

Policy

COMMUNITY ENGAGEMENT POLICY

(This policy meets the legal requirements for a Significance and Engagement Policy)

TEAM:	Strategy and Policy
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Glossary and definitions

Arowhenua are Manawhenua 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.

Kaitiakitaka means the exercise of customary custodianship, in a manner that incorporates spiritual matters, by takata whenua who hold Manawhenua status for a particular area or resource.

Manawhenua means those who exercise customary authority or Rakatirataka (Chieftainship, decision making rights).

Mātauranga is Māori knowledge and understanding.

Participatory democracy occurs when citizens are able to influence the policies and political decisions that impact their lives more directly, rather than relying on their elected representatives to make decisions completely on their behalf.

Representative democracy is when citizens elect people to represent their views who then vote on policy initiatives.

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

Rūnaka is a local representative group or community system of representation.

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

Takata whenua are the iwi or hapu that holds Manawhenua in a particular area.

Taonka means treasure.

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

Wāhi tapu are places sacred to takata whenua, 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 'strategic assets'.

1.2. Implementation

To give effect to this Community Engagement Policy, the Council and Executive Team will:

- Seek to ensure that this policy and its supporting guidelines are understood and given effect to by all who represent the Council by resourcing training
- Provide regular updates to staff/councillors/members on best practice community engagement initiatives and reviews of practice
- Publish this policy on the Council's internal and external websites
- Provide for all significant Council projects subject to decision to include an engagement plan as part of the project plan
- Maintain a regular overview of the proposed timing of impending engagement exercises with a view to spreading the demands on the community over the year, if appropriate
- Maintain guidelines to support implementation of this policy by providing interpretation and practice guidance about the methods most suited to the differing forms of engagement set out in section 5
- Reference community views in every report providing advice to the Council assessing their relevance, indicating how they have been or are planned to be obtained, and summarising and analysing available responses and feedback.

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).

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 final 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 (many Acts of Parliament require the Council to consult for specific purposes).

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). Participatory democracy may be used when decisions or proposals of high significance are to be considered.

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, or at the direction of other legislation, such as the Sale and Supply of Alcohol Act 2012 and the Waste Minimisation Act 2008. The LGA requires councils to use the SCP when:

- adopting and amending a 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.

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 Management 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.

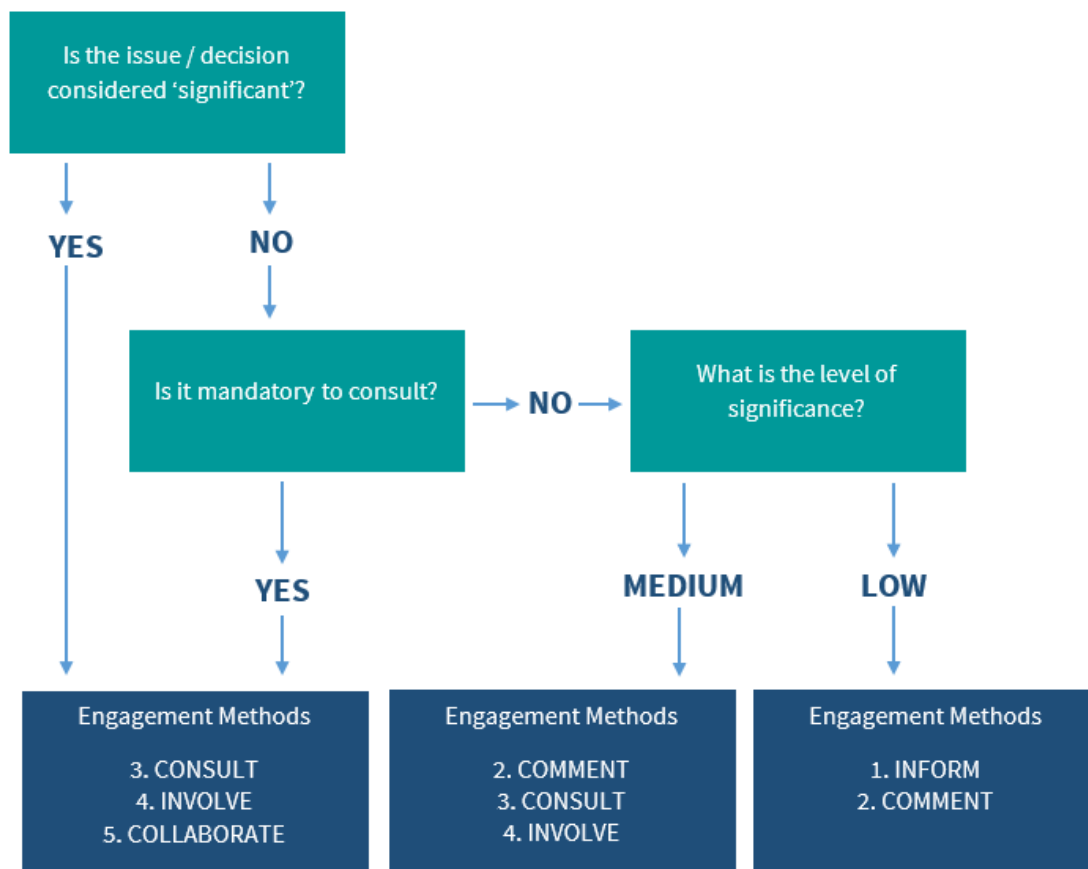
Diversity is about what makes each person unique. This can be along the dimensions of race, ethnicity, gender, socio-economic status, age, physical abilities, religious beliefs and other factors. Because of our growing diversity, we need to constantly improve the ways we engage with our different communities. 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, 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 Manawhenua?

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 whakautē 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 āpiti taka 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 tīpuna, 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 Rūnaka, 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 Manawhenua as we know that it is important to seek the expertise and wisdom of those with inherited kaitiaki responsibilities and mātauranga.

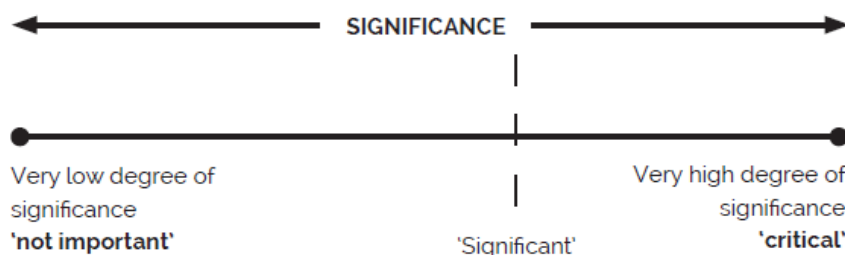
4. Significance

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 two, *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. 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. Strategic assets	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 transfer, sale or purchase of a non-strategic asset of moderate to high value	Sale, transfer or purchase of low value assets that are not strategic
2. Impact on the community	What is the number of people affected? What is the level of impact? What is the impact on future communities?	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. Community interest	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
4. Impact on Manawhenua	Is the decision of interest to or will have an effect on the values of Manawhenua? If so, what is the level of impact?	Yes /High Issue/proposal will have an effect on Manawhenua values and/or relates to land or a body of water	Of interest but not to a high degree. Issue/proposal does not have an effect on values or relate to land or a body of water	No/Low Issue/proposal does not have an effect on values or relate to land or a body of water
5. Financial cost	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. Levels of service	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. Environmental / climate change impact	Is this environmentally sustainable? Does this have an impact on climate change? Is this proposal consistent with our	Inconsistent with Climate Resilience Plan. High level of impact on the environment or not environmentally sustainable. Has a negative impact on	Largely consistent with Climate Resilience Plan. Has an impact on the environment but to low/medium degree. Has no impact on climate change or negative impact	Consistent with Climate Resilience Plan. Has no/low impact or positive impact on the environment. Considered to be environmentally

Criteria	Factors to consider	High significance example	Medium significance example	Low significance example
	Climate Resilience Plan?	climate change.	to a low degree.	sustainable. Has either no impact or has a positive impact on climate change.
8. Overall risk	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 eight 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 five 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.

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"> Annual Report Changes to policy or bylaw schedules Low significance policies Decisions to award grants funding. 	<ul style="list-style-type: none"> Development of a timing schedule for a project, e.g. a 'Main Street upgrade' Annual Residents Survey. 	<ul style="list-style-type: none"> Long-Term Plan (LTP) Annual Plan (where there are significant changes from the LTP) New or amended bylaws High significance policies District plan changes Open spaces strategy Waste minimisation plan. 	<ul style="list-style-type: none"> Development of options for policy change for a significant issue Large capital projects (EG – new administration building) Stock water closures. 	<ul style="list-style-type: none"> Large community focussed capital project (EG – new stadium).
How might Council engage?	<ul style="list-style-type: none"> Media release Website Brochure/flyers Public notices Communication to key stakeholders. 	<ul style="list-style-type: none"> Informal meetings with affected groups Informal gatherings Telephone surveys. 	<ul style="list-style-type: none"> Formal submissions and hearings (Special Consultative Procedure, likely to incur cost) Social media Email Focus groups Phone surveys. 	<ul style="list-style-type: none"> Workshops Focus groups Interviews Targeted surveys. 	<ul style="list-style-type: none"> External working groups Open surveys Involving Manawhenua in decision making processes.
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
Investments	<ul style="list-style-type: none"> • Shareholding in Electricity Ashburton • Shareholding in Transwaste Canterbury Ltd • Shareholding in Rangitata Diversion Race Management Ltd • Shareholding in Ashburton Contracting Ltd 	<ul style="list-style-type: none"> • Transfer of any portion of Council’s shareholding
Drinking Water	<ul style="list-style-type: none"> • Council’s water supply and reticulation networks as a whole 	<ul style="list-style-type: none"> • Transfer of control or ownership of the networks as a whole
Wastewater	<ul style="list-style-type: none"> • Council’s wastewater infrastructure as a whole 	<ul style="list-style-type: none"> • Transfer of control or ownership of wastewater infrastructure as a whole
Transportation	<ul style="list-style-type: none"> • Council’s road network as a whole 	<ul style="list-style-type: none"> • Transfer of control or ownership of the road network as a whole
Open Spaces	<ul style="list-style-type: none"> • Council cemeteries • The land comprising the inner of Baring Square Ashburton, including the Ashburton Town Clock and the Cenotaph. • Reserve lands as a whole including land held under the Reserves Act 1977 and land used for parks, gardens, sports field and recreation areas 	<ul style="list-style-type: none"> • Transfer of control or ownership
Community Services	<ul style="list-style-type: none"> • Council’s Elderly Persons Housing stock 	<ul style="list-style-type: none"> • An increase or decrease in ownership or control of 30% or more of elderly persons housing stock
Facilities	<ul style="list-style-type: none"> • Ashburton Airport • Ashburton Art Gallery & Museum • EA Networks Centre • Te Whare Whakatore 	<ul style="list-style-type: none"> • Transfer of control or ownership of the facility

Appendix 1 – Significance tool

Criteria	Factors to consider	High	Medium	Low	Assessment
Strategic assets	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	Transfer or sale of part of a strategic asset; or transfer, sale or purchase of a non-strategic asset of moderate to high value e.g. sale of non-strategic property asset	Sale, transfer or purchase of low value assets that are not strategic; e.g. road stopping and associated transfer of closed road to adjoining owner	
Impact on the community	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	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	
Community interest	Is there current and/or potential community interest? Is the issue likely to be on the front page of a newspaper? What is the impact on future communities?	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	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	
Impact on Manawhenua	Is the issue of interest to or will have an effect on the values of Manawhenua? 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 will have an effect on Manawhenua values and/or relates to land or a body of water e.g. water quality in Lake Clearwater	Of interest/ has an impact but not to a high degree. Issue/proposal does not have an effect on values or relate to land or a body of water e.g. Council policy on climate change	No/Low Issue/proposal does not have an effect on values or relate to land or a body of water e.g. Review of Dog Control Bylaw	
Financial cost	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)	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	
Levels of service	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	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	
Environmental / climate change impact	Is this environmentally sustainable? Does this have an impact on climate change? Is this proposal consistent with our Climate Resilience Plan?	Inconsistent with Climate Resilience Plan. High level of impact on the environment or not environmentally sustainable. Has a negative impact on climate change.	Largely consistent with Climate Resilience Plan. Has an impact on the environment but to low/medium degree. Has no impact on climate change or negative impact to a low degree.	Consistent with Climate Resilience Plan. Has no/low impact or positive impact on the environment. Considered to be environmentally sustainable. Has either no impact or has a positive impact on climate change.	
Overall risk	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 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	
THRESHOLDS					
Five or more high = HIGH					
Five or more low = LOW					
Neither threshold met = MEDIUM					
HIGH = significant – consultation is required unless good reason exists under s.79					
MEDIUM = not significant					
LOW = not significant					
					Total HIGH
					Total MEDIUM
					Total LOW
					Overall level of significance
					SIGNIFICANT?