



**AGENDA FOR THE
MEETING OF THE
ECONOMIC DEVELOPMENT SUBCOMMITTEE
TO BE HELD ON
WEDNESDAY 14 MAY 2025
COMMENCING AT 1PM**

Economic Development Subcommittee - Wednesday 14 May 2025 PUBLIC

Attendees: Mayor Sam Broughton; Councillors, P M Dean (Chair), S N O H Epiha, G S F Miller & N C Reid and Ms M McKay

14 May 2025 09:00 AM - 05:00 PM

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Public portions of this meeting are audio-recorded and livestreamed via the Council's YouTube channel.

The Severe Weather Emergency Legislation Bill has, until October 2024, suspended the requirement for members to be physically present to count as 'present' for the purposes of a quorum. Members attending by means of audio link or audiovisual link are therefore able to be counted as present for the purposes of a quorum and able to vote. The recently enacted Local Government Electoral Legislation Act has made these emergency provisions permanent.

OPENING KARAKIA

Whakataka te hau ki
te uru

Cease the winds from
the west

Whakataka te hau ki
te tonga

Cease the winds from
the south

Kia mākinakina ki uta

Let the breeze blow over
the land

Kia mātaratara ki tai

Let the breeze blow over
the sea

E hī ake ana te
atakura

Let the red-tipped dawn
come with a sharpened
air

He tio, he huka, he
hau hū

A touch of frost, a
promise of a glorious
day

Tīhei mauri ora!

**MINUTES OF AN ORDINARY MEETING OF THE
ECONOMIC DEVELOPMENT SUBCOMMITTEE
HELD IN THE COUNCIL CHAMBERS - SELWYN DISTRICT COUNCIL
ON WEDNESDAY 16 APRIL 2025
COMMENCING AT 9.00AM**

PRESENT

Mayor S Broughton, Councillors, P M Dean (Chair), S N O H Epiha, S G McInnes, Ms M McKay, G S F Miller and N C Reid

ATTENDEES

Messrs S Gibling (Acting CEO), Mesdames D Kidd (Executive Director Community Services and Facilities), A Sneddon (Executive Director Finance) and C Quirke (Head of Community and Economic Development), S Robinson (Principal Advisor Economic Development), and F McDonald (Assistant to ED Community Services and Facilities); Mr B Adhikari (Governance Coordinator) and Ms T Davel (Senior Governance Advisor)

The meeting was livestreamed.

The meeting was opened with a Karakia.

The Chairperson acknowledged Councillor Mugford attending the meeting.

APOLOGIES

Apologies for lateness were received from Councillor Epiha.

‘That the Economic Development Subcommittee receive the apologies for lateness from Councillor Epiha as notified.’

Moved –Mayor Broughton / **Seconded** – Councillor Miller

CARRIED

EXTRAORDINARY OR GENERAL BUSINESS

None.

CONFLICTS OF INTEREST

None.

CONFIRMATION OF MINUTES

1. Minutes of the ordinary meeting of the Economic Development Subcommittee held in the Council Chamber on Wednesday 19 March 2025.

It was noted that the word 'Tree' was misspelled.

Moved – Councillor Miller / **Seconded** – Mayor Broughton

'That the Subcommittee confirms the minutes of the ordinary meeting of the Economic Development Subcommittee held on Wednesday 19 March 2025 (as amended).'

CARRIED

2. Chairperson's Report

The Chairperson touched on Freight Hub, Dark Sky Accreditation and setting out what is important with a path/direction given the upcoming elections.

Moved – Mayor Broughton / **Seconded** – Councillor Miller

'That the Economic Development Subcommittee receives the (verbal) update from the Chairperson for information'.

CARRIED

3. Economic Development Update and Investment Strategy Update

Head of Community and Economic Development and Executive Director of Community Services and Facilities provided a report on the Work Programme Update.

Lincoln University has completed a report on Dark Sky and the next step is to onboard an expert and work out timelines and costs. The expectation is to employ someone inhouse. There will be an informal hui with the steering group to meet in June. There was also a discussion about meeting with other councils who already have Dark Sky accreditation

Moved – Mayor Broughton / **Seconded** – Councillor Miller

That the Subcommittee:

- *Approves the Economic Development Subcommittee Work Programmes and meeting dates on May, July, December 2026.*
- *Notes items in the Economic Development Work Programme Update'*

CARRIED

RESOLUTION TO MOVE FROM PUBLIC EXCLUDED

Moved – Mayor Broughton / **Seconded** – Councillor Miller

That the public be excluded from the following proceedings of this meeting. The general subject matter to be considered while the public is excluded, the reason of passing this resolution in relation to the matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 of the passing of this resolution are as follows:

General subject of each matter to be considered		Reason s for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution	Date information can be released
1.	Economic Development Update, Decision Trees and Prioritisation	<i>Good reason to withhold exists under Section 7</i>	<i>Section 48(1)(a)</i>	At a future date, subject to review

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act or Section 6 or Section 7 or Section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:

1	<i>The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.</i>	Section 7(2)(b)(ii)
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2 *that appropriate officers remain to provide advice to the Committee*

'That the meeting moves out of public excluded business at 10.13am and resumes in open meeting at 11.09am.'

CARRIED

With no further business being discussed, the meeting closed at 11:12am.

DATED this day of 2025

CHAIRPERSON

..



Economic Development Subcommittee Terms of Reference

For the remainder of the 2022-2025 Triennium

Adopted by Selwyn District Council on 14 August 2024

List of Committees

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INTRODUCTION

1. General Principles of Delegation

This document sets out the terms of reference and delegations for Selwyn District Council, and its committees and subcommittees. It also sets out the responsibilities of and delegations associated with certain roles, including the Mayor, Deputy Mayor, Chief Executive, Committee and Subcommittee Chairs and Deputy Chairs.

The Council's functions are wide-ranging, and it has obligations and powers under many statutes and regulations.

These terms of reference are intended to allow the Council to ensure that its powers and functions are exercised at a level commensurate with efficiency and effectiveness and the significance of the power or function.

2. Establishment of Committees

Procedures, responsibilities, and accountabilities

Subject to the following limitations, the committees of the whole shall have power to act in all matters concerning the functions listed in their respective delegations, provided they do not conflict with stated policy of Council. In respect of matters requiring financial input the committee's power is limited to the extent that provision has been made in the annual budgets and in the Long-Term Plan.

All Committees of the Whole:

- a) Shall be responsible for planning, reviewing and implementation of functions, duties, and powers in respect of their delegations
- b) Shall be responsible for monitoring performance (including budget and performance targets) for their areas of responsibility
- c) Have delegated power to appoint subcommittees and to delegate their powers to that subcommittee.
- d) May delegate their powers to an officer of the Council
- e) Can delegate any of its powers to any joint committee established for any relevant purpose under clause 32, Schedule 7 of the Local Government Act 2002 (LGA)
- f) Any committee of the whole has the power to adopt the Special Consultative Procedure provided for in Section 83 to 88 of the LGA in respect of matters under its jurisdiction. (This allows for setting of fees and bylaw making processes up to but not including adoption)
- g) All committees of the whole shall undertake such other functions as may be delegated by Council from time to time and are able to provide recommendations to council where appropriate

- h) When an Act or Regulation empowers 'the Council' to carry out a decision-making function, that decision must be made by way of resolution of the full council unless the Act or Regulation permits delegation to a committee, subcommittee or officer
- i) Council cannot delegate any of the following matters to committees, subcommittees or any other subordinate decision-making body (Clause 32(1)(a)- (h) of Schedule 7 of the Act):
 - a) the power to make a rate
 - b) the power to make a bylaw
 - c) the power to borrow money, or purchase or dispose of assets, other than in
 - d) accordance with the long-term plan
 - e) the power to adopt a long-term plan, annual plan or annual report
 - f) the power to appoint a chief executive
 - g) the power to adopt policies required to be adopted and consulted on under the Local Government 2002 in association with the long-term plan or developed for the purpose of the local governance statement
 - h) the power to adopt a remuneration and employment policy.
- j) The power to make or alter any council policy is limited to those instances where that power has been specifically delegated to the committee
- k) Any committee of the whole can approve submissions on legislation
- l) All Council committees will follow Tikanga and will open and close with a karakia

3. Committees

Committee includes, in relation to the Council:

- a) A committee comprising all the members of the Council;
- b) A standing committee or special committee appointed by the Council;
- c) A standing committee or special committee appointed by the Mayor;
- d) A joint committee appointed under clause 30 of Schedule 7 of the Local Government Act 2002;
- e) Any subcommittee of a committee described in items (a) (b), (c) or (d) of this definition; or
- f) A subordinate decision-making body, including Subcommittees and Forums

The terms of reference and delegations to Committees and Subcommittees are set out in full in this document. In respect of committees and subcommittees:

- a) The committees have no decision-making powers other than those set out in these terms of reference
- b) Any committee may request expert advice through the Chief Executive where necessary

- c) The committees may make recommendations to their governing committee or Council, or Chief Executive as appropriate

4. Working groups

Working groups may be recommended by committees and subcommittees for Council approval. Working groups are set up to investigate a specific issue within their area of focus and report back within a specific timeframe. Working groups are made up of members of the committee or subcommittee. Working groups do not have decision making power. Working groups enable Councillors to work constructively and collegially together to consider an issue and collectively work on solutions.

5. Quorum

Unless otherwise specified, a quorum is defined as a half, if the total number of members is even or a majority, if the total number of members is odd. The quorum for committees and subcommittees are stated in the relevant terms of reference. The Mayor is included in calculating the quorum and is counted towards the quorum when present. Appointed members are included in calculating the quorum and are counted towards the quorum when present.

6. Ambiguity and Conflict

In the event of ambiguity or conflict between any of the provisions contained in these terms of reference, the Chief Executive can provide advice. If the ambiguity or conflict results in uncertainty or dispute as to which chairperson, committee or subcommittee has the delegation to act in respect of a particular matter, then the Mayor will decide in consultation with the Deputy Mayor and having received advice from the Chief Executive. The decision of the Mayor will be final and binding.

In resolving ambiguity or conflict in the allocation of matters to committees, the guiding principle is that the primary outcome of the decision required should determine which committee deals with the matter.

ECONOMIC DEVELOPMENT SUBCOMMITTEE – TERMS OF REFERENCE

The Economic Development Strategic Priority Committee shall be a Committee of Council, established by Council for specific periods determined by the governing body, or until the 2025 local elections. The existence of the committee does not remove from council any of its legal obligations or responsibilities.

Chair:	Councillor Dean
Deputy Chair:	Councillor Epiha
Members:	Mayor Sam Broughton Councillor Miller Councillor Reid Megen McKay (Te Taumutu Rūnanga representative) Vacant (Ngāi Tūāhuriri Rūnanga representative) Up to 2 x Subject matter experts
Quorum:	Half the number of elected and appointed members on the committee at the time, as per S.O 11.1(b). If it is an odd number, then the quorum is half plus 1.
Meeting Cycle:	Quarterly (monthly initially)
Delegations Powers:	As per section 5 of the TOR
Reporting Officer:	Executive Director Strategy and Engagement Executive Director Community Services and Facilities

1. Purpose

The purpose of this Economic Development Strategic Priority Committee is to promote sustainable growth for the Selwyn District and its residents and businesses.

It is to take a direct role in leading Councils contribution to the Kai Aku Rika Economic Development Strategy and is to also play an indirect role in connecting and being aware of other organisations and partner institutions' contributions to the strategy.

It is to take a direct and active role in developing a collaborative relationship with the cross-sector steering group by meeting biannually to discuss aspects of the Kai Aku Rika Economic Development Strategy that are led by partners other than Council.

2. Responsibilities

- Establishes and develops relationships with governance associated with Business Canterbury (previously Chamber of Commerce), local rūnanga, tertiary institutions

and Canterbury Mayoral Forum to further the objectives of the Selwyn Economic Development Strategy.

- Monitors enhanced cooperation between Council and economic players; overseeing that positive operational relationships exist with Business Canterbury (previously Chamber of Commerce), tertiary institutions, local Māori businesses, Selwyn businesses and key sectors and ensuring there is evidence of sustainable economic development taking place within Selwyn district as a result.
- Monitors that successful initiatives delivered / facilitated by Council take place ensuring that the local workforce is equipped with future-fit skills and opportunities; overseeing the identification and delivery of local employment and training initiatives in Selwyn (including but not limited to collaborations with tertiary institutions, Mayors Taskforce for Jobs) that align to Kai Aku Rika Economic Development Strategy.
- Monitors that businesses innovate and grow and that there is increased investment to fuel Selwyn's economy; ensuring there are opportunities identified by Council and/or pursued by Council and pursued to attract businesses that align to Kai Aku Rika Economic Development Strategy and priorities are identified. Oversee that such businesses (including Māori businesses and central government agencies) are professionally and actively encouraged and incentivized to establish, locate and / or expand within Selwyn district.
- Monitors Council's role in improvements in productivity and diversification within the food and fibre sector.
- In partnership with Te Taumutu Rūnanga and Te Ngāi Tūāhuriri Rūnanga, monitoring Council's role in supporting Māori Economic Development that aims to leverage the strengths of the Māori economy; ensuring inclusive economic growth and direct investment in Māori success.
- Oversees Council's role in the development of a distinctive and widely understood place brand that resonates with residents and attracts talent to the district. This brand will showcase the district's reputation as a knowledge capital and a district where innovation thrives
- Monitoring destination management initiatives that result in increased visitor spend and retention, including actions outlined in the regional Ōtautahi Christchurch Canterbury Waitaha Destination Management Plan.
- Monitoring improved resource utilisation that achieves positive environmental impacts, encourages innovation and contributes to the Selwyn economy.
- Oversees Council's role in ensuring that Selwyn's infrastructure network (social and physical) meets the growth and resilience demands of Selwyn district
- Evaluates economic development opportunities that require Council investment and makes recommendations to the Council.
- Any opportunities that arise between meetings and require Council resources will be discussed with the Chair, who will provide guidance and seek input from other Committee members.

3. Delegations

The Committee will have no delegated decision-making responsibilities.

4. Reporting

The Committee will report to the Governing body.

5. Chairperson may refer urgent matters to the Council

As may be necessary from time to time, the Committee Chairperson is authorised to refer urgent matters to the Council for a decision, where this Committee would ordinarily have considered the matter.

6. Terms of Reference Review Process

The Terms of Reference will be reviewed at the first meeting of the committee and then again before the end of the triennium for advice to the next elected council.

TERMS OF REFERENCE REVIEW TABLE

Date of review	Status / summary of changes made
June 2024	TOR established
14 August 2024	Adopted by Council
13 November	Adopted by Committee
4 December 2024	Amendments adopted and recommended to Council 11 December 2024

PUBLIC REPORT

TO: Economic Development Subcommittee
FOR: Meeting on 14 May 2025
FROM: Head of Community and Economic Development
DATE: 7 May 2025
SUBJECT: **ECONOMIC DEVELOPMENT UPDATE**

RECOMMENDATION

'That the Subcommittee:

- Notes the Economic Development Update in this report*
- Notes the updated Subcommittee Work Programme for Economic Development attached as an appendix to this report'*

1. **SIGNIFICANCE ASSESSMENT/COMPLIANCE STATEMENT**

The decisions that are sought and the matters that are discussed in this report are assessed as of low significance, in accordance with the Council's Significance and Engagement Policy.

2. **PURPOSE**

The purpose of this report is for the Subcommittee to note the updated Work Programme focussed on Economic Development and the Kai Aku Rika Prioritisation Tool (KARPT).

3. **HISTORY/BACKGROUND**

Waikirikiri Ki Tua Future Selwyn Strategy

Waikirikiri Ki Tua Future Selwyn, adopted by the Council on 23 October 2024, is our long-term (50-100year) strategic framework for intergenerational wellbeing, sustainability, resilience, growth, change, and development in Waikirikiri Selwyn. It serves as a guide for the Council's decision-making, planning, and investment, aligning current and future strategies, plans, and policies. The Kai Aku Rika Economic Development Strategy was developed in conjunction with the Waikirikiri Ki Tua Future Selwyn framework.

Kai Aku Rika Economic Development Strategy

On 14 August 2024, the Council endorsed the Kai Aku Rika Economic Development Strategy. The strategy, titled *Breaking New Ground: A Strategy for Economic Transformation 2024-2034*, aims to build on our success, play to our strengths and drive more purposeful growth in our economy.

The strategy acknowledges that Council has a key role to play within economic development and is an active contributor alongside other economic players. The timeframe is set for 10 years and will align with Waikirikiri Ki Tua Future Selwyn which

looks out to 2050 and beyond, recognising that big shifts require an intergenerational view. To close the gap between aspiration and action, the strategy will be delivered in stages with priority actions and catalyst projects.

To support the strategy's execution, the Council has allocated a \$9M million budget over 10 years in its Long-Term Plan 2024-34. At its 5 March 2025 meeting, the Economic Development Subcommittee noted the Action Plan for the next two years and funding allocation of \$0.667m for 2024/25.

4. FUNDING IMPLICATIONS

There are no funding implications in relation to the options put forward in this report other than those communicated in relation to 2024/2025 budget as outlined in the previous report to Economic Development Subcommittee dated 3 March 2025.

5. ECONOMIC DEVELOPMENT UPDATE

Economic Development Subcommittee Work Programme

The Work Programme, approved at the previous meeting on 16 April 2025 with a focus on the Kai Aku Rika Economic Development Strategy, has since been updated to indicate when specific projects will be presented to the Economic Development Committee for in-depth updates:

- July 2025 meeting: Dark Sky Accreditation Project and Selwyn Futures Forum
- December 2025 meeting: Identity Project and Local Energy Plan
- March 2026 meeting: Māori Economic Development Partnership and Future Ready Workforce
- June 2026 meeting: Innovation Network and Hub, and Waikirikiri Selwyn as a Living Lab

The updated Work Programme is included as an appendix for noting.

Kai Aku Rika Prioritisation Tool (KARPT)

The Kai Aku Rika Prioritisation Tool (KARPT) is now finalised and will be used by Council staff to assess and prioritise emerging economic development opportunities for Kai Aku Rika. The Subcommittee was first introduced to the potential development of this tool on 12 February 2025 and received a presentation on 5 March on the six finalised criteria from economist Benje Patterson. These criteria evaluate alignment to strategic priorities, anticipated impact, enabling effects, level of influence, residual risk, and stakeholder appetite. The tool produces an average score from 1 to 5, helping to indicate the strength of fit with Kai Aku Rika.

The KARPT is not a standalone decision-making tool but informs early-stage discussions by providing a transparent and consistent assessment method. It will be used for new and emerging opportunities. The Subcommittee can expect to receive consistent communication on how opportunities have been considered using the tool.



Clare Quirke
Head of Community and Economic Development
Endorsed for Agenda

A handwritten signature in black ink, appearing to read 'DKidd', with a stylized, cursive script.

Denise Kidd
EXECUTIVE DIRECTOR COMMUNITY SERVICES AND FACILITIES

Appendices:

- Appendix A “Subcommittee Work Programme - Kai Aku Rika Economic Development Strategy”

Economic Development Subcommittee Work Programme 2024/2025 and 2025/2026

Kai Aku Rika Economic Development Strategy

July 2025	December 2025	March 2026	June 2026
<ul style="list-style-type: none"> • Economic Development Programme Update Quarterly report on all Council-led or funded projects. Specific project updates on: <ul style="list-style-type: none"> ○ <u>Dark Sky Accreditation Project</u> ○ <u>Selwyn Futures Forum</u> • Budget Update for 2025/26 • Cross-Sector Steering Group Update <i>(written)</i> • External Partner Update 	<ul style="list-style-type: none"> • Economic Development Programme Update Quarterly report on all Council-led or funded projects. Specific project updates on: <ul style="list-style-type: none"> ○ <u>Identity Project</u> ○ <u>Local Energy Plan</u> • Local Economic Context Presentation • Steering Group Chair Presentation 	<ul style="list-style-type: none"> • Economic Development Annual Reports <ul style="list-style-type: none"> ○ Summary of decisions and outputs in financial year for all Council-led or funded projects. Specific project updates on: <ul style="list-style-type: none"> ○ <u>Māori Economic Development Partnership</u> ○ <u>Future Ready Workforce</u> • Action Plan Review for Next 3 Years • External Partner Update 	<ul style="list-style-type: none"> • Economic Development Programme Update <ul style="list-style-type: none"> ○ Quarterly report on all Council-led or funded projects. Specific project updates on: <ul style="list-style-type: none"> ○ <u>Innovation Network and Hub</u> ○ <u>Waikirikiri Selwyn as a Living Lab</u> • Budget Update for 2026/27 • Cross-Sector Steering Group Update <i>(Written)</i>

The work programme is focussed on the Kai Aki Rika Economic Development Strategy and remains flexible to accommodate emerging opportunities, and additional items added at the discretion of the Chair of the Economic Development Subcommittee or upon Subcommittee request. If urgent matters arise between meetings (such as time-sensitive opportunities) the Chair will initiate contact with Subcommittee members in line with the Terms of Reference. Any opportunities requiring Council resources will be discussed with the Chair, who will seek input from other Committee members as needed.

The Subcommittee will receive in-depth quarterly reports on Council-led and funded projects, while externally led initiatives will be presented for information only. External Partner updates may come from Cross-Sector Steering Group members, partners who have endorsed the Strategy (such as CORDE, KiwiRail, Lincoln University, Business Canterbury, Te Taumutu Rūnanga, and Orion), or other contributors to economic development in Selwyn. Written Cross-Sector Steering Group updates will be provided twice a year, with the Chair of the Steering Group invited to present annually. Informal networking opportunities with the group will be scheduled for June and December.

RESOLUTION TO EXCLUDE THE PUBLIC**Recommended:**

'That the public be excluded from the following proceedings of this meeting. The general subject matter to be considered while the public is excluded, the reason of passing this resolution in relation to the matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution are as follows:

General subject of each matter to be considered		Reasons for passing this resolution in relation to each matter	Ground(s) under Section 48(1) for the passing of this resolution	Date information can be released
1.	Public Excluded Minutes	<i>Good reason to withhold exists under Section 7</i>	<i>Section 48(1)(a)</i>	
2.	Property and Investment Report			At a future date, subject to review

This resolution is made in reliance on Section 48(1)(a) of the Local Government Official Information and Meetings Act 1987 and the particular interest or interests protected by Section 6 or Section 7 of that Act or Section 6 or Section 7 or Section 9 of the Official Information Act 1982, as the case may require, which would be prejudiced by the holding of the whole or the relevant part of the proceedings of the meeting in public are as follows:

1, 2	<i>The withholding of the information is necessary to protect information where the making available of the information would be likely unreasonably to prejudice the commercial position of the person who supplied or who is the subject of the information.</i>	<i>Section 7(2)(b)(ii)</i>
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2 *that appropriate officers remain to provide advice to the Committee.'*

CLOSING KARAKIA

Unuhia, unuhia

Te pou, te pou

Kia wātea, kia
wātea

Āe, kua wātea

Remove, uplift

The posts

In order to be
free

Yes, it has been
cleared