

Report No:	FN12-06-05
File No:	C797
Date:	26 June 2012
<b>Decision Required</b>	

## REPORT SUMMARY

**Report to:** Communications Subcommittee  
**Meeting Date:** 26 June 2016  
**Subject:** Community Engagement Proposal  
**Report Author:** Chris Choat – Communications Advisor

### EXECUTIVE SUMMARY

It is a requirement of all Councils, Regional, District/City and Unitary, under the Local Government Act to have a consultation policy. The Tasman District Council reflects the minimum requirement with the inclusion of the Special Consultative Procedure in the Tasman District Council Local Governance Statement March 2011. It is, however, acknowledged that this is not enough if we wish to effectively engage with the Tasman communities, provide community input into decision making, and recognise the benefits of community engagement.

To this end it is proposed to set up a project within the Council to identify the appropriate policies and practices to support the obligations required by the changes above.

The Communications Subcommittee's delegations to "approve and monitor delivery of Council's policies relating to community consultation and engagement" provides for the Subcommittee to be invited to take the role of Project Sponsor.

### RECOMMENDATION/S

That the report be received.

If the recommended widening of delegations is resolved at the Council meeting of 21 June, that the Communications Subcommittee take up the role of Project Sponsor within their revised delegation.

### DRAFT RESOLUTION

**THAT the Communications Subcommittee receives the Community Engagement Proposal FN12-06-05.**

**That the Communications Subcommittee take up the role of Project Sponsor within its revised delegation.**

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## 1. Introduction

- 1.1 It is a requirement of all Councils, Regional, District/City and Unitary, under the Local Government Act to have a consultation policy. The Tasman District Council reflects the minimum requirement with the inclusion of the Special Consultative Procedure in the Tasman District Council Local Governance Statement March 2011. It is, however, acknowledged that this is not enough if we wish to effectively engage with the Tasman communities, provide community input into decision making, and recognise the benefits of community engagement.
- 1.2 With ongoing Resource Management Plan changes, the changing face of the District due to growth, and a focus on Local Government generally due to the impending changes to the Local Government Act, it is now more important than ever to ensure the Council engages with its communities.
- 1.3 The recent amalgamation debate has given rise to a greater scrutiny of the Council's actions and decisions, and provided a greater number of residents with reason to engage, or seek a higher level of, and greater opportunity for, engagement in Council decision-making processes.
- 1.4 To this end it is proposed to set up a project within the Council to identify the appropriate policies and practices to support the obligations required by the changes above. A draft project plan is attached as Appendix 1 for the Subcommittee's information.
- 1.5 Amongst the outputs of the project will be a policy on community engagement and clear guidelines to the organisation and the community as to the philosophy and tools the Council will utilise when engaging with Tasman communities.

## 2. Outcomes Sought

- 2.1 It is envisaged the project will result in;
- clearly set out policies, processes and expectations by which the Council can engage with the communities it serves;

- identify the needs of the Council in order to achieve the desired outcomes of the policy, i.e. competencies and training;
- provision of the roles of elected members, the bounds and requirements of the legislation;
- an improved reputation of the Council with regard to community engagement; and
- an increased understanding of Local Government decision-making.

2.2 It is of note the Community Engagement Project will intersect, inform and be informed by concurrent projects including the Customer Strategy, Internal Communications and related Information Technology projects.

### **3. Management, Roles and Funding of the Project**

- 3.1 The project will involve representatives from as many disciplines within the Council as possible as well as elected members in both a governance and contributory role.
- 3.2 It is of note that the Communications Subcommittee's terms of reference are proposed to be extended at the Council Meeting of 21 June to "approve and monitor delivery of Council's policies relating to community consultation and engagement."
- 3.3 If the widened delegation is resolved it is appropriate this Subcommittee take up the role of Project Sponsor for the delivery of the proposed Community Engagement Project. In this role the Subcommittee would;
- provide project oversight and guidance;
  - provide input into the final policy and plan before adoption by Council management; and
  - liaise with elected representatives.
- 3.4 Funded through current allocations, the project will be managed by the Communications Advisor supported by an internal project team with direct relationships with supporting initiatives, i.e. Customer Services Manager with the customer service strategy, the Information Technology Manager, policy and planning staff amongst others.
- 3.5 The project team will report through to the Senior Management Team and the project executive group for major decision ratification, direction and advice.
- 3.6 The Community Engagement Project will be managed within accepted Project Management guidelines, reporting regularly and at key milestones.

#### **4. RECOMMENDATION/S**

That the report be received

If the recommended widening of delegations is resolved at the Council meeting of 21 June, that the Communications Subcommittee take up the role of Project Sponsor within their revised delegation.

#### **5. DRAFT RESOLUTION**

**THAT the Communications Subcommittee receives the Community Engagement Project Proposal FN12-06-05.**

**That the Communications Subcommittee takes up the role of Project Sponsor within its revised delegation.**

#### **Appendices:**

Appendix 1 – Draft Community Engagement Project Plan