

## 19. COMMITTEE STRUCTURE AND TERMS OF REFERENCE

<b>Officer responsible</b> Community Advocate, Beckenham	<b>Author</b> Nick Chapman, Community Advocate, DDI 337-4508
Corporate Plan Output: Board Committees and Delegated Authority	

The purpose of this report is to advise the Board of suggested terms of reference, activities and processes for committees the Board resolved to establish at its 17 December 2002 meeting. The Board also tentatively decided on membership of these committees and should now confirm or amend this membership.

### (a) Finance and Policy Committee

Sue Wells  
Carole Anderton  
Oscar Alpers  
Elizabeth Maunsell  
(Phil Clearwater)

### (b) Community Service and Development Committee (including Arts & Culture)

Oscar Alpers  
Lynda Carter  
Sue Wells  
Sonia Gill  
(Phil Clearwater)

### (c) Transport Committee (suggested alternative title Transport, Roads and Traffic)

Barry Corbett  
Paul de Spa  
Elizabeth Maunsell  
Sonia Gill  
(Phil Clearwater)

### (d) Parks, Environment and Leisure Committee

Barry Corbett  
Carole Anderton  
Lynda Carter  
Paul de Spa  
(Phil Clearwater)

In distributing responsibilities to committees account has been taken of all powers delegated to the Board by Council at its December 2001 meeting and of other issues which the Board has customarily dealt with in an advisory/advocacy role when representing the views of the local community. These matters arise from the application of Council policies, strategies and processes at the local level.

It is anticipated that it will be some time before the full effect of the increased delegations on Board and Committee workloads can be assessed. Issues likely to arise include the effect on administrative resources and time taken to reach resolutions – items received by officers too late for inclusion in the appropriate committee agenda will be delayed in reaching the Board for a final resolution.

**Until such time as a clearer picture emerges the Board could adopt a practice similar to its allocation of business to the former Community Affairs Committee. That is to say, matters were referred to that Committee where they were likely to require in-depth discussion or research and cause a protracted meeting if dealt with at the Board's ordinary monthly meeting. If this practice can be made to work it would mean that as a rule committees would only meet if business dictated with consequent savings of costs and staff resources. A meeting calendar will be developed by staff in conjunction with members' availability.**

## APPOINTMENT OF COMMITTEES AND SUB-COMMITTEES

The appointment and exercise of powers by Committees and Sub-Committees is detailed in the Council Standing Orders (see attached).

## **“Ad hoc” and Sub Committees**

It should be noted that under 1.9.1(2) a committee may appoint such sub-committees it considers appropriate unless prohibited from doing so by the [Board].

At its meeting on 17 December 2001 the Board resolved that there would be no “ad hoc” committees established. The Board should clarify its intentions in this respect and if it so wishes, resolve that no sub-committees be appointed.

## **Board power to rescind/amend Committee decisions**

It is important to note that under 1.9.1(3) the Board would not be entitled to rescind or amend a decision made by a committee pursuant to a delegation authorising the making of the decision.

## **Council Policy on Sub Committees and Standing Committees**

Also attached is the Council’s policy on Sub Committees of Standing Committees of the Council and guidelines relating to meetings of standing committees and sub-committees. It is assumed that this policy and guidelines is intended to apply to community boards.

## **BOARD COMMITTEES’ SUGGESTED TERMS OF REFERENCE**

### **1. Finance and Policy**

- *Public Accountability and Governance*  
Overview and monitoring of Boards alignment to Council strategic goals and objectives. This will include responsibility for the adoption of triple bottom line (economical, social & sustainable) reporting processes and the application of Sustainable Christchurch principles.
- *Allocation of Project Funds*
- *Submissions to Annual Plan*
- *Treaty Matters and Cultural Diversity*
- *Consultation and Communication (including forums, e-democracy)*
- *Community Plan*
- *Residents’ Group Liaison*
- *Economic Development and Well-Being*

Issues not specifically dealt with elsewhere, eg street disturbances, library/service centre development, Local Government Bill submissions.

### **2. Community Services and Development**

Development of programmes and plans for achieving community development, social well-being and community safety outcomes at the local level within the framework developed by the Council.

This can be interpreted as covering all matters relating to the local implementation and outcomes of the following Council policies and strategies and programmes:

- Out of School Programmes
- Older Persons Policy
- Youth Policy and Strategy
- Community Policy
- Social Well-Being Policy
- Children’s Policy
- Early Childhood Education
- People with Disabilities Policy
- Arts Policy and Strategy

Other matters:

- Community facilities/centres
- Community cottages
- Community awards
- Discretionary fund grants relating to community services and development matters
- Community Funding

### **3. Transport (Roads and Traffic)**

All matters detailed in the schedule of delegated powers attached. This broadly covers roads, traffic controls and signage, street works, traffic engineering and restraints, street trees, bus stops and shelters, parking and structures on streets.

Additional matters affecting the local community and not otherwise dealt with on a metropolitan basis:

- Living Streets
- Neighbourhood Improvements
- Rights of way and easements
- Cycleways
- Footpaths and berms
- Undergrounding of overhead services
- Public transport
- Road safety issues (vehicle traffic and pedestrians)
- Discretionary fund grants relating to transport, roading or traffic matters

### **4. Parks, Environment and Leisure**

#### ***Sale of Liquor***

1. The power to give consent to the Council as land owner (including reserves) for the purpose of the Sale of Liquor Act 1989.
2. The power to appoint one or more members of the Board to appear and be heard under section 108(e) of the Sale of Liquor Act 1989 for the purpose of providing community input.

#### ***Resource Management***

Matters relating to the power to make submissions on behalf of the Council on applications for Resource Consents to other territorial authorities or Environment Canterbury where the application is of particular concern to the local community.

#### ***Parks and Reserves***

All matters detailed in the attached schedule of delegated powers relating to parks and reserves.

This covers a range of issues relating to:

- The creation development and management of reserves under provisions of the Reserves Act and Local Government Act
- Granting of leases and licences
- Removal and planting of trees on parks
- Proposed development or activities on parks, reserves or waterways

Additional matters affecting the local community and not otherwise dealt with on a metropolitan basis:

- Urban renewal
- Heritage conservation
- Garden City Strategy
- Garden Awards
- Land drainage and retention basins
- Waterways and wetlands
- Purchase of land, within approved budgets for parks reserves and waterways
- Discretionary fund grants relating to parks, environment or leisure activities
- All matters relating to recreation and leisure

### **Board Objectives**

The attached table shows the allocation of responsibility of each Committee for Board Objectives and Performance Indicators, in accordance with the suggested terms of reference.

- Recommendation:**
1. That a special Board meeting be held to finalise terms of reference and membership of the committees outlined in this report.
  2. That the committees meet to discuss implementation of objectives (as per attachment).

- Chairperson's Recommendations:**
1. I support the new committees being phased in gradually as the need for each arises.
  2. As suggested in the report, firstly a special meeting should be held, with the new committees meeting thereafter as required.
  3. No sub committees should be appointed without the approval of the Board.
  4. The new Local Government Bill sections 73 and 74 will require the Board to "report against community outcomes and priorities". I support the recommendation that the committees discuss the implementation of the Board's Objectives.