

Report No:	RGB12-07-02
File No:	E855
Date:	2 July 2012
<b>Information Only – no decision required</b>	

## REPORT SUMMARY

**Report to:** Golden Bay Community Board  
**Meeting Date:** 12 July 2012  
**Subject:** Community Engagement Proposal  
**Report Author:** Chris Choat – Communications Advisor

### EXECUTIVE SUMMARY

The Communications Subcommittee at its last meeting (26 June) approved a project focused on enhancing community engagement particularly between the Council and the communities it serves.

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 its minimum requirement with the inclusion of the Special Consultative Procedure. It is, however, acknowledged this is not enough if we wish to engage with the Tasman communities, provide direction to our staff and recognise the benefits of community engagement.

To this end the project will identify the appropriate policies and practices to support the obligations required to deliver the proposed changes with the Communications Subcommittee taking the role of Project Sponsor.

The Golden Bay Community Board fulfils a role as the link between the Golden Bay community and the Council as well as enabling governance decisions at a local level. It is envisaged the Board will be able to provide valuable insight as to how community engagement could be enhanced and the project team will look to them as significant stakeholders within the project.

### RECOMMENDATION/S

**That the report be received.**

### DRAFT RESOLUTION

**THAT the Golden Bay Community Board receives the  
Community Engagement Proposal report{report no.}**

**That the Golden Bay Community Board agrees to the role of significant  
stakeholder within the Council-led Community Engagement project.**

Report No:	RGB12-07-02
File No:	E855
Report Date:	2 July 2012
<b><i>Information Only – no decision required</i></b>	

**Report to:** Golden Bay Community Board  
**Meeting Date:** 12 July 2012  
**Subject:** Community Engagement Proposal  
**Report Author:** Chris Choat – Communications Advisor

## **1. Introduction**

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 its minimum requirement with the inclusion of the Special Consultative Procedure. It is, however, acknowledged this is not enough if we wish to engage with the Tasman communities, provide direction to our staff and recognise the benefits of community engagement.

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.

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 the decision-making process.

The Communications Subcommittee at its last meeting (26 June) approved a project focused on enhancing community engagement particularly between the Council and the communities it serves. The project to be managed within the Council will identify the appropriate policies and practices to support the obligations required by the changes above.

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.

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.

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."

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 final policy and plan before finalisation by Council management
- Liaise with elected representatives.

As recognised elected representatives of their specific communities it is envisaged that the Golden Bay and Golden Bay Community Boards will fulfil the role of significant stakeholders within the project.

Funded through current allocations, the project will be managed by the Communications Adviser 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.

The project team will report through to the Senior Management Team and the project executive group for major decision ratification, direction and advice.

The Community Engagement Project will be managed within accepted Project Management guidelines, reporting regularly and at key milestones.

<b>5. RECOMMENDATION/S</b>
----------------------------

That the report be received

<b>6. DRAFT RESOLUTION</b>
----------------------------

**THAT the Golden Bay Community Board receives the Community Engagement Project Proposal {report no.}**

**That the Golden Bay Community Board agrees to the role of significant stakeholder within the Council-led Community Engagement project.**