

Significance & Engagement Policy | Te Kaupapa Here Hiraka Whakapā

2021 (REVISED SEPTEMBER 2022)

1. Introduction | Whakatakika



The Council engages with our district's community, and beyond, every day and in many different ways.

It can be a two-way process of consultation and engagement, a collaborative community process to develop a plan or strategy, our ongoing partnership with mana whenua, or simple one-way communications to keep people informed.

This policy has been developed to provide certainty on:

- > When and how the Council will engage or consult with communities,
- > What the Council will take into account when deciding what is significant, and;
- > When the community will have a direct opportunity to contribute to decision-making.

Recognising that sometimes the Council needs to undertake work or make decisions as part of 'business as usual' or because there is a statutory requirement, the Council wants to make sure you're able to contribute to decisions that matter and understand what influence you can have.

In short – we want to have the right conversations with the right

people about the right issues – before making significant decisions and reflecting the views of the community as we collectively work towards the goals of the community's Vision Beyond 2050¹.

This policy outlines the type of conversations you can get involved with and things that you can expect to be consulted about, such as the sale of assets, the key issues in the Ten Year Plan and Annual Plan, a decision that will affect service levels, or something that will add cost to you as the ratepayer.

For the Council, the policy guides our assessment of whether an issue or proposal is important (i.e. significant) to the community. It gives certainty that those important decisions will be treated in an agreed way with the community, and that Council will follow the local government rules of engagement and meet the purpose of local government:

“to enable democratic local decision-making and action by, and on behalf of, communities; and to promote the social, economic, environmental, and cultural wellbeing of communities in the present and for the future.”

Local Government Act 2002 S10(1)

¹ Vision Beyond 2050: www.qldc.govt.nz/your-council/our-vision-mission



Why does the Policy exist?

To provide greater clarity on the Council's decision-making processes and how our community can participate in them. This policy sets out what you can expect from the Council regarding consultation and the options open to you to influence and participate in local and district-wide decision-making.


The policy also recognises that at times significant community issues will be community-led and reflects a spectrum of engagement and participation.

The policy aim is to hear the voices from across all of our community including ratepayers, resident non-ratepayers, visitors, and in particular those who are often not heard such as ethnic minorities, youth, disabled people and older people.



What is the Term of the Policy?

The Policy is reviewed every three years as part of the Ten Year Plan cycle which is a Special Consultative Procedure.



What is the Special Consultative Procedure?

This is the formal process which enables the community to have a say on significant decisions. The Council will take the community's views into account, alongside other considerations such as legal requirements, cost, safety, and the needs of future generations and mana whenua, before making a decision. This is a more formal process than inviting feedback and there are rules about how we undertake special consultation (see *appendix 2*). Participants in this process make formal submissions which are made publicly available (all other processes gather informal feedback and comments).

Submitters can choose to present their views at a formal hearing before elected members, who will then deliberate matters taking in to account all considerations and perspectives, before making a decision.

There will be times when it will be important for Council to undertake informal pre-consultation to understand how we might shape the options before undertaking Special Consultation.

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- > See *page 7* for matters that the Council must use the special consultative procedure for, by law.
 - > See *page 8* for 'how' and 'when' the Council will consult using this procedure.
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**2. How will we determine the significance of a decision and when will we use the special consultative procedure?
| Ka pēhea te pūkeke i kā whakatauka, āhea hoki mātou e aro ki kā mātaka whakaaro?**



The Council will determine Significant in two ways outlined in A and B

Part A: Assessment

Every agenda item requiring a decision of Council will require the author to consider significance and engagement as outlined in this Policy and in particular the following six criteria, then make a recommendation to elected members of the decision's level of significance acknowledging that some situations will automatically trigger a Special Consultative Procedure as outlined on page 7.

The final decision about the significance of any matter rests with elected members.

- > Each proposal or decision will be considered on a case-by-case basis to determine significance.
- > The weighting of each consideration will differ depending on the matter to be decided upon.
- > The consideration, disclosure and consultation will be proportional to the significance of the decision.
- > When making this determination other factors may also need to be considered, such as urgency, safety, commercial sensitivity, and public good.

CONSIDERATIONS	IMPACT LEVEL GUIDANCE
<p>Importance to the Queenstown Lakes District</p> <p>The extent to which the matters impact on the people of the district, their social, economic, environmental and cultural wellbeing (e.g. significant capital projects and associated investment) and their alignment with the goals of Vision Beyond 2050².</p>	<ul style="list-style-type: none"> > Higher impact decisions may significantly increase rates, Council borrowing or user charges; may limit access to community facilities; or reduce levels of core services. > Lower impact decisions may provide an increased level of service at little or no cost to end users, or could be the development of grant funded community facilities.
<p>Community interest</p> <p>The extent to which existing individuals, organisations, groups and sectors in the community are affected by the Council's decisions, with a mind to the wellbeing and needs of future generations.</p>	<ul style="list-style-type: none"> > Higher impact decisions may include material changes to how services are delivered or access to community facilities if they are likely to significantly affect community wellbeing. > Lower significance decisions may include how Council manages its internal IT systems or resources key programmes of work.
<p>Consistency with existing policy and strategy</p> <p>The extent to which decisions are consistent with adopted policy and strategy, the likely impact of making decisions inconsistent with these, and consideration of matters that may make inconsistent decisions a preferred option.</p>	<ul style="list-style-type: none"> > Higher level significance would be a proposal inconsistent with previously resolved decisions or strategic direction, and/or contrary to existing adopted Council policies. > Lower significance would align with existing policies, strategies and previous Council resolutions.
<p>The impact on the Council's capability and capacity</p> <p>The impact on the objectives set out in the Financial Strategy, Infrastructure Strategy, Ten Year Plan and Annual Plan.</p>	<ul style="list-style-type: none"> > Higher impact decisions might reduce Council's ability to deliver its core functions, levels of service, or to fulfil previously adopted Plans and Strategies or resolved commitments. > Lower impact decisions are those that would have little effect on levels of service or resourcing.
<p>Climate change</p> <p>The extent to which the decision is aligned with the Council's Climate Action Plan and consistent with Council's keystone actions.</p>	<ul style="list-style-type: none"> > Higher impact decisions are inconsistent with the adopted Climate Action Plan or require significant investment or deviation from existing strategies and plans. > Lower impact decisions would align with and further the goals of the Climate Action Plan, as well as aligning with other Council plans.
<p>Mana whenua</p> <p>The extent to which a decision relates to land or a body of water, takes into account the relationship of Māori and their culture and traditions with their ancestral land, water, sites, waahi tapu, valued flora and fauna, and other taoka.</p>	<ul style="list-style-type: none"> > Higher impact decisions might include matters relating to 3 Waters infrastructure and its effect on freshwater. > Lower impact decisions might include development of a new sports facility in an existing subdivision with no ancestral link to mana whenua.

² Vision Beyond 2050: www.qldc.govt.nz/your-council/our-vision-mission

Part B: Strategic assets

The law requires us to adopt the Special Consultative Procedure for:

- > Adopting and amending our Ten Year Plan
- > Making, amending or revoking a bylaw
- > Transferring Council's ownership of a significant strategic asset
- > Adopting the Treasury Management Policy
- > Other Acts if expressly required by law

For all other decisions, the Council may choose whether or not it will undertake community engagement or consultation on differing scales, depending on the issue.

Any decision relating to the sale or transfer or sale of shareholding of any strategic assets is assessed as a matter of high impact and will trigger the Special Consultative Procedure. To clarify:

- > Any decision that transfers or changes ownership or control of strategic assets to or from the Council.
- > The sale or transfer of shareholding of any of the Significant Strategic Assets (as outlined in the table to the right)
- > Any long term lease of strategic assets (other than land).

SIGNIFICANT STRATEGIC ASSETS

Queenstown Airport
Wānaka Airport
Water Supply Infrastructure
Sewage Treatment Plant(s)
Transfer Stations and Recycling Centre (Queenstown only)
Roading Network
Queenstown Events Centre
Wānaka Recreation Centre
Queenstown Memorial Centre
Lake Wānaka Centre
Swimming Pools
Playgrounds, Reserves, Gardens, Sports Fields, Cemeteries, Community Halls and Libraries listed in <i>Appendix 3</i>
Victoria Flat Landfill (shared ownership)

3. What is the special consultative procedure requirement? | He aha kā hereka mahika mātaka?



This is a formal consultation process that is triggered when a decision is deemed significant (as described in *Part 2*).


Under the procedure, we must:

- > Prepare and adopt a Statement of Proposal and Summary, and make it widely available.
- > Allow a minimum of one month for people to consider the proposal and enter a submission.
- > Ensure people are given the opportunity to present their views to elected members at a hearing.

You can read more about how the Council will communicate and consult on significant matters on *page 8*.

You can read about some of the ways the Council may engage in this instance on *page 19*.

4. How will we consult and engage? | Ka pēhea mātou e whakapā ai, e mātaka ai?



We will communicate across multiple channels to reach ratepayers, residents and key stakeholders.

The tools and channels we use will vary on a case-by-case basis, depending on the significance of the decision, who we need to hear from, or a variety of other considerations.

Channels may include (but are not limited to):

- > Public Events such as drop-in sessions, facilitated workshops, community pop-ups
- > Focused engagement and structured activities with key stakeholders such as Community and Residents' Associations

> Our website and online engagement platforms, such as Let's Talk and Torokiki

> Our newsletter "Scuttlebutt"

> Mainstream media (particularly local newspapers and publications)

> Local radio

> Email and e-newsletters

> Social Media (Facebook, Twitter, Instagram, LinkedIn)

> Direct mail and email to affected parties

> Information sent with rates notices

> Other communication channels that capture groups we don't hear from much such as ethnic minorities, younger residents and people who don't use electronic communication, for example coming along to an interest group meeting or a citizenship session at the high school.

We acknowledge that just as we have a responsibility to provide opportunities for people to engage with us on the matters they care about or are interested in, the community in turn has a responsibility whether to engage with the Council. We will respect every individual's right to choose whether to engage with the Council or not.

These are some of the ways that people have told us they want to engage with Council officers and their elected members to pass on their views:

- > Online, such as completing a survey or other online feedback mechanism
- > In person at meetings, workshops or drop-in sessions
- > Emailing

The type of engagement will also reflect the significance of the matter and the level to which the community can influence the decision or outcome. For example, some decisions of Council are to ensure legal compliance or to ensure public safety. Other matters may seek a collaborative approach to designing a new community facility that has extensive scope or options that can be considered and shaped by the community.

Accordingly, when considering how we engage with the community the Council references the IAP2³ Spectrum of Public Participation. IAP2's Spectrum of Public Participation was designed to assist with the selection of the level of participation that defines the public's role in any public participation process. The Spectrum is used internationally, and it is found in public participation plans around the world.


³ International Association for Public Participation

INCREASING IMPACT ON THE DECISION*



	INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL	To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will look to you for advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

5. When we won't consult or engage | Kāore mātou i te whakapā, i te mātaka mō ēnei take



There are times when we won't normally consult the community because the issue is routine, operational, or because there is an emergency situation.

We're also conscious that "consultation fatigue" can cause people to tune out of conversations with councils, so we want to concentrate on having the right conversations on the issues that are generally more significant.

Here are some of the things we won't generally be asking about:

- > Organisational decisions (i.e. staff changes and operational matters) that do not materially reduce the level of service⁴.
- > Emergency management activities during a state of emergency declared under the Civil Defence Emergency Management Act 2002.
- > Decisions taken to manage an urgent issue, or

> 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,
- protect the integrity of existing and future infrastructure and amenity.

> Decisions that are commercially sensitive (i.e. awarding contracts).

> Any decisions that are made by delegation/sub-delegation to officers.

> Entry or exit from a development agreement (private contract) as per section 207A of the Local Government Act 2002.

> Decisions in relation to regulatory or enforcement activities.

> Where we are not required to consult by law, we can consider making a decision without consultation on a case-by-case basis.

⁴Levels of service define the services that the Council provides to the community. For example, the facilities and the hours they are open; the standards to which we maintain parks or road surfaces; how often waste and recycling are collected. All of these levels of service are set out in the Ten Year Plan. If the Council changed something that would materially affect the community and involved a change to the level of service agreed in the Ten Year Plan, then we would need to consider consulting the community about that. If the Council considered that the change was not material or would not alter the level of service (for example, changing the way we do something) then we might assess that this was purely operational and would not require specific consultation.

6. Less formal engagement

| Whakapā Ōpaki




There are many times when we will consult or engage with the community in a less formal way without using the special consultative procedure.

This is set out in *Appendix 1*.

7. Principles of engagement

| Kā pūtake whakapā




This is what you can expect from us when we undertake any community and stakeholder engagement or formal consultation:

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- > We will be genuine in our consultation and engagement.
 - We will have an open mind to community feedback before making decisions.
 - We will give our community a timely opportunity to have a say.
 - We will endeavour to reach a broad range of the community with particular regard to directly affected parties / stakeholders to ensure a representative and wide community view.
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- > We want to meet community expectations regarding consultation and engagement, and provide a range of options to engage or provide feedback that best meets the needs for the community.
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- > We will empower the community to give informed feedback and wherever possible enable the community to consider options relating to the decision.
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- > We want to engage and consult with the community appropriately.
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- > We will not treat consultation or engagement as a poll or referendum; feedback is one consideration alongside other aspects such as available funding, technical possibilities, legislative requirements, etc and will be weighted accordingly when decisions are made.
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- > We will always provide feedback to those who make the effort to give us their opinions and we will explain our decisions.
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8. Providing information | Whakarawe mōhiotaka



We know that people need full and clear information to base their opinions on, particularly for more complex or technical proposals which can sometimes be confusing.

As well as always endeavouring to speak to you in plain language, you can expect that if we ask your views, we will always let you know:

- > What is proposed?
- > Why?
- > What options we have?
- > Our preferred option and why?
- > Costs and rating impact (if any).
- > What are the impacts (if any)?
- > How the community can have a say and on what aspects?
- > The timeframe and process.
- > How we will communicate the outcome.

9. Hearings and feedback

| Kā whakawā me kā whakahoki kōrero



Where practical, hearings will be held in the location of the affected community or communities.

Where a district-wide consultation has been undertaken, hearings will be held in both Wānaka and Queenstown.

The Council can allow any person to present his or her views to the local authority by way of audio link or video link.


If asked to do so, the Council will facilitate interpretation of speakers at a hearing (including te Reo Māori and sign language).

There is no requirement under the amendment to the Local Government Act 2002 to provide individual feedback but we do need to provide access to our decisions. Our policy is to go further than the Act requires. As such;

- We will acknowledge the receipt of any submission (automatically acknowledged online) and notify the decision either via email or by letter.
- We will make all decisions available online.
- We will provide free access to computer terminals for residents and ratepayers so they can read and download decisions online (available at libraries and Council offices).

10. Changes to Significance and Engagement Policy

| Kā hurihaka ki te Kaupapa Here Hiraka Whakapā

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- > Changes to the Significance and Engagement Policy do not need to be made through the Special Consultative Procedure, and may be made by Council resolution.

 - > Council will review the policy when we prepare a Ten Year Plan (i.e. every three years). Any material changes to the policy will be highlighted in the Ten Year Plan and feedback considered before the amended policy is adopted.

 - > Alternatively, the Council will consult on any material changes at other times using the Special Consultative Procedure.

Appendix 1: Engagement toolbox | Kā rauemi whakapā



CONSULTATION – length of engagement as required under LGA (typically no less than one calendar month) or if not a requirement, then reflective of a 20 working day principle.

WHAT?	HOW?	WHEN?
Special Consultative Procedure	<ul style="list-style-type: none"> > Statutory Public Notice > Advertising radio, newspaper and online > Scuttlebutt > Online feedback form > Press releases or media standup > Social media > Drop in sessions / public events such as facilitated workshops > Hui (meeting)⁵ > Consider targeted consultation with special interest groups or stakeholders (email, letter or direct contact) > Hard copies available at Council facilities (e.g. Council offices, libraries, Queenstown Events Centre, Wānaka Recreation Centre) > Submissions (online, email and written) > Public hearings > Public decision > Direct feedback to all submitters 	<ul style="list-style-type: none"> > Adoption and amendment to Ten Year Plan <ul style="list-style-type: none"> ○ Change to level of service ○ Non-funded capital project ○ Asset Management Plan > Making, amending or revoking a bylaw > Transfer of ownership of major parts of the significant strategic asset, or transfer of an ownership stake in the significant strategic asset > Changes to financial policies > Setting the rates > As required by other Acts (e.g. Local Government (Rating) Act 2002)
Consultation (non SCP) – genuine consultation on options and consider feedback before a decision is taken) ⁶	<ul style="list-style-type: none"> > Statutory Public Notice (if required) > Advertising radio, newspaper and online > Scuttlebutt > Press releases or media standup > Social media > Drop in sessions / public events such as facilitated workshops > Hui (meeting) > Consider targeted consultation with special interest groups or stakeholders (email, letter or direct contact) > Hard copies available at Council facilities (e.g. Council offices, libraries) > Submissions (online, email and written) > Public hearings > Public decision > Direct feedback to all submitters 	<ul style="list-style-type: none"> > Reserves Act <ul style="list-style-type: none"> ○ Management plans > Resource Management Act <ul style="list-style-type: none"> ○ Project delivery ○ Consents and licensing > Local Government Act 1974 <ul style="list-style-type: none"> ○ Road closure > Making minor bylaw changes (as per LGA 2002 Section 156) which must be changed by publicly notified resolution > Local Electoral Act 2001 <ul style="list-style-type: none"> ○ Representation Review > District Plan changes > Developing masterplans, strategies and business cases

⁵ Council will meet its obligations to Māori in accordance with the Local Government Act 2002 Part 6, Section 81 (Appendix 4)

⁶ Council may choose to undertake pre-consultation to help shape options for consultation.

ENGAGEMENT – length of engagement will vary, but where possible 20 working days minimum		
WHAT?	HOW?	WHEN?
<p>Information on Projects <i>(the decision has been taken to undertake the project)</i></p> <p>Service Provision <i>(e.g. facility promotions, Libraries, Sport and Recreation, event funding)</i></p> <p>Education <i>(e.g. community resilience, behaviour change)</i></p>	<ul style="list-style-type: none"> > Statutory Public Notice (if required) > Targeted information to any special interest groups, stakeholders or affected parties (email, letter or direct contact) > Press releases or media standup (as appropriate) > Scuttlebutt > Stakeholder databases (e.g. promotion bodies and Chambers) > Radio and newspaper interviews / columns > Advertising radio, newspaper and online > Social media > Online feedback form > Public forum at Council / Committee / Community Board meetings 	<ul style="list-style-type: none"> > Roadworks > Streetscaping > Trees > Wastewater, Stormwater, Water supply > Reserve works > Service disruptions <ul style="list-style-type: none"> o Water outage o Boil water notice > Civil Defence preparedness <ul style="list-style-type: none"> o Weather/ Emergency > Mandatory requirement / amendment (Central Government)
Community	<ul style="list-style-type: none"> > Targeted information to any special interest groups or stakeholders such as affected retail or neighbours (email, letter or direct contact) > Press release or advisory (as appropriate) > Scuttlebutt > Stakeholder databases (e.g. promotion bodies and Chambers) > Radio and newspaper interviews / columns > Advertising radio, newspaper and online > Social media 	<ul style="list-style-type: none"> > Events > Facilitation > Social issues > Advocacy (e.g. Central Government)


OTHER METHODS – There are lots of other ways we can consult and engage, including:			
Community forums / public meetings	Structured / facilitated workshops	Quality of Life survey	Phone survey
Street survey (targeting demographic)	Letter drop or newspaper inserts	E-texting	Posters and flyers
Displays (e.g. A&P Shows)	Electronic newsletter	Brochures	Rates notice
Pop up stalls (e.g. markets and on location)	Community road shows	Targeted education (e.g. schools)	Cinema advertising
User interface (e.g. sports groups)	Bus advertising	Council website	Editorial
In-App advertising	<i>Note, the Council is not limited to use the tools on this list and will make the best use of technology and innovation where possible.</i>		

Appendix 2:

Local Government Act 2002

| Act 2002 o te Kāwanataka ā-Kāiika





Appendix 2 contains 4 relevant sections from the Local Government Act 2002 which relate to this policy being:

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- > 76AA Significance and Engagement Policy

 - > 83 Special Consultative Procedure

 - > 86 Use of special consultative procedure in relation to making, amending, or revoking bylaws

 - > 156 Consultation requirements when making, amending, or revoking bylaws made under this Act
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76AA Significance and Engagement Policy

- 1) Every local authority must adopt a policy setting out
 - a) that local authority's general approach to determining the significance of proposals and decisions in relation to issues, assets, and other matters; and
 - b) any criteria or procedures that are to be used by the local authority in assessing the extent to which issues, proposals, assets, decisions, or activities are significant or may have significant consequences; and
 - c) how the local authority will respond to community preferences about engagement on decisions relating to specific issues, assets, or other matters, including the form of consultation that may be desirable; and

- d) how the local authority will engage with communities on other matters.
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- 2) The purpose of the policy is—
 - a) to enable the local authority and its communities to identify the degree of significance attached to particular issues, proposals, assets, decisions, and activities; and
 - b) to provide clarity about how and when communities can expect to be engaged in decisions about different issues, assets, or other matters; and
 - c) to inform the local authority from the beginning of a decision-making process about—
 - i. the extent of any public engagement that is expected before a particular decision is made; and
 - ii. the form or type of engagement required.
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- 3) The policy adopted under subsection (1) must list the assets considered by the local authority to be strategic assets.
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Section 76AA: inserted, on 8 August 2014, by section 20 of the Local Government Act 2002 Amendment Act 2014 (2014 No 55).

83 Special Consultative Procedure

- 1) Where this Act or any other enactment requires a local authority to use or adopt the special consultative procedure, that local authority must—
 - a) prepare and adopt—
 - i. a statement of proposal; and
 - ii. if the local authority considers on reasonable grounds that it is necessary to enable public understanding of the proposal, a summary of the information contained in the statement of proposal (which summary must comply with section 83AA); and
 - b) ensure that the following is publicly available:
 - i. the statement of proposal; and
 - ii. a description of how the local authority
 - c) will provide persons interested in the proposal with an opportunity to present their views to the local authority in accordance with section 82(1)(d); and
 - iii. a statement of the period within which views on the proposal may be provided to the local authority (the period being not less than 1 month from the date the statement is issued); and
 - d) make the summary of the information contained in the statement of proposal prepared in accordance with paragraph (a)(ii) (or the statement of proposal, if a summary is not prepared) as widely available as is reasonably practicable as a basis for consultation; and
 - e) provide an opportunity for persons to present their views to the local authority in a manner that enables spoken (or New Zealand sign language) interaction between the person and the local authority, or any representatives to whom an appropriate delegation has

been made in accordance with Schedule 7; and

- e) ensure that any person who wishes to present his or her views to the local authority or its representatives as described in paragraph (d)—
 - i. is given a reasonable opportunity to do so; and
 - ii. is informed about how and when he or she may take up that opportunity.

- 2) For the purpose of, but without limiting, subsection (1)(d), a local authority may allow any person to present his or her views to the local authority by way of audio link or audiovisual link.

- 3) This section does not prevent a local authority from requesting or considering, before making a decision, comment or advice from an officer of the local authority or any other person in respect of the proposal or any views on the proposal, or both.

Section 83: replaced, on 8 August 2014, by section 25 of the Local Government Act 2002 Amendment Act 2014 (2014 No 55).

86 Use of special consultative procedure in relation to making, amending, or revoking bylaws

- 1) This section applies if, in accordance with section 156(1)(a), the special consultative procedure is required to be used in relation to the making, amending, or revoking of a bylaw.
- 2) The statement of proposal referred to in section 83(1)(a) must include,—
 - a) as the case may be,—
 - i. a draft of the bylaw as proposed to be made or amended; or
 - ii. a statement that the bylaw is to be revoked; and

- b) the reasons for the proposal; and
- c) a report on any relevant determinations by the local authority under section 155.

Section 86: replaced, on 8 August 2014, by section 28 of the Local Government Act 2002 Amendment Act 2014 (2014 No 55).



156 Consultation requirements when making, amending, or revoking bylaws made under this Act

- 1) When making a bylaw under this Act or amending or revoking a bylaw made under this Act, a local authority must—
 - a) use the special consultative procedure (as modified by section 86) if—
 - i. the bylaw concerns a matter identified in the local authority's policy under section 76AA as being of significant interest to the public; or
 - ii. the local authority considers that there is, or is likely to be, a significant impact on

the public due to the proposed bylaw or changes to, or revocation of, the bylaw; and

- b) in any case in which paragraph (a) does not apply, consult in a manner that gives effect to the requirements of section 82.
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- 2) Despite subsection (1), a local authority may, by resolution publicly notified,—
 - a) make minor changes to, or correct errors in, a bylaw, but only if the changes or corrections do not affect—
 - i. an existing right, interest, title, immunity, or duty of any person to whom the bylaw applies; or
 - ii. an existing status or capacity of any person to whom the bylaw applies:
 - b) convert an imperial weight or measure specified in a bylaw into its metric equivalent or near metric equivalent.
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Section 156: substituted, on 28 June 2006, by section 17 of the Local Government Act 2002 Amendment Act 2006 (2006 No 26).

Section 156 heading: replaced, on 8 August 2014, by section 48(1) of the Local Government Act 2002 Amendment Act 2014 (2014 No 55).

Section 156(1): replaced, on 8 August 2014, by section 48(2) of the Local Government Act 2002 Amendment Act 2014 (2014 No 55).

Section 156(2): amended, on 8 August 2014, by section 48(3) of the Local Government Act 2002 Amendment Act 2014 (2014 No 55).

Appendix 3: Schedule of Assets | Hōtaka Riroka



ARROWTOWN WARD
Arrowtown Athenaeum Hall
Arrowtown cemetery
Arrowtown Gaol – Council owns the land only (Cardigan Street)
Arrowtown Library building
Elderly housing – Caernarvon Street
Heritage buildings – 59 Buckingham Street, 61 Buckingham Street, 61a Buckingham Street, 63 Buckingham Street
WĀNAKA WARD
All Wānaka campgrounds
Cardrona Reserve, Cardrona
Cemeteries – Cardrona, Wānaka
Eely Point Reserve, Wānaka
Elderly housing – McDougall Street, Wānaka
Halls – Cardrona, Hāwea Flat, Luggate, Lake Wānaka Centre
Lake Front Reserve, Wānaka
Library buildings – Wānaka
Pembroke Park, Wānaka
Wānaka Arts Centre, Wānaka

QUEENSTOWN-WAKATIPU WARD
All Queenstown campgrounds
Cemeteries – Frankton, Kingston, Lower Shotover, Queenstown
Civic building, Gorge Road, Queenstown
Earnslaw Park, Queenstown
Halls – Glenorchy, Lake Hayes, Queenstown Memorial Centre
Heritage buildings – Malaghan Building, 44 Stanley Street, Queenstown; Williams Cottage, 21 Marine Parade, Queenstown
Library buildings – Glenorchy, Kingston, Queenstown
Marine Parade, Queenstown
Queenstown Events Centre
Queenstown Gardens, Queenstown
St Omer Park, Queenstown


Note, playgrounds are not individually listed but are situated on reserves and fall under the Reserves Act – sale or transfer of ownership must include public consultation.

Appendix 4:

Local Government Act 2002

| Act 2002 o te Kāwanataka ā-Kāiika





81 Contributions to decision- making processes by Māori

- 1) A local authority must—
 - a) establish and maintain processes to provide opportunities for Māori to contribute to the decision-making processes of the local authority; and
 - b) consider ways in which it may foster the development of Māori capacity to contribute to the decision-making processes of the local authority; and
 - c) provide relevant information to Māori for the purposes of paragraphs (a) and (b).
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- 2) A local authority, in exercising its responsibility to make judgments about the manner in which subsection (1) is to be complied with, must have regard to—
 - a) the role of the local authority, as set out in section 11; and
 - b) such other matters as the local authority considers on reasonable grounds to be relevant to those judgments.
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