



Notice is hereby given that a Meeting of the Community and Policy Committee will be held on:

Date: **Wednesday, 7 August 2019**
Time: **1pm**
Meeting Room: **Council Chamber**
Venue: **15 Forth Street**
Invercargill

Community and Policy Committee Agenda

OPEN

MEMBERSHIP

Chairperson Julie Keast
Mayor Gary Tong

Councillors Stuart Baird
Brian Dillon
John Douglas
Paul Duffy
Bruce Ford
Darren Frazer
George Harpur
Ebel Kremer
Gavin Macpherson
Neil Paterson
Nick Perham

IN ATTENDANCE

Group Manager - Community and Futures Rex Capil
Committee Advisor Alyson Hamilton

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Full agendas are available on Council's Website
www.southlanddc.govt.nz

Note: The reports contained within this agenda are for consideration and should not be construed as Council policy unless and until adopted. Should Members require further information relating to any reports, please contact the relevant manager, Chairperson or Deputy Chairperson.

Terms of Reference – Community and Policy Committee

The Community and Policy Committee is responsible for:

- Assessing and providing advice to Council on:
 - Key strategic issues affecting the District and Council;
 - Community development issues affecting the District and Council;
 - The service needs of the District’s communities and how these needs might best be met;
 - Resource allocation and prioritisation processes and decisions.
- Developing and recommending strategies, plans and policies to the Council that advance the Council’s vision and goals, and comply with the purpose of the Local Government Act.
- Monitoring the implementation and effectiveness of strategies, plans and policies.
- Developing and approving submissions to government, local authorities and other organisations.
- Advocating Council’s position on particular policy issues to other organisations, as appropriate.
- Considering recommendations from Council’s Subcommittees and make decisions where it has authority from Council to do so, or recommendations to Council where a Council decision is required.

The Community and Policy Committee is also responsible for community partnerships and engagement. This includes:

- Monitoring the progress, implementation and effectiveness work undertaken by Venture Southland in line with the Venture Southland Heads of Agreement and specific Service Level Agreement between Southland District Council and Venture Southland.
- Allocations of grants, loans, scholarships and bursaries in accordance with Southland District Council policy.
- International relations.
- Developing and overseeing the implementation of Council’s community engagement and consultation policies and processes.

The Community and Policy Committee shall have the following delegated powers and be accountable to Council for the exercising of these powers:

- (a) Approving all submissions made by Southland District Council to other councils, central government and other bodies.
- (b) To approve scholarships, bursaries, grants and loans within Council policy and annual budgets.
- (c) Monitor the performance of Venture Southland in the delivery against its Business Plan and Council’s letter of expectation.

The Community and Policy Committee has authority to consider and make recommendations to Council regarding strategies, policies and plans.

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1 Apologies

At the close of the agenda no apologies had been received.

2 Leave of absence

At the close of the agenda no requests for leave of absence had been received.

3 Conflict of Interest

Committee Members are reminded of the need to be vigilant to stand aside from decision-making when a conflict arises between their role as a member and any private or other external interest they might have.

4 Public Forum

Notification to speak is required by 5pm at least two days before the meeting. Further information is available on www.southlanddc.govt.nz or phoning 0800 732 732.

5 Extraordinary/Urgent Items

To consider, and if thought fit, to pass a resolution to permit the committee to consider any further items which do not appear on the Agenda of this meeting and/or the meeting to be held with the public excluded.

Such resolution is required to be made pursuant to Section 46A(7) of the Local Government Official Information and Meetings Act 1987, and the Chairperson must advise:

- (i) the reason why the item was not on the Agenda, and
- (ii) the reason why the discussion of this item cannot be delayed until a subsequent meeting.

Section 46A(7A) of the Local Government Official Information and Meetings Act 1987 (as amended) states:

"Where an item is not on the agenda for a meeting,-

- (a) that item may be discussed at that meeting if-
 - (i) that item is a minor matter relating to the general business of the local authority; and
 - (ii) the presiding member explains at the beginning of the meeting, at a time when it is open to the public, that the item will be discussed at the meeting; but
- (b) no resolution, decision or recommendation may be made in respect of that item except to refer that item to a subsequent meeting of the local authority for further discussion."

6 Confirmation of Minutes

6.1 Meeting minutes of Community and Policy Committee, 10 July 2019



Community and Policy Committee

OPEN MINUTES

Minutes of a meeting of Community and Policy Committee held in the Council Chamber, 15 Forth Street, Invercargill on Wednesday, 10 July 2019 at 1.02pm.

PRESENT

Chairperson	Julie Keast
	Mayor Gary Tong
Councillors	Stuart Baird
	Brian Dillon
	John Douglas
	Bruce Ford
	George Harpur
	Neil Paterson
	Nick Perham

APOLOGIES

Councillor Duffy
Councillor Frazer
Councillor Kremer
Councillor Macpherson

IN ATTENDANCE

Group Manager - Community and Futures	Rex Capil
Committee Advisor	Alyson Hamilton
Group Manager, Customer Delivery	Trudie Hurst
Communications Manager	Louise Pagan

1 Apologies

There were apologies from Councillors Duffy, Frazer, Kremer and Macpherson.

Moved Mayor Tong, seconded Cr Ford and **resolved:**

That the Community and Policy Committee accept the apologies.

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 Harpur **and resolved:**

That the Community and Policy Committee confirms the minutes of the meeting held on 5 June 2019 as a true and correct record of that meeting.

Reports

7.1 Community and Futures Research and Analysis Programme update of progress

Record No: R/19/6/11748

Strategy and Policy Manager – Michelle Stevenson, Team leader, Resource Management - Marcus Roy, Chief Executive - Steve Ruru were in attendance for this item.

Ms Stevenson advised the purpose of this report is to provide an update to the Committee on the Community Futures Research and Analysis Work Programme.

Resolution

Moved Mayor Tong, seconded Cr Perham **and resolved:**

That the Community and Policy Committee:

- a) **Receives the report titled “Community and Futures Research and Analysis Programme update of progress” dated 1 July 2019.**
- 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 the continuation of the Community and Futures Research and Analysis work programme and all identified work streams.**
- e) **Notes that work towards rating affordability has yet to begin due to the unavailability of 2018 census data and will commence in August 2019.**

7.2 Annual Plan 2020/2021 - Direction Setting and Review and Monitoring Process

Record No: R/19/6/12021

Corporate Performance Lead – Chantelle Subritzky was in attendance for this item.

Ms Subritzky advised the purpose of the report is to provide an update the Community and Policy Committee on the direction-setting process for Annual Plan 2020/2021.

Resolution

Moved Cr Perham, seconded Cr Baird **and resolved:**

That the Community and Policy Committee:

- a) **Receives the report titled “Annual Plan 2020/2021 - Direction Setting and Review and Monitoring Process” dated 2 July 2019.**
- 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) **Agrees to endorse the direction-setting, review and monitoring process report for the Annual Plan 2020/2021 and provides guidance for any necessary changes to the proposed direction-setting process.**

7.3 Community Board Plan Project Update

Record No: R/19/7/12246

Community Partnership Leader – Kelly Tagg was in attendance for this item.

Mrs Tagg advised the purpose of the report is to provide an update on the community board plan project process.

Resolution

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

That the Community and Policy Committee:

- a) **Receives the report titled “Community Board Plan Project Update ” dated 2 July 2019.**
- 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.**

The meeting concluded at 1.56pm.

CONFIRMED AS A TRUE AND CORRECT RECORD AT A MEETING OF THE COMMUNITY AND POLICY COMMITTEE HELD ON WEDNESDAY 10 JULY 2019.

DATE:.....

CHAIRPERSON:.....

Stewart Island/Rakiura Future Opportunities project update

Record No: R/19/7/13620

Author: Karen Purdue, Community Partnership Leader

Approved by: Rex Capil, Group Manager Community and Futures

Decision

Recommendation

Information

Purpose

- 1 This is an update on the application made to the Ministry of Business Innovation and Employment (MBIE) seeking funding to engage a project manager to lead future focused strategic development and planning for Stewart Island/Rakiura so that the island in partnership with local, regional and central government, iwi and other strategic partners, can proactively plan its future.

Executive Summary

- 2 A funding application was made to MBIE to engage a project manager to lead future focused strategic development and planning on Stewart Island/Rakiura.
- 3 The application was for \$835,000, estimated total cost over a four year term which included a project facilitator and governance group, branding and a website, and future Stewart Island/Rakiura strategy development and implementation. This in effect averaged out at just under \$210,000 per annum.
- 4 MBIE offered a one off allocation of \$100,000 with a requirement for co-funding by Council of 10% (\$10,000) and a revised scope.
- 5 At the 6 March 2019 Council meeting, Council accepted the recommendation of the Stewart Island/Rakiura Community Board and the Community and Policy Committee to accept the \$100,000 provided that a revised scope be submitted and accepted by MBIE.
- 6 MBIE accepted the revised scope and in June 2019 a development phase funding agreement was signed for \$100,000, with co-funding from Southland District Council of \$10,000.
- 7 In July 2019, terms of reference and a process for engaging a consultant was agreed with MBIE.
- 8 On 18 July 2019, Minister Shane Jones officially announced the funding for the project.
- 9 Southland District Council have engaged Sandra James (Connecting People Ltd) to deliver the outcomes as agreed with MBIE.
- 10 An interim report on progress is due on 7 February 2020 with the final Future Opportunities Plan submitted by 31 May 2020.

Recommendation

That the Community and Policy Committee:

- a) **Receives the report titled “Stewart Island/Rakiura Future Opportunities project update” dated 23 July 2019.**
- 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.**

Background

- 11 The Stewart Island/Rakiura Community Planning Report, completed by Sandra James in March 2018 identified four key priorities for the island: Sustainable affordable electricity, Predator Free Rakiura and wharves and strategic leadership. These priorities were discussed with the community, community board, jetties subcommittee, Predator Free Rakiura representatives and were endorsed by Council. Currently:
 - a review is underway into SIESA and a sustainable long term provision of electricity
 - Bridget Carter was appointed as Predator Free Rakiura coordinator, based on the island after the application to MBIE for funding was successful
 - the Ulva Island and Golden Bay wharf redevelopments are in the planning stage and an application for co-funding is being prepared for consideration by the Tourism Infrastructure Fund in the August funding round.
- 12 An application was made to MBIE to engage a project manager to lead future focused strategic development and planning for Stewart Island/Rakiura. The application was for \$835,000. This was to cover the four years of the project.
- 13 In December 2018, MBIE advised that the original application had been unsuccessful, for the total funding applied for however, has approved a one off allocation of \$100,000 with a requirement of co funding by Council of \$10,000 to progress the original project scope.
- 14 The amount of funding being offered requires Council to review the scope of work and resourcing required.
- 15 The Stewart Island/Rakiura Community Board recommended to the Community and Policy Committee at the community board meeting on 11 February 2019 to accept the \$100,000 and progress a future focused strategic development and planning exercise by building on the work already done by Sandra James.
- 16 The Community and Policy Committee agreed at their meeting on 13 February 2019 to recommend to Council to accept the \$100,000 and to work with MBIE on a revised scope for the project.

Community and Policy Committee

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- 17 At the 6 March 2019 Council meeting, Council accepted the recommendation of the Stewart Island/Rakiura Community Board and the Community and Policy Committee to accept the \$100,000 provided that a revised scope be submitted and accepted by MBIE.
- 18 MBIE accepted the revised scope and in June 2019 a development phase funding agreement was signed for \$100,000, with co-funding from Southland District Council of \$10,000.
- 19 During July 2019, terms of reference and a process for engaging a consultant was agreed with MBIE.
- 20 On 18 July 2019, Minister Shane Jones officially announced the funding for the project.
- 21 Southland District Council have engaged Sandra James (Connecting People Ltd) to deliver the outcomes as agreed with MBIE.
- 22 An interim report on progress is due on 7 February 2020 with the final Future Opportunities Plan submitted by the 31 May 2020.

Attachments

- A Stewart Island Rakiura Future Opportunities Project Plan [↓](#)

Stewart Island/Rakiura Future Opportunities Project

Working in partnership to plan for managed growth and a sustainable future

Project purpose

To facilitate future focused strategic development and planning for Stewart Island/Raikura, so that the Island, in partnership with local, regional and central government, iwi and other strategic partners, can proactively plan for managed growth and a sustainable future

Project Overview

In 2018 The Southland District Council and The Ministry of Business, Innovation and Employment (MBIE) joined forces to support a community consultation process to determine short, medium and long term visions that would identify opportunities for the sustainability and development of Stewart Island/Rakiura. This work builds on priorities identified through that process. They are:-

1. **Community leadership, capacity and cohesion**
2. **Environmental sustainability**
3. **Economic development**

Over arching across all of this work is strategic relationship building with external agencies and organisations to foster collaborative approaches to these priorities.

Project Outcomes

The following outcomes will be sought:-

1. Development of a Stewart Island/Rakiura Opportunities Plan, that will detail what the Stewart Island/Rakiura community wants for its future – and work in partnership with local, regional and national government and other key organisations to meet those aspirations and intentions.
2. Establishment of collaborative workstreams that develop strategic and implementation plans to address the communities aspirations in regard to:-
 - **Community leadership, capacity and cohesion** – focusing on planning for the future of Stewart Island/Rakiura
 - **Environmental sustainability** – preserving the natural environment and landscapes now and for future generations
 - **Economic development** – working proactively to manage Stewart Island/Rakiura’s future so that growth is managed and sustainable
3. Strong, trusted and productive strategic relationships within the Stewart Island/Rakiura community and with local, regional and central government and organisations

4. Better awareness and communication of future focused planning on the Island and with and between key stakeholders
5. More people involved in future focused conversations and action on Stewart Island/Rakiura
6. Establishment of a future focused governance mechanism, based on the Island to lead this work post May 2020

Stakeholders

- Stewart Island/Rakiura Community
- Rakiura Maori Lands Trust
- Ngai Tahu
- Southland District Council
- Environment Southland
- Southland Chamber of Commerce
- Community Trust South
- Great South
- MBIE
- MPI
- DOC

Link to local, regional and national strategies

- Southland District Council Long Term Plan
- Destination Marketing Strategy
- Regional Marketing Plan
- Regional Events Strategy
- District Sustainability Review
- Southland Regional Development Strategy

Key deliverables

Task	Timeline
Project Scope/Plan <ul style="list-style-type: none"> - Project Plan - Comms and Engagement Plan 	Completed 31 July 2019
Meet with Stewart island/Rakura Community Board to socialise plan and get feedback, and ongoing reporting throughout the project at each Community Board meeting (in person if on Island, otherwise written report)	August, October, December 2019 Feb, April 2020
Meet with key stakeholders to socialise plan and get their support for being involved in the planning process going forward (Environment Southland, DOC, Rakiura Maori Land Trust, Ngai Tahu, MPI, MBIE, new Venture org)	August 2019
Review key stakeholder strategic plans and documents to establish planned and future priorities for Stewart Island/Rakiura (Environment Southland, Southland District Council, DOC, Rakiura Maori Land Trust, Ngai Tahu, MPI, MBIE, New Venture org)	August 2019
Plan and organise Community public meeting to update on progress since last meeting and and introduce new planning process	September 2019
Establishment of 3 workstreams <ul style="list-style-type: none"> - Development of TOR - Membership Plan and facilitate meetings every 2 months (Sept, November, February, April). Provide secretariat support. Lead planning process	October 2019
Interim report for MBIE	7th February 2019
Support Planning process, project development and implementation and develop and maintain strategic relationships	October 2019 – April 2020
Development of Plan	31st May 2020
Final Community meeting to present results, along with strategic partners – (April)	May 2020

Community Board Plan Project - community workshops update

Record No: R/19/7/14270
Author: Kelly Tagg, Community Partnership Leader
Approved by: Rex Capil, Group Manager Community and Futures

Decision Recommendation Information

Purpose

- 1 The purpose of this report is to provide a further update on the community board plan project process.

Executive Summary

- 2 The community leadership team continues to work on the development and implementation of nine community board plans across the Southland District. These plans will be reflective of Council's new governance structure following the October local body elections.
- 3 The development of these plans involves community consultation through meetings, workshops, surveys and one-on-one interviews with key stakeholders in the community.
- 4 A series of eight externally facilitated workshops with the wider community will take place in August/September 2019 in an effort to bring together people from the new community board areas to hear about the development of local community board plans and how they will be used in the future.
- 5 It is intended that the plans will be completed in early 2020 so as to provide guidance around the development of activity management plans and the Long Term Plan 2031.

Background

- 6 The community leadership team has been tasked with developing and implementing nine community board plans that reflect Council's new representation arrangements across the District.
- 7 These plans will draw on the priorities and preferences of the community and will form the outcomes of the board plans that will help inform other key processes in Council such as activity management plans and the Long Term Plan with the new community board plans taking effect from 1 July 2021.
- 8 It is important to note that the Stewart Island/Rakiura Community Board Plan will be completed alongside the Rakiura Future Opportunities Project that is currently being undertaken on the island by Sandra James.
- 9 During late June/early July the community leadership team held four cluster meetings for current elected members (councillors, community board and CDA members) around the District (eastern, central, northern and western) where attendees were asked three questions;
 - what are the strengths of (or in) your community?
 - what are you concerned about?
 - what changes have you noticed?

- 10 Key themes around people, infrastructure, the environment, tourism, economic development and the voluntary sector emerged from these workshops.
- 11 Those in attendance at the cluster meetings were also asked to identify key stakeholders in their respective communities that Council could also engage with as part of the information gathering aspect of this project. Schools, service groups and local and regional businesses were common responses to this question.
- 12 These groups, clubs and organisations will be invited to attend the upcoming community workshops that will commence at the end of August. At the conclusion of the community workshop process, a gap analysis will be completed and further consultation will be undertaken with individual groups and organisations as necessary.

Process

- 13 The development and implementation of the new community board plans sits within the community leadership team who will have responsibility for drawing these plans together with the assistance of other council staff and external consultants as and when required.

Broadly speaking the plans will include content such as;

- an introduction by the relevant board chairperson
- local maps of the community board area
- snap shots of historical information about the area
- demographic information
- role of community boards and Council eg Local Government Act 2002 (section 52), terms of reference and delegations
- how the plan development and engagement was undertaken, who was involved, outcomes, objectives etc with an alignment to Council's strategic framework
- vision
- key themes or outcomes to be delivered as part of the community board plan
- an action plan for how the outcomes will be achieved including who Council will partner with to deliver the outcomes – it is important to note that not all actions will be up to Council to deliver

Next steps

- 14 The community leadership team has engaged Rebecca McElrea as an independent facilitator for the eight community workshops to be held in August/September. Work has also commenced with her to develop content and an approach for these workshops.

Community and Policy Committee

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- 15 The proposed dates and locations are as follows;

26 August	Riversdale
27 August	Lumsden
2 September	Winton
3 September	Edendale
9 September	Te Anau
10 September	Riverton
16 September	Tuatapere
17 September	Otautau

- 16 Staff are currently in the process of confirming venues for each location and these will be advised in due course.
- 17 With regards to timing of the workshops over the election period, the community leadership team wishes to be able to quickly progress the development of these plans with the new community boards and to enable this to happen towards the end of the year, it was important to hold the community wide workshops sooner rather later so as to have the necessary information to present to the new boards post elections.
- 18 Next steps for the community leadership team include publishing the workshops in conjunction with Council's communication's team, the development of surveys, including a youth specific survey (which our Youth Council is going to be heavily involved with) and engagement with iwi and the Southland Multi-Cultural Society.
- 19 As previously advised, Rebecca McElrea has been engaged as an independent facilitator for the eight workshops and the community leadership is working with her presently to refine the format of the evening which will be advertised under the "community conversations" banner.
- 20 At the conclusion of the eight facilitated workshops, the community leadership team will work with Rebecca McElrea to identify a series of possible outcomes and actions for each of our community boards.
- 21 This series of possible outcomes and actions will be discussed and prioritised with the new community boards once the election process is over.
- 22 It is intended that by agreeing outcomes and actions that the boards will have a greater sense of purpose in the new triennium and more clarity about their role within the community.
- 23 It is also important that the community board outcomes reflect Council's proposed community outcomes for the 2021-2031 long term plan which are;
- environment – kaitiakitanga for future generations
 - culture – inclusive, connected communities
 - economic – a diverse economy creating healthy and affordable lifestyles
 - social – empowered communities with the right tools to deliver the best outcomes.

- 24 These new community board plans will come into effect from 1 July 2021 and will be reviewed every three years in line with Council's long term plan processes. The community board plan actions will be monitored and reported against as part of the community leadership report which is part of the community board meeting order paper and agenda for the new triennium.

Recommendation

That the Community and Policy Committee:

- a) **Receives the report titled "Community Board Plan Project - community workshops update" dated 1 August 2019.**

Attachments

There are no attachments for this report.