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Tuesday, 28 June 2022

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*Te Hui o Te Kaunihera ā-Rohe o Heretaunga*

**Hastings District Council**

**Great Communities Subcommittee Meeting**

*Kaupapataka*

# Agenda

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*Te Rā Hui:*  
Meeting date: **Tuesday, 28 June 2022**

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*Te Wā:*  
Time: **10.00am**

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*Te Wāhi:*  
Venue: **Council Chamber  
Ground Floor  
Civic Administration Building  
Lyndon Road East  
Hastings**

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*Te Hoapā:*  
Contact: **Democracy and Governance Services  
P: 06 871 5000 | E: [democracy@hdc.govt.nz](mailto:democracy@hdc.govt.nz)**

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*Te Āpiha Matua:*  
Responsible  
Officer: **Group Manager: Community Wellbeing & Services - Rebekah  
Dinwoodie**

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## Great Communities Subcommittee - Terms of Reference

A Subcommittee of the Strategy and Policy Committee

### Fields of Activity

The Great Communities Subcommittee is responsible for advising the Strategy and Policy Committee by;

- Providing guidance to Council officers in respect of the drafting of Council's Community Strategies, and providing oversight of any relevant Special Consultative Procedures.
- Providing oversight of the implementation of Council's Community Strategies.
- Providing oversight of the implementation of Councils Community Plans, Fabulous Flaxmere, Safer Hastings, Civic Pride and Events, Youth Pathways, Keep Hastings Beautiful Strategies, Health, Cultural, Education, Sports, Arts and Heritage strategies.

### Membership

- 8 Councillors.
- 1 Heretaunga Takoto Noa Māori Standing Committee Member appointed by Council.
- Chair appointed by Council.
- Deputy Chair appointed by Council.

### Quorum – 4 members

### Delegated Powers

- 1) To review and provide comment on draft new or revised Community Strategies and to recommend to the Strategy and Policy Committee the adoption of drafts for consultation.
- 2) To hear and consider all submissions received in respect of any Community Strategy proposal and to recommend responses to the Strategy and Policy Committee.
- 3) To recommend to the Strategy and Policy Committee the final wording of any new or reviewed Community Strategy for adoption by the Committee or Council.

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Tuesday, 28 June 2022

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*Te Hui o Te Kaunihera ā-Rohe o Heretaunga*

**Hastings District Council**

**Great Communities Subcommittee Meeting**

*Kaupapataka*

# Agenda

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*Mematanga:*

**Membership:**

*Koromatua*

**Chair:** Councillor Eileen Lawson

*Ngā KaiKaunihera*

**Councillors:** Malcolm Dixon, Damon Harvey (Deputy Chair), Henare O'Keefe, Peleti Oli, Wendy Schollum, Sophie Siers and Kevin Watkins

Heretaunga Takoto Noa Māori Standing Committee appointee: - Vacancy  
Youth Council appointees: Esta Chaplin and Lena Ormsby – Eru Heke (alternate).

Rural Community Board appointee: Jonathan Stockley

Mayor Sandra Hazlehurst

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*Tokamatua:*

**Quorum:**

4 members

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*Apiha Matua*

**Officer Responsible:**

Group Manager: Community Wellbeing & Services – Rebekah Dinwoodie

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*Te Rōpū Manapori me te  
Kāwanatanga*

**Democracy &**

**Governance Services:**

Lynne Cox (Extn 5632)



## *Te Rārangi Take*

# Order of Business

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### **Apologies – Ngā Whakapāhatanga**

- 1.0** At the close of the agenda no apologies had been received.  
At the close of the agenda no requests for leave of absence had been received.
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### **2.0 Conflict of Interest – He Ngākau Kōnatunatu**

Members need to be vigilant to stand aside from decision-making when a conflict arises between their role as a Member of the Council and any private or other external interest they might have. This note is provided as a reminder to Members to scan the agenda and assess their own private interests and identify where they may have a pecuniary or other conflict of interest, or where there may be perceptions of conflict of interest.

If a Member feels they do have a conflict of interest, they should publicly declare that at the start of the relevant item of business and withdraw from participating in the meeting. If a Member thinks they may have a conflict of interest, they can seek advice from the General Counsel or the Manager: Democracy and Governance (preferably before the meeting).

It is noted that while Members can seek advice and discuss these matters, the final decision as to whether a conflict exists rests with the member.

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### **3.0 Confirmation of Minutes – Te Whakamana i Ngā Miniti**

Minutes of the Great Communities Subcommittee Meeting held Tuesday 13 April 2021.

*(Previously circulated)*

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### **4.0 Joint Smokefree & Vapefree Policy Review** **7**

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### **5.0 Te Pōhue Community Plan 2021-2025** **13**

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### **6.0 Community Plan Kete** **17**

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### **7.0 Community Engagement Framework** **23**

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**8.0** *Minor Items – Ngā Take Iti*

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**9.0** *Urgent Items – Ngā Take Whakahihiri*

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Tuesday, 28 June 2022

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*Te Hui o Te Kaunihera ā-Rohe o Heretaunga*

**Hastings District Council: Great Communities Subcommittee Meeting**

**Item 4**

*Te Rārangi Take*

# Report to Great Communities Subcommittee

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**Nā:** Diana Paynter, Project Manager  
**From:** Dean Ferguson, Project Manager

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**Te Take:**  
**Subject:** Joint Smokefree & Vapefree Policy Review

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## **1.0 Purpose and summary - Te Kaupapa Me Te Whakarāpopotanga**

- 1.1 The purpose of the report is to present the revised Napier Hastings Smokefree Vapefree Policy (the Policy) to the Great Communities Subcommittee for approval to go to Strategy and Policy Committee on 9 August 2022 for adoption by Hastings District Council.
- 1.2 A robust consultative process was carried out to revise the existing Policy which included an assessment against the key objectives set out in the Smokefree Aotearoa 2025 Policy, engagement with organisations and groups across Napier and Hastings and inviting our community to provide feedback on the revised Policy.
- 1.3 The key changes proposed in the draft revised Policy include clarity around vapefree and smokefree spaces and events, clarity around Council's responsibility and inclusion of Council managed pedestrian laneways in urban retail areas as smokefree/ vapefree areas.
- 1.4 The key objectives of the Policy are to:
  - Demonstrate Hastings District and Napier City Councils' support of the Smokefree Hawke's Bay 2025 Strategy and the Government's policy goals for a Smokefree Aotearoa 2025.
  - Contribute to improving the health and wellbeing of our communities by decreasing the prevalence of smoking and vaping and decreasing public exposure to second-hand smoke.
  - Increase the likelihood that people, particularly the young, will remain smokefree and vapefree by reducing the number of places where they see others smoking or vaping.
- 1.5 The Policy has a particular focus on public places and events and takes a non-punitive approach.

1.6 The Napier Hastings Smokefree Vapefree Policy is attached to this report – **Attachment 1**.

## 2.0 Recommendations - *Ngā Tūtohunga*

- A) That the Great Communities Subcommittee receive the report titled Joint Smokefree & Vapefree Policy Review dated 28 June 2022.
- B) That the Subcommittee approves the revised Joint Smokefree and Vapefree Policy for submission to the Strategy and Policy Committee for adoption on 9 August 2022.

Item 4

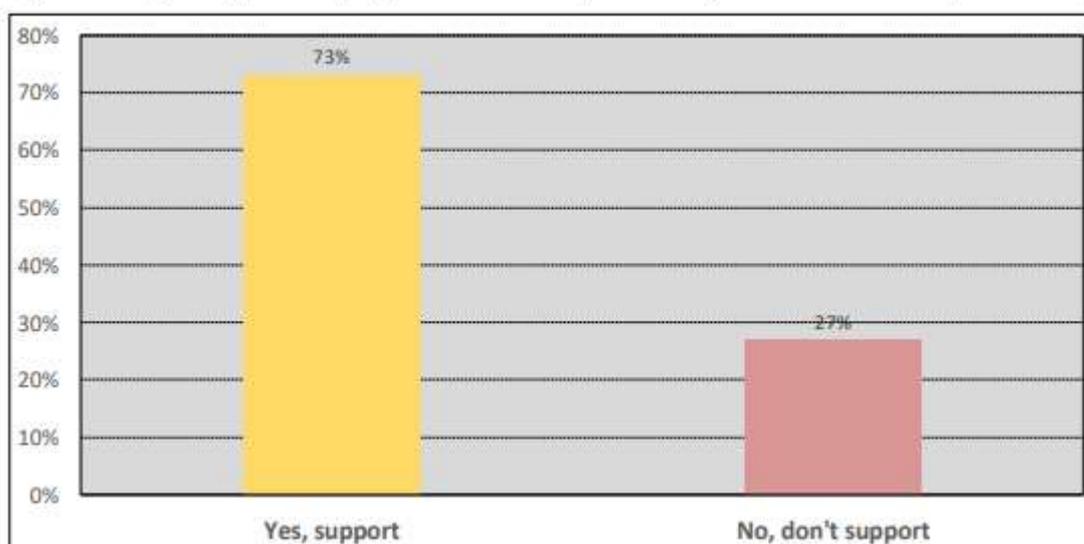
## 3.0 Background – *Te Horopaki*

- 3.1 Councils have a role to play in supporting the Government goal of a Smokefree Aotearoa New Zealand 2025 as part of their responsibility to promote community wellbeing.
- 3.2 A Napier Hastings Smokefree Policy was adopted in 2015, with a review scheduled for 2019. After delays associated with Covid-19 and the Napier flood event, the review began in late 2021 with the establishment of a Joint Napier Hastings Smokefree and Vapefree Policy Review Working Group (the Group).
- 3.3 The review aimed to determine if the Policy aligned with national and local-level direction towards the national goal of Smokefree Aotearoa New Zealand 2025. The context for achieving a Smokefree New Zealand had changed since the Policy was first adopted. The changes include the introduction of new legislation and regulations aimed to reduce smoking prevalence, the emergence of vaping products, and the release of a new national Action Plan that looked at further action required to achieve the national 2025 goal.
- 3.4 The review findings were considered by the Councils' Joint Working Group - Smokefree and Vapefree Policy Review. The Group was comprised of two elected members from each Council and one Youth Council representative from each Council. The Group was supported by Council Officers.
- 3.5 The purpose of the Group was to:
  - Provide advice to Officers on the direction of the revised joint Policy.
  - Hear and consider feedback from stakeholders and the wider community on the revised Policy.
  - Make recommendations to both Councils on the revised Policy.
- 3.6 Vaping has become more popular since the 2015 Councils' Smokefree Policy was introduced. The current joint Councils' Policy includes reference to e-cigarettes, the term previously used for vaping, as part of its focus.
- 3.7 Vaping and smokeless tobacco products became regulated through the Smokefree Environments and Regulated Products Act 2020. The Act aims to strike a balance between ensuring vaping products are available for smokers who want to switch to a less harmful alternative and ensuring vaping products are not marketed or sold to young people. It does this by regulating the safety of vaping products and placing controls on their marketing, advertising, and promotion.

## 4.0 Discussion – *Te Matapakitanga*

- 4.1 Forty-eight responses were received to the invitation to comment on the draft revised Policy. Of these, forty-five responses were from individuals and three from organisations or groups (Cancer Society Hawke's Bay, Napier Youth Council, and Hastings Youth Council).
- 4.2 Overall, 75% of respondents supported the draft revised Policy – **see figure 1**

**Figure 1: Do you support the proposed revised Napier Hastings Smokefree and Vapefree Policy?**



4.3 The key themes in support of the revised Policy included:

- Include additional smokefree and vapefree spaces, including outdoor areas, all streets and public spaces, sportsgrounds, parks, beaches, CBD areas, walkways and cycle ways, outside all food outlets and restaurants, around MTG, at Napier Soundshell, around Hastings Library.
- Ban smoking and vaping within a specified perimeter around schools.
- Introduce more widespread vapefree and smokefree areas generally.

4.4 Those not in support provided the following themes:

- Leave existing Policy as it stands.
- Identify designated areas for smoking and vaping.

4.5 The key changes proposed in the draft revised Policy were:

- Clarity around including vapefree spaces and events (previously included but using the terminology 'e-cigarettes').
- Clarity about Councils' responsibility to promote community well-being through improving social, economic, environmental and cultural well-being.
- Inclusion of Council-managed pedestrian laneways in urban retail areas.

4.6 Areas identified in Hastings City under the draft revised Policy include:

- Hastings City Square
- Hastings Laneway, 300 Heretaunga Block
- Hastings Laneway, Opera House Laneway
- **Refer to Attachment 1 – The Policy**

4.7 Subject to adoption of the Policy, an implementation plan will be developed with the intent to commence implementation from the 1<sup>st</sup> January 2023.

4.8 The Joint Smokefree and Vapefree Policy Review Working Group met on the 20<sup>th</sup> of June 2022 and agreed to the following actions and recommendations:

- Considered the feedback received during the consultation, noting that it does not substantively change the draft revised Napier Hastings Smokefree and Vapefree Policy.

- Agreed to a final version of the Napier Hastings Smokefree and Vapefree Policy for presentation to the Hastings District and Napier City Councils for adoption.
- Noted implementation of the Policy will begin on the 1<sup>st</sup> of January 2023, subject to the adoption of the final Napier Hastings Smokefree and Vapefree Policy by both Councils.
- Recommended that the Terms of Reference for the next Smokefree and Vapefree Policy Review Working Group include the addition of two representatives of Hauora providers.
- Requested Hastings District and Napier City Councils' and other relevant organisations to consider making submissions to Central Government regarding the implementation of Smokefree Aotearoa 2025.

4.9 The Group discussed the need to work in partnership with other agencies such as the Ministry of Education in order to understand their policies, roles and issues around smokefree and vapefree environments in and around schools.

4.10 A representative from The Cancer Society presented to the Group and endorsed the changes to the Policy.

## 5.0 Options – Ngā Kōwhiringa

Option One - Recommended Option - Te Kōwhiringa Tuatahi – Te Kōwhiringa Tūtohunga

5.1 That the Great Communities Committee adopts the revised Joint Smokefree and Vapefree Policy

Advantages:

- To ensure that there is an updated Policy that provides clarity and guidelines on this matter concerning our public places and helps with the health aspects of our communities.
- Demonstrate Hastings District and Napier City Council's commitment to meeting the Central Government's objectives around Smokefree Aotearoa 2025.
- Listening to the community feedback and

Disadvantages

- There are no significant disadvantages to adopting this Policy.

Option Two – Status Quo – Te Kōwhiringa Taurua – Te āhuatanga o naianei

Advantages:

- There are no significant advantages to not adopting the Policy.

Disadvantages

- Failing to meet Council's and community's expectations around creating a Smokefree and Vapefree culture.

## 6.0 Next steps – Te Anga Whakamua

6.1 To create an implementation plan once the Policy has been adopted. Note that implementation of the Policy will begin on 1 January 2023.

6.2 Update the Terms of Reference for the next Smokefree and Vapefree Policy Review Working Group to include the addition of two representatives of Hauora providers.

6.3 Hastings District and Napier City Councils' and other relevant organisations to consider making submissions to Central Government regarding the implementation of Smokefree Aotearoa 2025.

**Attachments:**

1  Smokefree and Vapefree Policy - Final.docx

CG-16-12-00068

Under  
Separate  
Cover

**Item 4**



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Tuesday, 28 June 2022

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*Te Hui o Te Kaunihera ā-Rohe o Heretaunga*

**Hastings District Council: Great Communities Subcommittee Meeting**

**Item 5**

*Te Rārangi Take*

# Report to Great Communities Subcommittee

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**Nā:** Debbie Northe, Community & Safety Lead  
**From:** John Roberts, Community Resilience Connector

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**Te Take:**  
**Subject:** Te Pōhue Community Plan 2021-2025

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## **1.0 Executive Summary – Te Kaupapa Me Te Whakarāpopototanga**

- 1.1 The purpose of this report is to present the Te Pōhue Community Plan 2021–2025 to the Great Communities Subcommittee for recommendation for approval. Following the approval the paper will be presented to the Strategy & Policy Committee for endorsement.
- 1.2 This proposal promotes the wellbeing of communities in the present and for the future by focussing on local public services which help meet the needs of young and old, people in need, visitors and locals, business and households and putting people at the centre of planning and service.
- 1.3 A copy of the Te Pōhue Community Plan is attached (**Attachment 1**). The actions in this plan come directly from the community of Te Pōhue. Four key areas for action have been identified including community sustainability, increased community safety, growth and development and community connection.

## **2.0 Recommendations - Ngā Tūtohunga**

- A) That the Great Communities Subcommittee receive the report titled Te Pōhue Community Plan 2021-2025 dated 28 June 2022.
- B) That the Subcommittee approve the Te Pōhue Community Plan 2021 - 2025 and forward the Plan to the Strategy & Policy Committee for endorsement.

### 3.0 Background – *Te Horopaki*

- 3.1 Hastings District Council first started developing Community Plans with community in 2002 as a way for Council to engage with and provide additional support to communities of interest.
- 3.2 Council has 11 current Community Plans, two of which are under development and nearing completion and one new community commencing development of their plan. Each plan's goals, aspirations and actions are unique to each community.
- 3.3 In 2019, Kiri Goodspeed presented a submission to Council proposing the development a community plan for Te Pōhue. The submission identified key issues associated with community facilities, community safety, economic development and beautification.
- 3.4 This is the first Te Pōhue Community Plan and was developed by the Te Pōhue Community from 2019 to 2021.
- 3.5 For this new plan JMP Consultants were contracted by Council to work with identified community representatives to review issues and opportunities and to identify and agree the most appropriate engagement approach to be implemented to finalise the plan.

### 4.0 Discussion – *Te Matapakitanga*

- 4.1 The Te Pōhue Community Plan 2021-2025 was developed by the Te Pōhue Community and is attached (**Attachment 1**).
- 4.2 The development of the Plan was driven by Kiri Goodspeed with a large group of supporting stakeholders including Te Pōhue residents, Te Pōhue School, Community Club and Committee members, representatives from Ngāti Hineuru Trust and Maungaharuru-Tangitū Trust, Waka Kotahi New Zealand Transport Agency, New Zealand Police, Rayonier Matariki Forests, Meridian Energy and Council Officers.
- 4.3 The vision of the Te Pōhue Community Plan 2021–2025 is “Country values, creating a connected, flourishing community”.
- 4.4 The Te Pōhue Community have identified four key areas for action:
  - Community Sustainability
  - Increased Community Safety
  - Growth and Development
  - Community Communication
- 4.5 Within each of these areas of focus, there are a set of actions that form the basis of the community plan for 2021–2025.
- 4.6 Since the development of the draft plan in 2021 a number of actions have been completed, or are underway. These are detailed in the attached draft Te Pōhue Community Plan 2021-2025 Action Plan (**Attachment 2**).

### 5.0 Options – *Ngā Kōwhiringa*

Option One - Recommended Option - Te Kōwhiringa Tuatahi – Te Kōwhiringa Tūtohunga

- 5.1 The Great Communities Subcommittee approves the Te Pōhue Community Plan 2021-2025

Option Two – Status Quo - Te Kōwhiringa Tuarua – Te Āhuratanga o nāianeī

- 5.2 The Great Communities Subcommittee does not approve the Te Pōhue Community Plan 2021-2025
- 5.3 Great Communities Committee approval of the Te Pōhue Community Plan 2021-2025 would signal support at a high level for the collaborative approach being taken to the delivery of actions.

## 6.0 Next steps – *Te Anga Whakamua*

- 6.1 If the Great Communities Subcommittee approves the Te Pōhue Community Plan 2021–2025 it will be presented by representatives of the Te Pōhue Community to the Strategy & Policy Committee for endorsement.

### Attachments:

1⇒	Te Pohue Community Plan - Te Pohue Community Plan Final	COP-10-19-22-42	Under Separate Cover
2⇒	Te Pohue Community Plan Action Plan	CG-16-7-00104	Under Separate Cover

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## Summary of Considerations - *He Whakarāpopoto Whakaarohanga*

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### Fit with purpose of Local Government - *E noho hāngai pū ai ki te Rangatōpū-ā-Rohe*

The Council is required to give effect to the purpose of local government as set out in section 10 of the Local Government Act 2002. That purpose is to enable democratic local decision-making and action by (and on behalf of) communities, and to promote the social, economic, environmental, and cultural wellbeing of communities in the present and for the future.

### Link to the Council's Community Outcomes – *Ngā Hononga ki Ngā Putanga ā-Hapori*

This proposal promotes the wellbeing of communities in the present and for the future by focussing on local public services which help meet the needs of young and old, people in need, visitors and locals, business and households and putting people at the centre of planning and service.

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### Māori Impact Statement - *Te Tauākī Kaupapa Māori*

The community plan development process has entailed a range of engagement with the Te Pōhue community, including consultation with the Ngati Hineuru Trust and the Maungaharuru-Tangitū Trust.

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### Sustainability - *Te Toitūtanga*

N/A

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### Financial considerations - *Ngā Whakaarohanga Ahumoni*

Council actions within this plan will be considered through existing budgets including the Community Plan budget.

Community members will be supported by Council Officers to approach funders, partners and stakeholders for actions that sit outside of Council.

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### Significance and Engagement - *Te Hiranga me te Tūhonotanga*

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This report has been assessed under the Council's Significance and Engagement Policy as being of low significance.

### Consultation – internal and/or external - *Whakawhiti Whakaaro-ā-roto / ā-waho*

JMP Consultants were contracted by Council to work with identified community representatives to review issues and opportunities and to identify and agree the most appropriate engagement approach to be implemented to finalise the plan. Planning sessions included representation and participation from Te Pōhue residents, Te Pōhue School, Community Club and Committee members, representatives of Ngāti Hineuru Trust, Maungaharuru-Tangitū Trust, Waka Kotahi New Zealand Transport Agency, New Zealand Police, Rayonier Matariki Forests and Meridian Energy.

### Risks

Opportunity: The Te Pōhue Community are engaged and are working towards achieving their goals and aspirations.

REWARD – <i>Te Utu</i>	RISK – <i>Te Tūraru</i>
Te Pōhue Community are engaged and leading the implementation of their own goals and aspirations.	Te Pōhue Community are not engaged and actions within the plan are not implemented.

### Rural Community Board – *Te Poari Tuawhenua-ā-Hapori*

The Te Pōhue Community Plan 2021-2025 was presented to the Rural Community Board on Monday, 27 June 2022 for approval. Due to timing, the outcome of this meeting will be advised at the Great Communities Subcommittee meeting.

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Tuesday, 28 June 2022

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*Te Hui o Te Kaunihera ā-Rohe o Heretaunga*

**Hastings District Council: Great Communities Subcommittee Meeting**

**Item 6**

*Te Rārangi Take*

# Report to Great Communities Subcommittee

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**Nā:** Dennise Elers, Community Development Manager  
**From:** Debbie Northe, Community & Safety Lead

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*Te Take:* Community Plan Kete  
**Subject:**

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## **1.0 Executive Summary – Te Kaupapa Me Te Whakarāpopototanga**

- 1.1 The purpose of this report is to present the Community Plan Kete to the Great Communities Subcommittee for recommendation for approval and submission to the Strategy and Policy Committee for endorsement.
- 1.2 The Community Plan Kete contributes to the purpose of local government by promoting the wellbeing of communities in the present and for the future by focussing on local public services which help meet the needs of young and old, people in need, visitors and locals, business and households and putting people at the centre of planning and service.
- 1.3 A copy of the Community Plan Kete is attached (**Attachment 1**) along with an example from the Te Pōhue Community Plan action plan. An action plan will be part of all new Community Plans developed.

## **2.0 Recommendations - Ngā Tūhonga**

- A) That the Great Communities Subcommittee receive the report titled Community Plan Kete dated 28 June 2022.
- B) That the Subcommittee approve the Community Plan Kete and that the Kete is forwarded to the Strategy & Policy Committee for endorsement.

### 3.0 Background – *Te Horopaki*

- 3.1 Hastings District Council first started developing community plans with identified communities in 2004 as a way for Council to engage with and provide additional support to communities of interest.
- 3.2 A community plan is the voice of a community. It obtains local people’s views on the place that they call home, celebrates the things that make their community special, highlights their goals and aspirations and creates a future vision for the community.
- 3.3 Led by the community, community plans are about community members coming together to develop a local plan to shape the development of their community into the future.
- 3.4 There are currently 11 active community plans. Five plans are completed.

Community Plan	Status
Anderson Park	Completed.
Bridge Pā	In draft.
Camberley	Under implementation and due for completion in 2025.
Cape Coast	Under review with action plan of outstanding items being compiled.
Clive	Completed.
Flaxmere	New plan in draft form incorporating Flaxmere West.
Flaxmere West	New plan to be developed as part of the wider Flaxmere Community Plan. Outstanding actions being implemented.
Mahora	New plan – community consultation underway.
Maraekākaho	Due for completion by the end 2022. New plan to be developed in the second half of 2022.
Mayfair	Completed with action plan being developed.
Ōmāhu	New plan – consultation underway.
Raureka	Council implementing community actions.
Te Pōhue	Plan for approval June 2022.
Waimārama	Completed. Annual action plan under implementation.
Waipatu	One outstanding action.
Whakatū	One outstanding action.

- 3.5 Throughout this time there has been no guiding framework that supports the development of a community plan.
- 3.6 The Community Plan Kete looks to address this gap and to provide clarity and guidance to Community, Councillors and Council Officers.

### 4.0 Discussion – *Te Matapakitanga*

- 4.1 The Community Plan Kete is designed to guide and support Communities, Councillors and Council Officers through the community plan process.

- 4.2 The Community Plan Kete provides a simple and flexible process for creating a community plan – from the initial stages of forming a community group, through to developing, implementing, monitoring and evaluating the plan.
- 4.3 Since the draft kete was completed in November 2021, Officers have been trialling the framework with new communities.
- 4.4 The framework has ensured a consistent approach, and the trial has supported the development of both a timeframe and working action plan template. Examples from the Te Pōhue Community Plan are attached.
- 4.5 The working action plan template prioritises annual actions and identifies funding requirements.
- 4.6 The majority of actions in the community plans are considered through existing Council budgets. The Community Plan Kete includes a budget framework to:
- 4.6.1 Ensure equal opportunity to access funding across the different community plans.
- 4.6.2 Assist Council Officers in their decision making.

## 5.0 Options – Ngā Kōwhiringa

Option One - Recommended Option - Te Kōwhiringa Tuatahi – Te Kōwhiringa Tūtohunga

- 5.1 That the Great Communities Subcommittee approve the Community Plan Kete

Advantages

- Provides a robust Community Plan framework
- Provides clarity on roles and responsibilities
- Provides a clear process for communities

Disadvantages

- No disadvantages identified

Option Two – Status Quo - Te Kōwhiringa Tuarua – Te Āhuetanga o nāianeī

- 5.2 That the Great Communities Subcommittee not approve the Community Plan Kete

## 6.0 Next steps – Te Anga Whakamua

- 6.1 If the Great Communities Subcommittee approves the Community Plan Kete, the Kete will then be presented to the Strategy & Policy Committee for endorsement.

### Attachments:

1⇒	Planning - Community Planning Kete Draft June 2022	COP-10-1-22-362	Under Separate Cover
2⇒	Te Pohue Community Plan Action Plan - Attachment	CG-16-7-00104	Under Separate Cover

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## Summary of Considerations - *He Whakarāpopoto Whakaarohanga*

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### Fit with purpose of Local Government - *E noho hāngai pū ai ki te Rangatōpū-ā-Rohe*

The Council is required to give effect to the purpose of local government as set out in section 10 of the Local Government Act 2002. That purpose is to enable democratic local decision-making and action by (and on behalf of) communities, and to promote the social, economic, environmental, and cultural wellbeing of communities in the present and for the future.

### Link to the Council's Community Outcomes – *Ngā Hononga ki Ngā Putanga ā-Hapori*

The Community Plan Kete promotes the wellbeing of communities in the present and for the future by focussing on local public services which help meet the needs of young and old, people in need, visitors and locals, business and households and putting people at the centre of planning and service. This proposal promotes the wellbeing of communities in the present and for the future.

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### Māori Impact Statement - *Te Tauākī Kaupapa Māori*

Heretaunga Ringahora supports Council's Heretaunga Ararau Te Reo Māori Policy and Action Plan. The purpose of the document, when engaging with Māori, iwi, hapū and whānau, is to assist with:

- determining what the kaupapa is
- identifying who to engage with
- supporting how to engage through the development of an effective engagement strategy

The Community Plan Kete will provide Iwi/Hapū with a framework and ensure that they are appropriately included in Community Plan processes.

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### Sustainability - *Te Toitūtanga*

Community plans provide an opportunity to empower individuals and agencies to support and improve the lives of each of our distinct communities.

The Community Plan Kete will provide communities the framework to directly engage and work with Council.

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### Financial considerations - *Ngā Whakaarohanga Ahumoni*

Great Communities Subcommittee approval of the Community Plan Kete would signal support at a high level for the collaborative approach being taken to the delivery of actions.

Council actions within a community plan are considered through existing budgets including the Community Plan budget.

Community members will be supported by Council Officers to approach funders, partners and stakeholders for actions that sit outside of Council.

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### Significance and Engagement - *Te Hiranga me te Tūhonotanga*

This report has been assessed under the Council's Significance and Engagement Policy as being of low significance.

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### Consultation – internal and/or external - *Whakawhiti Whakaaro-ā-roto / ā-waho*

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A community plan is developed through community engagement and consultation. This Kete has been developed through collective learnings over the past 18 years.  
 A selection of community plan leaders have provided feedback on the Kete.

**Risks**

Opportunity:

REWARD – <i>Te Utu</i>	RISK – <i>Te Tūraru</i>
Communities are engaged and understand Councils approach to community planning.	Communities do not engage with Council.

**Rural Community Board – *Te Poari Tuawhenua-ā-Hapori***

There are currently 2 Rural Community Plans; Maraekākaho and Te Pōhue. Once the Community Plan Kete has been endorsed by the Strategy and Policy Committee, Officers will present it to the Rural Community Board for their information.



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Tuesday, 28 June 2022

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*Te Hui o Te Kaunihera ā-Rohe o Heretaunga*

**Hastings District Council: Great Communities Subcommittee Meeting**

**Item 7**

*Te Rārangi Take*

# Report to Great Communities Subcommittee

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*Nā:*  
**From: Naomi Fergusson, Group Manager: Marketing & Communications**

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*Te Take:*  
**Subject: Community Engagement Framework**

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## **1.0 Executive Summary – *Te Kaupapa Me Te Whakarāpopototanga***

- 1.1 The purpose of this report is to introduce the Hastings District Council Community Engagement Framework and request approval by the Great Communities Subcommittee for the Framework to be put forward to the Strategy & Policy Committee for adoption.
- 1.2 The report provides by way of background the requirement for councils to consult with the community on some of their activities under a range of laws, as well as the Council's 'Significance and Engagement Policy' set out in the Long Term Plan 2021-2031.
- 1.3 Community expectations on the breadth of activities they are consulted on have grown in recent years and extend beyond the legal requirements set out by these laws or the Significance and Engagement policy. Hastings District Council has recognised this in recent years, increasing its capability and capacity to enable the community to have a greater level of participation in decision-making.
- 1.4 To enable the community to have consistent and robust opportunities to participate in decision-making, the attached Community Engagement Framework has been drafted that will serve as both an information source for the community on Council's commitment to quality community engagement, as well as a resource for staff to support consistent processes and quality outcomes for the community.
- 1.5 The framework is a guide designed to exist alongside the legal requirements on Council to consult, enhancing the value and outcomes derived from the community engagement process.
- 1.6 The recommends the approval of the Community Engagement Framework for adoption.

## 2.0 Recommendations - *Ngā Tūtohunga*

- A) That the Great Communities Subcommittee receive the report titled Community Engagement Framework dated 28 June 2022.
- B) That the Subcommittee approve the Community Engagement Framework for adoption by the Strategy and Policy Committee.

## 3.0 Background – *Te Horopaki*

- 3.1 The role of Council is to lead and represent our community. Community engagement is the process where Council and the community work together to achieve common goals. In the simplest terms, Council works for its communities, with the majority of its activities, services, facilities and infrastructure funded by their communities through rates.
- 3.2 While the elected members of Council have the final decision-making power, community engagement plays a significant role in informing and improving Council's decision-making.
- 3.3 There are some projects for which Hastings District Council is subject to legal regulations that dictate a minimum level of consultation. For example the Local Government Act 2002, Land Transport Act 1993, Resource Management Act 1991, and New Zealand Public Health and Disabilities Act 2000. It also stems from other obligations such as those set out in Te Tiriti o Waitangi/Treaty of Waitangi. In these circumstances, Council must fully comply with the relevant provision of the legislation. Council must engage with the community, encourage community participation in decision-making and enable people to 'have their say'.
- 3.4 The level of community engagement needs to be appropriate to the significance of the decision (i.e. the higher the significance of the decision, the greater the requirement for community engagement). This is set out in the Council's Significance and Engagement Policy, outlined in the Long Term Plan.
- 3.5 Hastings District Council has been steadily growing its capability and capacity to deliver higher quality community engagement. An area of risk that has been identified is a lack of consistent understanding of, and approach to, community engagement. Without a consistent approach, the risks increase in relation to legal/community challenge over process and the associated costs, as limit the risk of delivering poorer outcomes for the community.

## 4.0 Discussion – *Te Matapakitanga*

- 4.1 Community expectations of the level of engagement have risen, while the level of trust in central government (and by extension, local government) has declined, as evidenced through media coverage during COVID-19 and Three-Waters. Anecdotally across New Zealand trends can be noted across print and social media that communities sense that decisions have already been made ahead of the consultation, reducing people's willingness to participate (for example, setting of speed limits).
- 4.2 Meaningful community engagement helps Council's partners and the community understand the full scope and implications of decisions. It builds trust with community members, partner organisations, and businesses.
- 4.3 Regular engagement also helps these stakeholders shape the district they live in. They will take more pride in their community and feel more valued, involved, and connected.

- 4.4 This framework outlines the principles of engagement and the supporting processes that enable the Council to practice these principles.
- 4.5 The Community Engagement Framework is designed to work alongside legal requirements and obligations under Te Tiriti o Waitangi to create a consistent knowledge of, and approach to, community engagement. It provides additional advice, support and guidelines to meet the requirements set out in the Significance and Engagement Policy.
- 4.6 The Framework seeks to align the Council's approach to the international standard of the International Association for Public Participation (IAP). The IAP2 Spectrum of Public Participation (2018) sets out a spectrum of engagement across five levels of engagement: 'inform', 'consult', 'involve', 'collaborate' and 'empower'.
- 4.7 The framework provides an overview of some of the barriers to participation and includes strategies to help mitigate these barriers to improve stakeholder response and ensure a diverse range of views are gathered.
- 4.8 The roles and responsibilities of the participants in engagement are outlined including staff, councillors and the community.
- 4.9 A 10-step action plan for community engagement provides staff with a guide to community engagement. The aim of this guide is to help ensure a good outcome through a standardised approach from planning, to ongoing monitoring.
- 4.10 The Community Engagement Framework will be published on the HDC website for community reference and provide a basis for ongoing communications activities to explain how community engagement impacts Council decision-making.

## 5.0 Options – Ngā Kōwhiringa

Option One - Recommended Option - Te Kōwhiringa Tuatahi – Te Kōwhiringa Tūtohunga

- 5.1 Approve the Community Engagement Framework for adoption by Strategy and Policy Committee:

### Advantages

- Creates a standardised knowledge of community engagement across Council staff, leading to better processes and creating efficiencies.
- Informs our community on how Council engages with them, and how they can participate.
- Improves outcomes for the community and council through robust processes leading to better decision-making.
- Opportunity to increase community understanding on how decisions are made (i.e. how their feedback informs the final decision – e.g. not a vote/referendum).
- Increased willingness to participate in community engagement (value of effort).
- Support positive perceptions around transparency and integrity relating to Council decision-making (reputation management/enhancement).

### Disadvantages

- Real/perceived increased project/operational costs for community engagement (e.g. advertising of opportunities, meetings, staff time).
- Continued apathy in participating in decision making.

Option Two – Status Quo - Te Kōwhiringa Tuarua – Te Āhukatanga o nāianeī

- 5.2 Do not approve the Framework for adoption by the Strategy and Policy Committee:

Advantages

- No further staff time invested on improving community engagement capability within Council.
- Reduced real/perceived costs relating to community engagement.

Disadvantages

- Risks remain as outlined in the summary of considerations.

**6.0 Next steps – *Te Anga Whakamua***

- 6.1 Should the sub-committee approve the Community Engagement Framework for adoption by Strategy and Policy Committee, and report will be submitted to the next committee meeting recommending adoption.
- 6.2 Should the Framework be formally adopted, it will be published on the external website. A guide for staff will be published on the intranet, and a ‘roadshow’ undertaken to assist staff with their knowledge of the values, principles and processes as stated in the framework.
- 6.3 If adopted, the Marketing & Communications Group will work to educate key staff across Council involved in project planning on the key steps for community engagement. They will also review current platforms, tools and processes for improvement opportunities to support the key principles set out in the framework, and to reduce the barriers to participation.

**Attachments:**

1⇨	Community Engagement Framework 2022	COM-18-22-44	Under Separate Cover
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**Summary of Considerations - *He Whakarāpopoto Whakaarohanga***

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**Fit with purpose of Local Government - *E noho hāngai pū ai ki te Rangatōpū-ā-Rohe***

The Council is required to give effect to the purpose of local government as set out in section 10 of the Local Government Act 2002. That purpose is to enable democratic local decision-making and action by (and on behalf of) communities, and to promote the social, economic, environmental, and cultural wellbeing of communities in the present and for the future.

**Link to the Council’s Community Outcomes – *Ngā Hononga ki Ngā Putanga ā-Hapori***

This proposal promotes the economic, social, environmental and cultural wellbeing of communities in the present and in the future by enabling community voices to be heard through robust community engagement principles.

**Māori Impact Statement - *Te Tauākī Kaupapa Māori***

One of the purposes of the community engagement framework is to further increase the Council’s capability to engage effectively Māori. It recognises the Council’s obligations under Te Tiriti o Waitangi and incorporates good practice based on the six principles developed by Te Arawhiti (Government

agency). In addition to considering national legislation, the framework also references the requirements and obligations to engage and consult with specific Māori entities in the Heretaunga region of Ngāti Kahungunu, and their respective settlement legislation.

### **Sustainability - *Te Toitūtanga***

Effective community engagement leads to sustainable decisions and improved outcomes, informed by a greater understanding of participants' needs, concerns and priorities.

### **Financial considerations - *Ngā Whakaarohanga Ahumoni***

Undertaking authentic community engagement practices does require greater investment in the early stages of a project, such as officer time, communication and marketing, research, and community meetings. However, the investment is deemed cost-effective due to the benefits outlined in the report. This can include reducing the cost of re-work (not getting the outcome due to insufficient community input) that includes officer time, further marketing and communications, legal advice, contract costs and remediation/operational costs. The additional benefit of investing in the early stages is positive brand/reputation outcomes that place Council in a stronger position to drive effective outcomes.

### **Significance and Engagement - *Te Hiranga me te Tūhonotanga***

This decision/report has been assessed under the Council's Significance and Engagement Policy as being of low significance.

### **Consultation – internal and/or external - *Whakawhiti Whakaaro-ā-roto / ā-waho***

This framework has been developed with the input of a range of internal stakeholders including the Pou Ahurea: Principal Advisor and the Group Manager: Community Wellbeing & Services, and the Democratic Services Manager, General Counsel, Strategy Manager and Manager, Community Development. Feedback was also sourced from members of the Great Communities sub-committee.

### **Risks**

The Community Engagement Framework is designed to help de-risk Council decision-making through fulsome input by affected members of the community during key stages in project/policy design. The numerous benefits (reward) are outlined in the framework (attachment 1) but include better quality outcomes for the community, reputational benefits, reduced costs associated with poor decision-making (see risks).

The risks associated with adopting this framework are minimal but include increased costs up-front (staff time, advertising, research, workshops etc.)

Risk also exists that the community deem feedback to be a 'poll' – this is a current risk relating to community engagement and is managed through clear information on how feedback impacts decision-making as part of pre-engagement communications.

Increased engagement places expectations on closing the feedback loop back to the community. Failure to do so has reputational risk (transparent decision-making requires this).

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Not adopting this framework carries risks linked to poor decision-making including: costs relating to staff time managing complaints, responding to media, and re-planning; consultancy costs including expert and legal advice, and; the operational costs of physical remediation works.

The risk of poor decision-making also carries the reputational risk that due to a lack of 'buy in' and/or low trust, the ability of Council to achieve outcomes for its community is limited.

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### **Rural Community Board – *Te Poari Tuawhenua-ā-Hapori***

The RCB has had the opportunity to input a rural perspective through the participation of a sitting board member on the Great Communities sub-committee.

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