

# It's Our Place

## Draft Community Engagement Policy 2021

*(Significance and Engagement Policy)*

We are reviewing our Significance and Engagement Policy and have proposed some changes. We want to hear your opinion on these changes. This document includes the draft policy and tells you how you can give us feedback.

**We are accepting feedback on the proposed policy until 19 April 2021.**

# Introduction

**Council must have a policy on significance and engagement. We are reviewing our policy and we want to hear your feedback on the changes we are proposing to make.**

Our policy aims to ensure that we make well-informed decisions by having the right conversations, with the right people, about the right issues at the right time.

This policy enables us to identify the significance of an issue, proposal or decision, and determine when and how we should be consulting our community.

*We want to make well-informed decisions by having the **right conversations** with the **right people**, about the **right issues** at the **right time**.*

## What is the policy about?

This policy shows how Council will assess the level of significance attached to decisions, and how it will select an engagement method that fits with the level of significance.

It aims to ensure that Council hears community views about relevant decisions. Generally, the amount of time and effort spent on engagement will be greater if the issue is of higher significance.

The policy also acknowledges our relationships with all interested and affected parties and aims to maintain and strengthen those relationships in future.





# What is our proposal?

## We are proposing to amend and rename our Significance and Engagement Policy.

Extensive changes have been made with the intent of simplifying the policy and increasing the effectiveness of the framework.

We are proposing to re-name the policy as Council's "**Community Engagement Policy**", to reduce jargon and be clear about its purpose.

Other changes include:

- updates to our strategic assets schedule,
- a new section acknowledging the growing diversity in our district, and
- English and Te Reo translations of the section relating to our relationship with tangata whenua, reflecting growth in our relationship with Arowhenua.

New criteria have also been developed to help Council consider what issues, decisions or proposals are significant. The proposed criteria for assessing significance are a condensed version of our current criteria, and are as follows:

1. Strategic assets
2. Impact on community
3. Community interest (current and potential)
4. Impact on Te Rūnanga o Arowhenua
5. Financial cost
6. Impact on levels of service
7. Overall risk

**We want  
to hear  
from YOU!**

*Every issue where a decision is required will be assessed against the Significance Tool (p16-17).*



## Development Process

The draft Community Engagement Policy has been developed through a process that has considered:

- the way we have **previously applied the policy and assessed significance levels**;
- other **local authority policies**;
- **engagement methods** that we have previously undertaken.

# What are our options?

## We want to hear what option you support.

Our options consist of retaining our current policy or adopting the draft policy included in this document.

**We are accepting feedback  
until 5pm on Monday 19  
April 2021.**

Option	Advantages	Disadvantages
<b>Keep the current policy</b>  This option would see Council retaining our current policy.	<ul style="list-style-type: none"> <li>• No staff training required</li> </ul>	<ul style="list-style-type: none"> <li>• Problems and inefficiencies that have been identified will not be remedied</li> <li>• Opportunity to review policy not utilised</li> </ul>

## Adopt the proposed policy

This option would see Council adopting the proposed draft policy included in this document, as well as any changes made as a result of the submission and deliberations process.

- Problems and inefficiencies that have been identified are remedied
- Opportunity to review policy is utilised
- Training for staff required to learn new significance assessment framework

**Preferred  
Option**





# What's in our draft policy?

**Our Community Engagement Policy sets out how we will decide when and how Council will engage with the community.**

The policy is broken up into seven main sections. These are summarised below.

## **Section one – Introduction** *(page 7)*

The introduction explains why we have the policy and what it aims to do.

## **Section two - Community Engagement & Consultation** *(page 7-9)*

Section two explains what engagement and consultation is. It aims to give you an idea of when we will consult with the community about our decisions, and what types of engagement we might use. This section points out some of our legislative requirements, and acknowledges the different communities we have in the Ashburton District.

## **Section three - How will Council Engage with Mana Whenua?** *(page 10)*

Section three discusses the unique relationship that we have with Ngāi Tahu and describes our obligations under the Treaty of Waitangi. This section acknowledges Ngāi Tahu interests and the kaitiaki relationship that tangata whenua have with the natural and physical environment. This section is to include English and Te Reo translations.

## **Section four – Significance** *(page 11-13)*

Section four describes what significance is, our general approach to making decisions, and how we assess the level of significance attached to an issue or proposal. This section includes our significance assessment criteria and outlines the process of using them.

## **Section five – Significance and Engagement Scale** *(page 14)*

This section contains a scale that shows how the level of significance impacts what type of engagement we use. For each level of engagement, the scale explains what the engagement generally involves, when it will take place, what methods will be used, and when the community can expect to be involved.

## **Section six – Strategic Assets** *(page 15)*

Section six outlines what Council assets we consider to be strategic as well as the trigger for each strategic asset. A decision to transfer ownership or control of one of these assets (provided it meets the trigger) will require us to consult with the community using the Special Consultative Procedure.

## **Section seven – Significance Tool** *(page 16)*

Section seven contains the tool that we propose to use in determining what the level of significance is for a decision or proposal.

***See the next page for a full copy of the draft policy.***



# Draft Community Engagement Policy 2021

## Glossary and definitions

**Arowhenua** are mana whenua of Ashburton District.

**Community engagement** is any process of involving the community in Council decisions. This will involve providing and seeking information to inform and assist decision making.

**Consultation** is one form of community engagement. Consultation can involve the exchange of information or views between decision-makers and those affected/interested before a decision is made.

**Council** means Ashburton District Council.

**Engagement Scale** is a scale based on the International Association for Public Participation (IAP2) principles of public participation that sets out different types of engagement Council may utilise. This scale is described in section 5.

**Kaitiaki** means a guardian, steward or keeper.

**Kaitiakitanga** means guardianship or stewardship.

**Mana whenua** means a tribe who has the right to manage a particular area of land.

**Mātauranga** is Māori knowledge or wisdom.

**Significance** has the meaning described in s.5 of the Local Government Act 2002 (LGA).

### *Explanatory Note*

Section 5 of the LGA describes ‘**significance**’ as:

in relation to any issue, proposal, decision, or other matter that concerns or is before a local authority, means the degree of importance of the issue, proposal, decision, or matter, as assessed by the local authority, in terms of its likely impact on, and likely consequences for,—

- (a) the current and future social, economic, environmental, or cultural well-being of the district or region;
- (b) any persons who are likely to be particularly affected by, or interested in, the issue, proposal, decision, or matter;
- (c) the capacity of the local authority to perform its role, and the financial and other costs of doing so

**Significance Scale** is a scale that identifies the point where an issue may be considered ‘significant’. This scale is shown in section 5.

**Significance Tool** is a tool that Council officers can use to determine the level of significance for an issue. This tool is described in Appendix 1.

**Significant** has the meaning described in s.5 of the LGA.

### *Explanatory Note*

Section 5 of the LGA describes ‘**significant**’ as:

in relation to any issue, proposal, decision, or other matter, means that the issue, proposal, decision, or other matter has a high degree of significance.

**Strategic Asset** has the meaning described in s.5 of the LGA.

### *Explanatory Note*

Section 5 of the LGA describes a ‘**strategic asset**’ as:

an asset or group of assets that the local authority needs to retain if the local authority is to maintain the local authority’s capacity to achieve or promote any outcome that the local authority determines to be important to the current or future well-being of the community; and includes—

- (a) any asset or group of assets listed in accordance with s.76AA(3) by the local authority; and
- (b) any land or building owned by the local authority and required to maintain the local authority’s capacity to provide affordable housing as part of its social policy; and
- (c) any equity securities held by the local authority in—
  - (i) a port company within the meaning of the Port Companies Act 1988;
  - (ii) an airport company within the meaning of the Airport Authorities Act 1966

**Rohe** is a boundary, for example a district or a region.

**Rūnanga** is an iwi authority or council.

**Tangata whenua** are local people, hosts or indigenous people – people born of the whenua (Māori).

**Taonga** means something that is treasured or something that is culturally valuable. Taonga can be an object, resource, phenomenon, idea or technique.

**Te Tiriti (o Waitangi)** is the Treaty of Waitangi.

**Wāhi tapu** is a sacred place or site, for example a burial ground or a battle site where sacred objects were placed.

## 1. Introduction

### 1.1. Why do we have this policy?

- To help Council make well-informed decisions by having the right conversations, with the right people, about the right issues at the right time;
- to provide clarity around how and when Council will engage with communities;
- to support and promote community involvement in decision-making;
- to build positive relationships with all interested and affected parties, including but not limited to, Ngāi Tahu, stakeholders and the wider community;
- to encourage co-operation, respect and understanding of other points of view;
- to provide clarity about what significance is and how it affects the way we engage with the community;
- to establish a process for determining how significant a decision is and the corresponding level of resource required;

- to ensure that Council meets its legal duties under s.76AA of the LGA to adopt a significance and engagement policy; and
- to identify what Council deems to be ‘significant assets’.

## 2. Community engagement and consultation

### 2.1. What do we mean by community?

A community can be defined in many ways. For example, a community can be people within a geographical area (e.g. Tinwald), people with the same interests (e.g. sports groups), people of a particular ethnicity (e.g. Ngai Tahu or other communities), or people of the same economic sector (e.g. construction).

In order to identify the communities to best engage with, it is important to look through the lens of the issue or issues being considered.

Our aim is to continue to enjoy a strong appreciation of groups that we have a good relationship with; and to grow better relationships with groups that we don't know so well.

### 2.2. What do we mean by engagement?

Engagement provides an opportunity for the community to present their views on a Council issue, decision or proposal. The aim is to talk with the right people at the right time about the right issues, for the right reasons. The community views expressed through an engagement process will be considered and discussed, along with other information, when decisions are made.

Engagement may not result in consensus between the community and Council. It should allow for an exchange

and examination of information and views between the community and decision-makers, before a decision is made. Engagement ensures that decisions are informed and improved by the community's involvement. It will often be necessary to provide the community with access to information to enable them to bring an informed viewpoint. It will always be necessary for Council to keep an open mind for the different perspectives the community can bring.

### 2.3. When will Council engage?

Council will engage when any or all of the following apply:

- a matter is deemed significant (as explained in section 4);
- we need community input to ensure we make the right decision for the community;
- we want to build and maintain relationships; and/or
- when there is a statutory requirement.

### 2.4. When might Council not engage?

There is a time and financial cost required to explore options and obtain the views of the community. The level of engagement needs to be appropriate to the decision or action to be taken by Council. There will be rare occasions when a decision is so urgent that it is unreasonable to engage, or where the options are so limited that Council only has one reasonable and practicable option.

Examples of when we won't engage include:

- Organisational decisions that do not reduce level of service
- Emergency management activities during a state of emergency

- Decisions which are:
  - Urgent (managing an urgent issue)
  - Commercially sensitive
  - Made under approved policies
  - Made by delegation/sub-delegation to officers
  - Related to regulatory and enforcement activities
- Decisions where public consultation would cause a privacy breach
- Decisions to act where it is necessary to:
  - Comply with the law;
  - Save or protect life, health or amenity;
  - Prevent serious damage to property;
  - Avoid, remedy or mitigate an adverse effect on the environment.

## 2.5. How will Council engage with the community?

Council will undertake engagement in a variety of ways, through multiple channels. Identifying the significance of a proposal or decision via the procedure laid out in section 4.4 of this policy helps Council to determine the type of engagement required. The method of engagement will be dependent on the type of conversation needed, the community who we are engaging with, the time and cost allowed for the engagement, and any legislative requirements.

The type of engagement should correspond with the level of significance of the decision or proposal. Council has developed an engagement scale to clearly set this out (see section 5).

## 2.6. What is the Special Consultative Procedure?

The Special Consultative Procedure (SCP) is a formal consultation process that can be triggered when a

decision is deemed significant. The LGA requires councils to use the SCP when:

- adopting and amending our Long-Term Plan;
- adopting and amending an Annual Plan (if it includes significant proposals not included in the Long-Term Plan);
- making, amending or revoking a bylaw of significant interest;
- transferring ownership or control of a significant strategic asset;
- constructing, replacing or abandoning a strategic asset.

When using the Special Consultative Procedure, Council must develop a statement of proposal and summary and make it widely available, allow a minimum feedback period of one month, and hold a hearing to ensure the community is given the opportunity to present their view to elected members.

For more information on the SCP please refer to the Local Government Act 2002.

## 2.7. What is section 82?

Section 82 of the LGA, refers to the principles of consultation. The Local Government Act 2002 requires Councils to consult in a manner that gives effect to s.82 when consulting on decisions to adopt certain policies or to make decisions on bylaws that are not considered significant enough to use the SCP. This allows Council to design a consultation process that is fit for purpose without initiating a full SCP.

Council must give effect to s.82 when adopting the following plans, policies or decisions, where the matters are not assessed to be significant:

- an annual plan
- a revenue and financing policy
- a policy on development contributions or financial contributions
- a policy on the remission and postponement of rates on Māori freehold land
- a rates remission policy
- a rates postponement policy
- prescribing fees
- making, amending or revoking bylaws
- allowing bylaws to continue without amendment

For more information on s.82, please refer to the LGA.

Council also notes that the LGA or other Acts may prescribe a minimum process for consultation that is not in proportion to the significance of the matter. Council may exceed, but cannot do less than the minimum.

## 2.8. What is the difference between consultation and engagement?

Consultation is a form of engagement, and involves obtaining feedback on proposals. Council will use consultation for significant decisions (under the LGA), and can also decide to consult on a decision where it considers appropriate. There are times when we must consult with the community, even if it is not required, as a result of the significance assessment laid out in section 4.5.

Engagement is a broader and ongoing process of sharing information with the community and seeking its feedback in order to involve the community in the process of decision making.



Legislation requires councils to consult and engage with communities on particular matters. Many Council decisions will be made through consultation and decision making procedures that are required by legislation. Key legislation includes (but is not limited to) the Local Government Act 2002, the Resource Management Act 1991, the Reserves Act 1977, and the Civil Defence Emergency Act 2002. We will consult when there is a legal requirement, even if there is no other reason.

## 2.9. What is pre-engagement?

Pre-engagement is another form of engagement that Council may sometimes use before a proposal is prepared. It is a way of engaging with the community before a plan or proposal is written, to ensure that our approach is consistent with the community's priorities. Pre-engagement can be in the form of a survey, an informal conversation with affected stakeholders, or with the whole community. There will generally be a formal engagement process undertaken after the plan or policy has been drafted.

One example of pre-engagement is the survey that we usually undertake before preparing the Long-Term Plan, to make sure that we understand what activities the community would like us to focus on.

## 2.10. How will Council engage with diverse communities?

Social inclusion enriches the economic, social and civic wellbeing of everyone, and we recognise that it is important all people feel encouraged and welcome to participate in community engagement. Because of this, Council will ensure that all groups within the district are made aware of engagement opportunities.

Diversity is about what makes each person unique. This can be along the dimensions of race, ethnicity, gender, socio-economic status, age, physical abilities, religious

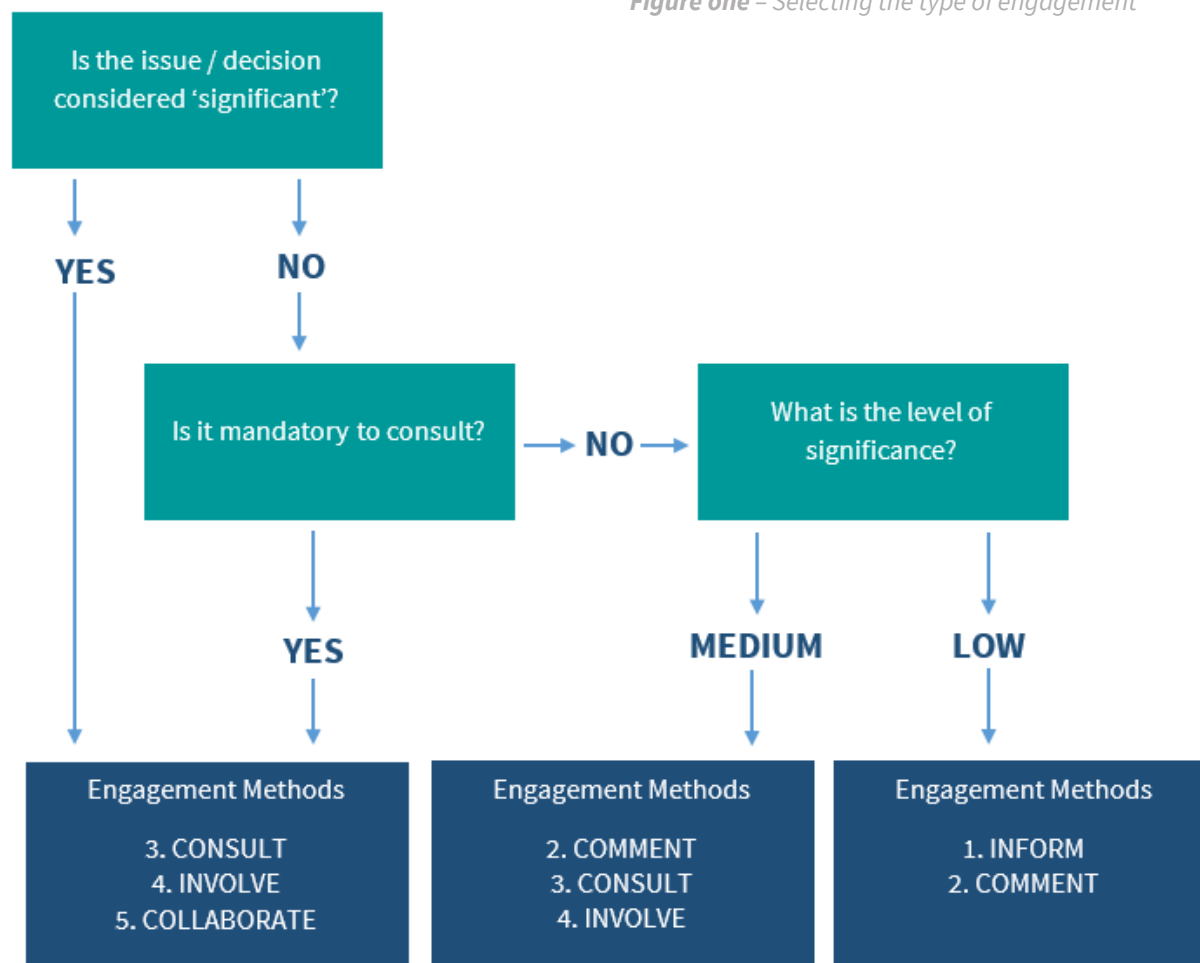
beliefs and other factors. Because of our growing diversity, we need to constantly improve the ways we engage with our different communities. There may be times where specific engagement processes will be appropriate to recognise and enable different groups within the community to participate in engagement.

Although diversity can mean many different things, it is important to note the likelihood that Ashburton is more ethnically diverse now than at any time in its past.

We are an accredited Welcoming Community and our ethnic and cultural diversity is continually growing.

Council will consider how to meet the needs of our communities in respect of language, accessibility and cultural expectations. Council will also ensure that multiple tools are used for engagement, in order to include those who speak English as a second language, as well as those with specific requirements and/or visual, hearing or literacy impairments.

*Figure one – Selecting the type of engagement*



### 3. How will Council engage with Ngāi Tahu and Mana Whenua?

#### He honoka motuhake tō te iwi o Kāi Tahu ki te Kaunihera hei haumi i ruka i Te Tiriti o Waitangi me ōhona whakaturetaka.

E oati nei te Kaunihera ki te whakatinana i ā mātou kaweka i raro i Te Tiriti me ōhona whakaturetaka, kia whai take anō te mahi tahi hai paika mō te Māori.

Kai roto i Te Ture Kāwanatanga ā-Rohe 2002 kā mātāpono me kā hereka mā kā kāwanataka ā-rohe e aro ana ki te whakatinana ki te whakaute hoki i te haepapa ki te Karauna ki te whaiwhakaaro ki kā mātāpono o Te Tiriti o Waitangi, ki te tiaki, ki te whakapakari anō i kā āheitaka e whai wāhi ai te Māori ki kā tukaka whakatau whakaaro. Ahakoa ko te aroka matua o te Ture Kāwanatanga ā-Rohe ko te iwi Māori whānui, kai te takiwā o Waitaha, ko Kāi Tahu ake te takata whenua. Kai te noho te takiwā o Hakatere i te rohe o ēnei papatipu rūnaka o Kāi Tahu – Te Rūnanga o Arowhenua, ko Te Ngāi Tūāhuriri Rūnanga, ko Te Taumutu Rūnanga anō hoki.

Hai āpititaka ki kā hereka i raro i Te Ture Kāwanatanga ā-Rohe, kai roto i Te Ture Whakatau Kerēme a Ngāi Tahu 1998 he whakapūmautaka o tō Kāi Tahu āheika ki te whakatinana i ōhona honoka tuku iho hai kaitiaki o te taiao.

I raro i Te Ture mō te Whakahaere Rawa 1991 (RMA) ka whai takeka a Kāi Tahu ki kā wāhi tipuna, kā wai, kā wāhi tapu, kā tipu me kā kararehe, kā taoka atu anō, ka noho aua pāka hai take whakahirahira ki te motu. E tohu hoki ana te RMA kia whai whakaaro nui te Kaunihera ki te kaitiakitaka, ki kā mahere ā-iwi mō te whakahaere taiao, arā ki kā mātāpono o Te Tiriti. Ka aro hoki te RMA ki tā te Māori whai takeka ki kā rawa ōkiko, ki kā rawa taiao, nā, he whakariteka motuhake mō te kōrero tahi me te mahi tahi ki te takata whenua.

#### Ngāi Tahu has a unique relationship with Council as partners through Te Tiriti o Waitangi (the Treaty of Waitangi) and supporting legislation.

Council is committed to meeting our obligations under Te Tiriti and other legislation, and ensuring that engagement is meaningful and leads to positive outcomes for Māori.

The Local Government Act 2002 provides principles and requirements for local authorities that intends to recognise and respect the Crown's responsibility to take appropriate account of the principles of the Treaty of Waitangi, and to maintain and improve opportunities for Māori to participate in decision-making processes. While the LGA relates to all Māori, it is recognized that within the Canterbury region, Ngāi Tahu are the tangata whenua. Ashburton District falls within the rohe of Ngāi Tahu papatipu rūnanga – Te Rūnanga o Arowhenua, Te Ngāi Tūāhuriri Rūnanga and Te Taumutu Rūnanga.

In addition to the Local Government Act obligations, the Ngāi Tahu Claims Settlement Act 1998 includes confirmation of the ability for Ngāi Tahu to express its traditional kaitiaki relationship with the environment.

The Resource Management Act 1991 (RMA) recognises Ngāi Tahu interests in ancestral lands, water sites, wāhi tapu, flora and fauna, and other taonga as matters of national importance. The RMA also requires the Council to have particular regard to kaitiakitanga and iwi environmental management plans and to take into account the principles of Te Tiriti. The RMA further recognises Māori interests in natural and physical resources, and contains specific requirements for consulting and working with tangata whenua.

Council recognises Aoraki Environmental Consultancy (AEC) as the assigned organisation for Arowhenua Rūnanga, for matters relating to the natural environment. Council will engage with AEC in the first instance.

On matters of social wellbeing, the Council also engages with the Hakatere Marae Komiti which is the governing organisation for the maata waka marae located north of the Ashburton town. Council is committed to having a successful and enduring partnership with Mana Whenua as we know that it is important to seek the expertise and wisdom of those with inherited kaitiaki responsibilities and mātauranga.

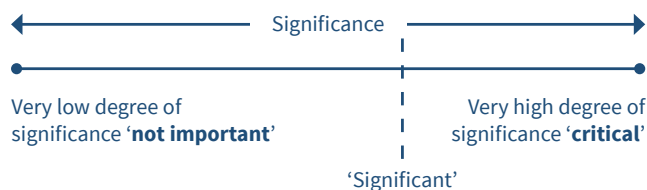
## 4. Significance

### 4.1. What do we mean by significance?

Significance is a measure of how important a decision is for the community.

As shown by figure one, significance for any decision will be a point on a scale from very low significance to very high significance. Significant is any matter at or beyond a point on the scale where there is a high degree of significance.

**Figure two:** *Significance vs significant*



The level of significance of the issue, proposal or decision will determine how much resources Council will invest in obtaining the views of the community and studying different options.

This helps Council to make sure we do not waste resources on less important decisions, and that we do not make bad decisions on important matters by failing to consider good alternative options or failing to take community views into account.

### 4.2. General approach to determining significance and making decisions

Council will comply with its decision-making duties under the LGA.

Council will apply the criteria and thresholds set out in section 4.5 to decide the overall level of significance for every decision.

Council will consider the significance of the issue and methods of engagement from the earliest possible stages of a proposal or process. If necessary, the significance and engagement will be reviewed as the proposal develops and as community views, and reasonably practicable options, become better known.

#### When making a decision, Council will:

- be clear about the issues involved and why it is making a decision;
- consider all reasonably practicable options for achieving the objective for which the decision is being made;
- invest appropriate time, money and effort into studying the issues and options, in proportion to the significance of the matter;
- have appropriate regard to community views in proportion to the significance of the matter; and
- comply with the LGA, RMA and Ngāi Tahu Claims Settlement Act 1998.

Before making any decision Council will ensure that it has sufficient information on the issues and options as well as the views of the community, and that these have been given adequate consideration.

The duty to explore options and obtain the views of the community in proportion to the significance of a matter, is not a duty to consult with the community for every decision Council makes.

Council decisions will consider a range of information sources, considerations and perspectives, including existing local, regional or national policy, technical information, legal requirements, financial costs and risks. Council will balance these factors in coming to an overall decision.

### 4.3. Other uses of significance – strategic assets

Under s.97 of the LGA, any decision to transfer the ownership or control of a strategic asset to or from Council, requires engagement. This requirement also relates to decisions to construct, replace or abandon a strategic asset. Any of these decisions, whether they are provided for in the Long-Term Plan or through an amendment to the Long-Term Plan, require engagement processes that comply with the SCP, at a minimum.

The strategic assets of Ashburton District Council are listed in Schedule 1 of this policy.

### 4.4. How will Council assess significance?

Where a decision is required, Council officers will use the Significance Tool (Appendix 1), to decide the level of significance.

Council officers will write a report to Council, a Committee, or Subcommittee proposing the decision. These reports will include:

- an outline of how Council has complied with its legal duties as a decision-maker;
- a statement of the overall significance of the matter, including whether the matter is significant; and
- a recommendation of further actions required, if any, to meet its legal duties.

While Council officers are responsible for assessing the significance of an issue, decision or proposal to meet duties under the LGA and this policy, elected members can make their own significance assessment and may resolve that any matter has a higher or lower level of significance.



#### 4.5. Significance assessment criteria

Several criteria will be used to determine the level of significance of the issue, decision or proposal being considered by Council. All criteria are considered. In different circumstances, certain criteria may carry greater or lesser weight in the overall decision.

Where the significance of a proposal or decision is unclear against any of the below criterion, Council will assess the matter as being more rather than less significant.

When considering the significance of an issue, proposal or decision, Council officers will consider the following factors. Each criterion will be assessed by Council officers and will be assigned a significance level of low, medium or high.



#### Assessment criteria

Criteria	Factors to consider	High significance example	Medium significance example	Low significance example
1. <b>Strategic assets</b>	Does the proposal involve the sale or transfer of a strategic asset that is not covered in an LTP?	Sale or transfer of water supply networks	Transfer or sale of part of a strategic asset or all of a non-strategic asset of moderate to high value	Sale or transfer of low value assets that are not strategic
2. <b>Impact on the community</b>	What is the number of people affected? What is the level of impact?	More than 500 people. Peoples' daily lives are affected or they face a cost that is high relative to their means	Less than 500 people affected. Community is impacted to a medium degree	Less than 100 people. Minor cost, access to an activity or service is temporarily disrupted
3. <b>Community interest</b>	Is there current and / or potential community interest?	High and known community interest. Likely to attract regional or national news media attention. Social media interest is sustained and intense	Medium community interest. Likely to trigger community interest to a medium level. Local news media front page coverage. Short-term social media interest that may be intense	Low / no community interest. Not likely to trigger community interest or be on local news front page. No/low social media interest

Criteria	Factors to consider	High significance example	Medium significance example	Low significance example
4. <b>Impact on Te Rūnanga o Arowhenua</b>	Is the decision of interest of Te Rūnanga o Arowhenua as mana whenua? If so, what is the level of impact?	Yes /High  Issue/proposal relates to land or a body of water	Of interest but not to a high degree.  Issue/proposal does not relate to land or a body of water	No/Low  Issue/proposal does not relate to land or a body of water
5. <b>Financial cost</b>	What is the unbudgeted cost of proposal? What will the impact on rates, fees and charges, reserves and/or debt be?	High unbudgeted cost, high impact on rates, fees, debts and/or reserves	Medium unbudgeted cost, medium impact on rates, fees, debts and/or reserves	Low unbudgeted cost, low impact on rates, fees, debts and/or reserves
6. <b>Levels of service</b>	What effect will the decision have on Council's levels of service?	High impact on levels of service. New service created or old service removed. High number of customers affected	Medium impact on levels of service. Moderate change to level of service increase or decrease. Medium number of people affected	Little to no impact on levels of service. Minor service level increase or decrease. Low number of customers affected
7. <b>Overall risk</b>	What is the overall risk of the proposal? (Including health and safety, reversibility, adverse impacts etc.)	High overall risk. Not reversible, significant effects, high / medium health and safety risk	Medium overall risk. Reversible, medium effects, medium/low health and safety risk	Low overall risk. Easily reversible, low impact / no adverse effects, no / low health and safety risk

## Significance thresholds

This is a three-step process.

**Step one:** For each of the seven assessment criteria, Council officers will determine whether the significance of the proposal or decision is high, medium, or low. Where the issue sits on the cusp of two levels, the default position is to the higher level.

**Step two:** Council officers will then apply the following formula:

- The significance of decision or proposal will be deemed high when four or more criteria are determined to be highly significant;
- The significance of a decision or proposal will be deemed low when five or more criteria are determined to be of low significance.
- The overall significance of a decision or proposal will be deemed medium when the proposal or decision does not meet the threshold of either high or low significance.

**Step three:** Council officers should consider the assessment as a whole when determining the significance of the issue, proposal or decision. This consideration will include the matters outlined under s. 79 of the LGA. If, in the judgement of officers, the step two formula produces a result that seems a poor fit with officers' "assessment in the round", officers may submit an alternative assessment and must give reasons for their findings.

## 5. Significance and engagement scale

Once the level of significance has been determined, this scale can be used to identify which level of engagement is the most appropriate.

<div> <div>←</div> <div>LEVEL OF SIGNIFICANCE</div> <div>→</div> </div>					
Low significance – methods 1 or 2			High significance – methods 2, 3 or 4		
Low significance – methods 1 or 2			Medium significance – methods 2, 3 or 4		
Level of engagement	1. Inform	2. Comment	3. Consult	4. Involve	5. Collaborate
What does it involve?	<u>One-way communication</u> to provide the community with balanced, objective information to assist them in understanding problems, alternatives, opportunities and/or solutions.	<u>Informal two-way communication</u> to obtain selected feedback on alternatives. Asking the community for information to seek ideas, opinions and information in the development process.	<u>Formal two-way communication</u> to obtain public feedback on analysis, alternatives and/or decisions.	<u>A participatory process</u> to work with the community to ensure that public concerns and aspirations are consistently understood and considered.	<u>Working together to partner</u> with the community in each aspect of the decision including the development of alternatives and identifying the preferred solution.
When might Council use this?	<ul style="list-style-type: none"> <li>Annual Report</li> <li>Changes to policy or bylaw schedules</li> <li>Low significance policies</li> <li>Decisions to award grants funding.</li> </ul>	<ul style="list-style-type: none"> <li>Development of a timing schedule for a project, e.g. a 'Main Street upgrade'</li> <li>Annual Residents Survey.</li> </ul>	<ul style="list-style-type: none"> <li>Long-Term Plan (LTP)</li> <li>Annual Plan (where there are significant changes from the LTP)</li> <li>New or amended bylaws</li> <li>High significance policies</li> <li>District plan changes</li> <li>Open spaces strategy</li> <li>Waste minimisation plan.</li> </ul>	<ul style="list-style-type: none"> <li>Development of options for policy change for a significant issue</li> <li>Large capital projects (EG – new administration building)</li> <li>Stock water closures.</li> </ul>	<ul style="list-style-type: none"> <li>Large community focussed capital project (EG – new stadium).</li> </ul>
How might Council engage?	<ul style="list-style-type: none"> <li>Media release</li> <li>Website</li> <li>Brochure/flyers</li> <li>Public notices</li> <li>Communication to key stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>Informal meetings with affected groups</li> <li>Informal gatherings</li> <li>Telephone surveys.</li> </ul>	<ul style="list-style-type: none"> <li>Formal submissions and hearings (Special Consultative Procedure, likely to incur cost)</li> <li>Social media</li> <li>Email</li> <li>Focus groups</li> <li>Phone surveys.</li> </ul>	<ul style="list-style-type: none"> <li>Workshops</li> <li>Focus groups</li> <li>Interviews</li> <li>Targeted surveys.</li> </ul>	<ul style="list-style-type: none"> <li>External working groups</li> <li>Open surveys</li> <li>Involving Mana Whenua in decision making processes.</li> </ul>
When will the community be involved?	When a decision is made.	After the development of options but prior to the final decision by Council.	When a draft decision has been made, or 'adopted for consultation' by Council.	At the refining stage of options.	At the development stage of options.



## Schedule 1 – Strategic assets

The strategic assets of Ashburton District Council are listed below. Decisions that involve the transfer of ownership or control of an element of a group strategic asset where the remaining assets of the group still enable the Council to meet its strategic outcome will not on their own be regarded as a strategic asset.



Activity / group of activity	Council assets	Trigger
<b>Investments</b>	<ul style="list-style-type: none"> <li>Shareholding in Electricity Ashburton</li> <li>Shareholding in Transwaste Canterbury Ltd</li> <li>Shareholding in Rangitata Diversion Race Management Ltd</li> <li>Shareholding in Ashburton Contracting Ltd</li> </ul>	<ul style="list-style-type: none"> <li>Transfer of any portion of Council's shareholding</li> </ul>
<b>Drinking Water</b>	<ul style="list-style-type: none"> <li>Council's water supply and reticulation networks as a whole</li> </ul>	<ul style="list-style-type: none"> <li>Transfer of control or ownership of the networks as a whole</li> </ul>
<b>Wastewater</b>	<ul style="list-style-type: none"> <li>Council's wastewater infrastructure as a whole</li> </ul>	<ul style="list-style-type: none"> <li>Transfer of control or ownership of wastewater infrastructure as a whole</li> </ul>
<b>Transportation</b>	<ul style="list-style-type: none"> <li>Council's road network as a whole</li> </ul>	<ul style="list-style-type: none"> <li>Transfer of control or ownership of the road network as a whole</li> </ul>
<b>Open Spaces</b>	<ul style="list-style-type: none"> <li>Council cemeteries</li> <li>The land comprising the inner of Baring Square Ashburton, including the Ashburton Town Clock and the Cenotaph.</li> <li>Reserve lands as a whole including land held under the Reserves Act 1977 and land used for parks, gardens, sports field and recreation areas</li> </ul>	<ul style="list-style-type: none"> <li>Transfer of control or ownership</li> </ul>
<b>Community Services</b>	<ul style="list-style-type: none"> <li>Council's Elderly Persons Housing stock</li> </ul>	<ul style="list-style-type: none"> <li>An increase or decrease of 50% or more of elderly persons housing stock</li> </ul>
<b>Facilities</b>	<ul style="list-style-type: none"> <li>Ashburton Airport</li> </ul>	<ul style="list-style-type: none"> <li>Transfer of control or ownership of Ashburton Airport</li> </ul>

## Appendix 1 – Significance tool

Criteria	Factors to consider	High
<b>Strategic assets</b>	Does the proposal involve a strategic asset that is not covered in an LTP?	Sale or transfer of a strategic asset; e.g. water supply networks
<b>Impact on the community</b>	What is the number of people affected? What is the level of impact?	More than 500 people. Peoples' daily lives are affected or they face a cost that is high relative to their means; e.g. proposed Methven/Mt Somers/Montalto Water upgrade
<b>Community interest</b>	Is there current and/or potential community interest? Is the issue likely to be on the front page of a newspaper?	High and known community interest. Likely to attract regional or national news media attention. Social media interest is sustained and intense. e.g. resource consents for water bottling
<b>Impact on Te Rūnanga o Arowhenua</b>	Is the issue of interest of Te Runanga o Arowhenua as mana whenua? If so, what is the level of impact? Does the issue or proposal relate to land or a body of water?	Yes /High Issue/proposal relates to land or a body of water e.g. water quality in Lake Clearwater
<b>Financial cost</b>	What is the unbudgeted cost of the proposal? What will the impact on rates, fees and charges, reserves, and/or debt be?	High unbudgeted cost, high impact on rates, fees, debts and/or reserves e.g. Library & Civic Centre consultation over extra \$30M in budget (LTP amendment)
<b>Levels of service</b>	What effect will the decision have on Council's levels of service?	High impact on levels of service. New service created or old service removed. High number of customers affected. E.g. large scale stockwater race closures
<b>Overall risk</b>	What is the overall risk of the proposal? (Including health and safety, reversibility, adverse impacts etc.)	High overall risk. Not reversible, significant effects, high / medium health and safety risk e.g. Capital works to meet NZ Drinking Water Standards.

Medium		Low	Assessment
Transfer or sale of part of a strategic asset or all of a non-strategic asset of moderate to high value e.g. sale of non-strategic property asset		Sale or transfer of low value assets that are not strategic; e.g. road stopping and associated transfer of closed road to adjoining owner	
Less than 500 people affected. Community is impacted to a medium degree e.g. extensions to the solid waste collection network		Less than 100 people. Minor cost, access to an activity or service is temporarily disrupted e.g. implementation of Smokefree Outdoor Areas Policy	
Medium community interest. Likely to trigger community interest to a medium level. Local news media front page coverage. Short-term social media interest that may be intense. E.g. Walking and Cycling Strategy		Low / no community interest. Not likely to trigger community interest or be on local news front page. No/low social media interest. E.g. technical changes to rates remission policy	
Of interest but not to a high degree. Issue/proposal does not relate to land or a body of water e.g. Council policy on climate change		No/Low Issue/proposal does not relate to land or a body of water e.g. Review of Dog Control Bylaw	
Medium unbudgeted cost, medium impact on rates, fees, debts and/or reserves e.g. Review of development contributions policy		Low unbudgeted cost, low impact on rates, fees, debts and/or reserves e.g. any CPI-indexed fee increase	
Medium impact on levels of service. Moderate change to level of service increase or decrease. Medium number of people affected. E.g. moderate scale stock water race closures		Little to no impact on levels of service. Minor service level increase or decrease. Low number of customers affected. E.g. 2021 Treasury Management Policy Review	
Medium overall risk. Reversible, medium effects, medium/low health and safety risk e.g. Ashton Beach donga fencing		Low overall risk. Easily reversible, low impact / no adverse effects, no / low health and safety risk e.g. Review of Pole-Mounted Banners Policy	
<b>Thresholds:</b>  Four or more high = HIGH  Five or more low = LOW  Neither threshold met = MEDIUM		Total HIGH	
		Total MEDIUM	
		Total LOW	
		Overall level of significance	
		<b>SIGNIFICANT?</b>	
<b>HIGH = significant</b> – consultation is required unless good reason exists under s.79  <b>MEDIUM = not significant</b>  <b>LOW = not significant</b>			



# What happens next?

## Timeframe and development process



**We are accepting feedback until 5pm on Monday 19 April 2021.**

**The easiest way to provide your feedback is to complete the form online at [ashburtondc.govt.nz/haveyoursay](https://ashburtondc.govt.nz/haveyoursay)**

Alternatively, you can provide feedback by filling in the attached submission form and getting it back to us using one of the following methods:



**FREEPOST TO**  
Ashburton District Council  
Our Place  
Freepost 230444  
PO Box 94  
Ashburton 7740



**IN PERSON**  
Dropping it off at:  
Ashburton District Council reception  
5 Baring Square West



**EMAIL TO**  
[submissions@adc.govt.nz](mailto:submissions@adc.govt.nz)



**ONLINE AT**  
[ashburtondc.govt.nz/haveyoursay](https://ashburtondc.govt.nz/haveyoursay)



# Draft Community Engagement Policy

## Your details

First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Organisation (if appropriate): \_\_\_\_\_

Street number: \_\_\_\_\_ Street name: \_\_\_\_\_

Suburb / Town / RD: \_\_\_\_\_ Postcode: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

1. Do you support the draft Community Engagement Policy as presented?

☐ Yes

☐ No

2. What aspects of the proposed policy do you agree with and why?

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3. What aspects of the proposed policy do you disagree with and why?

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4. Other comments

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Have your  
**Say!**

## Do you wish to speak in support of your submission at the hearing?

(If no boxes are ticked, it will be considered that you do not wish to be heard)

☐ **Yes:** Hearings are expected to be held in the Council Chamber, 131 Havelock Street on 11 May 2021. The hearing will be live-streamed through our online channels.

☐ **No:** I do not wish to speak in support of my submission and ask that the following written submission be fully considered.

**Signature:**

.....

**Date:**

.....

Please note, all submissions are public documents and will be made available on Council's website with the names of submitters included.

If you are completing this submission on behalf of others, please name the group or organisation. Only one submission per group/organisation will be accepted.

*If you need, please attach additional information.*



Ashburton District Council  
PO Box 94  
Ashburton 7740

FOLD HERE

