

# Engagement plan for the visioning process May 2023

## ELECTED MEMBER ENGAGEMENT OBJECTIVES

From your discussions in March and April, you have indicated that you want to:

- change the way Council engages with the community to enable opportunities for people to be more informed and involved in your mahi
- hold yourselves to account for the commitments Council makes to the community
- close the loop on the feedback you receive and better explain the ‘why’ behind the decisions you make
- develop some values-based principles for engagement.

## HIGH LEVEL PRINCIPLES FOR ENGAGEMENT

All engagement activity and outputs contribute to the level of trust and confidence people have in Council and influences their willingness to engage. On this basis, all engagement activity needs to be purposeful, values-based, and:

- Clear, accessible, and timely
- Authentic
- Respectful
- Relevant - attuned to what’s going on in our communities and emerging issues
- Cost-effective

## THE APPROACH

As per your SOF papers dated 9 March and 6 April 2023, this is a co-design process with the community. This phase of the co-design process (phase 1) is all about listening. The creation of a district-wide vision involves two levels of engagement one at a districtwide level (facilitated by Council Officers but Councillor led) and the other is at a local level (facilitated and led by Councillors and Community Boards) that may involve local events, drop-in sessions, meeting with community interest groups, social media, interactive artwork/storytelling, intercept interviews, focus groups etc.

### Engagement Pack

Councillors and Community Boards will be provided with an engagement pack that will include: the three phased approach, key messaging about the vision work and why it's important, key facts about a locality, environmental scan, A3 material we have already discussed in workshops, results of workshop discussions including local and districtwide visions and needs, a schedule for districtwide engagement, a stakeholder list, key questions to ask, a form to capture feedback from each session, and social media guidance.

## ROLES AND RESPONSIBILITIES

COUNCILLORS	COMMUNITY BOARDS	COUNCIL OFFICERS
<ul style="list-style-type: none"><li>• Attend Futures Lab for districtwide community engagement (location will move around the district).</li><li>• Use your own social media presence to inform and engage the community, i.e. Facebook live.</li><li>• Encourage participation by sharing Council and Community Board social media posts</li><li>• Meet with and gather feedback from your existing networks.</li><li>• Participate in our monthly strategy sessions to help shape a districtwide vision, outcomes and strategy.</li></ul>	<ul style="list-style-type: none"><li>• Decide the approach your board wants to take and develop an engagement plan, then share it with Council Officers who can help encourage participation and support your engagement activity.</li><li>• Use your own social media and reach out to your networks to inform and encourage your community to get involved.</li><li>• All engagement feedback will need to be captured by the board and themed up for Council Officers.</li><li>• Board members are encouraged to report back regularly to their community on what you are hearing (e.g. video, newspaper columns)</li><li>• Participate in our monthly strategy sessions to help ensure your community’s input is reflected in our districtwide vision, outcomes and strategy.</li></ul>	<ul style="list-style-type: none"><li>• Develop an engagement pack for councillors</li><li>• Stand up the districtwide Futures Lab (that will move around the district) and support Councillors discussions on key topics.</li><li>• Stand up web content about the visioning process and ‘Have your say’ (our online engagement platform) to enable people share their ideas (elected members can like or comment on ideas)</li><li>• Maintain and publish a shared community engagement calendar.</li><li>• Provide up to \$500 per Community Board for resources to support event-based engagement activity, i.e. kai for a sausage sizzle.</li><li>• Set up monthly drop-in sessions for Councillors to engage with the community.</li><li>• Organise monthly strategy sessions for elected members to report back on key themes emerging.</li><li>• Promote opportunities for our community to get involved via our established Council communications channels</li><li>• Explore opportunities to run Facebook live event(s) on our Council Facebook page.</li><li>• Provide advice and support to help elected members maximise their own digital presence.</li><li>• Provide access to graphic design and printing services as well as the development of infographics for local visions.</li><li>• Support Councillors to launch the visioning project and report back regularly to the community via established channels, i.e. media, website, social media.</li></ul> <p><b>Out of scope:</b></p> <ul style="list-style-type: none"><li>• Council officers will not take notes at engagement events.</li></ul>

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## KEY MESSAGES ABOUT THE VISIONING PROJECT

- Understanding what matters most to whanau and communities and what they want their future Kāpiti to look like in 30+ years' time is important to this Council.
- Over the next 18 months, we plan to engage with you to develop a shared vision, and to help us understand what the appetite is for change in Kāpiti over time as we continue to grow as a district and face global, national and local challenges such as climate change and sea-level rise, global recessions, and to respond to how people want to live, work and play in our district in the future.
- Vision Kāpiti aims to identify what's important or not working now, what changes people want to see (and the priority of these), and what they want their future Kāpiti to be like in 2060 and beyond.
- Your feedback is important to us and we want to hear about the things that are important to you and your mokopuna and tamariki. Through our conversations we will develop a vision and blueprint for our district that is purposeful and has meaning for all the people that call Kāpiti home.
- This is just the beginning. We are committed to listening to your thoughts and aspirations and reporting back on our progress regularly – join the korero and tell us what matters most.

## Context

- You've told us that you want to be more involved in Council decisions around where our district is heading and we are committed to making sure you have the opportunity to do this.
- Through conversation we will gain a better understanding of what matters most to our communities both now and as we look to the future. This will help inform a 'vision and strategy for our district' that will set out a what we need to do right now, and over the next couple of decades to reach the future we all want.
- Your input will inform the Long-term Plan and what activities and priorities Council delivers on

## How/where to have your say

- Having Your Say online engagement tool is easy, anonymous, and open to all – we want to hear from as many people in our community as possible, not just a few.
- Your elected representatives will be out and about in your community inviting you to have your say.
- Prefer to have your say online? Visit [Have Your Say | Kāpiti Coast \(Kāpiticoast.govt.nz\)](https://www.kapiticoast.govt.nz/have-your-say) and tell us what matters most.
- Visiting our pools, libraries or Council services centres? Post a sticky on our 'what matters most' info boards or fill in a short survey and pop it in the box.
- Your input will help shape what we do, and we will come back to you to let you know what options the majority of the community want us to do and why.

## KEY LOCAL ENGAGEMENT ACTIVITIES

### May 2023 to June 2023

- Each Community Board develops their own engagement plan and shares with Council Officers
- Launch visioning project
  - Councillors corner stood up on Council website
  - Have Your Say online engagement tool stood up
  - Councillors and Community Boards setting their engagement schedules with key stakeholders
- Invite feedback on values for engagement, the vision for the future, needs/outcomes and most importantly the ten priorities.
- Media advisories and video content to report back to community on emerging themes.



### June 2023 – Oct/Nov 2023

- Community Board grassroots engagement continues:
  - Councillors reaching out to their networks.
  - Councillor-led drop in sessions
  - Monthly Strategy sessions
  - Facebook live events
  - Media advisories and video content to report back to community on emerging themes.
- Invite ideas and feedback on local and districtwide visions (test and re-test) and invite feedback on what we should prioritise.
- Theme up feedback for Council Officers.



**Oct/Nov 2023 – May 2024 and beyond** (a more detailed plan will be developed for this timeframe to align with the Long-term Plan process and beyond to mid 2025)

- Council Officers translate the draft vision, needs and priorities into the draft Long-term Plan process.
- Develop the blueprint in an interactive form for the public to engage with.

**ROSTERED DISTRICTWIDE ENGAGEMENT OF COUNCILLORS ON A ROLLING MONTHLY BASIS AT FUTURE LAB IN THE LIBRARY (INITIALLY)**