

## Schedule 2 – Community Engagement Guidance

Community engagement is a process, involving all or some of the community and is focussed on decision-making or problem-solving.

The International Association for Public Participation (IAP2) has developed a Public Participation Spectrum to demonstrate the possible types of engagement with the community. This model also shows the increasing level of public impact as you progress through the spectrum from left to right - 'inform' through to 'empower'. In simply 'informing' stakeholders there is no expectation of receiving feedback, and consequently there is a low level of public impact. At the other end of the spectrum, 'empowering' stakeholders to make decisions implies an increase in expectations and therefore an increased level of

public impact. Differing levels of engagement may be required during the varying phases of decision-making on an issue, and for different stakeholders.

It will not always be appropriate or practicable to conduct processes at the 'collaborate' or 'empower' end of the spectrum. Many minor issues will not warrant such an involved approach. Time and money may also limit what is possible on some occasions. It is expected that the vast majority of matters will fall within the 'inform', 'consult' to 'involve' range. There are very limited statutory situations which fall within the 'empower' range.

In general, the more significant an issue, the greater the need for community engagement.



## Forms of engagement

The Council will use the Special Consultative Procedure<sup>12</sup> where it chooses to do so and where required to do so by law, including for the following issues requiring decisions:

- The adoption or amendment of a Long Term Plan<sup>13</sup>
- The adoption, amendment, or revocation of bylaws if required<sup>14</sup>
- The adoption, amendment or revocation of a Local Alcohol Policy<sup>15</sup>
- The adoption or review of a Local Approved Products (Psychoactive Substances) Policy<sup>16</sup>
- The adoption or review of a Class 4 venue policy<sup>17</sup>
- The preparation, amendment or revocation of a Waste Management and Minimisation Plan<sup>18</sup>
- Unless already explicitly provided for in the Long Term Plan and consulted on in accordance with section 93E, the Council will seek to amend its Long Term Plan, and therefore use the Special Consultative Procedure, when it proposes to:
  - alter significantly the intended level of service provision for any significant activity undertaken by or on behalf of the Council, including commencing or ceasing such an activity; or
  - transfer the ownership or control of strategic assets.

---

<sup>12</sup> Local Government Act, Section 83

<sup>13</sup> Local Government Act 2002, Section 93

<sup>14</sup> Local Government Act 2002, Section 156

<sup>15</sup> Sale and Supply of Alcohol Act 2012, Section 78

<sup>16</sup> Psychoactive Substances Act 2013, Section 69

<sup>17</sup> Gambling Act 2003, Section 102

<sup>18</sup> Waste Minimisation Act, Section 50

The Council will consult in accordance with, or using a process or a manner that gives effect to the requirements of Section 82 of the Act where required to do so by law, including for the following specific issues requiring decisions:

- Adopting or amending the annual plan if required<sup>19</sup>
- Transferring responsibilities to another local authority<sup>20</sup>
- Establishing or becoming a shareholder in a council-controlled organisation
- Adopting or amending a revenue and financing policy, development contributions policy, financial contributions policy, rates remission policy, rates postponement policy, or a policy on the remission or postponement of rates on Māori freehold land.

For such consultation, Council will develop information fulfilling the requirements of Section 82A of the Act, will make this available to the public, allow written submissions, and will consider all submissions prior to making decisions.

For all other issues, the following table provides **examples** of the differing levels of engagement that might be considered appropriate, the types of tools associated with each level and the timing generally associated with these types of decisions/levels of engagement.

---

<sup>19</sup> Local Government Act, Section 95

<sup>20</sup> Local Government Act, Section 17

Level	Inform	Consult	Involve	Collaborate	Empower
<b>What does it involve</b>	One-way communication providing balanced and objective information to assist understanding about something that is going to happen or has happened.	Two-way communications designed to obtain public feedback about ideas on rationale, alternatives and proposals to inform decision making.	Participatory process designed to help identify issues and views to ensure that concerns and aspirations are understood and considered prior to decision-making.	Working together to develop understanding of all issues and interests to work out alternatives and identify preferred solutions.	The final decision making is in the hands of the public. Under the LGA 2002, the Mayor and Councillors are elected to make decisions on behalf of their constituents.
<b>Types of issues that we might use this for</b>	Annual Report, Infrastructure upgrades, Water restrictions	Rates review, Bylaw reviews, Local Alcohol Policy	District Plan, Long Term Plan, Infrastructure projects. policy development	Representation Review, Canterbury Water Management Strategy	Locally based policies and initiatives, local body elections
<b>Tools Council might use</b>	Websites, information flyers, advertising, public notices, media releases, newsletters, Council Noticeboard	Formal submissions and hearings consultation processes, informal meetings, focus groups, surveys, expos, roadshows	Workshops, Focus groups, Community Boards, Youth Councils, Public meetings, surveys	Multi stakeholder process, Joint Committees, face to face liaison, working parties	Referendums, local group involvement, advisory groups, , citizens panels , participatory budgeting
<b>When the community can expect to be involved</b>	Council would generally advise the community once a decision is made	Council would advise the community once a draft decision is made Council and would generally provide the community with up to 4 weeks to participate and respond.	Council would generally provide the community with a greater lead in time to allow them time to be involved in the process.	Council would generally involve the community at the start to scope the issue, again after information has been collected and again when options are being considered.	Council would generally provide the community with a greater lead in time to allow them time to be involved in the process. e.g. typically a month or more.

### Engagement tools and techniques

Over the time of decision making, Council may use a variety of engagement techniques on any issue or proposal based on a range of other factors, including history and public awareness of the issue, stakeholder involvement, and timing related to other

events and budgets. Council will also take into consideration that the community can feel 'over consulted'. Each situation will be assessed on a case-by-case basis.