

Kai Aku Rika Steering Group

Terms of Reference

1. Purpose

The Steering Group exists to guide, support, champion, and take action to implement the Kai Aku Rika Economic Development Strategy for Waikirikiri Selwyn.

2. Role

Influences – Provides leadership and strategic direction to support implementation.

Acts – Drives and supports tangible actions that progress the strategy's goals.

Connects - Use networks to unlock opportunities and build partnerships.

Champions - Advocates for the strategy across different sectors and communities.

Monitors - Keeps an eye on progress and ensures alignment with the original intent.

3. Membership and Participation

Membership will be comprised of:

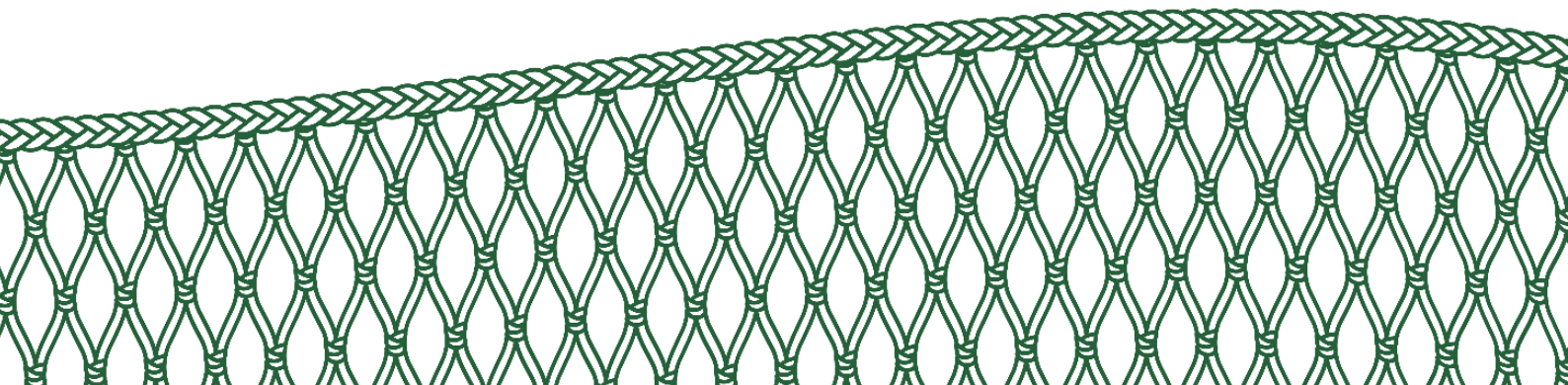
1. Members nominated by formal strategic partners to Kai Aku Rika.
2. Priority-based appointments to support priority areas and capability.

It is expected that members will be people who are:

- Working on initiatives or in areas that are relevant to the strategy.
- Well-connected and able to leverage their networks for the strategy.
- Committed to working collaboratively and constructively.
- Actively driving actions and projects that progress the strategy.

Members will:

1. Provide insights to ensure the strategy remains adaptive and future focused.
2. Progress actions and projects that bring the strategy to life.
3. Use their networks and influence to reduce barriers and unlock opportunities.
4. Champion and activate initiatives within their spheres of influence.
5. Monitor the health and intent of the strategy to maintain its relevance to stakeholders.
6. Contribute to related tools such as the Action Plan to help evolve them over time.



Expectations of Members

- Attend quarterly hui and actively participate in discussions.
- Share insights, networks, and opportunities to support progress.
- Act as visible champions for the strategy within their own spheres of influence.
- Communicate openly and respectfully, upholding the strategy kaupapa and intent.

The Steering Group does not hold governance authority or decision-making mandates over budgets, staffing, or delivery. Its role is advisory and catalytic, providing strategic insight, system leadership, advocacy, and driving action to support the Kai Aku Rika Strategy.

Ex-Officio and Invited Participants

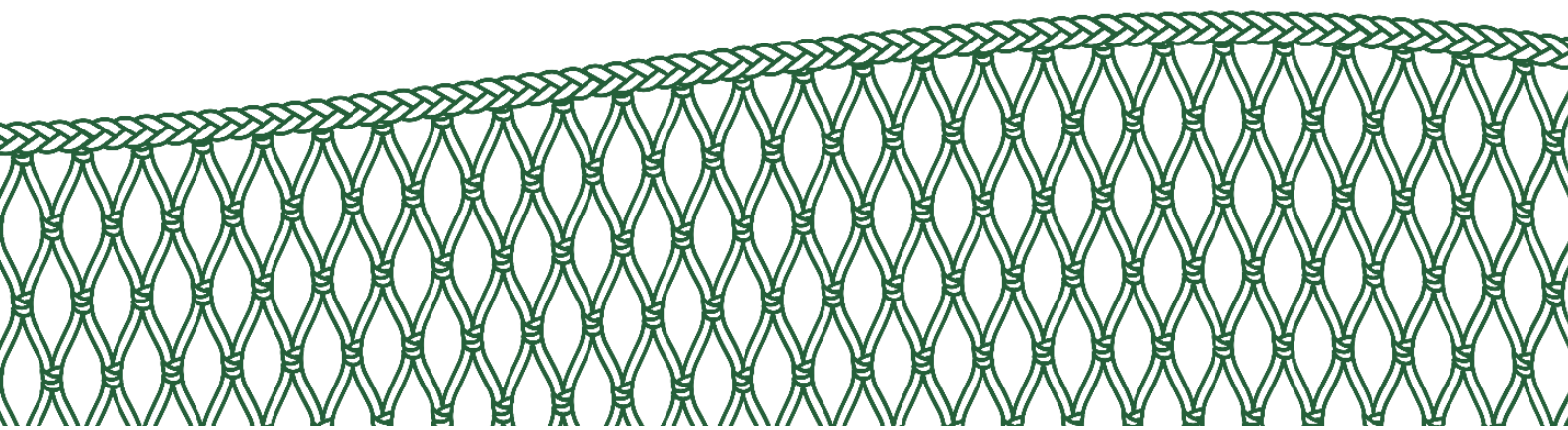
To ensure flexible and inclusive participation, the Steering Group may also include:

- Chairperson of the Selwyn District Council Economic Development Subcommittee.
- Project Leads and key collaborators involved in delivering parts of the Action Plan.
- Selwyn District Council officers supporting implementation.
- Invited experts or specialists who can contribute to particular discussions or needs.

4. Core Functions

The Steering Group's core functions include:

- Keeping the strategy relevant and responsive to evolving needs and priorities.
- Strengthening cross-sector alignment, ownership and collaboration across the work.
- Driving key initiatives and collective momentum through visible leadership and action.
- Monitoring mission alignment and the overall intent of the strategy over time.



5. Commitment and Structure

- **Meetings:** Held quarterly (unless otherwise agreed), online or in person. Venue and hosting to rotate between members.
- **Chairing:** Chairperson may be appointed or rotated; this will evolve with the group.
- **Term:** Members are appointed for a one-year term or by negotiation, renewable by mutual agreement.
- **Secretariat:** Selwyn District Council will provide secretariat and programme support.
- **Voluntary Participation:** Steering Group members contribute their time and expertise on a voluntary basis. No remuneration is provided, and participation is undertaken in the spirit of collective impact and community leadership.

6. Operating Principles

The following principles will guide the Steering Group:

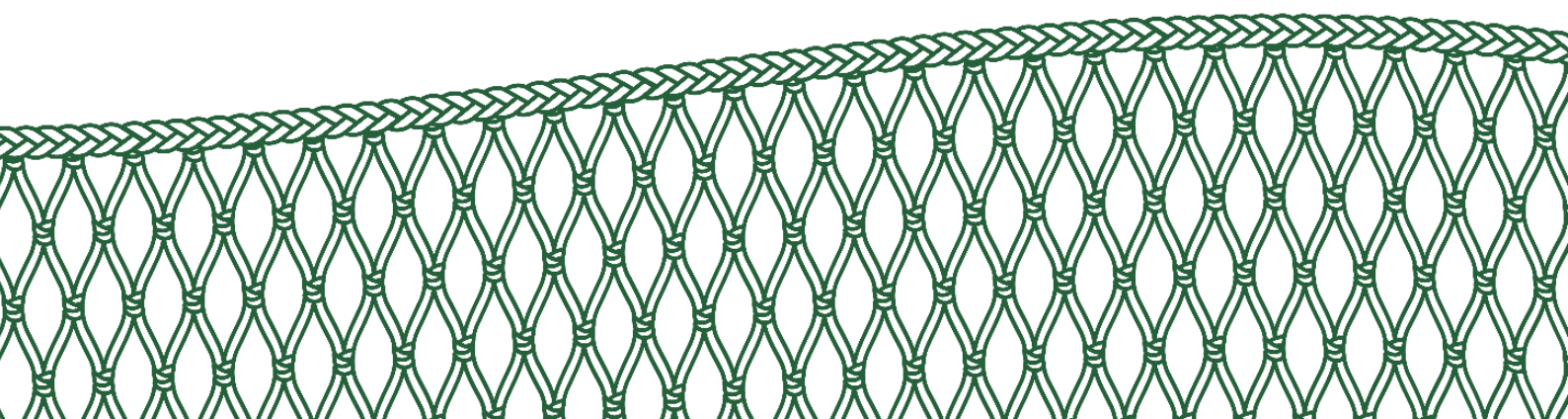
- **Impact-Driven** – Anchored in the intent and aspirations of Kai Aku Rika.
- **Collaborative** – Working together for shared benefit and the greater good.
- **Strategic** – Maintaining a high-level, long-term view to avoid operational drift.
- **Adaptive** – Able to evolve as the context, opportunities and strategy shift over time.

7. Conduct and Expectations

Members of the Kai Aku Rika Steering Group are expected to uphold high standards of integrity, respect, and collective responsibility. This includes:

Confidentiality

- Members may be privy to sensitive information, insights, or early-stage ideas.
- Unless otherwise agreed, all discussions should be treated as entirely confidential.
- Any communications or representations of the group will be undertaken with SDC.



Conflicts of Interest

- Members must declare any real, perceived, or potential conflicts of interest relating to matters being discussed or initiatives being supported.
- Where a conflict arises, the group may agree on appropriate steps to deal with this, where required.

8. Media and Communications

The Steering Group takes a partnership-based approach to media engagement, encouraging members to share progress while ensuring communication is aligned with the intent of Kai Aku Rika.

Spokespersons

- Spokespersons will be agreed by the group and may rotate depending on the kaupapa or area of expertise.
- Subject matter experts may be invited to speak to specific projects or initiatives.
- Members are welcome to contribute to public conversations, but formal media comment should be coordinated with Selwyn District Council's Communications Team to ensure alignment and support.

Responding to Media Enquiries

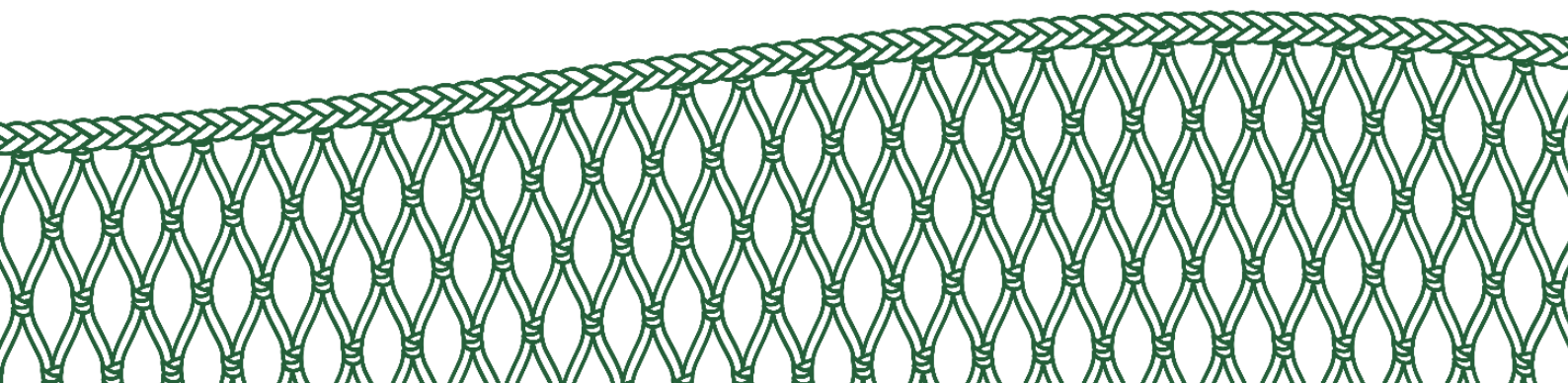
If contacted by media about the strategy or the Steering Group:

1. Note what the reporter is asking, and how/when they can be contacted.
2. Let them know someone will follow up.
3. Contact the Communications Team at media@selwyn.govt.nz or 027 273 7911.

The team will work with the appropriate spokesperson to respond.

Sharing and Promotion

- Media releases will be shared with spokespersons before they go out and circulated afterwards with the group.
- Spokespersons will be supported to contribute to messaging where relevant.
- Members are encouraged to suggest good news stories that highlight progress, impact, or innovation.
- Sharing official updates on social media is welcomed - tagging Selwyn District Council and relevant partners helps amplify the mahi.



Personal Commentary

- Members may share personal views in an interview, provided it's clear (when appropriate) they are not speaking on behalf of the Steering Group or Council.
- Comments should uphold the integrity of the group and avoid disclosing confidential information.
- Where views differ from agreed positions, this should be stated respectfully.

Key Principles

- **Act professionally** – Engage with media in a courteous, timely, and constructive way.
- **Communicate transparently** – Share information openly and honestly, with clarity and care.
- **Respect privacy** – Protect the confidentiality of individuals, staff, and partner organisations.
- **Stay compliant** – Ensure communications align with relevant legislation, including LGOIMA and the Privacy Act.
- **Maintain integrity** – Avoid speculation or sharing of confidential or sensitive information.

