

Welcoming Communities Te Waharoa ki ngā Hapori Advisory Group

Terms of Reference

Background and rationale

In July 2021 Queenstown Lakes District Council (QLDC) was accepted into Immigration New Zealand's [Welcoming Communities Te Waharoa ki ngā Hapori](#) programme, which aims to encourage and support local councils and their communities to take a greater leadership role in welcoming newcomers¹.

A strong, vibrant community is one that enables all of its members to participate in its economic, civic and social life. It is a community where everyone feels included and has a sense of belonging. Communities that proactively foster an environment where newcomers feel welcomed are more likely to enjoy better social outcomes and economic growth. The resulting social cohesion enables stronger, more resilient communities to flourish.

The Welcoming Communities implementation process seeks to ensure a collaborative approach alongside councils, Iwi, Immigration New Zealand, the Ministry for Ethnic Communities Te Tari Mātāwaka, New Zealand Human Rights Commission Te Kāhui Tika Tangata, and our local communities. A three-year seed funding for this programme is provided by the Ministry of Business, Innovation and Employment Hikina Whakatutuki. QLDC is in its first year of funding 2021-2022.

Purpose of Queenstown Lakes Welcoming Communities Advisory Group

The purpose of the Queenstown Lakes Welcoming Communities Advisory Group (Advisory Group) is to guide the Welcoming Communities programme and ensure a collaborative approach is taken. The Advisory Group is open to expressions of interest from individuals who can represent various sectors and relevant community groups, but more importantly those who can help guide the development of the plan.

These Terms of Reference (TOR) set out the parameters for members of the Advisory Group in relation to the implementation of Welcoming Communities in Queenstown Lakes. In particular, this document outlines the roles and responsibilities of each party.

¹ The term 'newcomers' refers to recent or long-established migrants, former refugees and international students.

Composition of the Welcoming Communities Advisory Group

The ideal number for a functioning group is 10-12 members from diverse sectors. Appointments will be made by a panel of three including an external advisor. One member of the Advisory Group will be a Councillor selected and appointed by the Mayor. An independent Chairperson will be appointed by Council Officers.

Shared leadership

- QLDC, Iwi, Immigration New Zealand, Welcoming Communities Advisory Group in collaboration with newcomer groups, community partners, central government partners and industry partners.

Iwi Partners

- A position is held for Iwi to appoint a rūnaka member to the Advisory Group.

Community Partners include, but are not limited to:

- Newcomers groups
- Social service organisations
- Cultural and religious groups
- Schools and tertiary institutions

Central Government Partners include, but are not limited to:

- Immigration New Zealand
- Ministry for Ethnic Communities Te Tari Mātāwaka
- New Zealand Human Rights Commission Te Kāhui Tika Tangata

Industry Partners include, but are not limited to:

- Business groups
- Industry sector representatives

Roles and Responsibilities

Queenstown Lakes District Council will coordinate the project and provide a lead role in:

- Establishing governance, monitoring and reporting requirements
- Preparing project management materials
- Providing overall responsibility and management of the Welcoming Communities Coordinator role
- Representing QLDC on the national Welcoming Communities workshops
- Liaising with Immigration New Zealand staff and other central government agencies
- Administration of the Advisory Group

Queenstown Lakes District Council will partner and collaborate with the community to:

- Promote Welcoming Communities
- Deliver the Welcoming Plan initiatives and other related implementation projects

- Work towards meeting the agreed Welcoming Communities Standard² and gain accreditation as a Welcoming Community.

The Advisory Group will assist in guiding the development and implementation of the Welcoming Plan and ensure a collaborative and coordinated community approach by:

- Championing the programme
- Contributing to the development of a collaborative district-wide Welcoming Plan
- Seeking input from respective sectors and communities during the stocktake and development of welcoming activities
- Providing cultural guidance and subject matter expertise relevant to the programme's development
- Assisting in benchmarking practices against the Eight Elements³ of the Welcoming Communities Standard
- Sharing information with colleagues and the wider networks about the ongoing activities of the Welcoming Communities programme
- Attend meetings and relevant activities and send a proxy if unable to attend

The Independent Chair can work with the Advisory Group to determine ways of working optimally to best meet the interests and availability of the group.

Lifecycle of the Advisory Group

- Membership on the Advisory Group will commence in June 2022 until June 2023⁴, with a right to return after year one, for a maximum of two years, at which time a full review of its purpose, effectiveness and composition will be undertaken.
- QLDC officers reserve the right to amend the membership of the group or appoint replacement members as the need arises. Any changes will be made in consultation with the Independent Chairperson.
- As part of the establishment of the Advisory Group the Council will "health check" the TOR, composition, and working arrangements of the group, with the Advisory Group, at three months and update the TOR and group composition if required.

Meeting Frequency and Time Commitment

- Each member should be able to contribute at minimum a workday evening per month. Time commitment expected to be slightly higher as the group is established.
- Meeting frequency may be changed as determined by the Chair, with group consensus. The Advisory Group may decide to form voluntary working groups focused on specific areas. Any satellite work needs to be agreed by the group and be reported back into the group.

² The outcome-based standard is organised around eight elements critical to building a 'Welcoming Community'.

<https://www.immigration.govt.nz/about-us/what-we-do/welcoming-communities/the-welcoming-communities-standard>

³ <https://www.immigration.govt.nz/about-us/what-we-do/welcoming-communities/resources-welcoming-communities/welcoming-communities-standard.pdf>

⁴ Elected member appointment is only until the end of the triennium and will be reappointed post-election.

Decision-making

- Consensus-building approach based on Vision Beyond 2050 principles. The intention is that this group will not be a decision-making body but in the event that a matter is not able to be agreed the independent Chair can put the matter to a vote.

Reporting and Relationship to QLDC

Through the Welcoming Communities Coordinator, QLDC will:

- Provide monthly status reports to the Advisory Group covering progress against the key deliverables and any issues that need to be managed.
- Report quarterly to project stakeholders.
- Report six-monthly to Immigration New Zealand.

Confidentiality and Conflict of Interest

- In the course of their duties members will receive information, whether in reports or through debate, that is confidential. Accordingly, members agree not to use or disclose confidential information for any purpose other than the purpose for which the information was supplied to the member.
- Members will maintain a clear separation between their personal interests and their duties as Welcoming Communities Advisory Group members in order to ensure that they are free from bias (whether real or perceived). Members will register any conflicts of interest and membership of any other voluntary, paid, or appointed roles. This register will be reviewed annually. Members are required to declare any financial conflict of interest and not participate in any discussion where a financial conflict may eventuate.

Background on Welcoming Communities

QLDC joined the [Welcoming Communities](#) programme to recognise the importance of celebrating the broad range of people who have chosen to make Queenstown Lakes their home. Welcoming Communities will support all newcomers - migrants, refugees, and international students - to the district, including Kiwis from elsewhere in Aotearoa New Zealand. It aims to make our district more welcoming for everyone by focusing on eight areas including supporting new residents with:

- Inclusive Leadership
- Welcoming Communications
- Equitable Access
- Connected and Inclusive Communities
- Economic Development, Business and Employment
- Civic Engagement and Participation
- Welcoming Public Spaces
- Culture and Identity

QLDC recently achieved Stage 1 accreditation as a Committed Welcoming Community based on the four stages of accreditation of Immigration New Zealand's Welcoming Communities Te Waharoa ki

ngā Hapori programme. QLDC is one of 26 councils nationwide participating in the programme. The programme is modelled on similar initiatives operating in other jurisdictions including Australia, Canada and the United States of America. Welcoming Communities has been adapted and designed to fit the Aotearoa New Zealand context.

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