

APPENDIX 1: UPPER SELWYN HUTS' DEED OF LICENCE CONSULTATION PROPOSAL

CONSULTATION APPROACH

Given the unique and close-knit nature of some of the Upper Selwyn Huts (USH) community, and feedback from Council's pre-engagement, a targeted and personal approach is important to ensure residents feel heard, supported, and informed.

The consultation will focus on creating clear, accessible, and consistent communication touchpoints. Councillors will be provided with information packs to support conversations they have with the community.

Target audiences

The proposed consultation primarily affects the USH licence holders but does impact mana whenua and is of interest to other groups within Waikirikiri Selwyn. For this reason, the approach will focus on the USH community while also including activities to support wider awareness across Waikirikiri Selwyn.

Focus

- Upper Selwyn Huts licence holders, residents and their families/whānau

Other key partners/groups

- Te Taumutu Rūnaka
- Department of Conservation
- Environment Canterbury
- Interested communities in the wider Waikirikiri Selwyn district
- Media
- Councillors
- Council team members

Consultation process

Engagement channels and activities

Staff propose a process consistent with previous Council consultation, incorporating online participation via the Council's Your Say platform and submission management through Consult 24 with no registration requirement.

The approach will include a mix of printed, digital, and in-person engagement opportunities to ensure accessibility for all residents, including those less comfortable with, or no access to digital tools, and will allow for smaller group or one-on-one meetings if requested.

Engagement with the Upper Selwyn Huts Community

Given that the consultation primarily affects the USH community, tailored engagement activities will include:

- A consultation pack posted to each licence holder, containing:
 - A letter and printed consultation document providing clear and easy-to-read information summarising key points, FAQs, and ways to have a say.
 - A printed submission form with a pre-paid return envelope if digital access is not available.
 - An invitation and information on how to book into a drop-in session, including opportunities for one-on-one sessions.
 - A separate letter and information on the licence rollover
- To ensure all residents are informed, consultation information, posters and a drop box for submissions will be placed in the USH community library space.
- An email to all USH licence holders with the consultation pack, links to the Your Say consultation page, key documents, FAQs, and the online submission form. The licence rollover information will also be included.

Engagement with Te Taumutu Rūnaka, Department of Conservation and Environment Canterbury

The proposed consultation process will include direct engagement with takata whenua through Te Taumutu Rūnaka, Department of Conservation and Environment Canterbury.

Wider Community Awareness

Activities to support broader awareness across the district will include:

- A media release and Council Call articles
- Social media activity including sponsored ads
- Digital screens

- Targeted electronic mail
- Local newspaper advertising
- Promotion of drop-in series with a booking system for small groups and one-on-one sessions on Council's Facebook Events and Website.

Following the consultation the Council will review the public submissions, hold hearings and deliberations and make a resolution determining the final terms of the new deed of licence.

Timeline

The consultation is recommended to run for five weeks with the following timeframes:

Key Dates	Activity
12 May	Letter and email sent to USH community advising Council will be considering the consultation proposal on the deed of licence with details on how to watch and attend in person
21 May	Council decision to adopt proposal for consultation
9 June	Consultation material printed/delivered. This will also include a separate letter and information on the licence rollover.
16 June	Consultation opens: drop-in series begins (1:1 and small groups)
21 July	Consultation closes
7-8 August	Council hearing of submissions
21-22 August	Deliberations to amend proposal based on feedback
17 September	Council meeting to make final decision