



**AGENDA FOR A
MEETING OF THE

ECONOMIC DEVELOPMENT
SUBCOMMITTEE

TO BE HELD IN THE
TAUWHAREKAKAHO MEETING ROOM

SELWYN DISTRICT COUNCIL
ROLLESTON

WEDNESDAY 4 DECEMBER 2024

COMMENCING AT 9AM**

Economic Development Subcommittee - Wednesday 4 December 2024

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

04 December 2024 09:00 AM - 10:00 AM

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

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!



**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 Subcommittee 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 subcommittee 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 subcommittee 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:	Monthly – Transitioning to quarterly when established
Delegations Powers:	As per section 5 of the TOR
Reporting Officers:	Executive Director Enabling Services Executive Director Community Services and Facilities

1. Purpose

The purpose of this Economic Development Subcommittee 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 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 Selwyn Business Alliance by meeting biannually to discuss aspects of the Selwyn 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 Selwyn's 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 Selwyn's 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
- 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 Investment Strategy Subcommittee of Council / Council.

3. Delegations

The Subcommittee will have no delegated decision-making responsibilities.

4. Reporting

The Subcommittee will report to the Governing body.

5. Chairperson may refer urgent matters to the Council

As may be necessary from time to time, the Subcommittee Chairperson is authorised to refer urgent matters to the Council for a decision, where this Subcommittee 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 subcommittee 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 2024	Adopted by Subcommittee (with amendments to be made)

**MINUTES OF AN ORDINARY MEETING OF THE
ECONOMIC DEVELOPMENT SUBCOMMITTEE
HELD IN THE TAUWHAREKAKAHO ROOM - SELWYN DISTRICT COUNCIL
ON WEDNESDAY 13 NOVEMBER 2024
COMMENCING AT 10.30AM**

PRESENT

Mayor S T Broughton, Councillors P M Dean (Chair), S N O H Epiha, G S F Miller & N C Reid

ATTENDEES

Messrs. T Harris (Executive Director Enabling Services); Mesdames D Kidd (Executive Director Community Services and Facilities), R Phillips (Commercial Manager - Property and Investments), S Robinson (Principal Advisor Economic Development), C Quirke (Head of Community and Economic Development), S Cobbold (Community and Economic Development Advisor), T Davel (Senior Governance Advisor), and T Van der Velde (Assistant to ED Enabling Services).

The meeting was opened with a karakia.

APOLOGIES

Apologies were received from Ms McKay.

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

‘That the Economic Development Subcommittee receive the apologies from Ms McKay’

CARRIED

EXTRAORDINARY OR GENERAL BUSINESS

None.

CONFLICTS OF INTEREST

None.

REPORTS

Inaugural Meeting Governance Matters

Executive Director Enabling Services

Executive Director Community Services and Facilities

The Chair began by acknowledging that this is the first meeting of the newly formed subcommittee and welcomed the members and staff. The Chair commented that the Economic Development Strategy forms the foundation of this meeting and the related strategies, including Investment and Divestment. The Chair emphasised how this subcommittee will contribute to the broader framework of the Council, with some of its priorities expected to have a lasting impact.

Mayor Broughton acknowledged Ms Clare Quirke, Head of Community and Economic Development, who was awarded the Economic Development New Zealand professional accreditation certificate and presented her with the award. Selwyn District Council was also recognised and received the award for the Integrated Strategy Award at the Economic Development New Zealand Best Practice Awards, Mayor Broughton presented Ms Clare Quirke and Ms Shay Robinson, Principal Advisor Economic Development, with the award.

Following a brief discussion, Councillor Epiha was elected as the Deputy Chairperson.

Moved -Councillor Dean / **Seconded** - Mayor Broughton

'That the Economic Development Strategic Priority Subcommittee:

(a) Elects Councillor Epiha as Deputy Chairperson;

CARRIED

The Terms of Reference (ToR) were discussed. Discussion was held around how confidentiality will be managed, given the early-stage development of proposals which may be sensitive in nature and the need for discretion. It was agreed that meetings would move into a public-excluded format as required, with a specified date to be provided for the public release of the information.

Moved - Councillor Epiha / **Seconded** -Mayor Broughton

- (b) Approve the Terms of Reference with recommended changes that include:*
- a. That all references to Selwyn Economic Development Strategy are updated to Kai Aku Rika Economic Development Strategy to reflect confirmed dual name.*
 - b. That the previous Selwyn Business Alliance reference is removed and replaced with cross-sector steering group due to the formal name for this group yet to be confirmed and established during the facilitation of this group.*
 - c. That the Ōtautahi Christchurch Canterbury Waitaha Destination Management Plan is referenced in the eighth point of Section 2 Responsibilities: Monitoring destination management initiatives that result in increased visitor spend and retention, including actions in the regional Ōtautahi Christchurch Canterbury Waitaha Destination Management Plan.*

- d. *That the reference to the Investment Strategy Sub Committee is removed.*
- e. *That an additional responsibility is added under Section 2 Responsibilities: Any opportunities that arise between meetings that require Council resource will be discussed with the Chair who will provide advice and canvas the views of other Committee members.*

CARRIED

Meeting frequency was discussed initially, meetings will be held more frequently, transitioning to bi-monthly. The next meeting of this subcommittee will take place in December and will focus on Investment Strategy. The following subcommittee meeting in February / March 2025 will focus on the Economic Development annual programme of work, with participation from the various external leads. Thereafter it is intended the subcommittee meetings take place every two months.

Moved – Councillor Miller / Seconded – Councillor Epiha

- (c) *Adopts the Council Standing Orders as adopted by full Council at its Inaugural Meeting on 2 November 2022, and as amended in September 2024, to allow remote participants to be counted as quorum;*
- (d) *Adopts the Council's Code of Conduct as adopted by full Council at its meeting of 23 November 2022;*
- (e) *Notes the draft meeting schedule to be adopted by full Council at its November 2024 meeting.'*

CARRIED

GENERAL BUSINESS

None

The meeting closed at 10.43am.

DATED this day of 2024

CHAIRPERSON

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