

## **Lyttelton Recovery Plan – CCC Working Party Terms of Reference - 5 June 2014**

### **1. Background**

- 1.1 The Minister CER is considering making a direction that a formal Recovery Plan be prepared for Lyttelton. Council has endorsed, in principle, a Recovery Plan for Lyttelton Port which focuses on land owned by Lyttelton Port of Christchurch (LPC) and the surrounding Coastal Marine Area.
- 1.2 The development of a Recovery Plan will be undertaken under the provisions of the Canterbury Earthquake Recovery Act 2011 (CER Act) and direction from the Minister CER. As a significant amount of the repair and rebuild issues for the port lie within the Coastal Marine Area it is likely that the Minister will direct Ecan to be the lead agency, and that the plan should be developed in consultation with Council, similar to the process used for the Land Use Recovery Plan (LURP). If this situation changes these Terms of Reference (TOR) may need to be reviewed.
- 1.3 On 10 April 2014 Council resolved to establish an internal Working Party (including representation from Councillors and Lyttelton-Mt Herbert Community Board members) to consider issues raised in the development of the Recovery Plan.

### **2. Purpose**

- 2.1 To enable elected members and staff to work collaboratively in the preparation, consultation and recommendations for a Lyttelton Recovery Plan.

### **3. Objectives**

- 3.1 To ensure that the Lyttelton community through the Community Board are actively engaged in the Recovery Plan and its development.
- 3.2 To ensure that the Council is able to support CCC staff in their engagement on the Recovery Plan with the strategic partners.
- 3.3 To enable Council to make informed decisions and provide timely advice to the Recovery Plan lead agency, CERA and the Minister CER.

### **4. Scope**

- 4.1 This Working Party has been established to assist Council in its role in contributing to the Recovery Plan process for Lyttelton.
- 4.2 Neither the Working Party, nor Council will be the formal decision makers on either the draft or final Recovery Plan.
- 4.3 Depending on the extent of the plan (to be determined by the Minister CER) there could be significant implications for Council in respect of the District Plan, transport infrastructure and the interface with the township of Lyttelton.
- 4.4 As Council has responsibilities in these areas and knowledge of the local conditions, other projects within the area and the community, it is critical that it plays a significant role in contributing to the development of the draft Recovery Plan. The Working Party's role in helping to achieve this is as follows:

- a) Receive information from staff, the lead agency and CERA regarding development of a Recovery Plan.
- b) Consideration of issues:
  - Scope – physical extent and range of matters to be addressed within Recovery Plan
  - Consultation and community engagement – advising the Minister CER, CERA and Ecan on who, when and how to engage on the draft Recovery Plan
  - Resourcing – CCC staff time, cost sharing arrangements for plan production and financial implications arising from the Recovery Plan
  - Liaison with LPC & Christchurch City Holdings Limited (CCHL).
- c) Report back to Council via Earthquake Recovery Committee of the Whole (ERCOW) on issues for information and matters requiring formal decision.
- d) Prepare formal comments for Council on the draft Recovery Plan.

## **5. Membership**

### 5.1 Councillors:

Ward Councillor – Andrew Turner  
 Deputy Chair Environmental Committee – Jimmy Chen  
 Deputy Chair Strategy and Planning – Paul Lonsdale

### 5.2 Lyttelton-Mt Herbert Community Board:

Community Board Chair – Paula Smith  
 2x Board members to be determined by the Community Board  
 (Christine Wilson and Jane Broughton)

- 5.3 The Working Party will be supported by staff including:  
 Unit Manager, Transport & Research – Richard Osborne  
 Senior Planner, City Planning – Mark Rushworth  
 Policy Planner, Transport – Emerson Yeoman  
 Community Board Adviser, Governance & Civic Services – Liz Beaven  
 Other technical advisors as necessary.

## **6. Responsibilities**

### 6.1 Elected members:

- a) Nominate a Chair for the Working Party members.
- b) Provide their perspective on matters being discussed.
- c) Make decisions on behalf of the Working Party.
- d) Recommend the output of the Working Party to Council consideration through the ERCOW.

### 6.2 Staff:

- a) Provide information to the Working Party in a timely manner.
- b) Circulate the agenda and minutes in advance of each meeting.
- c) Facilitate discussion and debate and provide professional advice to the Working Party on matters to be considered.

(Note: for the avoidance of doubt staff do not have any voting rights, in terms of any decisions or recommendations to be made by the Working Party.)

## **7. Organisation arrangements**

- 7.1 It is intended that the Working Party will meet monthly. Dates will be determined around elected members availability. It may be necessary to vary the frequency of meetings to respond to peaks of activity or priority issues as and when they arise.
- 7.2 Three Working Party members will form a quorum, with a minimum of one Councillor and one Community Board member.
- 7.3 The Working Party is not a 'meeting' for the purpose of the Local Government Official Information and Meetings Act 1987 (LGOIMA).attachment to clause 4
- 7.4 The Working Party may invite external parties to attend meetings. External guests do not have any voting rights.
- 7.5 The Working Party Chair does not have a casting vote.

**8. Confidentiality and Respect:**

- 8.1 To maintain strict confidentiality on all commercial issues and sensitive material and respect the views of others in accordance with normal Council protocols.