimum:
- Apologies
 - Declarations of Interest
 - Public Forum
 - Health & Safety
 - Reports / Business
- 9.11 Each Committee must keep a record (minutes) of all decision-making meetings, which must include the following information:
- the names of those present
 - any apologies submitted
 - any health and safety issues or accidents
 - any decisions or resolutions made at the meeting
- 9.12 The unconfirmed minutes from any meeting must be circulated to Committee members and Council staff no later than 10 working days from when the meeting is held.
- 9.13 The minutes do not need to be a verbatim report of the meeting, but should be a summary of the discussion that occurred and contributed to decisions. It is not good practice to quote statements made by Committee members.
- 9.14 The minutes from each meeting of the Committee will be forwarded to the Board for its information and inclusion on Board meeting agendas and for the consideration of any recommendations.
- 9.15 A member should submit an apology if they cannot attend a meeting. If they are absent without an apology for four meetings, their place as a Committee member is forfeited and their seat becomes vacant.

10. Conflicts of Interest

- 10.1 Where a member of the Committee considers they have a conflict of interest in any matter being considered by the Committee, they shall advise the Chairperson accordingly and withdraw while the Committee considers the matter to which the conflict of interest relates.

11. Financial

- 11.1 The Committee, as with the Board, may not acquire, hold or dispose of property as per Section 53(3)(a) of the Local Government Act 2002. The Committee cannot raise funds (take payment for bookings, charge for activities or use of facilities, or work undertaken), administer their own finances (submit or claim GST), hold a separate bank account or manage funds or budgets. The Committee is not legally able to raise loans.
- 11.2 Requests from a Committee for capital projects must be submitted through the Community Board to the Long Term Plan or Annual Plan processes, or be discussed with staff to ascertain the possibility of unplanned projects being funded through discretionary budgets.
- 11.3 In reserves where there are Council employees located (e.g. camping grounds), those employees can carry out financial transactions consistent with Council delegations.

Note: If a community, where there has been a Reserve Management Committee operating, wishes to take financial responsibility for its camping ground or community facility, it must form a legal entity, such as an incorporated society or community trust, and submit a request to enter into a lease agreement with the Council. Any lease agreement would be subject to similar criteria as contained in these Terms of Reference. The society would need to satisfy Council staff that it was capable of operating the camping ground or community facility in an efficient and judicious manner.

12. Agreements and Contracts

- 12.1 There is no statute or delegation in place that authorises the Committee to enter into an agreement or a contract for work to be undertaken on the reserve or a Council building.
- 12.2 The Committee cannot hire, make agreements with, or engage the professional services of a contractor, subcontractor, consultant, handyperson, tradesperson or employee at any time.
- 12.3 If the Committee wish to engage the services of another person, they must work with Council staff who will follow the Council's prescribed procurement process to engage the person, providing the appropriate financial and support resources are available.

13. Daily Operations and Planning

- 13.1 Where possible, the Council and the Board will adopt a collaborative approach and encourage the continuance of local involvement in the reserve with the Committee.
- 13.2 Committee members are encouraged to participate in the maintenance and development activities on the reserve, provided such work is under the overall guidance of the Council staff.
- 13.3 The Committee is responsible for preparing a Triennial plan with guidance and support from Council staff. The plan will identify the Committee's priorities and can be used to report on progress and to support submissions to the LTP and AP processes for funding.

The Triennial plan will be reviewed near the beginning of each term. The Committee may also review its plan annually, or at other times if necessary.

It will include operational plans for the term, outlining priorities and goals, in order that a clear and collaborative work programme and Health and Safety plans can be established for the reserve.

The Triennial plan will be submitted to the Board for its approval and support through the LTP and AP processes.

- 13.4 The Committee and Council staff shall, in collaboration, make all the necessary arrangements for the day-to-day running, maintenance and management of reserves in accordance with Council policy, the Delegations Register, relevant legislation, and any Triennial plan, landscape development plan or management plan for the reserve.
- 13.5 The Committee can request equipment and resources through the Council staff allocated to the reserve. The Council staff can order or purchase resources in line with Council's prescribed procurement processes, and within the limit of available budgets.
- 13.6 The Committee will inform and discuss any issues that arise as part of the day-to-day operation of the reserve, or building, with Council staff, so a course of action can be agreed.
- 13.7 Council staff will liaise with the Committee on appropriate matters and a dedicated parks staff liaison person will be appointed to each Committee. The Committee may seek guidance from Community Board members or Council staff on any issues that arise.
- 13.8 Staff will negotiate on an individual basis with each reserve committee that has a community facility (e.g. a hall) under its co-management arrangement.

14. Delegations

14.1 The Board has delegated to the Committee, the power to:

- Appoint its own Chairperson, Deputy Chairperson and Secretary.
- Decide when and at what frequency it will hold ordinary meetings, subject to Section 9.
- To determine to plant, maintain and remove trees on reserves within the policy set by the Council and in accordance with this section (Section 42 Reserves Act 1977).

This delegation does not include the removal of structurally unsound and unhealthy trees, trees causing damage to infrastructure or other safety concerns where there is no viable alternative other than to remove the tree.

The exercise of this delegation must be carried out in a manner that is consistent with the Committee's approved Triennial plan.

14.2 The Board has been delegated powers by the Council, relating to Parks and Reserves. Those delegations include matters such as licences, leases, easements, reserve declaration, reserve classification, and the planting, maintenance and removal of trees. The Board has not sub-delegated any of these powers to the Committees, but where a matter relates to a reserve associated with a Committee, the Board will consult with the relevant Committee as part of its decision making process, on those matters, including the following:

- Approve and adopt any new landscape development plans for parks and reserves provided the design is within the policy and budget set by the Council.

- Approve the location of, and construction of, or alteration or addition to, any structure or area on parks and reserves, provided the matter is within the policy and budget set by the Council.

15. Reserve Management Plans / Landscape Development Plans

- 15.1 The Board and Council staff will consult fully with the Committee on the preparation, review and change of management plans and landscape development plans.
- 15.2 The Committee can assist with its strategic vision for the reserve but does not have the responsibility to prepare or write a reserve management plan for the reserve. The preparation, writing, revision or review of a reserve management plan is the responsibility of the Council staff.

Note: Some of the reserves have a Reserve Management Plan, as noted on their reserve schedule. Council staff are currently preparing a global plan, which will include all of the reserves under the care of Committees.

RESERVE COMMITTEE – RESERVE SCHEDULE

Note: this template is different to the one adopted by the Community Board on 2 December 2023. When the schedules were being populated some additional fields were added. These changes will be recommended to the Community Board when it considers the Reserve Schedules for approval.

Reserves and Facilities for: **[NAME] Reserve Committee**

Item	Description / Address	
Reserve	Name of reserve	
Address		
Legal Description Certificate of Title		
Valuation Roll Number		
Reserve Classification		
Subject to Reserves Act Y/N		
Gazette Notice		
Crown derived Y/N		
Land Area		
Wai Tapu / Silent File		
Flooding Risk		
District Plan Zoning		
Leases		
Community Facilities	Description – e.g. community hall	
Camping Ground Facilities	Description – e.g. Licensed camping facilities	
Sports / Leisure Facilities	Description – e.g. sports ground	
Heritage Buildings/Structures	Description – e.g. historic library	
Assets / machinery	List	
User Groups		
Employees	Yes/No	
Reserve Management Plan	TRIM number and year	
Landscape Development Plan	TRIM number and year	
Plantings	List any significant plantings or notable trees	
Maintenance	List who carries out maintenance	
Policies / Registers	List any the RC has	
Rūnanga		
Specific Community Committee is Located in	As per electoral boundaries – e.g. Wairewa	
Council Staff Liaison	List ones from different Units	
Board Member Liaison		
Relevant Council Teams		