

CHRISTCHURCH CITY COUNCIL

COUNCIL AND COMMITTEE TERMS OF REFERENCE

As at 1 October 2014

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2. Introduction

This report outlines draft Terms of Reference for Council, Council Committees and Subcommittees.

This report does not include delegations to Council Committees.

2.1 Establishment of Committees

The Local Government Act 2002, in detailing provisions related to local authority decision-making, provides local authorities with the power to appoint:

- the committees, subcommittees, and other subordinate decision-making bodies that it considers appropriate; and
- a joint committee with another local authority or other public body

A committee may appoint the subcommittees that it considers appropriate unless it is prohibited from doing so by the local authority.

A committees or other subordinate decision-making body ‘is subject in all things to the control of the local authority, and must carry out all general and special directions of the local authority’.

2.2 Membership of Committee

A local authority may appoint or discharge any member of a committee or a subcommittee.

Unless directed otherwise by the local authority, a committee may appoint or discharge any member of a subcommittee appointed by the committee.

The members of a committee or subcommittee may, but need not be, elected members of the local authority, and a local authority or committee may appoint to a committee or subcommittee a person who is not a member of the local authority or committee if, in the opinion of the local authority, that person has the skills, attributes, or knowledge that will assist the work of the committee or subcommittee.

However,

- at least 1 member of a committee must be an elected member of the local authority; and
- an employee of a local authority acting in the course of his or her employment may not act as a member of any committee unless that committee is a subcommittee.

The minimum number of members required in the Local Government Act is

- 3 for a committee; and
- 2 for a subcommittee.

2.3 Delegations to Committees

Section 32 provides for local authority business to be delegated to such committees for the purposes of efficiency and effectiveness in the conduct of the local authority’s business. This section also outlines Council business that cannot be delegated.

The Mayor is also a member of each council committee.

A local authority or committee cannot rescind or amend a decision made under a delegation authorising the making of decision by a committee, a subcommittee, or another subordinate decision-making body.

2.4 The Role and Powers of the Mayor, the Council and Community Boards

The role and powers of the Mayor as outlined in Section 41A are:

- to provide leadership
- to lead the development of the council's plans, policies and budgets for consideration by council members
- to appoint the deputy mayor
- to establish council committees, and
- to appoint the chairperson of each committee

The Council's Code of Conduct outlines the Mayor's role as leadership of the Council, being the public voice of Council and providing direction to Council, with a significant part of the Mayor's role being that of 'figurehead' for the community and performance of civic duties.

The Mayor's role is specifically defined as being:

- To define and represent the total communities' interests, ensuring ongoing community and economic development, the effective stewardship of existing assets, sustainable management of the environment, and the prudent management of the communities' financial resources.
- To lead Council in the establishment of the strategic direction and development of strategies and plans, monitoring their delivery, to achieve the outcomes and results agreed in consultation with the respective electors /constituents represented by Council.

The Councillor's role, as outlined in the Council's Code of Conduct, is to represent the electors at two levels: at the wider community level, as a trustee of public money and as a bridge between the community and decision makers. They also represent the Ward from which they are elected. The Councillor's role is specifically defined as:

- To represent the total communities' interests, ensuring ongoing community and economic development, the effective stewardship of existing assets, sustainable management of the environment, and the prudent management of the communities' financial resources.

Specific accountabilities for both roles are listed in the Council's Code of Conduct.

3. Council

Chair:	The Mayor
Membership:	The Mayor and all Councillors are members of Council
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:	To be separately considered

Terms of Reference

The Council has the power to: (these powers cannot legally be delegated)

- Make a rate
- Make a bylaw
- Borrow money, or purchase or dispose of assets, other than in accordance with the long-term plan
- Adopt a long-term plan, annual plan or annual report
- Appoint a Chief Executive
- Adopt policies required to be adopted and consulted on under the Local Government Act 2002 in association with the long term plan or the preparation of the local governance statement
- Adopt a remuneration and employment policy

The Council is also responsible for the:

- Reviewing and making decisions, when required, on the District Plan
- Approving all Council strategy and policy, except that specifically delegated to a committee or subcommittee
- Adoption of, and amendment to, Committee Terms of Reference, Standing orders and Code of Conduct
- Approving or amending the Triennial Agreement and Local Governance Statement
- Reviewing and make decisions on representation reviews
- Appointing and discharging trustees, directors or office holders to Council's Council-Controlled Organisations and Council Organisations, except where specifically delegated to a committee or officer, and determine the remuneration for trustees, directors or office holders
- Deal with issues of significant community importance
- Monitoring progress on earthquake recovery
- Considering recommendations from Council committees, subcommittees, Community Boards, the public, stakeholders and others, *and making Council decisions with regard for the requirements of Sections 76 – 81 of the Local Government Act 2002*

4. Council Committees

4.1 Infrastructure, Transport and Environment

Chair:	Cr Clearwater
Membership:	Cr Cotter (Deputy Chair), Deputy Mayor Buck, Cr East, Cr Scandrett
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:	To be separately considered
Reports to:	Council

Terms of Reference

Responsibilities

- Developing policy and strategy in relation to long term plan activities as listed above
- Monitoring earthquake recovery related to the committees specified activities (ie. Infrastructure rebuild, major facilities rebuild and facilities rebuild)
- Considering recommendations from Council's Subcommittees, Community Boards, the public, stakeholders and providers in relation to infrastructure, transport and environmental planning, delivery and operation
- Making decisions *with regard for the requirements of Sections 76 – 81 of the Local Government Act 2002* where it has the delegated authority from Council to do so, or recommendations to Council where a Council decision is required

Long Term Plan Activities

Areas of activity include

- water supply and water conservation
- sewerage collection treatment and disposal
- land and storm water drainage
- flood protection and control works
- natural hazards protection
 - natural hazards policy and planning
 - land instability management
 - other natural hazards management
- roads and footpaths (inc. pedestrian malls and cycle lanes)
- transport (including regional public transport and NZTA)
 - transport policy and planning
 - major cycle ways
 - parking (on and off street)
 - road operations

- public transport infrastructure (including bus stops, shelters, seats and transport hubs)
- transport education
- harbours and marine structures
- parks and open spaces
 - regional parks
 - garden and heritage parks
 - cemeteries
 - sports parks
 - neighbourhood parks
- waste management minimisation and disposal
 - residual waste collection and disposal
 - recyclable material collection and processing
 - organic material collection and composting
 - commercial and industrial minimisation
- natural environment
 - natural environment policy and planning
 - environmental education
 - sustainability and energy initiatives and conservation of resources (including investigating electric buses)
- all other transport issues such as regional public transport and NZTA

Delegated Authority

To be discussed

4.2 Communities, Housing and Economic Development

Chair:	Cr Turner
Membership:	Cr Livingstone (Deputy Chair), Cr Chen, Cr Gough, Cr Jones, Cr Lonsdale, Cr 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:	To be separately considered
Reports to:	Council

Terms of Reference

Responsibilities

- Developing policy and strategy in relation to long term plan and other activities as listed above
- Monitoring earthquake recovery related to the committees specified activities
- Considering recommendations from Council's Subcommittees, Community Boards, the public, stakeholders and providers in relation to communities, housing and economic development planning, delivery and operation
- Liaise and engage with other organisations/stakeholders
- Making decisions *with regard for the requirements of Sections 76 – 81 of the Local Government Act 2002* where it has the delegated authority from Council to do so, or recommendations to Council where a Council decision is required

Long Term Plan Activities

Areas of activity include

- arts and culture, including:
 - art gallery
 - museums
 - libraries
- sport and recreation, including leisure facilities
- economic development, including:
 - city promotions
 - large-scale festivals and events
 - international relations (including sister cities and the Antarctic office)
 - tourism
 - employment (including Mayor Taskforce for Jobs)
 - Christchurch economic development, coordination and leadership
 - education and skills
 - venue management
- social cohesion
 - Public participation in democratic process (including liaison with Community Boards)
 - Community development and community grants, including:
 - community facilities

- community events and festivals
- civil defence and rural fire management
- customer services
- housing, including:
 - social housing
 - affordable housing (including rental)
 - housing policy
 - temporary housing
 - tenancy service
 - homelessness
 - inner city housing
- Heritage protection and policy

Delegated Authority

To be discussed

4.3 Strategy and Finance

Chair:	Mayor Dalziel
Membership:	Cr Manji (Deputy Chair), Deputy Mayor Buck, Cr Chen, Cr Clearwater, Cr Gough, Cr Turner, Cr 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:	To be separately considered
Reports to:	Council

Terms of Reference

Responsibilities

- Review as appropriate and make recommendations to Council on Financial Strategy and Performance, Investment and Borrowing, Insurance matters and all Council Controlled Organisations
- Managing relationships with CDC and CCT and other major organisations
- Developing policy and strategy in relation to long term plan and other activities as listed above
- Monitoring earthquake recovery related to the committees specified activities
- Considering recommendations from Council's Subcommittees, Community Boards, the public, stakeholders and providers in relation to strategy and finance planning, delivery and operation
- Making decisions with regard for the requirements of Sections 76 – 81 of the Local Government Act 2002 where it has the authority from Council to do so, or recommendations to Council where a Council decision is required

Long Term Plan Activities

Areas of activity include

- Strategic Planning and Monitoring of:
 - Central city planning and policy
 - land use planning (including financial and planning assumptions)
 - urban development strategy (including the Land Use Recovery Plan)
 - urban design planning and policy
 - urban regeneration planning and policy, and
 - other strategic issues
- Performance management and reporting
- Development Contributions
- Transition process with the Canterbury Earthquake Recovery Authority
- Manage Iwi and Maori relationships
- Plus
 - Monitoring and reporting on anchor projects
 - Monitoring and review of CERA recovery programmes

- External liaison with central government agencies, CERA, the Earthquake Commission and the Insurance community
- Council Controlled organisations
- Liaison with EQC and Insurance companies

Delegated Authority

To be discussed

4.4 Regulation and Consents

Chair:	Cr East
Membership:	Cr Scandrett (Deputy Chair), Cr Jones, Cr Livingston, Cr Lonsdale
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:	To be separately considered
Reports to:	Council

Terms of Reference

Responsibilities

- Oversight of all matters relating to the Council's planning and regulatory functions and the development of policies and strategies in relation to these functions, including:
 - Resource Management Act 1991
 - Building Act 2004 and the New Zealand Building Code
 - Bylaws
 - District Plan
 - Historic Places Act 1980
 - Other regulatory matters
- Monitoring earthquake recovery related to the committees specified activities
- Considering recommendations from Council's Subcommittees, Community Boards, the public, stakeholders and providers in relation to regulation and consents
- Making decisions *with regard for the requirements of Sections 76 – 81 of the Local Government Act 2002* where it has the delegated authority from Council to do so, or recommendations to Council where a Council decision is required
- Reviewing, as appropriate, and making recommendations to Council on all long term plan activities related to committee activities)
- Approval and monitoring of Council's list of hearings commissioners under the Resource Management Act 1991,

Long Term Plan Activities

- licensing and enforcement
- land and property information services
- building consents and inspections (including the IANZ Building Accreditation)
- customer and business services
- resource consents
- district plan
- bylaws and regulations

Delegated Authority

To be discussed

5. Other Committees & Subcommittees of Council

5.1 Chief Executive and Employment Matters Subcommittee

Chair:	Mayor Dalziel
Membership:	Deputy Mayor Buck, Cr Gough, Cr Clearwater, Cr Johanson, Cr Turner
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:	Meetings will be held as required
Reports to:	Council

Terms of Reference

- The recruitment and selection process for a Chief Executive
- The effective monitoring of the Chief Executive's performance and performance agreement
- A Remuneration and Employment Policy in relation to staffing levels and remuneration of employees

Responsibilities

- Oversee the recruitment and selection process for a Chief Executive and to recommend candidates and remuneration, to the Council for consideration
- Oversee 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
- Undertake reviews of the Chief Executive's remuneration package in accordance with the employment agreement and make recommendations to the Council
- Make recommendations to the Council on a Remuneration and Employment Policy in relation to staffing levels and remuneration, to inform the annual plan and long term planning processes
- To engage relevant external advice including independent legal advice to assist the committee with all or any of these matters, as appropriate, and who are not otherwise contracted to the Council for similar services
- Facilitate regular performance reviews and report on a regular basis to the full Council.

Delegated Authority

To be discussed

5.2 Audit and Risk Management Committee

Chair:	Sue Sheldon
Membership:	Cr Manji (Deputy Chairperson), The Mayor, Cr Buck, Cr Chen, Cr East, Cr Gough, Messers Russell and Rondel
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:	Meetings will be held at least quarterly
Reports to:	Council

Terms of Reference:

To assist the Council to discharge its conformance responsibilities as outlined below:

- the robustness of the internal control framework
- the integrity and appropriateness of internal and external reporting and accountability arrangements
- the robustness of risk management systems, process and practices
- the independence and adequacy of internal and external audit functions
- compliance with applicable laws, regulations, standards and best practice guidelines, and
- the establishment and maintenance of controls to safeguard the Council's financial and non-financial assets.

Internal Control Framework

- Ensure that management's approach to maintaining an effective internal control framework is sound and effective
- 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 advice periodically from internal and external auditors regarding the completeness and quality of financial and operational information that is provided to the Council

Risk Management

- Review whether management has in place a current and comprehensive risk management framework and associated procedures for effective identification and management of the Council's significant risks
- Consider whether appropriate action is being taken by management to mitigate Council's significant risks
- Ensure that management is kept apprised of the Council's governance body's views on uncontrolled risk

- Ensure management are keeping the Audit and Risk Management Committee fully appraised of all independent sources of assurance, via the risk management framework.

Internal Audit

- Review and approve the internal audit coverage and annual work plans, ensuring these plans are based on the Council's risk profile
- Review the adequacy of management's implementation of internal audit recommendations
- Conduct a members-only session with internal audit to discuss any matters that the auditors wish to bring to the Committee's attention.

External Reporting and Accountability

- Consider the appropriateness of the Council's existing accounting policies and principles and any proposed changes
- 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
- Satisfy itself that the financial statements are supported by appropriate management signoff on the statements and on the adequacy of the systems of internal control (i.e. letters of representation), and recommend signing of the financial statements by the Chief Executive and Mayor and adoption by Council
- Confirm that processes are in place to ensure that financial information included in the entity's annual report is consistent with the signed financial statements
- Satisfy itself that the Statement of Service Performance is supported by appropriate management signoff on the statement and on the adequacy of the systems of internal management and control
- Review and consider the Summary Financial Statement for consistency with the Annual Report.

External Audit

- Confirm the terms of the appointment and engagement, including the nature and scope of the audit, timetable and fees, with the external auditor
- Receive the external audit report(s) and review action to be taken by management on significant issues and audit recommendations raised within
- Conduct a members-only session with external audit to discuss any matters that the auditors wish to bring to the Subcommittee's attention and/or any issues of independence.

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.

Delegated Authority

To be discussed

5.3 Insurance Subcommittee

Chair:	Mayor Dalziel
Membership:	Cr Manji (Deputy Chair), Deputy Mayor Buck, Cr Turner
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:	Meetings will be held as required
Reports to:	

Terms of Reference:

The Insurance Committee has responsibility and authority to:

- Oversee Council's negotiating strategy
- Work with Council officers and their advisors to determine the negotiation parameters

Delegated Authority

To be discussed

5.4 Ethics Subcommittee

Chair:	Mayor Dalziel
Membership:	Cr Clearwater Val Carter (Community Board Member)
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:	Meetings will be held as required
Reports to:	Council

Terms of Reference:

The Ethics Committee has responsibility and authority to:

- Consider, report on and make recommendations to the Council on any alleged breaches of the Code of Conduct referred to it
- To consider and report to the Council on any matters referred to it by the convenor.

Delegated Authority

To be discussed

Submissions Panel – Terms of Reference

Chair:	Councillor Ali Jones
Membership:	All Councillors invited to be part of a panel
Quorum:	Three members
Meeting Cycle:	As required
Reports to:	Council on submissions made under this authority or seek Council approval when there is time to do so

Terms of Reference

The Submissions Panel has responsibility and authority to:

- Consider and approve Council formal and informal submissions to other bodies when the meeting cycle of the Council does not allow them to consider the submission.
- Refer any proposed submission to the Council for its consideration and approval, where it considers the matter to be of particular significance, or where the panel is unable to confirm the Council's position on an issue before it.
- For the avoidance of doubt, the Panel's authority does not extend to submissions made under the Resource Management Act 1991.

5.6 District Plan Subcommittee

Chair:	The Mayor
Membership:	All Councillors
Quorum:	Half of the members of the Committee
Meeting Cycle:	Meetings will be held as required
Reports to:	Council

Terms of Reference:

The Committee has responsibility and authority to:

- Ensure the District Plan meets the requirements and timeframes of the Crown Order in Council
- Make decisions on the review of the District Plan
- Ensure all Councillors and Community Board Chairs are invited to all briefing sessions on Stage 2 chapters/maps

Delegated Authority

Due truncated timeframes under the Order in Council, the Committee as the authority to make decisions on the District Plan Review through to the end of the process

6. Subordinate decision-making bodies of Council Committees

Taskforces, working groups, adhoc groups and subcommittees will be formed and discharged as required. Membership of subordinate bodies appoint or discharge by the committee. See Section 2.2 above

The following groups were appointed/re-appointed by the Council on 25th September 2014:

Subordinate decision-making bodies of Infrastructure, Transport and Environment

The Working Groups reporting to Infrastructure, Transport and Environment Committee include:

- Land Drainage Recovery Working Group (Chair Cr Cotter)
- Public Transport Working Group (Chair Cr Clearwater)
- Lyttelton Port Recovery Plan Working Party

Subordinate decision-making bodies of Communities, Housing and Economic Development

The Groups currently reporting to Communities, Housing and Economic Development include:

- Legacy Projects and Business Recovery Working Group (Chair Cr Lonsdale)
- Housing Taskforce (Chair Cr Livingstone)
- Events and Festivals Working Group (Chair Cr Scandrett)
- International Relationship Working Group (Chair Cr Chen)
- Development Forum (Chair Cr Gough)
- Creative Communities Assessment Panel
- Funding Review Working Party (Chair Cr Turner)
- Civic Awards Selection Committee

Subordinate decision-making bodies of Strategy and Finance Committee

The Groups reporting to Communities, Housing and Economic Development include:

- Mayoral Quality Regulation Review Taskforce (Chair Cr Lonsdale)
- SCIRT and Rebuild Alignment Working Party (Chair Cr Johanson)
- Citizen Participation and Representation Review Working Group (Chair Cr Johanson)

Terms of Reference for these groups will be approved by the relevant Committees

There are also a number of existing sub-committees, working groups and adhoc groups which have not been discharged. The Council and Committees will review the terms of reference for these Committees and determine when and if they can be discharged.

International Relations Working Group

Chair:	Cr Chen
Membership:	Cr East, Livingstone, Johanson and Turner
	Elizabeth Knowles, International Office, Christchurch Polytechnic Phil Tappenden, Christchurch Songpa Sister City Committee Phillip Gibson, Ministry of Foreign Affairs and Trade Shirley van Waveren, Canterbury Employers Chamber of Commerce
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:	Communities, Housing and Economic Development Committee

The purpose of the International Relations Working Group is:

- Providing strategic oversight and direction to international relations in Christchurch
- Providing a point of engagement for the Council with the international community in relation to all international relations matters
- Advising on strategy to:
 - strengthen international educational opportunities
 - economic opportunities, and
 - promote Christchurch city's international links
 - city to city regional relationships where the opportunity exists for high value investment, growth, tourism and cultural links.
- Oversight of sister city programme:
 - strengthen relationship with existing sister cities
 - develop further relationships
 - receive regular reports from sister city committees
- Other issues referred by Communities, Housing and Economic Development Committee
- Assist the Mayor in hosting of overseas visitors and representatives to Christchurch.

Recommendations can be made by way of a chairperson's report to the Communities, Housing and Economic Development Committee

Events and Festivals Working Group

Chair:	Cr Scandrett
Membership:	Crs Lonsdale, Jones, Chen, Buck and Turner
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:	
Reports to:	Communities, Housing and Economic Development Committee

The purpose of the Events and Festivals Working Group is to:

- Provide strategic oversight and direction on events and festivals that recognise the many cultures in Christchurch
- Facilitating partnerships and collaborative funding models and sponsorship opportunities across the arts, culture and events sectors
- Contributing to the development of an events and visitor strategy.

Recommendations can be made by way of a chairperson's report to the Communities, Housing and Economic Development Committee

Housing Taskforce

Chair:	Cr Livingstone
Membership:	Crs Chen, Turner, Johanson and Buck
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:	
Reports to:	Communities, Housing and Economic Development Committee

The purpose of the Housing Taskforce is to:

- Examine the cause and effects of housing shortage in Christchurch
- Look for both immediate and long term solutions to housing shortage
- Developing and prioritising a work plan for the 2013-16 Council term, considering:
 - Social housing repair and rebuild
 - Strategies to address homelessness
 - Housing needs across the city
 - Emergency housing
 - Housing to address particular vulnerabilities
 - Non-social affordable rental housing
 - Inner-city housing
 - Affordable housing
 - Youth housing
- Developing and maintaining key external relationships in the area of housing with CERA, MBIE, the Tenants Protection Association, NGOs, HNZA and NZ Coalition to End Homelessness (NZCEH).

Recommendations can be made by way of a chairperson's report to the Communities, Housing and Economic Development Committee

Legacy Projects and Business Recovery Working Group

Chair:	Cr Lonsdale
Membership:	Crs Gough, Scandrett, Chen and Turner
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:	
Reports to:	Communities, Housing and Economic Development Committee

The purpose of the Legacy Projects and Business Recovery Working Group is:

- Providing strategic oversight and direction to legacy projects and business recovery in Christchurch
- Providing a point of engagement for the Council with the business community
- Facilitating partnerships and collaborative funding models across public and private sectors.

Recommendations can be made by way of a chairperson's report to the Communities, Housing and Economic Development Committee

Funding Review Working Group

Chair:	Clr Turner
Membership:	Mayor Dalziel Deputy Mayor Buck, Clr Cotter
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:	
Reports to:	Communities, Housing and Economic Development Committee

The aim of the review:

The aim of this review is to build a funding model that addresses issues of community sustainability in line with the Council's *desired outcomes and objectives* and fitting within the new resilience framework.

* Desired outcomes and objectives are:

- foster community resilience and sustainable community development
- encourage community capacity building
- encourage innovation and creativity
- encourage and enable social enterprise
- support participatory planning and decision making

The objectives of the review are:

- To identify and recommend an overall approach for distributing community funding as well as priorities and mechanisms
- To identify and recommend options for ensuring the overall co-ordination of the Council's community funding streams
- To identify and recommend options for improving compliance costs and transactional costs
- To identify and recommend appropriate delegations to Committees, Community Boards and staff

The review process will include

- Reviewing the broad funding context within which the Council community funding is distributed (both within the Council and in Christchurch generally);
- Reviewing the current policy guidelines and administration processes of each of the Council's funding streams within the scope of this review;
- Reviewing the level of funding currently allocated to achieving specific policy outcomes (including the level of funding specifically allocated to achieving target group policy outcomes);
- Consulting key stakeholders about ways in which the Council's funding streams could be better co-ordinated and made more accessible;
- Identifying appropriate monitoring and evaluation processes for the Council community funding streams.
- Developing recommendations to meet the review objectives

Scope of the Review:

The Council determined that this review should include the community funds distributed by the Council including:

- Small Events funding
- Strengthening Communities Fund
- Small Grants Fund
- Discretionary Response Fund (which includes Youth Development Fund)
- Community Organisation Loans Scheme (administered on behalf of the Ministry)
- Creative Communities Funding Scheme
- Events and Festivals Fund
- Small Sports Event Fund
- Arts Development Fund
- All other relevant funding schemes

Key question; 'does it build capacity, is it sustainable, and how is it going to develop and foster communities?'

Recommendations can be made by way of a chairperson's report to the Communities, Housing and Economic Development Committee.

Development Forum

Chair:	Cr Gough
Membership:	Forum with representatives from the business community of Christchurch with an interest in development. Mayor Dalziel, Crs East, Livingstone, Manji, Lonsdale and Turner Russell Cull (Canterbury Development Corporation) Hamish Doig (Real Estate Institute of NZ Incorporated) Antony Gough (Christchurch Central City Business Assoc) Scott McCulloch (Property Council of NZ – South Island) Peter Townsend (Canty Employers Chamber of Commerce) Relevant stakeholders, strategic partners and Council Staff will be invited to join the Forum as required to Contribute and inform discussion. Further members to be appointed by the Communities, Housing and Economic Development Committee
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:	
Reports to:	Communities, Housing and Economic Development Committee

Establishment

The Christchurch City Development Forum (the Forum) was established in 2014 by the Christchurch City Council and representatives from the business community of Christchurch with an interest in development.

Purpose and Functions

- To facilitate engagement between the development community in Christchurch and the Council on matters relating to development in the city
- In the first instance, to consider issues related to development contributions
- Additionally, consider other initiatives to support development that contributes to the recovery and rebuild of Christchurch city.

Objectives

1. To gain an understanding of the needs of developers and the impact of development contributions on development in Christchurch
2. To gain an understanding of the infrastructural funding requirements of the Council and the role of development contributions in providing for growth-related infrastructure.

Land Drainage Recovery Programme Working Group

Chair: Councillor Pauline Cotter

Membership: Councillor Tim Scandrett

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: Meetings of 1.5 hours to be held as required

Reports to: Infrastructure, Transport and Environment Committee

Terms of Reference

Governance overview of Flood Management Programme including:

- Monitoring the implementation of Mayoral Taskforce recommendation and maintenance of project works.
- Monitoring the progress of LDRP and associated SCIRT project works.
- Engagement and communication with local communities including keeping key stakeholders informed of progress of the Flooding Management programme.

Reporting: Informing and/or making recommendations by way of a Chairperson's Report to the Infrastructure, Transport and Environment Committee.

Greater Christchurch Public Transport Working Group Terms of Reference

Origin:

In September 2012, Christchurch City Council (CCC) Councillors and Environment Canterbury (ECan) Commissioners agreed to form a joint working group to progress the recovery of public transport. This followed submissions by CCC on ECan's Regional Public Transport Plan 2012 (RPTP) and by ECan on CCC's Christchurch Transport Strategic Plan 2012 (CTSP). In July 2013, representatives from the New Zealand Transport Agency (NZTA) and CERA's Christchurch Central Development Unit (CCDU) were invited to join this group following confirmation of the Crown/CCC funding package.

At a joint CCC/ECan Governance meeting in August 2014, it was agreed that the role of this group should be strengthened and the scope should be expanded to incorporate all of Greater Christchurch. A new Terms of Reference was prepared and representatives from Selwyn and Waimakariri District Councils were invited to become members.

Purpose:

The purpose of the working group is to bring governance representatives from CCC, ECan, SDC, WDC, NZTA and CCDU together to:

1. Ensure a shared and thorough understanding across agencies of the drivers for public transport recovery and growth that are embedded in the RPTP, CTSP, Land Use Recovery Plan and An Accessible City
2. Work together to plan, deliver and fund a joint public transport work programme that prioritises public transport improvements for the next three years to achieve the necessary infrastructure, patronage and financial recovery and growth – ***this means the work that is undertaken by the three relevant authorities***
3. Provide recommendations to the relevant councils or committees to support the timely delivery of the joint work programme across agencies and align public transport with broader transport options
4. Monitor the implementation of the joint work programme across all agencies and report progress back to the UDSIC and governance partners
5. Clarify relevant issues, constraints, objectives and strategies for delivering public transport services and infrastructure in Christchurch
6. Identify barriers and corresponding options for the sustainable delivery of public transport
7. Champion investigations into future public transport options for Greater Christchurch
8. Review and consider advice or requests from UDSIC and governance partners as required.

Governance Membership:

Membership includes up to three Councillors from CCC ***and one councillor from*** SDC and ***one from*** WDC, one ECan Commissioner, the Regional Director from NZTA and a General Manager from CCDU ***and CCC Chief Planning Officer***. Each agency is to nominate their member(s) and one alternate. The Chair will be elected by the Working Group.

Staff Support:

Senior staff from each agency will attend meetings to provide support and advice. ~~The Public Transport Officers Group will provide background technical support.~~ Administrative support will be provided by CCC.

Reporting:

The Working Group will report back to UDSIC at least annually, and to partners at least quarterly but as required, on implementation of the joint public transport work programme, or other relevant issues. While the group does not have a formal decision making role, they can make formal recommendations to relevant councils or committees to ensure the timely delivery of the programme. Members and supporting staff are responsible for communicating internally and externally to ensure the joint work programme is supported and delivered in a timely manner by their organisation.

Meeting Protocol:

Meetings will be held monthly. Meetings will be open to members and support staff only and agendas and minutes will not be published publicly. Agendas and minutes will be circulated to all members via email.

Citizen Participation and Representation Review Working Group

Chair:	Councillor Johanson
Proposed Membership:	Councillors Jimmy Chen and Ali Jones, Val Carter (Fendalton/Waimari Community Board), Paul McMahon (Spreydon/Heathcote Community Board,
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:	Meetings will be held as required
Reports to:	Strategy and Finance Committee

Purpose:

To improve citizen participation in local decision-making.

Terms of Reference:

Responsibility for developing recommendations on each of the following:

- Representation Review Programme
- Improving voter turnout and participation in local body elections
- Residents Groups Policy.

Mayoral Quality Regulation Review Taskforce – Draft Terms of Reference

Chair: Cr Lonsdale

Membership:	Three further additional members to be appointed by the Regulation and Consents Committee
Quorum:	Half of the members if the number of members (including vacancies).
Meeting Cycle:	As required
Reports to:	Regulation and Consents Committee

Aim

To identify barriers to economic growth through:

- Identifying possible process improvement in the use and application of regulations and policies.
- Providing an informal forum for the Community (business or otherwise) to suggest changes to current regulation and policy.

Role

To engage with business and staff to identify opportunities for regulatory improvement (content and administration of regulation) within the Council's control.

To recommend the following to the Regulation and Consents Committee:

- That the content of specific pieces of regulation is reviewed with the intention of achieving benefits identified by the Taskforce through its interaction with businesses¹
- That staff review the administration and operation of specific regulation with a view to achieving better operation in particular ways identified by the Taskforce through its interactions with businesses and report back to either the Taskforce or the Strategy and Finance Committee.
- That the Council reconsider the level of service in relation to the administration of specific regulations through the next Annual Plan/LTP in particular ways identified by the Taskforce through its interactions with businesses.
- That the Taskforce has reviewed content and administration of specific pieces of regulation and determined them to be appropriate and effective (so no change is required).

Scope:

Regulation	Content	Administration/Operation
Building control	Out of scope. Determined nationally.	Out of scope. Currently being reviewed.
District Plan application and administration	Out of scope. Currently being reviewed through the District Plan Review (out of scope)	Out of scope. Recently reviewed.

¹ In many cases there will be a statutory process that has to be followed to actually change the content of the regulation. The Taskforce recommendations if adopted by the Strategy and Finance Committee and Council could instigate those statutory processes to revise the regulation.

Council bylaws	Within scope	Within scope
Regulation	Content	Administration/Operation
Council regulatory policy (e.g. Gambling Venue and TAB Policy, LAPP)	Within scope	Within scope
Environmental health regulations through the Health Act and Housing Improvement Regulations	Determined nationally (out of scope)	Within scope
Council operational policies (e.g. Footpath extensions to expand cafés onto the roadway Policy, Public Streets Enclosures Policy and fees charged, Structures on Roads Policy)	Within scope	Within scope
Policy – Environment Events	* Central Government	
People and Culture Committee		

SCIRT And Rebuild Alignment Working Group

Chair:	Councillor Johanson
Proposed Membership:	
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:	Meetings will be held as required
Reports to:	Strategy and Finance Committee

Terms of Reference:

To make recommendations to the Strategy and Finance Committee on:

- the Auditor General's Report on SCIRT, particularly around review of governance arrangement
- a greater strategic alignment between horizontal infrastructure repairs, council renewals, council capital works and other relevant initiatives eg Suburban Masterplans, Cycleways, and significant developments.
- maximising infrastructure investment and removing duplication of costs.