

## **CANTERBURY LOCAL AUTHORITIES TRIENNIAL AGREEMENT**

### **1. PURPOSE**

All local authorities within each region must enter into a triennial agreement containing protocols for communication and co-ordination amongst them during the period until the next triennial general election of members (Section 15, Local Government Act, 2002 – the Act).

This triennial agreement will seek to ensure appropriate levels of communication and co-ordination are maintained between the local authorities of the Canterbury region.

### **2 AGREEMENT**

The parties:

Ashburton District Council  
Canterbury Regional Council  
Christchurch City Council  
Hurunui District Council  
Kaikoura District Council  
Mackenzie District Council  
Selwyn District Council  
Timaru District Council  
Waimakariri District Council  
Waimate District Council  
Waitaki District Council

agree to work in good faith together for the good governance of their localities and the region.

As signatories to this agreement each local authority will ensure:

- early notification to affected local authorities party to this agreement through the distribution of draft documentation, of major policy initiatives or proposals which may have implications beyond the current geographic boundaries (or for constituent authorities) of the decision-making authority;
- opportunities for involvement by affected local authorities in the development of policies or plans that have inter-jurisdictional or cross boundary implications;
- the application of a “no surprises” policy whereby early notice will be given of potential disagreements between local authorities
- that where practicable, processes for engaging with communities and agencies in order to identify community outcomes, and prioritise these outcomes, are undertaken jointly or in a collaborative manner.

### **3 NEW REGIONAL COUNCIL ACTIVITIES**

Section 15 (2) of the Local Government Act requires the inclusion in this agreement, the process for consultation on proposals for new regional council activities. The process to be followed is:

- Any new significant activity, as defined in Section 16 (1) of the Act, proposed by the Canterbury Regional Council, will be advised to the appropriate meeting of the Canterbury Mayoral Forum, in addition to any Section 16 (1) requirement.

- Any new activity proposed by the Canterbury Regional Council not considered to be significant will be advised to the appropriate territorial authorities in the Canterbury Region.

#### 4 LOCAL GOVERNMENT STRUCTURE

**Notwithstanding the spirit of co-operation embodied within this agreement, the local authorities, individually or collectively, reserve the right to promote, consult, and/or research change to the structure of local government within the Region.**

**This right is consistent with the intent of effective and efficient governance sought in the Local Government Act 2002, having particular relevance to the ideals of interest and community representation.**

#### 5 COMMUNICATION AND CO-ORDINATION

Co-ordination and communication in relation to this agreement will be primarily through, but not limited to, the Canterbury Mayoral Forum (the Forum). The Forum will meet three-monthly and operate in accordance with its agreed Charter of Purpose (attached).

The Forum will be supported by:

- Meetings of the Chief Executives within the region;
- Other regional and sub-regional forums as required;
- Meetings between staff as necessary.

#### 6 AGREEMENT TO REVIEW

The parties to the triennial agreement may meet and agree to amendments to the agreement at the next available Forum meeting following a request from any one or more authorities party to this agreement in writing to the Secretary of the Forum, received at least two weeks prior to the meeting date.

This agreement will be placed on the Forum agenda at the final Forum prior to a triennial election to review, with the purpose of recommending changes (if any) to the incoming councils.

#### 7 OTHER AGREEMENTS

This agreement does not prevent local authorities entering into other agreements amongst themselves or outside the region to facilitate their responsibilities. Any other such agreement should not be contrary to the purpose of this agreement.

#### 8 REGIONAL POLICY STATEMENT REVIEW

This Triennial Agreement will apply to any change, variation or review of the Canterbury Regional Policy Statement.

## Authority

This agreement is signed on this -----day of-----2008 by the following on behalf of their respective authorities.

### COUNCIL

### SIGNATURE

Ashburton District Council

\_\_\_\_\_  
Bede O'Malley – Mayor

Canterbury Regional Council

\_\_\_\_\_  
Sir Kerry Burke –Chairman

Christchurch City Council

\_\_\_\_\_  
Bob Parker – Mayor

Hurunui District Council

\_\_\_\_\_  
Garry Jackson – Mayor

Kaikoura District Council

\_\_\_\_\_  
Kevin Heays – Mayor

Mackenzie District Council

\_\_\_\_\_  
John O'Neill – Mayor

Selwyn District Council

\_\_\_\_\_  
Kelvin Coe – Mayor

Timaru District Council

\_\_\_\_\_  
Janie Annear – Mayor

Waimakariri District Council

\_\_\_\_\_  
Ron Keating – Mayor

Waimate District Council

\_\_\_\_\_  
John Coles – Mayor

Waitaki District Council

\_\_\_\_\_  
Alex Familton - Mayor

## CANTERBURY MAYORAL FORUM

### CHARTER OF PURPOSE

#### 1. NAME

The name of the group shall be Canterbury Mayoral Forum.

#### 2. OBJECTIVES

- (a) To provide a forum to enable the group to work more closely with each other and the region's community leaders in an endeavour to identify opportunities and solve problems together.
- (b) To identify and prioritise issues of mutual concern and foster co-operation amongst members to address these issues (including where appropriate joint work plans).
- ~~(c) To formulate policies and strategies on matters where all member councils may act collaboratively in determining plans for the co-ordination of regional growth.~~
- (c) **To formulate policies and strategies on matters where all member councils may act collaboratively in promoting sustainable development in the region.**
- (d) To ensure increased effectiveness of local government in meeting the needs of Canterbury communities.
- (e) To act as an advocate to central government or their agencies or other bodies on issues of concern to members.
- (f) To develop and implement programmes, which are responsive to the needs and expectations of the community.

#### 3. PRINCIPLES

In pursuit of these objectives the Canterbury Mayoral Forum will observe the following principles:

- (a) Establish and maintain close liaison with other local government networks to ensure as far as possible the pursuit of common objectives and the minimisation of duplication.
- (b) Establish and maintain close liaison with Ministers of the Crown and local Members of Parliament.
- (c) Establish and maintain close liaison with a wide number of diverse stakeholders and key sector organisations within the region.

- (d) Exercise its functions with due regard to the tangata whenua and cultural diversity of the Canterbury community.
- (e) Keep the local community informed about its activities.
- (f) Encourage member councils to promote and apply cross-boundary structures and systems.
- (g) Establish a provision for reporting back to its respective Councils.

#### **4. POWERS**

- (a) The Canterbury Mayoral Forum shall have the power to:
  - (i) Levy for any or all of its objects in such amount or amounts as may be mutually determined and acceptable to individual local authorities.
  - (ii) Determine and make payments from its funds for any or all of the purposes of its objects.
  - (iii) Receive any grant or subsidy and apply monies for the purposes of such grant or subsidy.
  - (iv) Fund appropriate aspects of the Forums activities regionally.
- (b) The Canterbury Mayoral Forum does not have the power to legally bind any council to any act or decision unless that act or decision has been agreed to by decision of that council.

#### **5. MEMBERSHIP**

- (a) Membership of the Canterbury Mayoral Forum shall be open to the following councils.
  - Ashburton District Council
  - Christchurch City Council
  - Environment Canterbury
  - Hurunui District Council
  - Kaikoura District Council
  - Mackenzie District Council
  - Selwyn District Council
  - Timaru District Council
  - Waimakariri District Council
  - Waimate District Council
  - Waitaki District Council
- (b) Each member council shall be represented by its Mayor (or Chairperson in the case of Environment Canterbury) and supported by its Chief Executive.
- (c) In the absence of the Mayor/Chairperson and/or Chief Executive, the member council may appoint another person to attend meetings.

- (d) The Canterbury Mayoral Forum will have the power to co-opt other members on a permanent and/or issues basis.

## **6. CHAIRPERSON**

- (a) The Canterbury Mayoral Forum shall appoint a Chairperson at the first meeting immediately following the Triennial Elections. This appointment may be reviewed after a period of 18 months.
- (b) The Chairperson elected will preside at all meetings of the Canterbury Mayoral Forum.
- (c) The Canterbury Mayoral Forum shall elect a Deputy Chairperson at the first meeting immediately following the Triennial Elections.
- (d) The Canterbury Mayoral Forum may appoint spokespersons from its membership for issues being considered.

## **7. MEETINGS**

- (a) Meetings will be held as required with an annual schedule, covering a calendar year, to be determined by the members. It is anticipated that meetings would be held three-monthly at venues to be determined.
- (b) Special meetings may be called at the request of four Mayors/Chairpersons.
- (c) A working group of Chief Executives will facilitate preparation of material proposing to be considered by the Canterbury Mayoral Forum.
- (d) Agendas for meetings will be issued and minutes would be taken and circulated.

## **8. DECISION MAKING**

The practice of the Forum will be to determine issues before it by consensus. If the consensus is to determine issues by voting the determination shall be determined by a majority of votes of the authorities represented at the meeting through the Mayor (or Chair) or their nominated representative.

## **9. SECRETARIAT**

The Canterbury Mayoral Forum will appoint Environment Canterbury to carry out the secretariat function on such terms and conditions, as it shall decide for the discharge of duties, including the taking of minutes and the keeping of any books and accounts and attending to any other business of the forum.