

## **REPORT**

**TO:** Chief Executive  
**FOR:** Council Meeting – 8<sup>th</sup> April 2015  
**FROM:** Andrew Mactier, Strategy and Policy Planner  
**DATE:** 24<sup>th</sup> March 2015  
**SUBJECT:** **Malvern and Ellesmere Area Plans Project Brief**

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### **1. RECOMMENDATION**

**That the Council;**

- i. Endorses the Project Brief for the Malvern and Ellesmere Area Plans.**
- ii. Notes and endorses the governance structure for the Malvern and Ellesmere Area Plans as set out in Diagram 1 of this report.**
- iii. Appoints the two Councillors from each of the Malvern and Ellesmere Wards as members of the Malvern and Ellesmere Area Plans Project Steering Group.**

### **2. PURPOSE**

The purpose of this paper is to:

1. Inform Council on how the Malvern and Ellesmere Area Plans (the Area Plans) will be conducted (through the Project Brief);
2. Outline the governance structure for the Area Plans and seek confirmation that two Councillors from each of the Malvern and Ellesmere Wards become members of the Project Steering Group.

### **3. SIGNIFICANCE ASSESSMENT/COMPLIANCE STATEMENT**

This report has been assessed against the Council's Significance Policy and the following is noted:

In my view the endorsement of the Project Brief, including endorsement of the governance structure, and the appointment of Councillors to the Area Plan's Project Steering Group is of low significance in the context of the Council's significance policy. This is due to the specific nature of this report surrounding endorsement of the Project Brief and the proposed governance structure of the Area Plans.

#### 4. HISTORY/BACKGROUND

Selwyn has consistently been the fastest growing district in New Zealand over recent years with a growth in its population between July 2013 and June 2014 of 6%. These population and associated development pressures are changing the environment in which decisions are being made and challenge the Council's ability to cater for its expanding urban environment.

The eastern parts of the District are already subject to a strategic growth strategy through the Urban Development Strategy (UDS), which has been enabled through consolidated urban growth in accordance with the Land Use Recovery Plan (LURP) and Chapter 6 of the Canterbury Regional Policy Statement (CRPS).

To assist in managing growth in the balance of the District not subject to Chapter 6 of the CRPS and the LURP, the Council initiated Selwyn 2031 – District Development Strategy (Selwyn 2031). Selwyn 2031 is a strategic document that includes an overarching strategic framework for achieving sustainable growth across the Selwyn District out to 2031.

Selwyn 2031 emphasises the importance of adopting and implementing a strategic approach to managing urban growth as a means of strengthening the District's self-sufficiency and to ensure that it continues to be a great place to live, work and play. The Strategy seeks to provide higher quality living environments, innovative business opportunities, maintain the District's iconic rural character, explore opportunities to enhance the District's social and cultural wellbeing and better manage the District's natural resources.

One of the key actions identified in Selwyn 2031 requires the preparation of Area Plans for the Malvern and Ellesmere Wards of the District. The Area Plans seek to ensure more sustainable settlement patterns and outcomes are being enabled in the balance of the District outside of the UDS area.

#### 5. PROPOSAL

##### ***Project Brief***

The project team has developed a Project Brief which outlines how the Area Plans will be developed and includes the following information:

- Sets and confirms the scope of the project;
- Sets out and confirms roles and responsibilities;
- Describes the governance arrangements, including the establishment and make up of a Project Steering Group;
- Sets out a conceptual consultation and engagement plan, including indicative key stakeholders;
- Sets out in brief the methodology and programme for development of the Area Plans;
- Confirms the respective Area Plan study areas and time horizon

A copy of the Project Brief is attached to this report for your information as ***Attachment I***.

## ***Governance of the Area Plans***

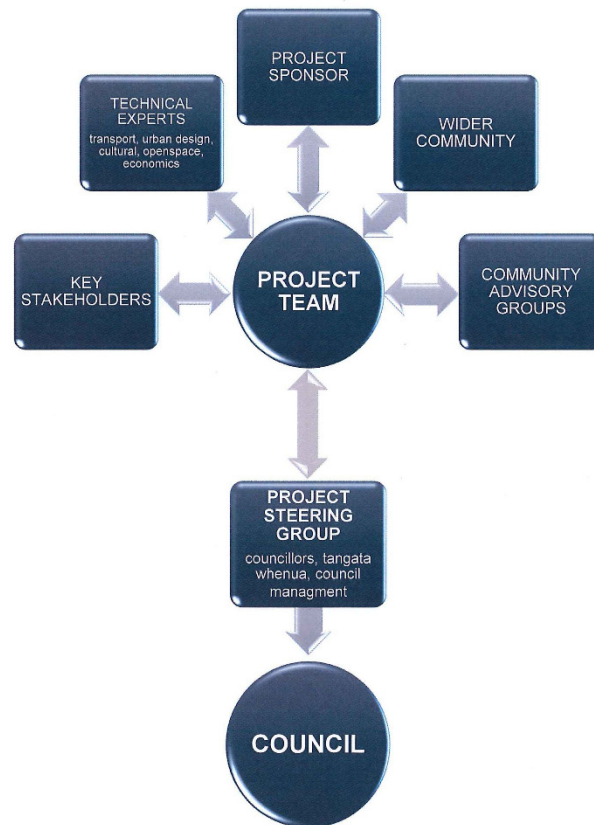
An important aspect of the Project Brief is the overall governance arrangement of the project. Appropriate governance of a project of this type is critical in order to ensure:

- That a transparent decision making process has been used throughout all stages of the development of the Area Plans;
- That robust debate on issues and options can occur on all aspects of the respective Area Plans;
- That there is appropriate clarity of the roles and responsibilities at every level of the project

Council staff have considered how best to achieve these objectives and have developed the governance structure as set out in Figure 1, which will be used for the remaining phases of the Area Plans, while Table 1 sets out the roles and responsibilities of the various groups involved in the Area Plans.

As noted in Figure 1 and Table 1 of this report, a Project Steering Group (PSG) will be established. Among other things, the purpose of the PSG is to provide an effective and efficient way for the project team to inform a range of council groups on the progress of the Area Plans as well as providing a feedback loop from the respective Malvern and Ellesmere communities to the project team.

To manage the number of members on the Project Steering Group so that it does not become unmanageable, Council staff suggest it should contain a maximum of 8 members, 4 of whom would be Councillors (2 each from the respective Malvern and Ellesmere Wards), with other representatives coming from Council's Community Services, Planning and Assets Departments, along with a representative from Te Taumutu Runanga.



**Figure 1:** Governance Structure for Malvern & Ellesmere Area Plans

Role	Suggested Members	Is responsible for	Is <u>not</u> responsible for
Project Sponsor	<ul style="list-style-type: none"> <li>– Cameron Wood</li> </ul>	<ul style="list-style-type: none"> <li>– providing advice to area plan project team;</li> <li>– reviewing progress of area plan on a monthly basis.</li> </ul>	<ul style="list-style-type: none"> <li>– making decisions on options or adopting the Area Plan.</li> </ul>
Project Team	<ul style="list-style-type: none"> <li>– Andrew Mactier, Ben Rhodes (Malvern)</li> <li>– Craig Friedel, Jessica Tuilaepa (Ellesmere)</li> </ul>	<ul style="list-style-type: none"> <li>– day to day responsibility of developing the project;</li> <li>– leading discussion with Community, Council and Key Stakeholders;</li> <li>– liaising with staff from other Council teams and Consultants when required.</li> </ul>	<ul style="list-style-type: none"> <li>– making decisions on options or adopting the Area Plan.</li> </ul>
Community Advisory Group	<ul style="list-style-type: none"> <li>– Malvern Community Board Representatives;</li> <li>– Malvern Township Committees representatives;</li> <li>– Malvern Youth Council representative;</li> <li>– Other Malvern community representatives where appropriate.</li> <li>– Ellesmere Township Committee Representatives;</li> <li>– Ellesmere Youth Council representative;</li> </ul>	<ul style="list-style-type: none"> <li>– providing an effective and efficient way for the project team to inform the respective Malvern and Ellesmere communities on the progress of the Area Plans;</li> <li>– providing a feedback loop from the respective Malvern and Ellesmere communities to the project teams;</li> </ul>	<ul style="list-style-type: none"> <li>– making decisions on options or adopting the Area Plans;</li> </ul>

	<ul style="list-style-type: none"> <li>– Other Ellesmere community representatives where appropriate.</li> </ul>		
Project Steering Group	<ul style="list-style-type: none"> <li>– 4 Councillors (2 each from the Ellesmere and Malvern Wards)</li> <li>– A representative from Te Taumutu Runanga</li> <li>– A representative each from Assets Community Services and Environmental Services</li> </ul>	<ul style="list-style-type: none"> <li>– providing an effective and efficient way for the project team to inform a range of council groups on the progress of the Area Plans;</li> <li>– peer reviewing material developed by the project team before releasing to the public or requesting council sign off (by making sure there are no information gaps);</li> <li>– releasing project documents for public consultation or to full council meeting for endorsement;</li> <li>– providing a feedback loop from the respective Malvern and Ellesmere communities to the project team;</li> </ul>	<ul style="list-style-type: none"> <li>– making decisions on options or adopting the Area Plans;</li> </ul>
Full Council	<ul style="list-style-type: none"> <li>– Councillors (11)</li> </ul>	<ul style="list-style-type: none"> <li>– decision making body on any options developed by the project team.</li> <li>– signing off / adopt draft and final Area Plans</li> </ul>	

**Table 1:** Malvern & Ellesmere Area Plans Roles and Responsibilities

## 6. OPTIONS

There are three options available:

1. Endorse the project brief, including the proposed governance structure (Preferred);
2. Endorse the project brief, including the proposed governance structure but with amendments;
3. Decline to endorse the project brief and the proposed governance structure. and require Council staff to make further amendments.

The Project Brief was discussed at a Council workshop on the 25<sup>th</sup> of March 2016. In addition, the Project Brief has had input from the Executive Management Team and Council's Strategy and Policy team. As a result, a number of amendments have been made to the Brief, including to the proposed governance structure. Therefore Council staff recommends that Council should adopt the project plan (Option 1).

A deferment in endorsing the Project Brief and the proposed governance structure (Option 3) would result in delays progressing development of the Area Plans, resulting in timeframes throughout the project being stretched. The most visible manifestation of this would see the Area Plans only likely to be adopted by Council later in the 2016 – 2017 financial year, rather than towards the end of the 2015 – 2016 financial year as currently envisioned by the Project Brief.

## 7. VIEWS OF THOSE AFFECTED/CONSULTATION

### a) Views of those affected

The Project Brief outlines how the project will be delivered including the consultation methods to be used. For example, the Project Brief has outlined a number of opportunities for specific discussions with key stakeholders and landowners who could be affected by this project will be conducted throughout key stages of the development of the Area Plans.

### b) Consultation

The Area Plans will undertake comprehensive public and key stakeholder consultation. A Consultation Strategy will be finalised in the early phases of Stage 1 of the Project. Indicative consultation is described in the Project Brief in Section 5.

### c) Maori implications

Representatives from Te Taumutu Rūnanga have been invited to participate on the Project Steering Group. In addition, a Cultural Impact Assessment is anticipated to form part of the background material in the development of the Area Plans.

## 8. RELEVANT POLICY/PLANS

Canterbury Regional Policy Statement  
Selwyn 2031 – District Development Strategy.  
Selwyn District Plan

## 9. COMMUNITY OUTCOMES

### Environmental

- |                      |  |
|----------------------|--|
| A clean environment. | - Air land, water and general environment to be kept in a healthy condition; |
| A rural district.    | - A living environment where the rural theme of Selwyn is maintained.        |

### Social

- |   |   |
|---|---|
| A healthy community                           | - Selwyn people have access to appropriate health, social and community services.   |
| A safe place in which to live, work and play. | - We are safe at home and in the community;<br>- Pedestrians, cyclists and motor vehicle users can safely move around Selwyn District;<br>- Our young people have access to safe entertainment and recreation activities. |

### Economic

- |                        |   |
|------------------------|---|
| A prosperous community | - Selwyn has a strong economy which fits within and compliments the environmental, social and cultural environment of the district. |
|------------------------|---|

### Cultural

- |  |   |
|--|---|
| A community which values its culture and | - Our district provides a range of arts and cultural experiences and facilities |
|--|---|

heritage.

**10. NEGATIVE IMPACTS**

N/A

**11. LEGAL IMPLICATIONS**

N/A

**12. FUNDING IMPLICATIONS**

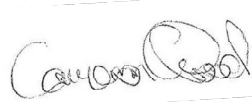
The Area Plans have budgets allocated to their development. This paper and the recommendations arising from it have no direct funding implications.

**13. HAS THE INPUT/IMPACT FROM/ON OTHER DEPARTMENTS BEEN CONSIDERED?**

Prior to finalising the Project brief, a draft Project Brief was circulated to Councillors, the Executive Management Team. A draft Project Brief was discussed at a Planning Portfolio Council meeting on the 28th of January 2016, and as noted previously, was discussed at a Council workshop on the 25<sup>th</sup> of March 2015.



**ANDREW MACTIER**  
**STRATEGY AND POLICY PLANNER**



**CAMERON WOOD**  
**TEAM LEADER STRATEGY AND POLICY**

**ENDORSED FOR AGENDA**



**TIM HARRIS**  
**PLANNING MANAGER**

**ATTACHMENT I**  
**Malvern & Ellesmere Area Plans – Project Brief**