

6. 2010-2013 CHRISTCHURCH CITY COUNCIL COMMITTEES TERMS OF REFERENCE

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PURPOSE OF REPORT

1. The purpose of this report is to consider the proposed Terms of Reference (which have been considered by each of the Committees that have met), for final approval by the Council. Terms of Reference provides the framework within which each of the Committee's operates. In a number of instances the Terms of Reference establish a series of delegations. Adopting the Terms of Reference today will enable the Committees to undertake their role as the Council intended.

Terms of Reference are submitted for the following Committees.

- (i) Central City Committee
 - (ii) Communications Committee
 - (iii) Heritage and Arts Committee
 - (iv) Housing and Community Facilities Committee
 - (v) Regulatory and Planning Committee
 - (vi) Transport Committee
 - (vii) Water and Waste Committee
2. The individual Terms of Reference have either been carried over from the previous Council term, or have been developed, and considered by the respective Committees. The Terms of Reference are attached as **Appendix 1** and are the versions of the Committee Terms of Reference adopted by the relevant Committee where these have met.
 3. Terms of Reference are not presented today for the Chief Executive Performance Review and Remuneration Subcommittee, Audit and Risk Subcommittee and Metropolitan Funding Subcommittee. In each instance the Terms of Reference or delegations were adopted at the 16 December 2010 council meeting.

POLICY AND OPERATIONS

4. In establishing the Committees the Council has ensured that the Committees are focussed on policy matters rather than on the day to day operation of the Council business. This intention reflects the appropriate governance role of elected members, in contrast to the operational management led by the Chief Executive. There are a number of exceptions to this, for example, Regulatory and Planning which has some specific operational delegations and Heritage and Arts in respect of making Heritage Grants and approving Covenant Consents. As Policy Committees the work programme will be focussed on monitoring, reviewing, and developing policy. Accordingly the Committees may operate throughout the entire tenure of the Council, or if needed go into recess, or end, if their particular policy work is completed. Equally Council may decide to add further committees during its term to address specific topics as they arise.

BYLAWS

5. In addition to these plans and strategies a number of the Committees also have responsibility for one or more bylaws. The previous Council through the Regulatory and Planning Committee established a comprehensive 10 year programme of review based on legislative need and organisational capacity. While the Council may elect to depart from this, by accelerating or changing the programme, care needs to be taken of the organisational capacity to support such a programme if a more active bylaw programme is in place.

6 Cont'd

6. The Regulatory and Planning Committee retains responsibility for managing the overall programme. This is attached as **Appendix 2**. Where new bylaws are required, or early reviews contemplated these should be reviewed by the Regulatory and Planning Committee to ensure the programme as adopted remains achievable.

POST EARTHQUAKE COMMITTEE MEETINGS

7. Following discussion with Councillors at the workshop on Tuesday, 12 April 2011, with regard to Committees the Chief Executive's recommendation is that the committee structure remain. The Chief Executive recommends that Committees only meet, due to staff resourcing constraints, as a result of the 22 February 2011 earthquake if a decision is required by the Council on a matter within the terms of reference of the Committees. Reports could be initiated by staff as normal or by Council resolution .

STAFF RECOMMENDATION

It is recommended:

- (a) That the Terms of Reference for the following committees as outlined in Appendix 1 be approved:
 - (i) Central City Committee
 - (ii) Communications Committee
 - (iii) Heritage and Arts Committee
 - (iv) Housing and Community Facilities Committee
 - (v) Regulatory and Planning Committee
 - (vi) Transport Committee
 - (vii) Water and Waste Committee
- (b) That Committees only meet, due to staff resourcing constraints, if a decision is required by the Council on a matter within the terms of reference of the Committees. Reports could be initiated by staff or by the Council.