

encouraging city-wide discussion on social, cultural, economic and environmental wellbeing.

2. To identify a prioritised set of community outcomes for the 2006 Long Term Council Community Plan by September 2005
3. To encourage the Council's identified stakeholders to get involved in development of community outcomes, as well as a commitment to policy direction, resourcing and contributing to the achievement of the community outcomes during the community interaction process.
4. To identify indicators to evaluate progress towards the community outcomes.
5. To involve communities in agreeing on levels of service for the Council's services that meets community need.
6. To provide opportunities for communities and stakeholders to review the Council's response to the community outcomes through consultation on the draft Long Term Council Community Plan 2006/2016.
7. To include other internal and external planning and visioning initiatives into the community outcomes and planning process

COMMUNICATION MESSAGES:

To be discussed with Long Term Council Community Plan project management team and sponsors, but the communication messages will reflect the Background and Objectives detailed in this plan.

TARGET PUBLIC:

Residents and all groupings of stakeholders in the City. Wide participation and representation of the City's communities is sought. Existing networks will be utilised, as well as advertising and media relations to encourage broad participation. Specific strategies may be employed to ensure productive representation of participants in workshops, focus groups and the community stakeholder panel.

Stakeholders:

The Local Government Act 2002, Part 6, Section 91 (3) requires the Council to take steps to identify organisations and groups who can play a role in the identification or promotion of community outcomes, and where practicable, secure the agreement of those organisation and groups to the process of developing a set of community outcomes in collaboration with the wider community. The following list is a summary of the stakeholders that the Council regularly works with, or who have been participants in similar processes such as the Annual Plan.

- Educational Organisations
- Health Sector Organisations
- Regional Groups
- Environmental Groups
- Government Agencies
- Economic Organisations
- Social Organisations

- Cultural Organisations and Treaty Partners,
- Community Organisations
- Council Elected Members

STRATEGY:

Phase One - Development of 2006 Community Outcomes and Indicators

Analysis of preliminary data (2003 community outcomes and other feedback), workshops and meetings, mailouts, advertising, media relations and stakeholder meetings.

Phase Two - Refinement and Prioritisation of 2006 Community Outcomes and Indicators

Community and Stakeholder Panel, Drop-Ins/Road show, flyer in rates notice, survey, Council newsletter centre spread, meetings.

Phase Three - Levels of Service Consultation and Document Production

Workshops, Council newsletter centre spread, event, media relations, draft document.

Phase Four - Consultation of Draft Long Term Council Community Plan and Final Document Production

Mailout, flyer in rates notice, media relations, advertising, submissions process, final document.

A full break-down of these phases is set out at the end of this document, and full action plans for each identified activity will be developed with the Project Leader over April and May 2005.

TOOLS AND MEDIA:

- Workshops
- Meetings
- Drop-Ins/Road Show
- Community and Stakeholder Panel
- Event
- Mailouts
- Flyer
- Print advertising
- Survey
- Local media: The Aucklander and the Western Leader
- Council's website and the project website
- Council's newsletter - Waitakere City News
- Circulation of draft Long Term Council Community Plan and submissions process

BUDGET AND RESOURCES:

These are to be identified once a Community Interaction Plan has been signed off, however preliminary estimates suggest that around \$60,000 will be required for this plan. This is subject to any additional requirements of the Council. Staff will be allocated to this project to ensure that the planning and implementation is achieved. Funding has been provided for in the current Annual Plan and in the Draft 2005/06 Annual Plan.

TIMELINES AND REPORTING STRUCTURES:

These are to be identified once a Community Interaction Plan has been signed off. However, this plan will operate under the timelines and reporting structures detailed in the Long Term Council Community Plan project plan.

FEEDBACK AND EVALUATION OF THE COMMUNITY INTERACTION PLAN PROCESS:

It is suggested that a debrief is held with staff, and a small in-house survey is conducted with a diverse selection of participants in the process. Further feedback may be received from Audit New Zealand on the community interaction process, and this should be incorporated into the staff debrief.

Informal feedback should be sought from participants throughout the project to provide opportunities for the Community Interaction Plan to be adjusted to meet the needs to participants - especially during the main workshops.

COUNCIL LINKAGES AND CONSIDERATIONS:

There are many links between this project and others. In particular, all current policy or project consultation (e.g. Parks Strategy and Leisure Strategy) will have a bearing on this project and its consultation. There is also a direct link with the Annual Plan consultations, which are being adjusted to reflect the developing relationship between the Long Term Council Community Plan and the Annual Plan.

APPROVAL PROCESS:

The Community Interaction Plan requires the Council's consideration and approval. During the course of the development of the Long Term Council Community Plan 2006/2016 there may be further reviews of this plan.

The Long Term Council Community Annual Plan Committee will be kept up to date on progress of the plan through reporting to Committee as needed.

DETAILED STRATEGY:

PHASE ONE:

TIME	ACTIVITY
April 2005	Dedicated interactive internet website ¹ for the LTCCP planned, written and live by end of April.
April 2005	Plan and prepare community outcomes meetings with stakeholders, interest groups and community
April 2005	Identify Influencing agencies and groups and secure as far as practicable their agreement to the community outcomes consultation process and relationship of the process to any existing and related plans
April 2005	Schedule meetings with stakeholders, interest groups and community to discuss LTCCP and Annual Plan and integration of major external planning processes
April 2005	Brief call centre, CABx, libraries, service centres and all staff ² on project details
April 2005	Mail out (2 nd) to database, community boards, and resident and ratepayer groups advising timeline of LTCCP development and advising of meetings re: community outcomes. Comment that specific meetings are also being held with identified stakeholder groups
7 th May 2005	Waitakere Ethnic Board Workshop for board members re: community outcomes, priorities, indicators/measurement
April 2005	LTCCP consultation advertisements in local newspapers and promote website address
Late April 2005	Media release 1 to New Zealand Herald and local newspapers to advise start of consultation, participation opportunities and to promote information points(website, call centre etc.)
April 2005	Pacific Island Advisory Board Workshop for board members re: community outcomes, priorities, indicators/measurement
April/May 2005	Internal Iwi consultation meetings re: community outcomes, priorities, indicators/measurement
May 2005	Community Board Briefings to explain LTCCP project and community interaction process. Mon 2 nd May, 7.30pm - New Lynn; Tue 3 rd May, 7.00pm - Waitakere; Wed 4 th May, 7.30pm - Massey, Thu 5 th May, 6.30pm - Henderson
May 2005 (Sat 7 th 1pm-4.30pm Thu 12 th , 6pm-	Community Outcomes Workshops³ with 'break-out' sessions for particular topics and issues e.g. energy, historic places, youth, employment, pacific island communities, disabled facilities and services. The Council, Community Boards, Te Taumata Runanga, Te Roopu, Pacific Island Advisory Board, Waitakere Ethnic Board and the Youth Council will be asked to

¹ A dedicated website will make project specific information easy to access, allow for a huge range of information to be presented easily, provide an excellent accountability tool for the community (and for audit). The website can be kept live from LTCCP 2006 through each three yearly review. A link from the Council's website should be made and vice versa.

² All staff should be kept informed throughout the project using the Council's internal communication tools.

³ These workshops would be similar to the first second round consultation on the Long Term Financial Strategy 2000 which was based around levels of service, but these meetings will be focused on community outcomes and indicators/measurement, with a possible second round of similar workshops to deal with levels of service consultation.

9:30pm Tue 17 th 6pm-9:30pm Sat 21 st 1pm-4.30pm)	consider hosting. Very well resourced with staff and materials, with the purpose of getting different interest groups to focus on particular topics, and then come back together to review total output and adjust viewpoints. Upstairs rooms at The Trusts Stadium have been pencil booked.
May 2005 (after Iwi consultation meetings)	Te Taumata Runanga Workshop for committee members re: community outcomes, priorities, indicators/measurement
May 2005	Hui for Maori community re: community outcomes, priorities, indicators/measurement. These meetings will link in with established hui already planned by Maori within Waitakere including Marae based hui
Late May 2005	Youth Council Workshop re: community outcomes, priorities, indicators/measurement Also meetings with youth in schools and other forms of educational institutions within Waitakere *If can't be incorporated as part of Community Outcomes Workshops
Late May 2005	Te Roopu Workshop re: community outcomes, priorities, indicators/measurement *If can't be incorporated as part of Community Outcomes Workshops
April 2005	2005/2006 Annual Plan Consultation
June 2005	Community Stakeholder Panel 1 - group of stakeholders and community representatives who have been a part of the process meet to finalise the community outcomes. These outcomes become the basis for the drop-ins/road show and survey. <i>NB: Council is a participant with equal voice to other panel members</i>
June 2005	Community Board Meetings/Locality Based Meeting Specific meetings in a focus group style can be scheduled. However, it is hoped to encourage people to participate in the Community Outcomes (May workshops) and Levels of Service (phase three) Workshops. These workshops will be extensively resourced with Council staff, and will enable participants to share and hear differing points of view. However, in the interests of wide participation, we will make provision to meet demand for localised meetings as required.

PHASE TWO

June/July 2005	Stakeholder Meetings as identified by partnerships and advocacy team regarding community outcomes and indicators/measurement, and which organisations will contribute what to the achievement of the outcomes
July 2005	Drop-ins/Road Show - an opportunity to promote the community outcomes, and to seek feedback on how they should be prioritised and also what indicators or measurements should be done on the outcomes. Visitors will be given an index card to record their feedback on which can then be processed, analysed and collated.
July 2005	Survey on how to prioritise the outcomes, and the indicators or measurements that should be done on the outcomes. This provides an alternative option for people who cannot attend drop-ins or road

	<p>show.</p> <p>The survey can be done online at the website or a copy can be requested from the call centre, CABx, libraries and service centres.</p> <p>Results will be available/published in September</p>
July 2005	Waitakere City News Centre Spread 1 - pull out section that contains the community outcomes as expressed by the community.
July 2005	Agenda Items re: community outcomes for Council, Te Taumata Runanga, Pacific Island Advisory Board, Waitakere Ethnic Board, Community Boards
July 2005	Letter to Youth Council, Te Roopu, Resident and Ratepayer Groups and project database re: community outcomes
July 2005	<p>Community Stakeholder Panel 2 - group of stakeholders and community representatives who have been a part of the process meet to discuss feedback on priorities and indicators or measurement on the outcomes.</p> <p>* Council is a participant with equal voice to other panel members</p>

PHASE THREE

August - September 2005	<p>Levels of Service Consultation Workshops re: levels of service</p> <p>The Council, Community Boards, Te Taumata Runanga, Te Roopu, Pacific Island Advisory Board, Waitakere Ethnic Board and the Youth Council will be asked to consider hosting.</p> <p>Very well resourced with staff and materials, with the purpose of getting different interest groups to focus on particular topics, and then come back together to review total output and adjust viewpoints.</p> <p>* Large venue required</p>
September 2005	Waitakere City News Centre Spread 2 - pull out section that discusses the Council's response to the community outcomes as expressed by the community.
September 2005	Media Release 2 - to local newspapers to inform on community outcomes and project progress
October 2005	<p>Draft Document Production - writing, editing, document design</p> <p>Document drafted by staff, edited externally, and designed and printed by Lineset Graphics.</p>
October 2005	Event to celebrate the development of the community outcomes with community and specific stakeholders and to recognise the contributions that certain groups or organisations might be making to the outcomes.

PHASE FOUR

February 2006	Mail out (3rd) to database, community boards, and resident and ratepayer groups advising timeline for upcoming LTCCP/Annual Plan consultation round.
April 2006	Media Release 3 - to New Zealand Herald and local newspapers advising timeline for upcoming LTCCP/Annual Plan consultation round.
April - May 2006	Special Consultative Procedure 2006 LTCCP and Annual Plan - advertising, submissions and hearings process
June/July 2006	<p>Print LTCCP 2006-2016 - final re-writing, editing, document design adjustments</p> <p>Document drafted by staff, edited externally, and designed and printed by Lineset Graphics.</p>