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## NOTICE OF MEETING

**Notice is hereby given of the Meeting of the  
Connected Murihiku Joint Committee  
to be held in the Invercargill City Council Chamber,  
First Floor, Te Hīnaki Civic Building, 101 Esk Street,  
Invercargill on Thursday 31 August 2023  
at 10.00am**

MICHAEL DAY  
CHIEF EXECUTIVE

# Connected Murihiku Joint Committee - Public Agenda

31 August 2023 10:00 AM

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**MINUTES OF CONENCTED MURIHIKU APPOINTMENTS COMMITTEE MEETING, HELD IN THE  
INVERCARGILL CITY COUNCIL CHAMBERS, FIRST FLOOR, TE HINAKI CIVIC BUILDING,  
101 ESK STREET, INVERCARGILL ON TUESDAY 1 AUGUST 2023 AT 12.00 PM**

**Present:** Cr A H Crackett  
Mrs P Coote  
Cr D Frazer  
Cr J Keast  
Cr P McPhail  
Cr J Stringer

**In Attendance:** Ms R Suter – Manager – Strategy and Policy  
Ms G Crawford – Engagement and Partnerships Officer  
Ms C Manera – Engagement Coordinator  
Mrs L Williams – Team Leader – Executive Support

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**1. Appointment of Chairperson**

Moved Cr Frazer, seconded Cr Stringer and **RESOLVED** that Cr Alex Crackett be appointed as Chairperson.

**2. Apologies**

Cr Julie Keast for lateness arrived at 1.17pm

Moved Cr McPhail, seconded Cr Frazer and **RESOLVED** that the apologies be accepted.

**3. Declaration of Interest**

Cr McPhail knows a member but not worked with them for years.  
Cr Crackett knows Jess Domigan at Active Southland – does not believe have a conflict.  
Cr Stringer knows an applicant – Gore a small place – no influence or bias

**4. Connected Murihiku Project Update**

A4757249

Moved Cr Crackett, seconded Cr Stringer and **RESOLVED** that the Appointments Committee:

1. Receive the report "Connected Murihiku Project Update".
2. Note the terms of reference for the Appointments Committee for the Connected Murihiku Joint Committee (A4565885).
3. Note the draft terms of reference for the Joint Committee (A4565492).
4. Elect a Chair for the Appointments Committee to be one of the six members
5. Note the process to finalise Mana Whenua and Territorial Local Authority representation to the Joint Committee.
6. Receive and review the applications for the Community representatives for the Joint Committee (A4757861, A4757862, A4757863, and A4757864) to be received in public excluded session.
7. Note the completed reference checks for the candidates (A4757667, A4757665, A4757663, and A4757660) to be received in public excluded session, and that additional completed reference checks will be tabled as necessary.
8. Note the interview schedule (A4757211):
  - a. 12.15pm – Robyn Morris \*via zoom
  - b. 12.30pm – Jess Domigan
  - c. 12.45pm – Roseanne Woodward
  - d. 1.00pm – Stacy Hughes

Moved Cr McPhail, seconded Ms Coote and **RESOLVED** that the Appointments Committee following interviews and deliberations:

9. Appoint Robyn Morris; Jess Domigan and Stacy Hughes to the Connected Murihiku Joint Committee.

Ms Suter gave an overview of the project. This came from Just Transitions process – the working group had people from across the region and engagement with the community and they felt to build resilience needed connected communities. MBIE funding of \$200,000 to have a co-ordinator looking at web resource will be supported by in person training. Further funding will be required in the future to finish the three year project.

The contract with MBIE is being managed by ICC, which is also providing governance support for the joint committee.

Councils will separately nominate a representative each to the Joint Committee. Representation of the four Runaka will be decided by iwi before the joint committee meets in the last week of August.

The role of this appointments committee is to select up to three community representatives and feedback anything to councils and then it dissolves.

In appointing the Community Representatives the Committee should balance skills in supporting start up and recruitment process and in providing regional and community representation.

## 5. Public Excluded Session

Moved Cr Frazer, seconded Cr McPhail and **RESOLVED** that the public be excluded from the following parts of the proceedings of this meeting, namely:

- a. *Protect the Privacy of Applicants' Documents - Connected Murihiku Joint Committee*

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

<b>General subject of each matter to be considered</b>	<b>Reason for passing this resolution in relation to each matter</b>	<b>Ground(s) under Section 48(1) for the passing of this resolution</b>
(a) Protect the Privacy of Applicants' Documents - Connected Murihiku Joint Committee	<b>Section 7(2)(a)</b> Protect the privacy of natural persons, including that of deceased natural persons	<b>Section 48(1)(a)</b> That the public conduct of this item would be likely to result in the disclosure of information for which good reason for withholding would exist under Section 7

There being no further business, the meeting finished at 2.02pm



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## CONNECTED MURIHIKU APPOINTMENTS COMMITTEE – TUESDAY 1 AUGUST 2023

### PUBLIC EXCLUDED SESSION

**Present:** Cr A H Crackett  
Mrs P Coote  
Cr D Frazer  
Cr J Keast  
Cr P McPhail  
Cr J Stringer

**In Attendance:** Ms R Suter – Manager – Strategy and Policy  
Ms G Crawford – Engagement and Partnerships Officer  
Ms C Manera – Engagement Coordinator  
Mrs L Williams – Team Leader – Executive Support

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#### 1. Protect the Privacy of Applicants' Documents – Connected Murihiku Joint Committee

A4761711

Moved Ms Coote, seconded Cr Frazer and **RESOLVED** that the Connected Murihiku Appointments Committee:

1. Receive the report "Protect the Privacy of Applicants' Documents - Connected Murihiku Joint Committee".
2. Receive the applications for the Community representatives for the Joint Committee (A4757861, A4757862, A4757863, and A4757864).
3. Receive the completed reference checks for the candidates (A4757667, A4757665, A4757663, and A4757660).

#### 2. Interview Schedule

A4757211

#### 3. Interview Questions

A4757209

#### 4. Interview Scoring Sheet

A4758812

## 5. Candidates Applications

Moved Cr Frazer seconded Cr Crackett and **RESOLVED** that the Connected Murihiku Appointments Committee:

1. Receives the 'Interview Schedule'.
2. Receives the 'Interview Questions' with the addition how they connect with the Maori community and other communities.
3. Receives the 'Interview Scoring Sheet'.
4. Receives 'Candidates Applications'.

Note: The interviews started at 12.33pm and concluded at 1.22pm.

Robyn Morris via zoom, Jess Domigan, Roseanne Woodward, and Stacy Hughes attended the interview.

## 6. Deliberations and Resolutions

After Cr Keast arrived she took part in the discussion but did not take part in the vote on the applicants.

The Appointments Committee acted as the interview panel and conducted interviews. At the conclusion of the interviews, the panel discussed and unanimously approved the following resolutions.

Moved Cr McPhail, seconded Ms Coote and **RESOLVED** that the Connected Murihiku Appointments Committee:

1. Appoint the following candidates to the Connected Murihiku Joint Committee member positions for a term of 18 months:
  - a. Robyn Morris
  - b. Jess Domigan
  - c. Stacy Hughes

Moved Cr McPhail, seconded Ms Coote and **RESOLVED** that the meeting moves back into open meeting.

## CONNECTED MURIHIKU PROJECT BACKGROUND

<b>To:</b>	Connected Murihiku Joint Committee
<b>Meeting Date:</b>	Thursday 31 August 2023
<b>From:</b>	Rhiannon Suter, Manager – Strategy, Policy and Engagement, ICC
<b>Approved:</b>	Patricia Christie - Acting Group Manager - Finance and Assurance
<b>Approved Date:</b>	Friday 25 August 2023
<b>Open Agenda:</b>	Yes

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### Purpose and Summary

This report provides the Connected Murihiku Joint Committee with background on the project, its development, governance structure and funding accountability requirements to inform their first meeting.

### Recommendations

That the Committee:

1. Receive the report "Connected Murihiku Project Background".
2. Note the detailed project proposal (A4829407)

### Background

#### Just Transitions

Invercargill City Council supported the regional delivery of the Just Transitions community capacity building workstream of Stronger Communities Murihiku through managing the contract and bringing together a working group to engage with the community and develop a project proposal for consideration by MBIE and the Just Transitions Enduring Oversight Group.

The Working Group included Former Southland District Council Mayor Gary Tong, Former Invercargill City Council Councillor Rebecca Amundsen (Chair), Mana Whenua Representative Evelyn Cook, and Community Representatives Anne Pullar from Gore District Council, Jackie Flutey, Pauline Smith and Tammi Topi.

Consultant Sandra James was engaged to steer the process.



Engagement took place region wide over early 2022, with an initial project proposal delivered to MBIE in August and a refined proposal delivered in February 2023. The Mayoral Forum and each Council provided letters of support for the project.

The Regional Public Sector Commissioner provided their support and the project was confirmed by the Enduring Oversight Group.

The project "Connected Murihiku" will meet the community's priority areas of focus to build resilience through sharing learning, skills and building connections, through a dedicated project coordinator who will bring people together through a range of events and hui, and develop a website of best practice resources and training. Further information on the project is provided in the appendix.

Council has agreed to support the implementation through managing the contract with MBIE, holding the funding and supporting the Joint Committee which will govern the project.

### **The Joint Committee**

The Joint Committee was the preferred governance structure of the Mayoral Forum. It is intended to include Iwi, Council and direct community representation.

The Joint Committee is intended to be a transitional body which will steer the project through its first stages. It may be replaced by a different structure such as a trust board in the future.

The Joint Committee will govern the project, including overseeing the recruitment process for the coordinator, ensuring the delivery of the milestones under the MBIE contract, support the coordinator in their work to seek the remaining funding required and utilise their connections to support the project to align with other community work in the region.

Draft terms of reference have been provided to the Joint Committee, with the final terms of reference to be brought back to the Councils for adoption.

### **The Connected Murihiku Project**

The Community Capability Building workstream was renamed Strong Communities Murihiku by the working group. In April and May the working group undertook a range of community engagement activities to develop a project to submit through the Just Transitions process. As a result of that process we were asked to develop a small part of our proposed project into this proposal.

Connected Murihiku is a vehicle to create a connected social and community sector across Murihiku / Southland. This aligns with the Strong Communities Murihiku vision: Everyone Connected and Valued and the framework that was developed to accompany it. It also aligns with the Just Transition goal in that it supports social resilience and the Community Capability Building workstream goal of building the community's skills to enable more equal participation in long term efforts to develop an inclusive community, and sustainable and prosperous regional economy.

This community-led initiative has been developed in response to the feedback gathered during the engagement for the Community Capability workstream and sets a strong platform for growing and developing over time in response to the needs of the community and social sector.

What we heard through the workstream engagement process was that those working from a community-led approach often felt like they were working in isolation and struggled to be connected to those working in the same space across the region. This created a range of barriers for them. The suggestions that were identified as the starting point for addressing these barriers were improved communication, a more connected social and community sector across Southland and a community development hub. This initiative is the response to these suggestions.

The framework developed by the Strong Communities Working Group also prioritised improved communications as a pillar because it was repeated often during the engagement process and seen as vital to the sector being able to build its resilience. Suggestions such as develop ways to better network, tell our stories, work together more effectively, learn from each other and support relationship building and mentoring were mentioned in this context.

We heard that people wanted to be better connected to build resilience as they would be able to:

- know what's going on in the sector
- avoid duplication
- learn from each other and share experiences
- seek help and guidance from others
- communicate what they are doing more effectively
- improve collaboration opportunities

Better connection and communication across the sector was a strong and repeated message. The initiative - Connected Murihiku - is a means to bring all these agencies, organisations and people together to help alleviate this issue, build resilience and ensure we get the best out of all the community and social activity in Murihiku.

Connected Murihiku is an online platform together with a co-ordinator and platform content creator. The co-ordinator role will be to connect with the community and social sector and to start to champion the platform with them. It will also be to gather the information for the website by starting to build a picture of what exists and where the gaps are. They will also provide in person support to the community and social sector in the form of in person hui and being accessible to those not able to access the online platform. The content creator role will be to take the information and create content with it, to oversee development of the website and ensure it is regularly updated with content. In this first stage the project will:

- Provide updates on what is happening in the community and social sector.
- Host a range of resources and links to support those in the sector including data and research and training resources.
- Host news and information about what's happening in the sector in the region.
- Develop and send out a regular (quarterly) e newsletter.
- Provide information on shared opportunities that will lead to shared training opportunities.
- Host at least two in person hui per year which will include professional development as well as opportunities to meet and connect as the community determines and in response to community demands and issues.
- Through the sharing of information, identify opportunities for shared training, support and mentoring to develop skills development.
- Provide an avenue for social agencies such as MSD to connect with communities on the ground.

By taking a deliberate approach to sharing information and connecting those in the community and social sector, the sector will not only become better connected but also more resilient. This platform will be a one stop shop for the community and social sector. As a starting point to build on over time, it will create the ripple effect that goes out to the region and will take a community-led approach to grow and develop in future. Building a strong foundation is fundamental and critical to the platform's usefulness and success. Other examples of what the platform could provide is targeted volunteer support and connecting or online welcome packs for newcomers to the region.

Note when using the terms social and community sector we are using the definitions provided by the Social Sector Commissioning Report: Progress, Principles and Next Steps 2020 (page 7) but differentiating between state and non-state organisations:

Social sector – For the purposes of this work, the social sector includes state organisations, and is defined as:

Government agencies (national, regional and local) and organisations working with individuals and whānau in particular areas of welfare, housing, health, education, child wellbeing, justice and disability support services. This includes government agencies who fund social sector services in this regard, philanthropic and other funders, and NGOs and other providers who deliver those services within communities.

Community Sector – Non-Government Organisations (NGOs): the diversity of NGOs defies any simple definition. NGOs typically range from traditional not-for-profit organisations through to social enterprises and can include corporations practicing social responsibility and for-profit organisations. NGOs are entirely or largely independent of government and can operate at a local, regional, national or international level. The goals of NGOs are often focused on creating social and/or economic value for wider communities.

Communities can be groups representing distinct populations and characteristics (such as Māori, Pacific, LGBTIQ+, disabled people, refugees and migrants), as well as communities representing geographical regions. (In this regard we are including grassroots, community driven groups and organisations as well.)

<https://www.msd.govt.nz/documents/about-msd-and-our-work/publications-resources/planning-strategy/social-sector-commissioning/msd-social-sector-commissioning.pdf>

# STRONG COMMUNITIES MURIHIKU

Everyone connected and valued

## The vision for our future

Murihiku Southland is a resilient region that works proactively to build safe, strong, connected communities in a way that contributes to the wellbeing and prosperity for all Southlanders.

### Our priority areas of work

- Build cultural capacity and capability
- Better understand our diverse people and communities and the opportunities to build individual and community resilience across Murihiku
- Build community capability and leadership region wide

### Guiding principles

We are guided by community-led development principles:

- Grow from shared local visions
- Build from strengths
- Work with diverse people and sectors
- Grow collaborative local leadership
- Increased opportunities to foster excellence and innovation
- Learn by doing

### Outcomes we want to see:-

- Communities are resilient and people feel connected to each other, their community and the Murihiku Southland region
- There is equity and access for everyone to participate, to contribute and be heard
- People have pride and feel welcome (and are welcoming)
- People feel like they can participate in their community and in conversations about things that affect them

TIŌ RANGATIRATANGA

GOOD COMMUNICATION

Strong Communities Murihiku - Vision and Mission October 2022

### MBIE funding milestones

MBIE have allocated \$200,000 to this project across the first eighteen months of the three year project.

The project proposal estimates a further \$335,000 will be required to complete the three years of the project, with options which are minimum and others which are more aspirational. A key responsibility of the project coordinator will be to review the proposal, finalise a delivery and funding plan and seek the remaining funding agreed to be required.

	<b>Milestone</b>	<b>Funding instalment</b>
May 2023	Agreement execution	\$70,000
31 October 2023	Report to the JTP team and the Regional Public Service Sector Lead Joint Committee formed Project Lead job Description Governance Structure established Coordinator appointed Community engagement commenced	\$60,000
20 April 2024	Report to the JTP team and the Regional Public Service Sector Lead Content creator appointed Web developer appointed Connected Murihiku platform developed Engagement hui commenced Funding applications developed	\$50,000
1 June 2024	Final report to the JTP team and Regional Public Service Sector Lead Public launch of web platform	\$20,000

Expenses that have been incurred since 1 July 2023 are estimated at \$950. Catering costs for the appointments committee were \$200, an advertisement in the Southland Express calling for community representatives was \$350 and digital advertising to the same effect was \$400.

### Next Steps

The first action for the committee is to agree the recruitment plan, including the draft Job Description for the Project Coordinator, in order that ICC can commence recruitment on behalf of the Joint Committee.

### Attachments

1. Draft Terms of Reference for the Joint Committee (A4565492)
2. Detailed project Proposal (A4829407)



# Connected Murihiku Joint Committee

## TERMS OF REFERENCE May 2023

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## 1. Purpose of the Terms of Reference

These Terms of Reference (TOR) set out the parameters for how the Joint Committee will operate in governing Connected Murihiku.

## 2. Background and Context

As part of the regional delivery of the Just Transitions community capacity building workstream of Stronger Communities Murihiku, a working group was brought together to engage with the community and develop a project proposal to be considered by the Ministry for Business innovation and Employment (MBIE) and the Just Transitions Enduring Oversight group.

Engagement took place region wide over early 2022, with an initial project proposal delivered to MBIE in August 2022 and a refined proposal delivered in February 2023. The Mayoral Forum and each Council provided letters of support for the project. The Regional Public Sector Commissioner provided their support and the project was confirmed by the Enduring Oversight Group.

Through the workstream engagement process, the findings indicated that those who worked from a community-led approach often felt they worked in isolation. They struggled to be connected to others who worked in the same space across the region which created a range of barriers.

The suggestions from the engagement process ranged from improved communication, a better connectivity traversing social and community sectors across Southland, and a community hub. Project Connected Murihiku is in response to the suggestions from the engagement process.

Project 'Connected Murihiku' will create a connected social and community sector across Murihiku/Southland. This aligns with the Strong Communities Murihiku vision: Everyone Connected and Valued, as well as the framework that was developed to accompany the vision. It also aligns with the Just Transition goal to support social resilience and the Community Capability Building workstream goal of building the community's skills to enable more equal participation in long term efforts to develop an inclusive community, and sustainable and prosperous regional economy.

Connected Murihiku is proposed to be an online platform together with a co-ordinator and platform content creator. The platform will be a one stop shop for the community and social sector. Through this platform, people would be better connected, build resilience, and ensure the best outcomes from the community and social activities in Murihiku.

The framework developed by the Strong Communities Working Group prioritised improved communications as a pillar in response to the findings from the engagement process and was seen as being vital to the sector to be able to build its resilience. Suggestions for better connectivity to build resilience included the ability for people to:

- know what's going on in the sector
- avoid duplication
- learn from each other and share experiences
- seek help and guidance from others
- communicate what they are doing more effectively
- improve collaboration opportunities



The co-ordinator role will be to connect with the community and social sector and to start to champion the platform with them. It will also be to gather the information for the website by starting to build a picture of what exists and where the gaps are. They will also provide in person support to the community and social sector in the form of in person hui, and being accessible to those not able to access the online platform.

The content creator role will be to take the information and create content with it, to oversee development of the website and ensure it is regularly updated with content.

In this first stage the project will:

- provide updates on what is happening in the community and social sector
- host a range of resources and links to support those in the sector including data and research and training resources
- host news and information about what's happening in the sector in the region
- develop and send out a regular (quarterly) e newsletter
- provide information on shared opportunities that will lead to shared training opportunities
- host at least 2 in person hui per year which will include professional development as well as opportunities to meet and connect as the community determines and in response to community demands and issues
- Through the sharing of information, identify opportunities for shared training, support and mentoring to develop skills development
- provide an avenue for social agencies such as MSD to connect with communities on the ground

By taking a deliberate approach to sharing information and connecting those in the community and social sector, the sector will not only become better connected but also more resilient. As a starting point to build on over time, it will create the ripple effect that goes out to the region and will take a community-led approach to grow and develop in future. Building a strong foundation is fundamental and critical to the platform's usefulness and success. Other examples of what the platform could provide is targeted volunteer support and connecting, or online welcome packs for newcomers to the region.

This project would meet Southland Just Transition's goal to build social resilience, by connecting those who work in the social and community sector better. Through this, the sector becomes more resilient and so then does the community itself. During the pandemic, it was evident that when a shock occurs the social and community sector needs to and does act quickly to support its community. It is a high possibility that this will happen with the closure of Tiwai as well, as such if the sector is better connected it will be more resilient and better able to respond and support the community. A similar project in Taranaki, the Wheelhouse, found that during Covid they became the go to platform for trusted Covid information when misinformation and disinformation was rampant. This is the type of thing that builds resilience for the community and social sector.

### **3. Governance Approach**

The Mayoral Forum stated that a Joint Committee would be the preferred governance structure and would include Iwi, councils and direct community representation. The Joint Committee is intended to be a transitional body which will steer the project through its first stages. It may be replaced by a different structure such as a Trust board in the future. This reflects the views of the community through the engagement process as desiring a governance structure as close as possible to the community.

The Joint Committee will govern the project, including overseeing the recruitment process for the coordinator, ensuring the delivery of the milestones under the MBIE contract, support the coordinator in their work to seek the remaining funding required and utilise their connections to support the project to align with other community work in the region.

## 4. Terms of Reference

<b>Type of Committee</b>	Joint Committee
<b>Subordinate to</b>	Councils <ul style="list-style-type: none"> <li>• Gore District Council (GDC)</li> <li>• Invercargill City Council (ICC)</li> <li>• Southland District Council (SDC)</li> </ul>
<b>Legislative Basis</b>	Joint Committees' delegated powers by Council as per Schedule 7, Clause 30A, Local Government Act 2002.
<b>Membership</b>	Membership of the joint committee shall comprise of the following: <ul style="list-style-type: none"> <li>• Iwi representation from the four Murihiku Papatipu Rūnanga – Te Rūnanga o Awarua, Te Rūnaka o Oraka/Aparima, Te Rūnanga o Hokonui, Te Rūnaka o Waihōpai (to be determined by themselves)</li> <li>• One councillor and one alternate from Gore District Council (TBC)</li> <li>• One councillor and one alternate from Invercargill City Council (TBC)</li> <li>• One councillor and one alternate from Southland District Council (TBC)</li> <li>• At least three Community representatives selected to represent the interests of the diverse Murihiku community bringing relevant skills experience and mana, with the final number and selection to be determined by the selection committee.</li> </ul>
<b>Term of membership</b>	Eighteen (18) months
<b>Term of the project</b>	The Joint Committee shall operate for a period no less than 18 months and agree continuation beyond this point with the three Territorial Local Authorities if required
<b>Quorum</b>	Will be updated A quorum shall be half of the members (including vacancies) if the number is even, and a majority (including vacancies) if odd and must at any time have an elected member from each of the territorial local authority
<b>Reporting</b>	The committee will report to each member authority via the minutes of the Joint Committee.
<b>Administering Authority</b>	The administering authority will be Invercargill City Council and will provide administrative and governance support of the Joint committee.
<b>Standing Orders</b>	The current Invercargill City Council Standing Orders of the administering authority shall govern the conduct of the meetings.

<p><b>Administering authority's voting structure</b></p>	<p>As per current Standing Orders of the administering authority -</p> <p><b>Decisions by majority vote/Mā te nuinga e whakatau</b></p> <p>Unless otherwise provided for in the LGA 2002, other legislation, or standing orders, the acts of, and questions before, Invercargill City Council (including the Bluff Community Board) must be decided at a meeting through a vote exercised by the majority of the members that are present and voting.</p> <p><i>LGA 2002, sch 7, cl 24(1).</i></p>
<p><b>Process for changes to the Terms of Reference</b></p>	<p>The Joint Committee to determine and agree on appropriate changes for recommendation to each member authority.</p> <p>E.g. An alternate and appropriate voting structure could be agreed and recommended.</p>
<p><b>Code of Conduct</b></p>	<p>In accordance with clause 16 of Schedule 7 of the Local Government Act 2002 (LGA 2002) and applies to all members, and all appointed members to the Joint Committee will agree to be bound by the Code of Conduct.</p> <p>The Joint Committee, in addition, could adopt its own governing principles for members' conduct.</p>
<p><b>Meetings</b></p>	<p>The Joint Committee shall meet as and when necessary to carry out its functions, and the meetings shall take place no less than three times annually.</p>
<p><b>Delegations</b></p>	<p>The functions and responsibilities of the Connected Murihiku Joint Committee are:</p> <ol style="list-style-type: none"> <li>1. Recruitment and selection of the project coordinator</li> <li>2. Monitor and support the delivery of project milestones for the core Ministry of Business, Innovation and Employment (MBIE) contract noting ICC's responsibility in this area</li> <li>3. Support the coordinator in seeking external funding</li> <li>4. Noting the transitional nature of the Joint Committee, support the coordinator to develop an ongoing governance structure to guide the project</li> <li>5. be the high level decision making committee for the implementation and carrying out of the activities</li> <li>6. receive reports and recommendations from the coordinator</li> <li>7. receive and approve financial monitoring reports as to the accounting in relation to the activities</li> <li>8. provide a forum for:             <ol style="list-style-type: none"> <li>a. the exchange of views and information relevant to the goal of the project;</li> <li>b. discussion as to the effectiveness of the activities including ways in which value can be added through partnership and by building social connections across the region</li> <li>c. the identification of opportunities for joint initiatives</li> <li>d. identification and resolution of points of tension or difficulties</li> </ol> </li> <li>9. review terms of reference and make recommendations to the administering authority in relation to the following:             <ol style="list-style-type: none"> <li>a. the exit by a territorial local authority from any or all of the activities</li> <li>b. the inclusion of other territorial authorities into any of the activities</li> <li>c. vacancy in membership arising from vacating of post</li> </ol> </li> <li>10. make decisions generally in relation to the implementation of the Connected Murihiku project</li> </ol>



# southland just transition

## **Southland just transition Community Capability Building project** **brief – October 2022**

**Work stream: Community Capability Building (Strong Communities Murihiku)**

**Project title: Connected Murihiku**

Definitions and examples of outputs, impacts and goals are at the end of this template.

**Initiative description** (1-2 paragraph):

The Community Capability Building workstream was renamed Strong Communities Murihiku by the working group. In April and May the working group undertook a range of community engagement activities to develop a project to submit through the Just Transitions process. As a result of that process we were asked to develop a small part of our proposed project into this proposal.

Connected Murihiku is a vehicle to create a connected social and community sector across Murihiku/Southland. This aligns with the Strong Communities Murihiku vision: Everyone Connected and Valued and the framework that was developed to accompany it. It also aligns with the Just Transition goal in that it supports social resilience and the Community Capability Building workstream goal of building the community's skills to enable more equal participation in long term efforts to develop an inclusive community, and sustainable and prosperous regional economy.

This community-led initiative has been developed in response to the feedback gathered during the engagement for the Community Capability workstream and sets a strong platform for growing and developing over time in response to the needs of the community and social sector.

What we heard through the workstream engagement process was that those working from a community-led approach often felt like they were working in isolation and struggled to be connected to those working in the same space across the region. This created a range of barriers for them. The suggestions that were identified as the starting point for addressing these barriers were improved communication, a more connected social and community sector across Southland and a community development hub. This initiative is the response to these suggestions.

The framework developed by the Strong Communities Working Group also prioritised improved communications as a pillar because it was repeated often during the engagement process and seen as vital to the sector being able to build its resilience. Suggestions such as develop ways to better network, tell our stories, work together more effectively, learn from each other and support relationship building and mentoring were mentioned in this context.

We heard that people wanted to be better connected to build resilience as they would be able to:

- know what's going on in the sector
- avoid duplication
- learn from each other and share experiences
- seek help and guidance from others



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- communicate what they are doing more effectively
- improve collaboration opportunities

Better connection and communication across the sector was a strong and repeated message. The initiative - Connected Murihiku - is a means to bring all these agencies, organisations and people together to help alleviate this issue, build resilience and ensure we get the best out of all the community and social activity in Murihiku.

Connected Murihiku is an online platform together with a co-ordinator and platform content creator. The co-ordinator role will be to connect with the community and social sector and to start to champion the platform with them. It will also be to gather the information for the website by starting to build a picture of what exists and where the gaps are. They will also provide in person support to the community and social sector in the form of in person hui and being accessible to those not able to access the online platform. The content creator role will be to take the information and create content with it, to oversee development of the website and ensure it is regularly updated with content. In this first stage the project will:

- provide updates on what is happening in the community and social sector
- host a range of resources and links to support those in the sector including data and research and training resources
- host news and information about what's happening in the sector in the region
- develop and send out a regular (quarterly) e newsletter
- provide information on shared opportunities that will lead to shared training opportunities
- host at least 2 in person hui per year which will include professional development as well as opportunities to meet and connect as the community determines and in response to community demands and issues
- Through the sharing of information, identify opportunities for shared training, support and mentoring to develop skills development
- Provide an avenue for social agencies such as MSD to connect with communities on the ground

By taking a deliberate approach to sharing information and connecting those in the community and social sector, the sector will not only become better connected but also more resilient. This platform will be a one stop shop for the community and social sector. As a starting point to build on over time, it will create the ripple effect that goes out to the region and will take a community-led approach to grow and develop in future. Building a strong foundation is fundamental and critical to the platform's usefulness and success. Other examples of what the platform could provide is targeted volunteer support and connecting or online welcome packs for newcomers to the region.

Note when using the terms social and community sector we are using the definitions provided by the Social Sector Commissioning Report: Progress, Principles and Next Steps 2020 (page 7) but differentiating between state and non-state organisations:

Social sector: For the purposes of this work, the social sector includes state organisations, and is defined as:



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Government agencies (national, regional and local) and organisations working with individuals and whānau in particular areas of welfare, housing, health, education, child wellbeing, justice and disability support services. This includes government agencies who fund social sector services in this regard, philanthropic and other funders, and NGOs and other providers who deliver those services within communities.

Community Sector - Non-Government Organisations (NGOs): the diversity of NGOs defies any simple definition. NGOs typically range from traditional not-for-profit organisations through to social enterprises and can include corporations practicing social responsibility and for-profit organisations. NGOs are entirely or largely independent of government and can operate at a local, regional, national or international level. The goals of NGOs are often focused on creating social and/or economic value for wider communities.

Communities can be groups representing distinct populations and characteristics (such as Māori, Pacific, LGBTIQ+, disabled people, refugees and migrants), as well as communities representing geographical regions. (In this regard we are including grassroots, community driven groups and organisations as well.)

<https://www.msd.govt.nz/documents/about-msd-and-our-work/publications-resources/planning-strategy/social-sector-commissioning/msd-social-sector-commissioning.pdf>

**Explain how this initiative meets the Southland just transition, and the specific work stream, goals (1 paragraph):**

- Economic
- Environment
- Social Resilience
- Fosters skills building for Māori
- Builds community leadership
- Work stream goal: Build the community's skills to enable more equal participation in long-term efforts to develop an inclusive community, and sustainable and prosperous regional economy.

This initiative meets the Southland Just Transition goal in that it builds social resilience. It does that because by connecting those who work in the social and community sector better, the sector becomes more resilient and so then does the community itself. We know from experience during the pandemic that when a shock occurs the social and community sector needs to and does act quickly to support its community. This will happen with the closure of Tiwai as well. If the sector is better connected it will be more resilient and better able to respond and support the community. The sector will be able to hit the ground running so to speak. A similar project in Taranaki, the Wheelhouse, found that during covid they became the go to platform for trusted covid information when mis and dis information was rampant. This is the type of thing that builds resilience for the community and social sector.

This work will complement and add value to the significant investment and focus on building economic resilience of Just Transitions, by building social resilience through strengthening connection in the sector and mitigating the social impacts of the NZAS closure.



The workstream goal: 'build the community's skills to enable more equal participation in long term efforts to develop an inclusive community and sustainable and prosperous economy' will also be met. This is because this platform is for everyone involved in the community and social sector, making information more easily accessible and of benefit to everyone. This enables more participation and is therefore more inclusive. The platform is driven by a community-led approach which enhances opportunities for more participation and inclusivity. It is a platform that can grow over time to meet the needs of the community. Being responsive to the community also enhances participation, inclusivity and sustainability. The combination of a co-ordinator and the platform provides for those who are not able to access the platform to make contact by phone or in person.

This initiative will support skill building for Māori. We have engaged with both local runaka and tangata whenua including maata waka through Nga Hau E Wha. This platform will include resources for the community to better engage with Māori as well as opportunities for cultural capability building which was also identified as a priority in the community and social sector. We will have inclusive governance of this initiative. Māori will also be able to benefit from the platform's offerings eg newsletter, hui, resources, opportunity to share their stories.

Finally this initiative will build community leadership. It will do this through the training opportunities that are provided, through opportunities for collaboration the platform and its offerings create and the opportunity to grow through mentorships. Being able to share experiences and learn from others is also an important way to build community leadership.

These things all build the community's skills to support more equal participation in long term efforts to develop an inclusive community. These things will provide better support for those affected by the closure of Tiwai through the sector becoming more co-ordinated, collaborative, there will be less duplication and they will be able to respond more effectively more quickly.

This work also aligns with the Social Cohesion Strategic Framework (described more below), the Treasury Living Standards Framework (<https://www.treasury.govt.nz/information-and-services/nz-economy/higher-living-standards/our-living-standards-framework>), MSD Community Resilience report and key findings (<https://www.msd.govt.nz/documents/about-msd-and-our-work/publications-resources/statistics/covid-19/community-resilience-a3.pdf>) and (<https://www.msd.govt.nz/about-msd-and-our-work/publications-resources/statistics/covid-19/community-resilience-what-matters-and-what-works.html>)

**Describe what is the opportunity/problem this initiative addresses (1-2 paragraphs):**

As mentioned the Community Capability workstream (Strong Communities Murihiku) hosted a Future Search Conference in May as part of its community engagement. The primary issue identified through this event was that people in the community sector especially are often working in isolation. As a result it was identified that the sector was:

- disconnected
- there was an inability to learn from each other
- there was a lack of visibility of the sector
- it was difficult to tell their stories and celebrate success
- there was a lack of opportunity to work together more especially with Māori
- there was a lack of equity
- a lack of data



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- a lack of regional values.

It was highlighted that if the sector could share their innovation, stories, skills, resources and learning opportunities this would build leadership, strong connections, collaboration, shared understanding and knowledge and this would be of huge value to the sector including build resilience.

This would create resilience vital to ensuring the community would bounce back after any shock such as the closure of Tiwai.

The value and opportunities would be through an increased ability to reach out to the community; being better able to respond in a crisis; creating a learning environment, community ownership, stronger leadership and communities, more opportunities to work together; working together more effectively, better capability and capacity and a more connected and resilient community sector. It will also support the grassroots community sector to be more visible and connected.

Ultimately this initiative will unify the community and social sectors and provide a more joined up approach. As one stakeholder noted 'there are lots of dots out there working away but they are not always connected.' There are already all the ingredients to build capability within Murihiku but the tools to enable this to actually happen need support and a structure to help ensure it happens in a co-ordinated and deliberate way.

From a sector point of view this initiative will also start to build a snapshot of the sector as people and organisations engage. This will help highlight what is missing or any gaps. It could also be built on over time to map the sector more comprehensively.

This project also aligns with the Strong Communities Murihiku vision and framework as attached.





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## **Describe the impact/s of this initiative (1-2 paragraphs): (direct effect)**

- Description of impact
- Rationale
- Relevant evidence
- Enabling locally-led solutions: Has genuine community ownership
- Inclusive and collaborative, effective communication
- Skills building that fosters more equitable participation:
- Builds community leadership
- Aligns with community-led values
- Fosters skills building for Māori
- Enables more equitable participation
- Enables greater participation
- Fosters more equitable and greater participation for Māori
- Potential for scalability throughout Southland

The framework developed through the workstream (attached) identified four outcomes:

- Communities are resilient and people feel connected to each other, their community and the Murihiku Southland region
- There is equity and access for everyone to participate, to contribute and be heard
- People have pride and feel welcome (and are welcoming)
- People feel like they can participate in their community and in conversations about things that affect them

This initiative supports these outcomes by supporting the people, communities and organisations in our communities to create a connected sector for the benefit of the wider community.

At the heart of conversations, we had with community members, community leaders, Iwi and stakeholders were aspirations for communities to be more connected across the region and to have a stronger voice and to be able to take action for their own futures through this time of uncertainty.

This initiative aims to find the 'common ground' so all people, in all Murihiku Southland communities have the opportunity to participate in building strong connected communities. Our vision is Strong Communities Murihiku - everyone valued and connected. Without a doubt there is a large amount of good work happening in the community space across Murihiku Southland. The opportunity lies in connecting it together and intentionally focusing on building social capital. When we 'all get our oars in the ocean' at the same time we will see a much faster path to more resilience people and communities that have the ability to participate and resist the effects of disruption, minimise adverse impacts, respond effectively and adapt in a way that allows for learning and thriving.

We have a commitment to honour Treaty of Waitangi obligations by ensuring we recognise and support Māori aspirations and values in our work, including:

- Tino rangatiratanga, concepts of self-determination, self-reliance and the desire to be in control of one's vision and destiny
- Manaakitanga, the acknowledgment of the mana of others and demonstrating mutual respect
- Kotahitanga and mahi tahi, concepts of unity and working as one
- Motuhaketanga, concepts of independence, autonomy and supporting self-reliance



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- Whakawhanaungatanga, concepts of collective wellbeing and relating well to others.

From a runaka perspective this initiative is seen as an opportunity to create an easier pathway for people and organisations to engage with them but also gives runaka an opportunity to stand beside their partners. The platform could include resources and training opportunities to support organisations to understand and connect to Māori knowledge and understanding which will enhance the cultural capability of the wider community. Using a community-led approach there is a real opportunity for Māori to help us make sure this project benefits and supports them.

When those working in the community and social sector are more connected as proposed in this initiative impacts include:

- Reduce duplication – there will be more visibility about what different organisations are doing and therefore better opportunity to collaborate and reduce duplication
- Better respond in a crisis – there will be knowledge of what role different organisations play and they can hit the ground running more quickly
- Connections – people will know who to talk to and who can help them
- Collaboration – as one stakeholder mentioned this initiative will provide an opportunity for more strategic conversations to occur especially to address gnarly issues
- Shared resources and information – again reducing duplication
- More effectively working together – having a co-ordinator to support building of connections will be vital in supporting this
- Capability building – organisations and communities can feed off each other’s expertise and work together to fill gaps in capability
- Build trust between organisations – through more connection and transparency
- An accessible platform which can support people who are cautious to dip their toe in easily contributing to building trust between organisations as well
- Region wide focus will mean that over time the Invercargill centric focus of many organisations and their work can be more genuinely region wide. The platform will be accessible for all as will the co-ordinator for those who cannot access the platform online.
- Use of physical hubs – the platform is online but in person hui will also occur and these can take advantage of existing physical hubs across the region rather than creating something new.

As was highlighted through the community conversations held by the workstream, there is a significant amount of division in the community at present as a result of rapid government change and covid 19. This platform could provide a positive counter for some of that rhetoric and build a picture of the good things happening in our region.

By connecting the community and social sector there is better access to agency information about best practice evidence based programmes and initiatives. It has been mentioned that some ad hoc programmes can use ‘emotional terrorism’ to pull at the heart strings of communities and this is not always the best approach or the approach supported by government.

From a Southland wide perspective it is noted that often initiatives are actually not region wide even though they say they are. Gore stakeholders noted travel fatigue and the opportunity for this to be reduced by having more opportunities held in Gore as well as the online platform being used would be significant for them.



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The initiative also aligns with the Social Cohesion Strategic Framework 2022. The vision is - People, families, whānau and communities are thriving together. The outcomes include People, whānau, and communities:

- Are connected and feel like they belong
- Are willing and able to participate
- Are included and experience equity
- Be recognised for who they are and respect others
- Trust each other and institutions

The enablers for social cohesion identified in this framework also align with the work proposed here.

<https://www.msd.govt.nz/documents/about-msd-and-our-work/work-programmes/community/social-cohesion/strategicframewrk-formal.pdf>

There are already the ingredients to build capability within the region but the tools to enable this to happen need support – this initiative provides a structure for the sector to grow.

While there are initiatives like this around the country there is not one that is Murihiku specific.

This proposal is just the starting point and if supported well by the sector there is the opportunity for it to evolve over time and provide a wider scope of services for the community and social sector.

## **Describe the outputs of this initiative (1-2 paragraphs):**

The outputs (goods and services being purchased) of this initiative are:

- A co-ordinator to build relationships, bring information together and facilitate the activity and identify areas that can be addressed
- A content creator and an online platform with links, resources, stories, go to noticeboard for questions and queries that is updated regularly
- Two in person hui per year alongside facilitating other hui as required
- Increased visibility of the sector through sharing stories
- Reduced duplication across the sector through sharing information and being connected
- Opportunities for shared training
- Opportunities for mentorship
- Increased capability of the community and social sector
- Increased resilience for the sector and as a result resilience of the community when a shock occurs
- Support for Māori to build their capability
- Ability to connect with Māori organisations to improve cultural competency
- Support for minority groups to have better access to information and support and to build their capability
- An increasing number of people from the sector are better connected, informed and supported
- A ripple effect to grow a community-led approach across the sector through enhanced understanding



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**Explain the short-, medium- and long-term goals of the initiative (1-2 paragraphs):**

**What the project aims to achieve - goals**

**Short term goals:**

- A more connected social and community sector
- Increased visibility of the sector
- Resource sharing including training and information
- Increased ability to respond in a more co-ordinated way
- Increased collaboration
- Strengthen relationships with runaka
- Develop a strong foundation to build on for the sector
- Initial stages of a snapshot of the community and social sector

**Medium term goals:**

- Use a community-led approach to identify further areas of growth for the platform
- Building resilience of the sector
- Continued building on the short term goals
- Further develop the snapshot through a more deliberate approach

**Long Term goals:**

- To be the go-to organisation for the community sector
- To host data on behalf of the sector
- To undertake research for the sector
- To be an advocate for the sector
- To imbed the community-led approach across the Murihiku community and social sector
- Use the snapshot of the sector to develop a comprehensive map of the sector
- To continue to build on the short and medium term goals

**Is this initiative designed and/or will be delivered in partnership with other organisations or agencies? If so give details (including resourcing and funding) (1-2 paragraphs):**

To ensure buy in from the community and social sector in this initiative, it is vital it is developed through partnership and collaboration.

A community-led approach was used to develop this initiative as described above. Initial feedback through the Future Search Conference was used to inform the original larger project and Strong Communities Murihiku vision and framework. A hui was held on 7 November with those same stakeholders and organisations where a similar initiative called the Wheelhouse from Taranaki was discussed and we heard from the Manager. Feedback from this hui included:

- General agreement that this initiative would add value to the sector by building individual and community resilience
- That the focus needed to be on strengthening, enabling and adding value to grassroots work
- A desire for a region wide approach
- That the initiative needed to be accessible and affordable including being able to go to the people
- That Māori (both mana whenua and tangata whenua should have representation through co governance
- That using a community-led approach should continue to be a priority



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Subsequent conversations have been held with a number of these stakeholders as the initiative has been developed and their feedback has fed into its form and structure. This input has been invaluable.

It is therefore vital that this initiative is delivered in partnership with other organisations including iwi, funders, councils and other community and social sector organisations from across the region. Support from these organisations will ensure buy in into the initiative and support its success.

An interim governance group is proposed to drive this project. A joint committee, a structure that is familiar to councils and enables participation from non-council organisations, has been recommended by the Southland Mayoral Forum. This will ensure equal representation of all 3 councils and will also include other stakeholders.

**Outline any risks identified (1 paragraph):**

The following risks have been identified:

- The initiative is seen to be owned by one council or entity
- Buy in from the community sector is unsuccessful
- Iwi involvement is token
- Iwi lack the capacity to be involved
- The right person is not employed as co-ordinator and/or content creator
- Focus moves from the scope of this project and tries to grow too quickly
- A lack of understanding of community-led development
- Expectation we can do more than we have the capacity for
- Lack of buy in from some or all the local Councils, due to financial constraints, timing (elections, LTP cycle) and other priorities
- Getting commitment for multiple years – short term funding cycles make this work challenging as it requires a long-term commitment
- This proposal is not a physical hub but an online one
- Because it is online care needs to be taken that it is inclusive by making in person contact and phone contact necessary

**Outline the monitoring and evaluation components of the project (1 paragraph):**

*If this project is a pilot, describe the criteria and decision makers involved in deciding next steps, or cessation, of the project.*

There are a number of platforms similar to this in regions and communities across Aotearoa. Looking to them for advice and support especially for troubleshooting will be useful.

There are many simple and effective ways to monitor and evaluate this initiative:

- Buy in by community and social sector organisations and people measured through a survey
- Use of the website
- The numbers signing up to the e-newsletter
- Participation at the hui
- Measuring the increased visibility of the sector though more engagement with the platform as well as more publicity of the community and social sectors and their activity
- Community participation is leading direction of Connected Murihiku



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- The data collected and shared through the website
- Measuring change and/or increase in collaboration and sharing of resources
- Taking a community-led approach means that the Joint Committee/governance group can monitor buy in to this initiative and pivot as required

**Outline the main organisation/s who will deliver the initiative and hold funding for the initiative**

(1 paragraph):

The Invercargill City Council will be the lead organisation for this initiative and will hold the funding for it as a continuation of their work leading the Community Capability Building Workstream.

The Southland Mayoral Forum endorsed a Joint Committee approach for this workstream. A Joint Committee will be established as the interim governance group. The JC will include representatives from each council, papatipu runaka and other stakeholders primarily the community sector.

There was support from the Mayoral Forum for this initiative to be community driven and region wide. The Mayoral Forum agreed that Invercargill City Council will provide governance support and hold the funding for the regional initiative in the short-medium term. They will be responsible for negotiating and signing contracts on behalf of the Joint Committee as well as day-to-day management of the initiative including employing and managing staff, managing budgets and reporting accountability.

The role of the JC will be to hold the vision of the initiative, raise awareness, communicate and promote the initiative, identify future opportunities through a community-led approach and take a sustainable approach to pursuing them, secure additional and long term funding, be responsive to honouring Te Tiriti, hold the relationships with councils, funder, stakeholders and the community and facilitate and develop new relationships. In the initial stages the role will be to ensure the focus stays within the scope of this project as outlined and to measure the performance of the initiative. They will also provide oversight for the co-ordinator and content creator.



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## Any additional information:

### Project timeline

- Short-term – by (end of) 2025 (3 years)
- Medium-term - by 2033 (10 years)
- Long-term – from 2033+ (10 years+)

#### 2023:

Form the Joint Committee

Develop co-ordinator job description and content creator job descriptions and employ; administration support.

Co-ordinator to build relationships and start to build commitment to the portal and its use. Gather information and resources to be used for the online portal. Undertake engagement activities to encourage buy in to and use of the platform, further identify specific needs and organise in person hui supported by JC members. Secure funding by progressing the conversations started through this process.

Content creator to develop online platform information and work with website developer to establish online platform.

#### 2024:

Focus on shared training opportunities, collaboration opportunities.

Start to develop the snapshot of the sector – identify gaps in engagement from the sector as well as gaps in skills.

E-newsletters and in person hui.

Continue to update and maintain the website so it evolves to be useful and meet the needs of the sector.

#### 2025:

Work with JC using a community-led approach to establish if changes to governance are needed and how the initiative evolves.

Continue to update and maintain the website so it evolves to be useful and meet the needs of the sector.



**Funding**

**Total Funding Sought**

Operating funding sought (\$m)	2022/23	2023/24	2024/25	2025/26	2027 and beyond	Total
MBIE	\$140k	\$60k				
Co-funding	\$35k	\$115k	\$175k			

Capital funding sought (\$m)	22/23	23/24	24/25	25/26	26/27	27/28	28/29	29/30	30/31	Total

**Income/Funding:**

The MBIE funding is requested to be received in 3 - 6 monthly instalments. The first instalment to be used to employ the Project co-ordinator who will then be tasked with securing continued funding and support from those who have indicated support – financial and in kind.

Funders and stakeholders who have indicated support include MSD (\$20-30k per year), Tiwai (to be determined through a funding application), DIA (to be determined through a funding application), councils (ICC support in kind for governance administration, SDC TBC, all councils possible contract), Active Southland (TBC), Community Trust South (to be determined through a funding application, possible office space support), ILT (to be determined through a funding application), Southland Business Chamber (support in kind and training partnerships TBC) and runaka (to be determined).





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**Definitions:**

	Definition	Example
<b>Outputs</b>	The good or service the initiative is purchasing.	<ul style="list-style-type: none"> <li>• The purchased goods are localised curriculum resources in te reo Māori, as well as the services of publishers, designers and story tellers.</li> <li>• Costs cover the design, development, distribution and maintenance of online tools, interactive electronic and hard copy resources to promote and provide teachers, students and whānau, and external providers with quality tools and resources to enable effective teaching and learning from offsite or the workplace using a range of online, distance and place-based delivery modes.</li> </ul>
<b>Impact</b>	The direct effect of the initiative.	<ul style="list-style-type: none"> <li>• Increased whānau involvement in education which is a key driver to lifting student engagement and achievement.</li> <li>• Improved student engagement and achievement in education that better reflects their identity, language and culture.</li> <li>• Increased visibility of te reo Māori at schools and in the community.</li> </ul>
<b>Goals</b>	What this initiative aims to achieve.	<ul style="list-style-type: none"> <li>• Normalisation of te reo Māori used by teachers in the classroom, wider school and home.</li> <li>• Increased student and whānau participation in and retention of te reo Māori learning.</li> <li>• Increase in the quality of te reo Māori used by teachers and students.</li> <li>• Attitudinal shift in the wider education community that te reo Māori is recognised as being</li> </ul>

## CONNECTED MURIHIKU PROJECT LEAD RECRUITMENT PLAN

<b>To:</b>	Connected Murihiku Joint Committee
<b>Meeting Date:</b>	Thursday 31 August 2023
<b>From:</b>	Rhiannon Suter, Manager – Strategy, Policy and Engagement
<b>Approved:</b>	Patricia Christie - Acting Group Manager - Finance and Assurance
<b>Approved Date:</b>	Friday 25 August 2023
<b>Open Agenda:</b>	Yes

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### Purpose and Summary

This report provides the Committee with an overview of the recruitment plan for feedback and the position description for the Connected Murihiku Project Lead for feedback and adoption.

### Recommendations

That the Committee:

1. Receive the Report " Connected Murihiku Project Lead Recruitment Plan"
2. Note the recruitment plan and provide any feedback for improvement
3. Review and agree the Position Description (A4807146) , with **the following (if any) amendments:**
4. Agree to **accept/ not accept** Community Trust South's offer for the position to be based at the Community Trust South's office, with associated overheads (electricity, printing and access to meeting space to be covered by Community Trust in contribution to the project).
5. Nominate the interview panel and Chair with delegation to interview and appoint the Project Lead to be either
  - a. Option 1 - One representative each from the Council, Iwi and Community Representatives (**Named representatives including Chair**), plus Rhiannon Suter as contract manager.
  - b. Option 2 – The Whole Joint Committee (**named Chair**) plus Rhiannon Suter as contract manager.
  - c. Note recommendation for either option to include Jackie Flutey, Chief Executive, Community Trust South as original Working Group representative and potential host organisation for the Project Lead.

## Background

The project proposal makes provision for two staff members – The Project Lead and a web content developer. It will be the first responsibility of the appointed Project Lead to review the project plan and determine the best approach to resource the web content creation dependent on their skillset and review of the funding requirements.

This report provides a proposed recruitment approach for the Project Lead, which focuses on delivering a robust and transparent process which is timed to enable the Project Lead to be brought on as soon as possible to enable the mahi to commence.

## Position Description

The position description has been designed to align with the Project Proposal. It is provided here for feedback and agreement.

Any amendments required following review of the Project proposal by the Project Lead will be managed by ICC and brought back to the Joint Committee for agreement.

Responsibility for the direction of work of the Project Lead will lie with the Joint Committee. Employee management responsibility will lie with the ICC Contract Manager.

The project proposal recommended the role be placed in an organisation which is region wide and connected to the community. Community Trust South has offered to provide a desk and cover direct overheads (electricity, IT provision, printing and access to a pool car). This is supported by ICC as the contract manager, as in our view it will bring significant benefits to the Project Lead including through informal support from the Community Trust South Chief Executive. We anticipate working closely with the Community Trust South team to support the Project Lead.

Agreement is sought from the Joint Committee on this proposal.

## Process

It is proposed that ICC manage the recruitment process, with promotional support to raise awareness of the role from the Joint Committee members.

Date	Action	Responsibility
31 August	Agreement of the plan and position description	Joint Committee
4 September – 20 September	Advertising: Normal ICC Channels, including stakeholder newsletter Link on SDC/ GDC websites Social media promotion (\$500 budget) Promotion via Joint Committee member networks Optional online newspaper adverts (\$3000)	ICC SDC/ GDC  ICC (Project budget) – request social media posts are promoted via other Council networks also Joint Committee members – we can make available text for an email and social media posts

Date	Action	Responsibility
25 September or 28 September	Interviews	Interview Panel – (Option 1 or 2) Interview questions to be finalised with the Chair It is recommended to consider inviting Jackie Flutey to be on the interview panel in order to provide continuity from the working group and in recognition that the person may be based at Community Trust South.
1 October	Decision and offer	If an Interview Panel is nominated and the Joint Committee wish to review the outcome of their decision it is recommended that this step be completed via a brief teams meeting in order to commence appointment in a timely manner

This process means that dependent on the person's notice period, the mahi should be able to commence at the beginning of November. Appointment would have taken place within the MBIE milestone timeframe.

It is recommended to have the next Joint Committee meeting in mid-November to enable the Project Lead time to onboard before their first meeting with the Joint Committee. 15 November is an option.

### Next Steps

Following agreement by the Joint Committee ICC will commence the recruitment process.

### Attachments

1. DRAFT Position Description (A4807146)

Insert ICC, SDC, GDC, Four Papatipu Runaka logos and CTS logo

## Position Description

<b>Position Title:</b>	Connected Murihiku Project Lead
<b>Reports To:</b>	Connected Murihiku Joint Committee via Manager – Strategy, Policy and Engagement ICC
<b>Responsible For:</b>	One direct report
<b>Children’s Worker:</b>	No
<b>Delegations and Budget Responsibilities:</b>	As per Joint Committee Terms of Reference and Project Plan
<b>Contract Period:</b>	Eighteen months, with renewal for a further eighteen months dependent on funding.
<b>Hours:</b>	Full time, with options for flexibility for the right person.
<b>Location:</b>	Region wide role based at Community Trust South, Invercargill

### Purpose

Responsible for coordinating the Connected Murihiku project through its start up phase, including finalising and delivering the project plan, seeking further funding, building relationships and connections and building an online portal.

### Key Relationships

#### Community

- Community group leaders/ volunteers
- Social agency community workers
- Community funders, networks and other stakeholders
- Māori and Maatawaka organisations
- Mayoral Forum

#### Within Joint Committee members and project team

- Joint Committee members
- Councils and Papatipu Runaka
- Contract manager (ICC)
- Project host (Community Trust South)
- Just Transitions EOG

### Connected Murihiku Values

#### As Project Coordinator you are responsible for demonstrating the Connected Murihiku values

- **Tino rangatiratanga** – Concepts of self-determination, self-reliance and the desire to be in control of one’s vision and destiny
- **Manaakitanga** – The acknowledgment of the mana of others and demonstrating mutual respect

- **Kotahitanga and mahi tahi** – Concepts of unity and working as one
- **Motuhaketanga** – Concepts of independence, autonomy and supporting self-reliance
- **Whakawhanaungatanga** – Concepts of collective wellbeing and relating well to others.

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## **What You Will Do** *(provided as a guide only)*

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### **Connected Murihiku Project Plan**

- Utilise the project proposal to finalise, agree with the Joint Committee and deliver a three year project plan which meets the project outcomes and the MBIE project milestones
- Identify risks and opportunities to delivery, develop solutions and work with the Joint Committee, Contract Manager, Project Host and others to achieve positive outcomes.
- Provide the information required and support the Contract Manager to deliver the required MBIE milestone reports
- Participate in monthly Just Transitions meetings and deliver additional reporting as required.
- Prepare reports to the Connected Murihiku Joint Committee
- With the support of the Contract Manager, manage the budget of the project

### **Funding**

- Develop funding sustainability plan
- With the Contract manager agree the future funding requirements required to deliver the project plan
- Source potential funding and complete funding applications
- With support of the Joint Committee build relationships with potential funders and partners to achieve the project outcomes

### **Build relationships and connections**

- Develop and deliver in-person hui and relationship building to support the outcomes of the Connected Murihiku project, to include at least bi-annual region wide hui similar to the community hui undertaken as part of the development stage of the process
- Build and maintain relationships with key stakeholders
- Work with community leaders (in both community group and agencies) to identify where skills development and support is needed.

### **Online portal**

- Develop an online portal of resources aimed at community leaders and building community connection
- Identify the appropriate mechanism to host the portal and develop content, including through recruitment or contracting of an Online Content Creator as required

**Note:** *Specific performance measures for this position will be discussed between you and your manager through the performance development plan process.*

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## What You Will Bring

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The below qualities, knowledge and skills are the key focus for this role and are used to assess an applicant's suitability for the role and the incumbent's performance in the role.

### Education and Qualifications

**Essential:**

Degree level qualification or equivalent experience in a relevant field such as social sciences.

**Desirable:**

Diploma or Certificate in Business Administration

Evidence of satisfactory completion of a recognised short course or courses in project management

### Knowledge, Skills and Experience

**Essential:**

Experience in a coordination role in an NGO, Local, Regional or Central Government, Iwi or similar organisation

Experience in project management, with ability to problem solve.

Experience in organising and delivering events

Experience in completing funding applications

Familiarity with the Local Government Sector

Familiarity with Te Āo Māori and Ngai Tahu tikanga

Strong Microsoft Office skills, including word, powerpoint and excel, with ability to create a range of documents and presentations for different purposes

Experience in data management, including maintaining the highest standards of confidentiality

Relationship building ethos, with non-confrontational approach to managing challenging conversations

Ability to build and maintain rapport with a wide range of people

Ability to self-support with administration tasks

**Desirable:**

Experience in a start-up project

Knowledge of the Invercargill/Southland community

## Agreement

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**Employee**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Sign

\_\_\_\_\_  
Date

**Manager**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Sign

\_\_\_\_\_  
Date

**Note:** From time to time it may be necessary to consider changes in the position description in response to the changing nature of the work environment, which includes technological and statutory change. Such changes may be considered as part of the performance development review process or as required.

Insert ICC, SDC, GDC, Four Papatipu Runaka logos and CTS logo

## **What We All Do**

### **Customer Commitment**

Treat customers with respect – taking the time to listen, learn and understand.  
Present a positive image of Council by ensuring an efficient, courteous and professional service to customers at all times.  
Acknowledge problems and complaints, identifying and promptly acting on solutions.

### **Continuous Improvement**

Evaluate and review work practices and processes within all areas of responsibility to ensure that they are effective and efficient and implement improvements where appropriate.  
Identify and propose additional business or service opportunities that enhance Council's existing capabilities.

### **Health and Safety**

Promote a safe and sound working environment and a culture of safe and responsible behaviours and attitudes.  
Adhere to Health and Safety policies and procedures, enabling a safe and healthy work environment for all workers and members of the public.

### **Civil Defence Emergency Management**

Assist Council in preparing for and responding to an emergency.  
After establishing the safety of members of your household, you may be assigned duties to assist Council and/or Emergency Management Southland in an emergency.