

4. COMMITTEE STRUCTURES AND TERMS OF REFERENCE

Officer responsible Community Advocate, Beckenham	Author Elaine Greaves, Acting Community Advocate
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 2001 meeting. Membership and Chairs were confirmed at the Board's 29 January 2002 meeting as follows:

(a) Finance and Policy Committee

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

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

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

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

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

(d) Parks, Environment and Leisure Committee

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

It should be noted that pursuant to standing order 2.8.1(4), in the case of committees a quorum is two.

At its 29 January 2002 meeting the Board also resolved that no sub committees be appointed without the approval of the Board.

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.

The following are suggested terms of reference for the Board's committees, based on the policy and guidelines relating to Council standing committees and sub committees.

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, feedback from deputations.

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 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

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 the Board adopt terms of reference for its Committees as follows:

(a) 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, feedback from deputations.

(b) 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

(c) 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

(d) Parks, Environment and Leisure

Sale of Liquor

The power to give consent to the Council as land owner (including reserves) for the purpose of the Sale of Liquor Act 1989.

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

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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

2. That the committees meet to discuss implementation of objectives.