

Terms of Reference

COMMITTEES OF THE WHOLE AND STANDING COMMITTEES

Finance and Performance Committee of the Whole - Terms of Reference / Ngā Ārahina Mahinga	2
Urban Development and Transport Committee of the Whole - Terms of Reference / Ngā Ārahina Mahinga	5
Three Waters Infrastructure and Environment Committee of the Whole - Terms of Reference / Ngā Ārahina Mahinga	8
Sustainability and Community Resilience Committee of the Whole - Terms of Reference / Ngā Ārahina Mahinga	10
Audit and Risk Management Committee - Terms of Reference / Ngā Ārahina Mahing.....	13
Youth Advisory Committee - Terms of Reference / Ngā Ārahina Mahinga	17
Health, Safety and Wellbeing Committee - Terms of Reference / Ngā Ārahina Mahinga	18
Te Hononga Council – Papatipu Rūnanga Committee - Terms of Reference / Ngā Ārahina Mahinga .	21
Christchurch Momentum Committee - Terms of Reference / Ngā Ārahina Mahinga	24
Civic Awards Committee - Terms of Reference / Ngā Ārahina Mahinga	25
Chief Executive Performance and Employment Committee - Terms of Reference / Ngā Ārahina Mahinga	26
Multicultural Committee - Terms of Reference / Ngā Ārahina Mahinga	27
Regulatory Performance Committee - Terms of Reference / Ngā Ārahina Mahinga	28
Rockfall Protection Structures Committee - Terms of Reference / Ngā Ārahina Mahinga	29
Insurance Subcommittee - Terms of Reference / Ngā Ārahina Mahinga.....	30
Funding Subcommittee - Terms of Reference / Ngā Ārahina Mahinga	31
Social Housing Working Group - Terms of Reference / Ngā Ārahina Mahinga	32
Central City Momentum Working Group – Terms of Reference/ Ngā Ārahina Mahinga	33
Accessibility Regulatory Working Group – Terms Of Reference/ Ngā Ārahina Mahinga	35

FINANCE AND PERFORMANCE COMMITTEE OF THE WHOLE - TERMS OF REFERENCE / NGĀ
ĀRAHINA MAHINGA

Chair	Deputy Mayor Turner
Deputy Chair	Councillor MacDonald
Membership	The Mayor and all Councillors
Quorum	Half of the members if the number of members (including vacancies) is even, or a majority of members if the number of members (including vacancies) is odd
Meeting Cycle	Monthly
Reports To	Council

Delegations

The Council delegates to the Finance and Performance Committee authority to oversee and make decisions on:

Capital Programme and operational expenditure

- Monitoring the delivery of the Council's Capital Programme and associated operational expenditure, including inquiring into any material discrepancies from planned expenditure.
- As may be necessary from time to time, approving amendments to the Capital Programme outside the Long-Term Plan or Annual Plan processes.
- Approving Capital Programme business and investment cases, and any associated operational expenditure, as agreed in the Council's Long-Term Plan.
 - Approving any capital or other carry forward requests and the use of operating surpluses as the case may be.
 - Approving the procurement plans (where applicable), preferred supplier, and contracts for all capital expenditure where the value of the contract exceeds \$15 Million (noting that the Committee may sub delegate authority for approval of the preferred supplier and /or contract to the Chief Executive provided the procurement plan strategy is followed).
 - Approving the procurement plans (where applicable), preferred supplier, and contracts, for all operational expenditure where the value of the contract exceeds \$10 Million (noting that the Committee may sub delegate authority for approval of the preferred supplier and/or contract to the Chief Executive provided the procurement plan strategy is followed).

Non-financial performance

- Reviewing the delivery of services under s17A.
- Amending levels of service targets, unless the decision is precluded under section 97 of the Local Government Act 2002.
- Exercising all of the Council's powers under section 17A of the Local Government Act 2002, relating to service delivery reviews and decisions not to undertake a review.

Council Controlled Organisations

- Monitoring the financial and non-financial performance of the Council and Council Controlled Organisations.
- Making governance decisions related to Council Controlled Organisations under sections 65 to 72 of the Local Government Act 2002.

- Exercising the Council's powers directly as the shareholder, or through CCHL, or in respect of an entity (within the meaning of section 6(1) of the Local Government Act 2002) in relation to –
 - (without limitation) the modification of constitutions and/or trust deeds, and other governance arrangements, granting shareholder approval of major transactions, appointing directors or trustees, and approving policies related to Council Controlled Organisations; and
 - in relation to the approval of Statements of Intent and their modification (if any).

Development Contributions

- Exercising all of the Council's powers in relation to development contributions, other than those delegated to the Chief Executive and Council officers as set out in the Council's Delegations Register.

Property

- Purchasing or disposing of property where required for the delivery of the Capital Programme, in accordance with the Council's Long-Term Plan, and where those acquisitions or disposals have not been delegated to another decision-making body of the Council or staff.

Loans and debt write-offs

- Approving debt write-offs where those debt write-offs are not delegated to staff.
- Approving amendments to loans, in accordance with the Council's Long-Term Plan.

Insurance

- All insurance matters, including considering legal advice from the Council's legal and other advisers, approving further actions relating to the issues, and authorising the taking of formal actions (Sub-delegated to the Insurance Subcommittee as per the Subcommittees Terms of Reference)

Annual Plan and Long Term Plan

- Provides oversight and monitors development of the Long Term Plan (LTP) and Annual Plan.
- Approves the appointment of the Chairperson and Deputy Chairperson of the External Advisory Group for the LTP 2021-31.

Submissions

- The Council delegates to the Committee authority:
- To consider and approve draft submissions on behalf of the Council on topics within its terms of reference. Where the timing of a consultation does not allow for consideration of a draft submission by the Council or relevant Committee, that the draft submission can be considered and approved on behalf of the Council.

Limitations

- The general delegations to this Committee exclude any specific decision-making powers that are delegated to a Community Board, another Committee of Council or Joint Committee. Delegations to staff are set out in the delegations register.
- The Council retains the authority to adopt policies, strategies and bylaws.

Chairperson may refer urgent matters to the Council

As may be necessary from time to time, the Committee Chairperson is authorised to refer urgent matters to the Council for decision, where this Committee would ordinarily have considered the matter. In order to exercise this authority:

- The Committee Advisor must inform the Chairperson in writing the reasons why the referral is necessary
- The Chairperson must then respond to the Committee Advisor in writing with their decision.

If the Chairperson agrees to refer the report to the Council, the Council may then assume decision-making authority for that specific report.

URBAN DEVELOPMENT AND TRANSPORT COMMITTEE OF THE WHOLE - TERMS OF REFERENCE /
NGĀ ĀRAHINA MAHINGA

Chair	Councillor Davidson
Deputy Chair	Councillor Mauger
Membership	The Mayor and All Councillors
Quorum	Half of the members if the number of members (including vacancies) is even, or a majority of members if the number of members (including vacancies) is odd.
Meeting Cycle	Monthly
Reports To	Council

Delegations

The Council delegates to the Urban Development and Transport Committee authority to:

- Monitor and make decisions regarding the Council's Roads, footpaths and streetscapes in accordance with the Council's Long Term Plan.
- Monitor and make decisions on the Council's Transport functions including road operations, parking, public transport, cycle ways, harbours and marine structures in accordance with the Council's Long Term Plan.
- Make all decisions in connection with the Major Cycleway Routes programme, including final route selections and anything precedent to the exercise by the Council of its power to acquire any property, subject to:
 - a. The Committee and affected Community Boards being briefed prior to any public consultation commencing on any Major Cycleway Route project.
- Receive regular updates from the Greater Christchurch Partnership Committee, and the Greater Christchurch Joint Public Transport Committee
- Make decisions regarding the District Plan.

Bylaws

The Council delegates to the Committee authority to:

- Oversee the development of new bylaws within the Committee's terms of reference, up to and including adopting draft bylaws for consultation.
- Oversee the review of the following bylaws, up to and including adopting draft bylaws for consultation.
 - Cruising and Prohibited Times on Roads Bylaw 2014
 - Marine, River and Lake Facilities Bylaw 2017
 - Stock on Roads Bylaw 2017
 - Traffic and Parking Bylaw 2017

Submissions

- The Council delegates to the Committee authority:
- To consider and approve draft submissions on behalf of the Council on topics within its terms of reference. Where the timing of a consultation does not allow for consideration of a draft

submission by the Council or relevant Committee, that the draft submission can be considered and approved on behalf of the Council.

District Plan Appeals

The Committee is authorised to:

- Consider and resolve any consent orders requested in respect of any proceedings before the Environment Court regarding any appeal on the Christchurch District Plan.
- Authorise counsel and Council witnesses to call evidence in support of a compromise position or positions in the alternative for the purpose of endeavouring to agree with the parties in terms of a consent order in respect of any proceedings before the Environment Court arising out of the Council's decisions on the Christchurch District Plan.
- Authorise any one or more officers holding the positions listed below to participate in a mediation of any proceeding before the Environment Court arising out of the First Schedule to the Resource Management Act 1991.
 - This authority shall include the power to commit the Council to a binding agreement to resolve the proceeding, provided it does not require any Council expenditure not authorised by a Council delegation. Part D - Sub-Part 1 – Community Boards 159
Delegation Date Amended
 - Any authority given under this delegation shall be on such terms and conditions as the Committee considers appropriate.
Authorised positions:
 - Head of Legal
 - Associate General Counsel
 - Corporate Counsel
 - Head of Planning and Strategic Transport
 - Team Leader City Planning
 - Principal Advisors, Planning
 - The exercise of such delegated powers shall be reported to the Council on a six-monthly basis
- Authorise any two or more officers who, for the time being, hold any of the following positions to jointly consider, and resolve by consent order, any appeal to the Environment Court against a decision of Council on submissions to the Christchurch District Plan, where the appeal relates to an alteration of minor effect or the correction of a minor error.
Authorised positions:
 - Head of Legal
 - Associate General Counsel
 - Corporate Counsel
 - Head of Planning and Strategic Transport
 - Team Leader City Planning
 - Principal Advisors, Planning
- Make decisions, on behalf of the Council, in relation to any High Court proceedings arising out of decisions by the Environment Court on the Christchurch District Plan provided such decisions are consistent with professional advice.

Limitations

- This Committee does not have the authority to set project budgets, identify preferred suppliers or award contracts. These powers remain with the Finance and Performance Committee.

- The general delegations to this Committee exclude any specific decision-making powers that are delegated to a Community Board, another Committee of Council or Joint Committee. Delegations to staff are set out in the delegations register.
- The Council retains the authority to adopt policies, strategies and bylaws.

Chairperson may refer urgent matters to the Council

As may be necessary from time to time, the Committee Chairperson is authorised to refer urgent matters to the Council for decision, where this Committee would ordinarily have considered the matter. In order to exercise this authority:

- The Committee Advisor must inform the Chairperson in writing the reasons why the referral is necessary
- The Chairperson must then respond to the Committee Advisor in writing with their decision.

If the Chairperson agrees to refer the report to the Council, the Council may then assume decision making authority for that specific report.

THREE WATERS INFRASTRUCTURE AND ENVIRONMENT COMMITTEE OF THE WHOLE - TERMS OF REFERENCE / NGĀ ĀRAHINA MAHINGA

Chair	Councillor Cotter
Deputy Chair	Councillor Daniels
Membership	The Mayor and All Councillors
Quorum	Half of the members if the number of members (including vacancies) is even, or a majority of members if the number of members (including vacancies) is odd.
Meeting Cycle	Monthly
Reports To	Council

Delegations

The Council delegates to the Three Waters Infrastructure and Environment Committee authority to monitor and make decisions on:

- Water supply, conservation and quality.
- Receive regular updates from the Water Management Zone Committees.
- Stormwater drainage including the Land Drainage Recovery Programme.
- Natural environment, including the waterways, aquifers, ecology and conservation of resources.
- Natural hazards protection, including flood protection and river control.
- Solid waste collection, processing and disposal including landfills.
- Sewage collection, treatment and disposal.
- Applications to the Biodiversity Fund.

Bylaws

The Council delegates to the Committee authority to:

- Oversee the development of new bylaws within the Committee's terms of reference, up to and including adopting draft bylaws for consultation.
- Oversee the review of the following bylaws, up to and including adopting draft bylaws for consultation.
 - Trade Waste Bylaw 2015
 - Waste Management Bylaw 2009
 - Water Supply, Wastewater and Stormwater Bylaw 2014

Submissions

- The Council delegates to the Committee authority:
- To consider and approve draft submissions on behalf of the Council on topics within its terms of reference. Where the timing of a consultation does not allow for consideration of a draft submission by the Council or relevant Committee, that the draft submission can be considered and approved on behalf of the Council.

Limitations

- This Committee does not have the authority to set project budgets, identify preferred suppliers or award contracts. These powers remain with the Finance and Performance Committee.
- The general delegations to this Committee exclude any specific decision-making powers that are delegated to a Community Board, another Committee of Council or Joint Committee. Delegations to staff are set out in the delegations register.
- The Council retains the authority to adopt policies, strategies and bylaws.

Chairperson may refer urgent matters to the Council

As may be necessary from time to time, the Committee Chairperson is authorised to refer urgent matters to the Council for decision, where this Committee would ordinarily have considered the matter. In order to exercise this authority:

- The Committee Advisor must inform the Chairperson in writing the reasons why the referral is necessary.
- The Chairperson must then respond to the Committee Advisor in writing with their decision.

If the Chairperson agrees to refer the report to the Council, the Council may then assume decision-making authority for that specific report.

SUSTAINABILITY AND COMMUNITY RESILIENCE COMMITTEE OF THE WHOLE - TERMS OF REFERENCE / NGĀ ĀRAHINA MAHINGA

Chair	Councillor Templeton
Deputy Chair	Councillor Coker
Membership	The Mayor and All Councillors
Quorum	Half of the members if the number of members (including vacancies) is even, or a majority of members if the number of members (including vacancies) is odd.
Meeting Cycle	Monthly
Reports To	Council

Delegations

The Council delegates to the Sustainability and Community Resilience Committee authority to oversee and make decisions on:

- Enabling active citizenship, community engagement and participation
- Implementing the Council's climate change initiatives and strategies
- Arts and culture including the Art Gallery
- Heritage
- Housing across the continuum of social, affordable and market housing, including innovative housing solutions that will increase the supply of affordable housing
- Overseeing the Council's housing asset management including the lease to the Otautahi Community Housing Trust
- Libraries (including community volunteer libraries)
- Museums
- Sports, recreation and leisure services and facilities
- Parks (sports, local, metropolitan and regional), gardens, cemeteries, open spaces and the public realm
- Hagley Park, including the Hagley Park Reference Group
- Community facilities and assets
- Suburban Master Plans and other local community plans
- Implementing public health initiatives
- Community safety and crime prevention, including family violence
- Civil defence including disaster planning and local community resilience plans
- Community events, programmes and activities
- Community development and support, including grants and sponsorships
- The Smart Cities Programme
- Council's consent under the terms of a Heritage Conservation Covenant
- Council's consent to the removal of a Heritage Conservation Covenant from a vacant section.

Bylaws

The Council delegates to the Committee authority to:

- Oversee the development of new bylaws within the Committee's terms of reference, up to and including adopting draft bylaws for consultation.
- Oversee the review of the following bylaws, up to and including adopting draft bylaws for consultation.
 - Alcohol Restrictions in Public Places Bylaw 2018
 - Brothels Bylaw 2013
 - Cemeteries Bylaw 2013
 - Dog Control Policy and Bylaw 2016
 - Freedom Camping Bylaw 2015
 - General Bylaw 2008
 - Parks and Reserves Bylaw 2018
 - Public Places Bylaw 2018

Submissions

- The Council delegates to the Committee authority:
- To consider and approve draft submissions on behalf of the Council on topics within its terms of reference. Where the timing of a consultation does not allow for consideration of a draft submission by the Council or relevant Committee, that the draft submission can be considered and approved on behalf of the Council.

Community Funding

The Council delegates to the Committee authority to make decisions on the following funds, where the decision is not already delegated to staff:

- Heritage Incentive Grant Applications
- Extensions of up to two years for the uptake of Heritage Incentive Grants
- Applications to the Events and Festivals Fund
- Applications to the Capital Endowment Fund
- Applications to the Enliven Places Projects Fund
- Applications to the Innovation and Sustainability Fund
- Applications to the Metropolitan Strengthening Communities Fund *[The Funding Subcommittee will make recommendations on applications to this fund and report back to this Committee]*

Limitations

- This Committee does not have the authority to set project budgets, identify preferred suppliers or award contracts. These powers remain with the Finance and Performance Committee.
- The general delegations to this Committee exclude any specific decision-making powers that are delegated to a Community Board, another Committee of Council or Joint Committee. Delegations to staff are set out in the delegations register.
- The Council retains the authority to adopt policies, strategies and bylaws.

Chairperson may refer urgent matters to the Council

As may be necessary from time to time, the Committee Chairperson is authorised to refer urgent matters to the Council for decision, where this Committee would ordinarily have considered the matter. In order to exercise this authority:

- The Committee Advisor must inform the Chairperson in writing the reasons why the referral is necessary
- The Chairperson must then respond to the Committee Advisor in writing with their decision.

If the Chairperson agrees to refer the report to the Council, the Council may then assume decision-making authority for that specific report.

AUDIT AND RISK MANAGEMENT COMMITTEE - TERMS OF REFERENCE / NGĀ ĀRAHINA MAHING

Chair	Kim Wallace (Independent)
Deputy Chair	Councillor MacDonald
Membership	The Mayor Deputy Mayor Turner Councillor Cotter External Members Mr Mark Russell Ms Jacqueline Robertson Cheyne
Quorum	Half of the members if the number of members (including vacancies) is even, or a majority of members if the number of members (including vacancies) is odd.
Meeting Cycle	Quarterly and as required
Reports To	Council

Purpose

To assist the Council to discharge its responsibility to exercise due care, diligence and skill in relation to the oversight of:

- the robustness of the internal control framework;
- the integrity and appropriateness of external reporting, and accountability arrangements within the organisation for these functions;
- the robustness of risk management systems, process and practices;
- internal and external audit;
- accounting policy and practice;
- compliance with applicable laws, regulations, standards and best practice guidelines for public entities; and
- the establishment and maintenance of controls to safeguard the Council's financial and non-financial assets.

The foundations on which this Committee operates, and as reflected in this Terms of Reference, includes: independence; clarity of purpose; competence; open and effective relationships and no surprises approach.

Procedure

- In order to give effect to its advice the Committee should make recommendations to the Council and to Management.
- The Committee should meet the internal and the external auditors without Management present as a standing agenda item at each meeting where external reporting is approved, and at other meetings if requested by any of the parties.
- The external auditors, the internal audit manager and the co-sourced internal audit firm should meet outside of formal meetings as appropriate with the Committee Chair.
- The Committee Chair will meet with relevant members of Management before each Committee meeting and at other times as required.

Responsibilities

Internal Control Framework

- Consider the adequacy and effectiveness of internal controls and the internal control framework including overseeing privacy and cyber security.
- Enquire as to the steps management has taken to embed a culture that is committed to probity and ethical behaviour.
- Review the processes or systems in place to capture and effectively investigate fraud or material litigation should it be required.
- Seek confirmation annually and as necessary from internal and external auditors, attending Councillors, and management, regarding the completeness, quality and appropriateness of financial and operational information that is provided to the Council.

Risk Management

- Review and consider Management's risk management framework in line with Council's risk appetite, which includes policies and procedures to effectively identify, treat and monitor significant risks, and regular reporting to the Council.
- Assist the Council to determine its appetite for risk.
- Review the principal risks that are determined by Council and Management, and consider whether appropriate action is being taken by management to treat Council's significant risks. Assess the effectiveness of, and monitor compliance with, the risk management framework.
- Consider emerging significant risks and report these to Council where appropriate.

Internal Audit

- Review and approve the annual internal audit plan, such plan to be based on the Council's risk framework. Monitor performance against the plan at each regular quarterly meeting.
- Monitor all internal audit reports and the adequacy of management's response to internal audit recommendations.
- Review six monthly fraud reporting and confirm fraud issues are disclosed to the external auditor.
- Provide a functional reporting line for internal audit and ensure objectivity of internal audit.
- Oversee and monitor the performance and independence of internal auditors, both internal and co-sourced. Review the range of services provided by the co-sourced partner and make recommendations to Council regarding the conduct of the internal audit function.
- Monitor compliance with the delegations policy.

External Reporting and Accountability

- Consider the appropriateness of the Council's existing accounting policies and practices and approve any changes as appropriate.
- Contribute to improve the quality, credibility and objectivity of the accounting processes, including financial reporting.
- Consider and review the draft annual financial statements and any other financial reports that are to be publicly released, make recommendations to Management.
- Consider the underlying quality of the external financial reporting, changes in accounting policy and practice, any significant accounting estimates and judgements, accounting implications of new and significant transactions, management practices and any significant disagreements between Management and the external auditors, the propriety of any related party transactions

and compliance with applicable New Zealand and international accounting standards and legislative requirements.

- Consider whether the external reporting is consistent with Committee members' information and knowledge and whether it is adequate for stakeholder needs.
- Recommend to Council the adoption of the Financial Statements and Reports and the Statement of Service Performance and the signing of the Letter of Representation to the Auditors by the Mayor and the Chief Executive.
- Enquire of external auditors for any information that affects the quality and clarity of the Council's financial statements, and assess whether appropriate action has been taken by management.
- Request visibility of appropriate management signoff on the financial reporting and on the adequacy of the systems of internal control; including certification from the Chief Executive, the Chief Financial Officer and the General Manager Corporate Services that risk management and internal control systems are operating effectively;
- Consider and review the Long Term and Annual Plans before adoption by the Council. Apply similar levels of enquiry, consideration, review and management sign off as are required above for external financial reporting.
- Review and consider the Summary Financial Statements for consistency with the Annual Report.

External Audit

- Annually review the independence and confirm the terms of the audit engagement with the external auditor appointed by the Office of the Auditor General. Including the adequacy of the nature and scope of the audit, and the timetable and fees.
- Review all external audit reporting, discuss with the auditors and review action to be taken by management on significant issues and recommendations and report to Council as appropriate.
- The external audit reporting should describe: Council's internal control procedures relating to external financial reporting, findings from the most recent external audit and any steps taken to deal with such findings, all relationships between the Council and the external auditor, Critical accounting policies used by Council, alternative treatments of financial information within Generally Accepted Accounting Practice that have been discussed with Management, the ramifications of these treatments and the treatment preferred by the external auditor.
- Ensure that the lead audit engagement and concurring audit directors are rotated in accordance with best practice and NZ Auditing Standards.

Compliance with Legislation, Standards and Best Practice Guidelines

- Review the effectiveness of the system for monitoring the Council's compliance with laws (including governance legislation, regulations and associated government policies), with Council's own standards, and Best Practice Guidelines.

Appointment of Independent Members

- Identify skills required for Independent Members of the Audit and Risk Management Committee. Appointment panels will include the Mayor or Deputy Mayor, Chair of Finance & Performance Committee and Chair of Audit & Risk Management Committee. Council approval is required for all Independent Member appointments.
- The term of the Independent members should be for three years. (It is recommended that the term for independent members begins on 1 April following the Triennial elections and ends 31 March three years later. Note the term being from April to March provides continuity for the committee over the initial months of a new Council.)

- Independent members are eligible for re-appointment to a maximum of two terms. By exception the Council may approve a third term to ensure continuity of knowledge.

Long Term Plan Activities

Consider and review the Long Term and Annual Plans before adoption by the Council. Apply similar levels of enquiry, consideration, review and management sign off as are required above for external financial reporting.

YOUTH ADVISORY COMMITTEE - TERMS OF REFERENCE / NGĀ ĀRAHINA MAHINGA

Chair	Councillor Galloway
Deputy Chair	Councillor McLellan
Membership	Councillor Coker Councillor Johanson
Quorum	Half of the members if the number of members (including vacancies) is even, or a majority of members if the number of members (including vacancies) is odd.
Meeting Cycle	Quarterly
Reports To	Council

Areas of Focus

The Youth Committee will develop a work programme and a strategic agenda for the term including strategies to:

- Promote positive youth development.
- Involve young people in civic matters to provide valuable insights and help develop active citizens for the future.
- Provide a point of engagement for the Council with the youth sector.
- Promote opportunities for youth participate and have a voice in council decision making.
- Collaborate with key youth organisations and groups.

HEALTH, SAFETY AND WELLBEING COMMITTEE - TERMS OF REFERENCE / NGĀ ĀRAHINA
MAHINGA

Chair	Councillor Gough
Membership	Councillor MacDonald Councillor Mauger 2 External Members: Mr Murray Harrington Mr Paul Coleman
Quorum	Half of the members if the number of members (including vacancies) is even, or a majority of members if the number of members (including vacancies) is odd.
Meeting Cycle	Quarterly
Reports To	Council

Purpose:

Maintain and continually improve Health, Safety & Wellbeing by promoting consultation, co-operation and coordination between Management and Council. Ensuring active engagement in the ongoing development of a health, safety and wellbeing programmes.

Objective:

The role of the Health, Safety and Wellbeing Committee of Council (Committee) is to assist Council to provide leadership in discharging its health and safety management responsibilities within the organisation.

Secretarial and Meetings:

- The committee may have in attendance such members of management, including the Chief Executive and such other persons as it considers necessary to provide appropriate information and explanations.
- Meetings shall be held at least quarterly. Further meetings will be arranged on an as-needed basis.
- The Chair of the Committee will report all recommendations, key issues and findings to the Council.

Responsibilities:

To assist the Council in discharging its due diligence responsibilities as a Person Conducting a Business or Undertaking (PCBU), by taking reasonably practicable steps to understand the health and safety risks, and ensure that they are managed so that the organisation meets its legal obligations.

- Review and monitor the robustness of the organisation's health, safety and wellbeing risk management framework.
- Seek assurance that the organisation is effectively structured to manage health and safety risks.
- Review progress with completion of organisational Health and Safety Plan objectives.
- Monitor compliance with policies and relevant legislation.
- Seek assurance that systems used to identify and manage health and safety hazards and risk are fit for purpose, effectively implemented, regularly reviewed and continuously improved.
- Ensure that the Council is properly and regularly informed and updated on matters relating to health and safety risks.
- Enquire as to the steps management have taken to embed a proactive culture through engagement with workers and provide reasonable opportunities for workers to participate in health, safety & wellbeing.
- Seek assurance that Council are working in partnership so far as reasonably practical with other PCBU's as a primary duty of care to ensure the health and safety of workers.
- Seek advice periodically from internal and external auditors regarding the effectiveness and completeness of the health and safety systems.
- Ensure management are keeping the Committee fully apprised of all independent sources of assurance, via the health and safety framework including any internal or external audits undertaken.
- Consider whether appropriate actions are being taken by management to mitigate Council's significant health and safety risks.
- Ensure that management is kept apprised of the Council's governance body's views on health and safety issues.
- Any other duties and responsibilities which have been assigned to it from time to time by the Council.

Appointment Process for External Members:

Principles:

The following principles guide the appointment process for External Members of the Committee:

- The Head of Human Resources will provide candidates to the Chief Executive and GM Strategy & Transformation Office for consideration.
- The Chair of the Committee and Chief Executive will endorse the nominations, if appropriate.
- Candidates will be contacted at the appropriate time to confirm their willingness to serve for the term for which External Members are appointed as set out below. If they are willing to serve, independence and confidentiality requirements and a background check will be conducted. They will also be informed of Council policies.
- The Chair of the Committee and the Health and Safety Manager or Head of Human Resources will review the candidates to develop a shortlist by assessing the following:
 - Professional credentials and relevant experience
 - Their understanding of current Health and Safety legislative requirements
 - Experience with prevention, and response to compliance risks; education, auditing and monitoring concepts
 - Experience overseeing or assessing the performance of organisations with respect to their health and safety compliance or risk function

- Understanding implications for compliance and culture in a changing regulatory environment
 - Potential conflicts for the candidate
 - Affiliations or connections with the Council and its related entities
 - Reference and background check reports
- The results of the review of the candidates will be reported to the Committee's External Members Appointments Panel, who will select from the shortlist which External Members are appointed to the Committee.

Term:

- External Members of the Committee will be appointed for a term of three years (subject to the terms their contract and the Council failing to resolve anything that would by implication necessarily shorten that term). The term for External Members shall, unless the Chief Executive specifies otherwise, begin on 1 April following the Triennial elections and end on 31 March three years later to provide continuity for the Committee over the initial months of a new Council.
- External Members are eligible for re-appointment by the Committee's External Members Appointments Panel for one further term. However, the Council may approve the re-appointment of External Members for any number of subsequent terms to ensure continuity of knowledge.

Delegations

External Members Appointments Panel:

- The Committee delegates to its External Members Appointments Panel (Panel) the authority to consider shortlisted candidates for appointment as the External Members of the Committee and to appoint 2 External Members.
- The Chair of the Panel shall be the Chair of the Committee, and the further members of the Panel shall be the elected members of the Committee.
- The quorum of the Panel shall be half of the members if the number of members (including vacancies) is even, or a majority of members if the number of members (including vacancies) is odd.

TE HONONGA COUNCIL – PAPATIPU RŪNANGA COMMITTEE - TERMS OF REFERENCE / NGĀ
ĀRAHINA MAHINGA

Joint Chairs	Mayor Dalziel and Dr Te Maire Tau
Membership	Deputy Mayor Turner Councillor Chen Councillor Cotter Councillor Daniels Councillor Davidson Councillor Templeton The Chairperson (or alternate) of <ul style="list-style-type: none"> • Te Rūnanga o Wairewa • Te Ngāi Tūāhuriri Rūnanga • Te Rūnanga o Koukourārata • Te Taumutu Rūnanga • Te Hapū o Ngāti Wheke • Ōnuku Rūnanga
Quorum	Half of the members if the number of members (including vacancies) is even, or a majority of members if the number of members (including vacancies) is odd.
Meeting Cycle	Quarterly, with additional meetings as required.
Reports To	Council

Context

There are four Rūnanga whose takiwā or territories lie within the Christchurch City Council's area of jurisdiction. Two, Te Taumutu Rūnanga and Te Ngāi Tūāhuriri Rūnanga, have boundaries that include Christchurch City but also extend beyond the City Council's jurisdiction.

Representatives from each Rūnanga come together to form Te Kāhui Kahukura, a body which has the authority to exercise decision making powers on behalf of Ngā Papatipu Rūnanga. Through its various regulatory functions, such as District Planning and others prescribed by the Resource Management Act, the Christchurch City Council has a direct relationship with Te Kāhui Kahukura.



In this context, the Christchurch City Council established Te Hononga Council - Papatipu Rūnanga Committee, which includes representatives from the Council and the six Rūnanga, to further enhance the relationship between the Council and Ngāi Tahu.

There are three intrinsic values which are fundamental to Ngā Papatipu Rūnanga. These are protecting and enhancing water quality, protecting Māori Reserve Land, and safeguarding the interests of future generations. These are closely aligned with three equivalent values held by the Christchurch City Council. The Council has statutory responsibility for meeting the needs of future

generations, providing safe drinking water and protecting its parks and reserves. The committee will work to seek alignment of these values and work towards them for the benefit of everyone in Christchurch and Banks Peninsula.

The takiwā of the six Papatipu Rūnanga was described Schedule 1 of the Te Rūnanga o Ngāi Tahu Act 1996, which has since been superseded by the Te Rūnanga o Ngāi Tahu (Declaration of Membership) Order 2001:



Te Ngāi Tūāhuriri Rūnanga

The takiwā of Te Ngāi Tūāhuriri Rūnanga centres on Tuahiwi and extends from the Hurunui to Hakatere, sharing an interest with Arowhenua Rūnanga northwards to Rakaia, and thence inland to the Main Divide.

Rapaki Rūnanga

The takiwā of Rapaki Rūnanga centres on Rapaki and includes the catchment of Whakaraupo and Te Kaituna.

Te Rūnanga o Koukourārata

The takiwā of Te Rūnanga o Koukourārata centres on Koukourārata and extends from Pohatu Pā to the shores of Te Waihora including Te Kaituna.

Wairewa Rūnanga

The takiwā of Wairewa Rūnanga centres on Wairewa and the catchment of the lake Te Wairewa and the hills and coast to the adjoining takiwā of Koukourārata, Onuku Rūnanga, and Taumutu Rūnanga.

Te Rūnanga o Ōnuku

The takiwā of Te Rūnanga o Ōnuku centres on Ōnuku and the hills and coasts of Akaroa to the adjoining takiwā of Te Rūnanga o Koukourārata and Wairewa Rūnanga.

Taumutu Rūnanga

The takiwā of Taumutu Rūnanga centres on Taumutu and the waters of Te Waihora and adjoining lands and shares a common interest with Te Ngāi Tūāhuriri Rūnanga and Te Rūnanga o Arowhenua in the area south to Hakatere.

Responsibilities

Te Hononga Council - Papatipu Rūnanga Committee is responsible for the following:

- Leading the development of an enduring collaborative relationship between the Council and Ngā Papatipu Rūnanga.
- Building shared understanding and strong coordinated leadership on matters of mutual interest within the respective areas of jurisdiction.
- Having oversight of, and providing advice and assistance to the Council on, matters of significance or priority to Māori, and to inform Council decision making.
- Receiving regular updates from staff on Council programmes and projects of significance or priority to Māori.
- Operating in accordance with the Relationship Agreement between Christchurch City Council and Ngā Papatipu Rūnanga signed on 15 December 2016.

Delegations

This Committee can make recommendations to the Council but does not have delegated authority to make formal decisions on behalf of the Council.

Resourcing

- The Principal Advisor Ngāi Tahu Relationships will act as the Principal Advisor to the Committee.
- A Senior Advisor also forms part of the Ngāi Tahu Māori Relationships team.
- A Committee Advisor from the Hearings and Council Support Team will provide administrative and procedural support to the Committee.
- All three of these positions will be provided by the Council.
- An annual budget allocation is also made in accordance with the work programme.

CHRISTCHURCH MOMENTUM COMMITTEE - TERMS OF REFERENCE / NGĀ ĀRAHINA MAHINGA

Joint Chair's	The Mayor and Councillor Gough (with only one chairing at any time)
Membership	Deputy Mayor Turner Councillor Chen Councillor Chu Councillor Daniels Councillor Sam MacDonald Councillor Mauger Councillor Jake McLellan Councillor Templeton
Quorum	Half of the members if the number of members (including vacancies) is even, or a majority of members if the number of members (including vacancies) is odd.
Meeting Cycle	Bi-monthly or as required
Reports To	Council

Areas of Focus

The City Momentum Committee will work to ensure Christchurch thrives and prospers as a modern, sustainable 21st century city.

It will oversee the implementation of a number of strategies including:

- Central City Action Plan
- International Relations
- Visitor Strategy
- Antarctic Strategy

Working with ChristchurchNZ on matters relating to the Committee's Terms of Reference (noting the Council's powers and responsibilities as a shareholder of ChristchurchNZ are still exercised by the Finance and Performance Committee).

It will work to strengthen relationships with central Government, Environment Canterbury, neighbouring territorial authorities and iwi to ensure the best outcomes for Christchurch and to ensure the city continues to move forward.

It will encourage opportunities for growth and new research and development ventures.

CIVIC AWARDS COMMITTEE - TERMS OF REFERENCE / NGĀ ĀRAHINA MAHINGA

Chair	Councillor Johanson
Membership	Councillor Chen Councillor Coker Councillor Galloway
Quorum	Half of the members if the number of members (including vacancies) is even, or a majority of members if the number of members (including vacancies) is odd.
Meeting Cycle	As required
Reports To	Council

Area of Focus

The Civic Awards Committee considers and reports to Council on the following matters:

- Reviewing civic awards processes and to report on the process for making civic awards
- Providing oversight and recommendations on Civic Awards processes
- Reviewing nominations for Civic Awards
- Recommending to Community Boards nominations considered worthy of a community award
- Recommending to the Council nominations to receive Civic Awards
- Other matters referred to it by the Council

CHIEF EXECUTIVE PERFORMANCE AND EMPLOYMENT COMMITTEE - TERMS OF REFERENCE / NGĀ
ĀRAHINA MAHINGA

Chair	The Mayor
Deputy Chair	Deputy Mayor Turner
Membership	Councillor Gough
Quorum	Half of the members if the number of members (including vacancies) is even, or a majority of members if the number of members (including vacancies) is odd.
Meeting Cycle	As required
Reports To	Council

Areas of Focus

The Chief Executive Performance Committee considers and reports to the Council on the following matters:

- Overseeing the performance of the Chief Executive in line with the performance agreement and his/her ongoing relationship with the Council, and report regularly to the Council on his or her performance
- Facilitating regular performance reviews of the Chief Executive and reporting on a regular basis to the Council
- Undertaking reviews of the Chief Executive's remuneration package in accordance with the employment agreement and make recommendations to the Council
- Engaging relevant external advice including independent legal advice to assist the committee with all or any of these matters, as appropriate, ensuring such advisors are not otherwise contracted to the Council for similar services
- As may be necessary from time to time, matters relating to succession planning and the appointment of a Chief Executive, including:
 - Overseeing the recruitment and selection process for a Chief Executive
 - Recommending candidates and remuneration to the Council for consideration
- Organisational capability, workforce planning and development
- Council remuneration and employment policy including the living wage

MULTICULTURAL COMMITTEE - TERMS OF REFERENCE / NGĀ ĀRAHINA MAHINGA

Chair	Councillor Chen
Deputy Chair	Councillor Chu
Membership	Councillor Daniels Councillor Galloway Councillor Johanson
Quorum	Half of the members if the number of members (including vacancies) is even, or a majority of members if the number of members (including vacancies) is odd.
Meeting Cycle	Bimonthly
Reports To	Council

Area of Focus

The Multicultural Committee considers and reports to Council on the following matters:

- Overseeing the implementation of the Christchurch Multicultural Strategy – Our Future together, including the establishment of the Multicultural Advisory Group (MAG) and working together on the implementation plan to achieve the goals:
 - The Christchurch City Council is an inclusive and diverse organisation which reflects, understands and responds to the diversity of individuals and communities it serves.
 - All communities have equitable access to Council services and resources.
 - All residents are able to participate in Council decision-making.
 - Christchurch is a city of cultural vibrancy, diversity, inclusion and connection.
- Working in partnership with the existing mandated community networks/forums to promote the goals of the Christchurch Multicultural Strategy. These include:
 - The Multicultural Council
 - INFORM Network
 - CLING (Community Languages and Information Network Group)
 - Multicultural Strategy Implementation Committee
 - Canterbury Interfaith Society
 - Other peak groups that represent the interests of many.
- Engaging with a range of ethnic communities who live, work, visit and/or study in Greater Christchurch to ensure that everyone has a voice in Council decision making.

REGULATORY PERFORMANCE COMMITTEE - TERMS OF REFERENCE / NGĀ ĀRAHINA MAHINGA

Chair	Councillor Scandrett
Deputy Chair	Councillor Keown
Membership	Councillor Chu Councillor Coker Councillor Galloway
Quorum	Half of the members if the number of members (including vacancies) is even, or a majority of members if the number of members (including vacancies) is odd.
Meeting Cycle	Bimonthly
Reports To	Council

Area of Focus

The Regulatory Performance Committee considers and reports to Council on the following matters:

- Monitor the Council's regulatory and compliance functions
- Monitor the Council's regulatory and compliance functions under:
 - Resource Management Act 1991 and related legislation
 - Building Act 2004 and the New Zealand Building Code
 - Dog Control Act 1996
 - Sale and Supply of Alcohol Act 2012
 - Local Government Act 1974 and Local Government Act 2002
 - District Plan
 - Bylaws
 - Other regulatory matters

(For the avoidance of doubt, these powers relate specifically to the Council's regulatory and compliance functions. This Committee does not have the authority to adopt new bylaws, amendments to bylaws, amendments to the District Plan, or a Local Alcohol Policy.)

- Provide recommendations to Council on the Council's list of hearings commissioners under the Resource Management Act 1991.

ROCKFALL PROTECTION STRUCTURES COMMITTEE - TERMS OF REFERENCE / NGĀ ĀRAHINA
MAHINGA

Chair	The Mayor
Membership	Deputy Mayor Turner and Councillors Coker, Johanson, Scandrett and Templeton
Quorum	Half of the members if the number of members (including vacancies) is even, or a majority of members if the number of members (including vacancies) is odd
Meeting Cycle	As an when required
Reports To	Council

Responsibilities and Delegations

Resolved by the Council on 11 May 2017 that it: "Delegate to the Rockfall Protection Structures Committee decision making with respect the Port Hills Rockfall Protection Structure Funding Policy."

INSURANCE SUBCOMMITTEE - TERMS OF REFERENCE / NGĀ ĀRAHINA MAHINGA

Chair	The Mayor
Membership	Deputy Mayor Turner Councillor Davidson
Quorum	Three
Meeting Cycle	Meetings will be held as required
Reports To	Finance and Performance Committee of the Whole

Responsibilities and Delegations

- Oversee the conduct and progress of the ongoing review of the Council's 2010/11 insurance portfolio.
- Make interim decisions on the conduct of that review and associated actions.
- Work with Council officers and external advisors to determine any further actions.
- Instruct Council officers and external advisors in the implementation of any further actions.
- Report back to the Finance and Performance Committee of the Whole with recommendations on any final resolution of the review and associated actions.
- Establish a timetable for insurance decisions over the triennium, to ensure proposals are able to be considered with recommendations to the Finance and Performance Committee well in advance of the implementation date.

FUNDING SUBCOMMITTEE - TERMS OF REFERENCE / NGĀ ĀRAHINA MAHINGA

Chair	Councillor Johanson
Deputy Chair	Councillor Chu
Membership	The Mayor and all Councillors
Quorum	Five
Meeting Cycle	Annually and as required
Reports To	Sustainability and Community Resilience Committee

Responsibilities

The Funding Subcommittee receives and makes recommendations to the Sustainability and Community Resilience Committee on the following:

- Applications to the Metropolitan Strengthening Communities fund, where the decision is not already delegated to staff.
- Other applications to be determined by the Sustainability and Community Resilience Committee.

SOCIAL HOUSING WORKING GROUP - TERMS OF REFERENCE / NGĀ ĀRAHINA MAHINGA

Chair	The Mayor
Membership	Councillor Galloway Councillor Mauger Councillor Templeton
Meeting Cycle	As required and has a finish date of end of December 2019
Reports To	Sustainability and Community Resilience Committee

Task

The Social Housing Working Group will work with staff to recommend a regular comprehensive reporting framework for both Council and the Ōtautahi Community Housing Trust to report on the following:

- Baseline information.
- The warmth and dryness initiative.
- The programme to repair and replace social housing units with a view to reinstate provision to a pre-earthquake quantity by the end of this Council term.
- Any related matters with respect to ensuring sufficient quality and quantity of social housing for Christchurch.

CENTRAL CITY MOMENTUM WORKING GROUP – TERMS OF REFERENCE/ NGĀ ĀRAHINA
MAHINGA

Chair	Councillor Gough
Membership	Councillor McLellan (Deputy Chair) Mayor Dalziel Deputy Mayor Turner Councillor Jimmy Chen Councillor Catherine Chu Councillor James Daniels Councillor MacDonald Councillor Phil Mauger Councillor Sara Templeton
Quorum	Three
Meeting Cycle	Bi-monthly or as required
Reports To	City Momentum Committee
Focus	Task based

Purpose

The Central City Momentum Working Group will work with staff and any invited guests to support the refresh and delivery of the cross-agency Central City Action Plan, in particular any mechanisms and processes to implement the Council's identified actions.

This includes advice, feedback, driving and championing the development and implementation of programmes and projects under the three core themes:

- Amenity and activation, including:
 - Vacant Sites Programme
 - Activation, lighting and enlivening of public or public-facing spaces
 - Barrier Sites Programme
- People, including:
 - Central City Residential Programme ('Project 8011')
 - Coordinated marketing and promotion of the central city
- Growth, including
 - ChristchurchNZ initiatives supporting strategies to encourage investment, economic development and visitor attraction. This will be an advisory role only.

And any other matter referred to the Working Group by the Committee.

Involvement of External Parties

External parties may be co-opted for a period or a specific task, based on relevant experience or sector knowledge.

Approved 31 October 2019
Last updated 16 June 2020

Status

The Central City Momentum Working Group does not have the status of a Committee, and the Council's Standing Orders accordingly do not apply to its meetings.

ACCESSIBILITY REGULATORY WORKING GROUP – TERMS OF REFERENCE/ NGĀ ĀRAHINA
MAHINGA

Chair	Councillor Keown
Membership	Community Board Member Karolin Potter Councillor Mike Davidson Councillor Yani Johanson
Quorum	Two
Meeting Cycle	As required
Reports To	Regulatory Performance Committee
Focus	Task based

Purpose

The purpose of the Accessibility Regulatory Working Group is to make recommendations on those actions that need to be taken so that the Council pursues universal design¹ and routinely applies best practise as business as usual. The group will report their findings to the Regulatory Performance Committee or to Council as the case may be.

Responsibilities

The Accessibility Regulatory Working Group Working is responsible for:

- Identifying barriers and opportunities for persons with disabilities created by the City's current, infrastructure, facilities and services.
- Developing recommendations to increase the accessibility for disabled people of the City's infrastructure, facilities, and services.
- Reporting to the Regulatory Performance Committee on opportunities for the Council to create best practise around disability issues in the administration of its regulatory functions (e.g. as part of the Council's regulatory compliance functions under the Building Act 2004 and the New Zealand Building Code).
- Making recommendations to the Regulatory Performance Committee on enhancements to the legislative framework that impacts on disability issues in relation to local Government matters.

¹ Universal Design is the design and composition of an environment so that it can be accessed, understood and used to the greatest extent possible by all people regardless of their age, size, ability or disability.