

Community and Policy Committee

OPEN MINUTES

Minutes of a meeting of Community and Policy Committee held in the Council Chambers, 15 Forth Street, Invercargill on Wednesday, 21 June 2017 at 11am.

PRESENT

Acting Chairperson	Mayor Gary Tong
Councillors	Stuart Baird
	Brian Dillon
	John Douglas
	Bruce Ford
	Darren Frazer
	George Harpur
	Gavin Macpherson
	Neil Paterson

IN ATTENDANCE

Group Manager, Community and Futures (Rex Capil), Group Manager, Environmental Services (Bruce Halligan), Group Manager, Services and Assets (Ian Marshall), Manager, Governance and Democracy (Clare Sullivan), Communications Manager (Louise Pagan) Committee Advisor (Alyson Hamilton).

Election of Acting Chairperson

Due to the absence of the Chair the Committee Advisor called for nominations for an Acting Chairperson for the Community and Policy Committee meeting.

<u>Nominee</u>	<u>Moved</u>	<u>Seconded</u>
Mayor Tong	Councillor Dillon	Councillor Baird

There were no further nominations.

Mayor Tong was declared Acting Chairperson of the Community and Policy meeting.

The meeting adjourned at 11.00am and to reconvene at the conclusion of the Services and Assets meeting.

The meeting reconvened at 11.30am

1 Apologies

Moved Cr Frazer, seconded Cr Dillon and **resolved**:

That the Community and Policy Committee accept the apologies for non-attendance from Councillors Kremer, Keast, Duffy and Perham.

2 Leave of absence

There were no requests for leave of absence.

3 Conflict of Interest

There were no conflicts of interest declared.

4 Public Forum

There was no public forum.

5 Extraordinary/Urgent Items

There were no Extraordinary/Urgent items.

6 Confirmation of Minutes

Resolution

Moved Cr Dillon, seconded Cr Ford **and resolved**:

That the minutes of Community and Policy Committee meeting held on 17 May 2017 be confirmed as a true and correct record.

Reports

7.1 Southland District Council Resident Survey

Record No: R/17/5/11564

Shannon Oliver (Planning and Reporting Analyst) and Liz Morley (Research First) presented the report.

Ms Oliver advised the Residents' Opinion and Satisfaction Surveys ('ROSS') provides useful feedback to Council on residents' perception of Council services.

Ms Oliver informed currently the survey is conducted every three years.

Ms Oliver explained the purpose of the Resident Survey is;

- To measure and monitor residents' opinions and satisfaction levels and to assist in providing effective services.
- The outcome of this survey is used to measure progress towards the key performance indicators identified in Southland District Council's (SDC) long term plan (LTP).
- The survey results are also used by (SDC) to identify areas for improvement for activity managers.

Ms Oliver advised the 2017 survey was predominantly conducted by landline phone. Ms Oliver added an online channel for the survey was also introduced in 2017.

Members noted the online completion option is important as it helps to minimise non-response error by increasing the response rate.

Ms Oliver explained the questionnaire was redesigned for 2017 to increase the ease of completion for respondents and to increase the quality of the data collected. A number of questions and question scales have been kept consistent to allow for trend analysis and performance against Key Performance Indicators.

The Committee was advised an independent firm undertook the survey as it was viewed as important that the survey is conducted independently in an objective manner. Ms Oliver added the survey company chosen was Research First.

Ms Morley explained key service areas tested in the 2017 residents' survey were:

- Council facilities and services
- Contacting the Council
- Information services and consultation
- Organisational performance

Ms Morley advised key results identified from residents highlighted the top 5 priority areas for Council this being; roading, water and waterways, cycle trails, meeting community needs and rates and finance.

Ms Morley commented on the key results obtained for each of the Wards; the results highlighted areas where improvements could be made, areas where residents were more positive and priority areas for Council action.

The Committee noted the results will be forwarded to the Community Development Area Subcommittees and Community Boards for their information and the final results report will be added to the website for members of the public to view the results.

Resolution

Moved Cr Harpur, seconded Cr Douglas **and resolved:**

That the Community and Policy Committee:

- a) **Receives the report titled “Southland District Council Resident Survey ” dated 14 June 2017.**

7.2 Community Conversations

Record No: R/17/6/12326

Louise Pagan (Communications Manager) presented the report.

Mrs Pagan advised the purpose of the report is to provide an update on the results of the recent Community Conversations held in various townships around the District.

Mrs Pagan advised of good attendance at all meetings, although Te Anau was markedly down from last year's event. Numbers of attendees at each meeting ranged from 17 to 50.

Mrs Pagan informed Council members encouraged the meeting attendees to consider the future and Mrs Pagan commented most groups did that, with key topics of conversations covering tourism and its impacts, representation and amalgamation, and the environment including oil and gas exploration.

Mrs Pagan explained Council highlighted the need for the public to think district-wide and to work together for Southland's future. Mrs Pagan added it was important for the public to look at how services can be provided smarter to a population that is more transient.

The Committee was advised the next round of Community Conversations will be in October-November, with a focus on representation and long term plan issues.

Mayor Tong expressed appreciation to staff for their attendance at the Community Conversations meetings stressing that it is crucial there is communication with the public.

Mr Capil concurred with Mayor Tong's comments and also expressed appreciation to all Councillors for their attendance and support at the meetings.

Resolution

Moved Cr Ford, seconded Cr Frazer **and resolved:**

That the Community and Policy Committee:

- a) **Receives the report titled “Community Conversations” dated 14 June 2017.**

7.3 Long Term Plan 2018-2028 Project Update

Record No: R/17/6/12418

Nicole Taylor (Project Co-ordinator Corporate Planning) presented the report.

Ms Taylor advised the purpose of the report is to provide an update on the development of the Long Term Plan (LTP) 2018-2028 and advise elected members of the key workshop and meetings dates.

Ms Taylor informed Councils are required to produce an LTP every three years. Ms Taylor added the LTP sets out the priorities for the following 10 years that have been agreed between the Council and the community.

Ms Taylor explained the purpose of the Southland District Council LTP 2018-2028 is to:

- Describe the activities of the Council.
- Describe the community outcomes desired for the District.
- Provide integrated decision-making (between Council and the community) and co-ordination of resources.
- Provide a long term focus for Council's decisions and activities.
- Provide a basis for accountability to the District community.
- Provide an opportunity for community participation in planning for the future.

The Committee noted the LTP 2018-2028 must be adopted by 30 June 2018.

Ms Taylor advised an LTP project plan has been prepared that outlines the key stages of the plan preparation and associated timetable.

Ms Taylor informed this report provides an update on the progress that has been made and any changes to date.

The Committee was advised the timetable includes provision for a number of workshops and meetings to assist elected members and officers to discuss and understand details around the plan and to confirm and adopt aspects of the plan.

Ms Taylor confirmed officers are planning to schedule workshops either on Council/Committee days where possible or the following day if additional time is needed.

Resolution

Moved Cr Paterson, seconded Cr Macpherson **and resolved:**

That the Community and Policy Committee:

- a) **Receives the report titled "Long Term Plan 2018-2028 Project Update" dated 13 June 2017.**

7.4 Stewart Island Rakiura Community Facilities Assessment

Record No: R/17/6/12478

Michelle Stevenson (Community Partnership Leader) presented the report.

Ms Stevenson advised the purpose of this report is to submit to the Committee the Stewart Island Rakiura Community Facilities Assessment, commissioned by Southland District Council to be undertaken as part of the Letter of Expectation to Venture Southland Community Development.

Ms Stevenson informed the research was subcontracted to Impact Consulting by Venture Southland with additional funds sought and approved in September 2016 by the Venture Southland Joint Committee from the Impetus Fund to engage an external consultant.

Ms Stevenson advised the purpose of this research was to investigate the public community facilities on Stewart Island to gain an understanding of the current use and future sustainability of the facilities.

Ms Stevenson explained the research would also investigate if current community facilities were fit-for-purpose, and identify any planned community facilities for the Island.

The Committee noted the primary objective of this research was to provide an operational and financial assessment of the current use and likely future demand for facilities, and how this could be met in a sustainable and affordable way by the Stewart Island community.

Ms Stevenson advised the cost of the research was allocated according to the Letter of Expectation between Southland District Council and Venture Southland 2016/17.

Ms Stevenson added additional funds were sought by Venture Southland and approved from the Venture Southland Joint Committee Impetus Fund to engage an external consultant to complete this project.

Resolution

Moved Cr Ford, seconded Cr Harpur **and resolved:**

That the Community and Policy Committee:

- a) **Receives the report titled “Stewart Island Rakiura Community Facilities Assessment” dated 14 June 2017.**
- b) **Determines that this matter or decision be recognised as not significant in terms of Section 76 of the Local Government Act 2002.**
- c) **Determines that it has complied with the decision-making provisions of the Local Government Act 2002 to the extent necessary in relation to this decision; and in accordance with Section 79 of the Act determines that it does not require further information, further assessment of options or further analysis of costs and benefits or advantages and disadvantages prior to making a decision on this matter.**

-
- d) Endorses Council staff to assess the recommendations and findings identified from the research and determine any future opportunities in relation to Council activities and work streams.
 - e) Acknowledges and supports that additional work identified (where appropriate) to be undertaken on behalf of Southland District Council by Venture Southland as part of the Letter of Expectation 2017/18 priority Community Development projects.

The meeting concluded at 12.15pm

CONFIRMED AS A TRUE AND CORRECT RECORD AT A MEETING OF THE COMMUNITY AND POLICY COMMITTEE HELD ON WEDNESDAY, 21 JUNE 2017.

DATE:.....

CHAIRPERSON:.....