



# LOCAL GOVERNMENT WEEK

— AOTEAROA —

Ideas, guidance and resources to help bring  
Local Government Week to life.



16 - 22 August 2027

**#LGWEEKNZ**



Visit [www.lgweeknz.co.nz](http://www.lgweeknz.co.nz)

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Everything you need to understand, plan and deliver Local Government Week Aotearoa. Use this toolkit to explore ideas, shape an approach that reflects your hāpori (community) and bring your Local Government Week to life.



## UNDERSTANDING

Start with the purpose, your people and the possibilities.

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## PLANNING

Choose your approach and shape a week that works for your community.

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## DELIVERING

Bring your plans to life and create meaningful connections.

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# What is Local Government Week Aotearoa?



Local Government Week Aotearoa is a nationwide opportunity for councils to strengthen understanding, build trust and connect communities with the people and services that shape everyday life.

## What is Local Government Week Aotearoa?

Local Government Week Aotearoa is an opportunity for councils across the motu to strengthen connections with their hāpori (community) and bring local government to life.

It's about helping communities discover what their kaunihera (council) does, experience the services and places that support everyday life, meet the people behind the mahi, have their say and imagine the future they want to help create.

## Why Local Government Week Aotearoa exists?

Local government is part of everyday life – from roads, water and rubbish to libraries, pools, parks, planning and community spaces.

There's a lot that happens behind the scenes too. Local Government Week is a chance to pull back the curtain, showcase the breadth of council mahi and help people understand how they can be part of shaping their community.

### When people understand their kaunihera, they're better placed to:

- Know what's happening and why
- Find out what's there for them
- Have their say and be heard
- Meet the people behind the mahi
- Get involved in shaping their community
- Have a say in where their community goes next



When people understand their council, they're better placed to participate in shaping their community

# How to Use This Toolkit

Think of this toolkit as a starting point, not a rulebook. Every community is unique, so Local Government Week is designed to be flexible.

Choose the engagement approaches, activities and communications that best suit your kaunihera (Council), community, capacity and priorities. Use the ideas as they are, adapt them to fit your local context, build on activities you're already delivering, or create something entirely new.

1

## Consider Your Hapori (Community)

Who do you want to connect with, and what would help them understand council?



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2

## Use the Five Pillars as a Guide

See which pillars your activity could support:



**Te Kimi Ara**  
Explore Council



**Wheako Kaunihera**  
Experience Council



**Whanaungatanga**  
Meet Council



**Whakapuaki Whakaaro**  
Have Your Say



**Te Puāwaitanga**  
Future

UNDERSTANDING

Most activities will connect with more than one of the five pillars

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3

## Choose Your Activity

Pick an activity that suits your objectives, people and resources.



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PLANNING

4

## Bring It Together

Choose an approach that suits your capacity, budget and available resources. Support your activity with digital content where appropriate, and access editable templates, branding and communications resources at [www.lgweeknz.co.nz](http://www.lgweeknz.co.nz).



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DELIVERING



### Start Simple

One activity, one story or one digital while using **#LGWEEKNZ** is enough to participate.

# Understanding Your Hapori (Community)

Every community is different. Before choosing an activity, consider who you want to connect with, who may be missing and what could make participation easier.

**These examples are starting points, not a complete list.**

## Who are you hoping to connect with?



**1**

### Who do you want to reach?

Consider the people, communities and networks you want to connect with.



**2**

### Where could you connect?

Think about libraries, schools, workplaces, community venues, markets and online spaces.



**3**

### What might get in the way?

Consider timing, transport, cost, accessibility, language, technology and care responsibilities.



**4**

### What could make it easier?

Think about accessible formats, translated information, trusted partners, food, transport and different ways to participate.



### Start with people, not the activity

Local networks and community partners can help you understand what will feel relevant, accessible and worthwhile. Where possible, involve them early.



# The Five Pillars

## Five ways to Connect. One stronger Community.

We've built Local Government Week Aotearoa around five pillars that take your community on a journey through Local Government.

Together, they provide a simple framework for showcasing your kaunihera and creating opportunities for your community to connect with the Mahi you do.



### A guide, not a rulebook.

You don't need to do everything. Pick the pillars that work for your Kaunihera, mix and match ideas, or create something completely new.





## **Te Kimi Ara | Explore Council**

### **Discover what council does and why it matters.**

The starting point for helping your community discover their kaunihera — what you do, why you do it, and the many ways council is part of everyday life. It's about creating a path into council that feels easy, interesting and relevant.



## **Wheako Kaunihera | Experience Council**

### **See Council in action.**

Bring council to life by giving your community the chance to step inside the mahi and experience it for themselves. Meet the people behind the services, have a go, and see how council works firsthand.



## **Whanaungatanga | Meet Council**

### **Connect with people behind the Mahi.**

Build connections between your kaunihera and your community. Put faces to functions, meet the people who make it happen, and see the human side of council. Make Council feel more familiar, approachable and accessible.



## **Whakapuaki Whakaaro | Have Your Say**

### **Support meaningful community participation.**

Create opportunities for people to share their ideas, views and aspirations. Help your community understand when, where and how to have their say — and how their input shapes council decisions.



## **Te Puāwaitanga | Future**

### **Imagine what's possible.**

Inspire conversations about the future of your community. Encourage people to think beyond today, explore opportunities and share ideas for the places they want to live, work and play in for generations to come.

# Activities at a Glance

## Now the Fun Stuff!

These ready-to-use ideas are designed to help bring Local Government Week Aotearoa to life. Pick up the ideas that work for your kaunihera (council), then tailor them to suit your hapori (community), capacity and priorities.

You do not need to deliver everything. Start with an activity that feels achievable, adapt it to your local context, or use it as inspiration to create something new.

Use these pages to compare the activities at a glance before exploring the detailed instructions and resources located at the end of the booklet.



Explore



Experience



Meet



Have Your Say



Future

### EASY

Low capacity, cost and effort



#### Explore Your Council Pop-up

A pop-up event in a library or service centre to discover the different aspects of council.



Audience: All ages

Cost: Low Effort: Low



#### Create Your Own Playground

An interactive activity where participants imagine and design a space for their community.



Audience: Children, Families & Schools

Cost: Low Effort: Low



#### Who Am I?

A fun icebreaker that helps participants learn about councillors and staff in an informal way.



Audience: All ages

Cost: Low Effort: Low



#### Emoji Feedback Board

A simple, visible way for people to share ideas, concerns and aspirations for their community.



Audience: Youth & Families

Cost: Low Effort: Low



#### My Future Community

A visual activity that invites participants to imagine the places, services, transport and community spaces they want to see in the next 10 years.



Audience: All ages

Cost: Low Effort: Low

## MEDIUM

Moderate capacity, cost and effort



### Open House

A behind-the-scenes tour or staff showcases.



**Audience:** All ages

**Cost:** Medium

**Effort:** Medium



### Build Your Community

A hands-on-activity that gets people contributing to a local project.



**Audience:** All ages

**Cost:** Medium

**Effort:** Medium



### Find Your Councillor

Help the community connect with their elected representatives.



**Audience:** All ages

**Cost:** Low

**Effort:** Medium



### Pop-up Ask Council Stall

A stall in a public space for quick questions and conversations.



**Audience:** All ages

**Cost:** Low

**Effort:** Medium



### Future Makers

An activity that encourages people to share ideas and solutions for their future community.



**Audience:** Youth, Families & Adults

**Cost:** Medium

**Effort:** Medium



### Council Connections Passport Challenge

A fun challenge encouraging people to explore different council services and spaces.



**Audience:** All ages

**Cost:** Low

**Effort:** Medium



### Council of the Future

A creative activity imagining what council could look like in the future.



**Audience:** Youth & Adults

**Cost:** Low

**Effort:** Medium

## HARD

High capacity, cost and effort



### Festival

A larger-scale event bringing the community together to celebrate Local Government.



**Audience:** All ages

**Cost:** High

**Effort:** High



### Council Amazing Race

A team challenge across the district to discover council services and community places.



**Audience:** Youth, Families & Schools

**Cost:** Low

**Effort:** High



### Speed Meet Council

Quick conversations with councillors and staff in a fast-paced format.



**Audience:** Teens & Adults

**Cost:** Medium

**Effort:** High



### Community Ideas Workshop

A facilitated workshop to explore ideas and priorities in depth.



**Audience:** All ages

**Cost:** Medium

**Effort:** High

# Digital Engagement Ideas

Digital engagement is a simple and effective way to reach your community where they are, when it suits them. These ideas can help you start conversations, share stories, gather feedback and build excitement for Local Government Week.

These ideas can support one or more of the five pillars:



## Community Polls and Surveys

Create opportunities for your community to provide feedback on spicy or not so spicy topics.



## Online Q&A Sessions

Arrange an Ask Me Anything style session on social media with the Mayor, Councillors or Kaimahi.



## Social Media Challenges

Create a challenge related to your kaunihera or community. Could be to take a photo with a particular statue or make a video with a councillor (careful with that one!).



## Virtual Tours and Behind-the-Scenes Content

When not everyone can make it to open days, give a virtual tour to help your community get a glimpse behind the curtain.



## Photo Competitions

Showcase your area and community with an LG Week Photo Comp. Add a theme to make it extra fun, with prizes.



## QR Code Feedback Forms

Make feedback about the activities you're holding easy with QR codes. Link to a short survey or idea form.



## Digital Storytelling and Videos

Set up five part series that comes out Monday - Friday about local stories, or Kaimahi.



## Interactive Maps

Create an interactive map of your kaunihera. This could include info boxes on noteworthy places.



## Community Idea Boards

Provide a simple online space for people to share ideas, aspirations and what matters to them.



## "Did You Know?" Posts and Quizzes

Share quick, fun facts about your Kaunihera's work with interactive posts and quizzes.



## Start small, make it meaningful

You don't need to do everything. Choose one or two ideas, adapt them to your community and build from there.



# Choose Your Delivery Approach

There is no single way to deliver Local Government Week. This toolkit is here to help give you ideas to help create awareness and understanding of what council does, using the ideas and resources that best suit your community, capacity and existing work.

You can choose one activity, build on an existing event, run a series across the week, or mix and match.

## 1 Keep It Simple

**Choose on activity, post or conversation.**

A great option if you're short on time or resources. One meaningful activity can still make a big impact and help more people understand what council does.

### Examples:

- A community poll or survey
- A social media post or challenge
- A short Q&A session
- A behind-the-scenes video
- A "Did You Know?" post



**One meaningful activity is enough.**

## 2

## Build on What You Already Do

**Use existing events, programmes or channels.**

You don't need to reinvent the wheel. Add a Local Government Week focus to events and activities that are already happening in your council or community.

### Examples:

- Library or service centre events
- Council meetings or drop-in sessions
- Existing community events or markets
- School visits or education programmes
- Regular social media channels



**Make the most of what's already happening.**

## 3 Build a Week

**Create a connected Monday-Friday programme.**

Use in-person activities, digital content or both. Follow the pillars across the week or create your own focused series.

### Example:

| Mon                                          | Tue                                                                      | Wed                                                      | Thu                                            | Fri                                                            |
|----------------------------------------------|--------------------------------------------------------------------------|----------------------------------------------------------|------------------------------------------------|----------------------------------------------------------------|
|                                              |                                                                          |                                                          |                                                |                                                                |
| <b>Explore</b>                               | <b>Experience</b>                                                        | <b>Connect</b>                                           | <b>Have Your Say</b>                           | <b>Look Forward</b>                                            |
| Showcase a service, place or responsibility. | Bring council to life through hands on or behind-the scenes experiences. | Introduce the people behind council's services and mahi. | Invite feedback, questions or community ideas. | Encourage people to imagine what their community could become. |



**Building interest and understanding across the week.**

## 4

## Create Your Own

**Choose an activity, post or conversation.**

Combine activities from this toolkit in a way that works for your people, places and capacity.

### You could:

- Combine a main event with digital content
- Run several small activities in different locations
- Share daily social media posts and one in-person session
- Involve different council teams
- Partner with schools, community groups or local businesses



**Choose what works. Adapt it locally. Make it your own.**



### The goal is greater understanding.

Whether you keep it simple or go big, every activity helps more people learn about what council does and how they can get involved in their community.



# Your Local Government Week Checklist



A simple guide to help plan a welcoming, accessible and well-organised Local Government Week.

Use what is relevant, not every activity will use every step.

1

## Set Your Direction



- ☐ Confirm what you want to achieve
- ☐ Identify the people and communities you want to connect with
- ☐ Choose one activity or a programme of activities or connect with existing activities
- ☐ Confirm whether engagement is informal or part of a formal process
- ☐ Agree on budget, capacity and decision-making responsibilities

2

## Plan the Experience



- ☐ Confirm the date, time, location or digital platform
- ☐ Book venues, equipment and supplies
- ☐ Confirm participating teams, representatives and partners
- ☐ Prepare an inclusive and accessible approach
- ☐ Complete relevant Health, Safety, Privacy and risk planning
- ☐ Plan an alternative for weather, disruptions or technology issues

3

## Prepare and Promote



- ☐ Develop event information and key messages
- ☐ Use clear descriptions of what people can expect
- ☐ Prepare signs, activity materials and digital content
- ☐ Brief staff, hosts and volunteers
- ☐ Confirm photography, consent and privacy arrangements
- ☐ Promote through council and community channels

4

## Deliver and Follow Up



- ☐ Complete a final equipment and accessibility check
- ☐ Welcome and support participants
- ☐ Record attendance, questions or feedback
- ☐ Follow up any promised information
- ☐ Thank staff, partners and participants
- ☐ Share key outcomes and lessons learned



### Ready to go?

Your Local Government Week does not need to be large to be meaningful. A clear purpose, a welcoming experience and good follow-up matters most.

# Communications, Branding & Templates



*Make it local. Keep it connected.*

Local Government Week Aotearoa provides ready-to-use communications, branding and templates to help make getting involved easier.

Use them as they are, adapt them to suit your community, or use them as inspiration to create your own. Add your council branding, local imagery, stories and information to make the content relevant and recognisable to your hapori.

## What you'll find online

A range of resources to support your Local Government Week communications



### Branding

Logos, colours and guidance to help create a consistent Local Government Week look and feel.



### Communications

Key messages and content to help explain Local Government Week and promote what your council is doing.



### Social & Digital

Ready-to-use templates and content for your social media, website and digital channels.



### Templates

Editable resources that give you a starting point while leaving room to make them distinctly local.



## Make it yours

Keep the Local Government Week identity, then bring your own community into it.

Use Local photos, showcase your people and places, highlight services your community uses, and tell the stories already happening across your council.



## Ready to create?

Find the latest branding, communications and resources and editable templates online.



Visit [www.lgweeknz.co.nz](http://www.lgweeknz.co.nz)



# Take a Closer Look

## Community Events & Activities Ideas

Explore each activity in more detail and find what you need to bring it to life.

Each activity page includes simple instructions, suggested resources, people requirements and practical considerations.

Use these ideas as a starting point. Deliver them as provided, adapt them to suit your community, create something new, or build Local Government Week around work your council is already doing.





# Explore Your Council Pop-up

Help people discover the range of council services, places and responsibilities through a simple, interactive display.

## At a Glance



**Audience:**  
All ages



**Cost:**  
Low



**Effort:**  
Low

## Supported pillars



## How to run it

1

### Choose a location

Select a high-traffic indoor location such as a library, service centre or community venue.

2

### Set up three stations

Council facts and mythbusters; a district map where participants identify services and places; and an 'Ask Council' question box.

3

### Invite participation

Encourage visitors to move through the stations in any order and complete a short quiz or challenge.

4

### Capture and follow up

Record common questions and publish or display clear follow-up answers.



### What you'll need

- Display boards and printed council facts
- District map, markers, stickers or sticky notes
- Question cards and collection box
- Optional digital quiz, tablet or QR code



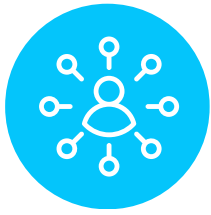
### People needed

One coordinator to set up and monitor the display; Subject-matter staff available on a roster for follow-up responses.



### Things to consider

- Use plain language large print and accessible placement.
- Clearly state whether questions are informal or part of a formal consultation.
- Offer a digital version for people who cannot attend.
- Review and moderate public contributions before displaying them.



# Create Your Own Playground

Invite children, families and Schools to explore how community ideas, accessibility and budgets shape a public playground.

## At a Glance



**Audience:**  
Children, Families  
& Schools



**Cost:**  
Low



**Effort:**  
Low

## Supported pillars



## How to run it

1

### Provide the resources

Give participants a playground template, a fictional budget and a menu of equipment or features.

2

### Get creative

Ask participants to draw, colour, cut and paste, build or digitally create their playground design.

3

### Think it through

Prompt participants to consider accessibility, shade, seating, safety, nature and different age groups.

4

### Share and celebrate

Display the completed designs and, if appropriate, invite a simple public vote or staff reflection.



## What you'll need

- Playground templates and feature cards
- Paper, pens, colouring materials, scissors and glue
- Optional blocks, modelling materials or tablets
- Display space and voting dots



## People needed

One activity host for a small drop-in table; additional support for busy events or model-building materials.



## Things to consider

- State clearly whether the activity is imaginative or connected to a real project.
- If linked to a project, explain how input will be considered and report back later.
- Use child-safe materials and maintain appropriate supervision.
- Include accessible equipment and sensory-friendly design prompts.



# Who Am I?

Create relaxed introductions that help participants learn about Elected members and council staff as people as well as their roles.

## At a Glance



**Audience:**  
All ages



**Cost:**  
Low



**Effort:**  
Low

## Supported pillars



## How to run it

1

### Ask for a fun fact

Ask participating representatives to provide one approved, non-sensitive fun fact about them.

2

### Create the cards

Place each fact on a name tag or card without the person's name.

3

### Invite participation

Invite participants to mingle ask questions and match fun facts to people.

4

### Reveal and share

Reveal the matches and briefly explain each person's council role.



## What you'll need

- Fact cards or name tags
- Participants Answer sheets
- Pens and optional small prizes
- Role information or profile cards



## People needed

One host, participating elected members and staff, and one support person for groups larger than 30.



## Things to consider

- Obtain consent for all facts before publication.
- Avoid personal, political or sensitive information.
- Use a seated or card-based alternative for people who cannot mingle easily.
- Include staff from a broad range of functions.



# Emoji Feedback Board

Offer a quick, visual and approachable way for people to react to a local question or share a short idea.

## At a Glance



**Audience:**  
Youth & Families



**Cost:**  
Low



**Effort:**  
Low

## Supported pillars



## How to run it

1

### Choose a question

Select one clear question and decide whether the board is informal engagement or part of a formal process.

2

### Prepare the board

Prepare response options, space for comments and a short privacy statement.

3

### Invite feedback

Place the board in an accessible, staffed location and invite participants to add a sticker, emoji or note.

4

### Wrap up

Monitor contributions, summarise themes and explain what will happen next.



## What you'll need

- Display board or wall space
- Question and response labels
- Stickers, dots, sticky notes and pens
- Moderation supplies and optional digital form



## People needed

One staff member for set-up and regular monitoring; a facilitator during busy periods or where the topic may require explanation.



## Things to consider

- Keep the questions simple and positive.
- Make it accessible for all ages (e.g. provide different ways to contribute).
- Do not present informal voting as representative consultation.
- Remove personal information and inappropriate content promptly.
- Provide large-print, tactile and digital participation options.
- Close the feedback loop with a short "what we heard" update



# My Future Community

Encourage participants to think beyond individual services and create a shared vision for their community in the next 10 years.

## At a Glance



**Audience:**  
All ages



**Cost:**  
Low



**Effort:**  
Low

## Supported pillars



## How to run it

1

### Provide a map or template

Provide a simple map or blank community template.

2

### Add your ideas

Ask participants to add future places, services, transport, housing, environmental features and cultural or recreational spaces.

3

### Share a priority

Invite them to explain one priority and why it matters.

4

### Display and summarise

Display or digitise the ideas and summarise recurring themes.



## What you'll need

- Large map or individual templates
- Stickers, icons, pens and sticky notes
- Optional blocks or digital mapping tool
- Theme-recording sheet and display space



## People needed

One host for a drop-in activity; one facilitator per small group for a workshop or school session.



## Things to consider

- Explain whether ideas are visionary, educational or linked to a formal planning process.
- Include prompts about accessibility, climate resilience and diverse community needs.
- Offer tactile, visual and written participation options.
- Report back on themes if the activity informs future planning.



# Open House

Help people discover the range of council services, places and responsibilities through a simple, interactive display.

## At a Glance



**Audience:**  
All ages



**Cost:**  
Medium



**Effort:**  
Medium

## Supported pillars



## How to run it

1

### Choose a site or tour

Select one facility or create a short, scheduled tour loop across several council sites.

2

### Plan for safety

Confirm safe public routes, accessibility, maximum group sizes and any restricted areas.

3

### Prepare your team

Brief hosts to explain what happens at each stop and include a simple challenge or question.

4

### Run the tour

Register participants where needed, deliver a safety briefing, run the tour and collect feedback.



## What you'll need

- Tour route and timetable
- Directional signs, name badges and visitor information
- Challenge sheet or scavenger-hunt card
- Relevant personal protective equipment where required
- Optional transport for a multi-site tour



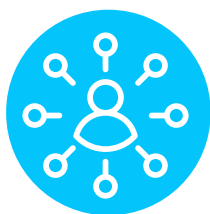
## People needed

One event lead, one guide per group, facility hosts at each stop, and transport or health and safety support as needed.



## Things to consider

- Complete a site-specific risk assessment and emergency plan.
- Provide accessible route and transport information in advance.
- Do not expose confidential information, active worksites or operational security details.
- Offer a virtual tour or video alternative.



# Build your community

Help participants experience the choices and trade-offs council makes when planning services, infrastructure and community facilities.

## At a Glance



**Audience:**  
All ages



**Cost:**  
Medium



**Effort:**  
Medium

## Supported pillars



## How to run it

1

### Set up the activity

Give each group a blank community map, a fictional budget and a menu of assets with prices.

2

### Make the choices

Ask groups to agree what to build, where to place it and what they can afford.

3

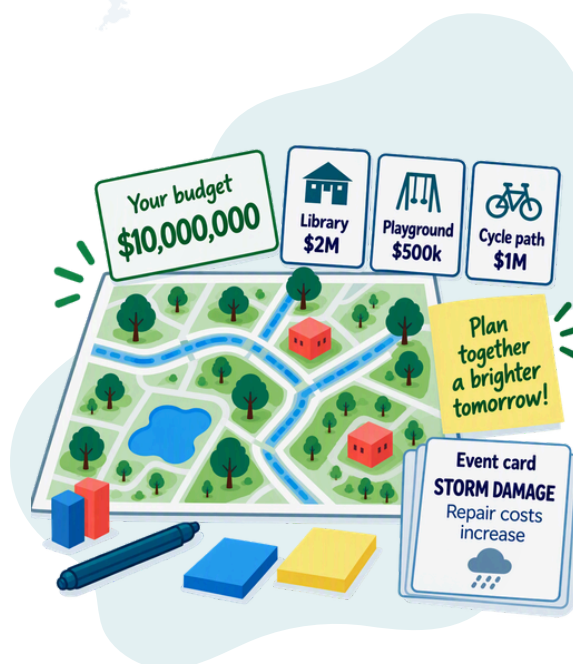
### Add a twist

Introduce one or two event cards, such as storm damage, population growth or a reduced budget.

4

### Share and debrief

Have groups explain their final plan and debrief how priorities and constraints affected their choices.



## What you'll need

- Community maps
- Asset and price cards
- Budget sheets or tokens
- Event cards
- Pens, sticky notes, blocks or digital equivalents



## People needed

One facilitator for up to four small groups, plus one support person for set-up, timing and questions.



## Things to consider

- Use fictional examples unless clearly linked to a current formal process.
- Keep costs and scenarios simple and age-appropriate.
- Explain that real council decisions also involve legislation, evidence and community engagement.
- Provide tactile and large-print options.



# Find Your Councillor

Help participants identify who represents them and learn how elected members and staff contribute to different council functions.

## At a Glance



**Audience:**  
All ages



**Cost:**  
Low



**Effort:**  
Medium

## Supported pillars



## How to run it

1

### Create the challenge cards

Create challenge cards with prompts such as finding a representative for an area or someone who works on a named service.

2

### Brief representatives

Brief participating representatives on the activity and suggested short explanations.

3

### Get people talking

Give each participant a card and invite them to locate and speak with the relevant people.

4

### Check and wrap up

Check completed cards and provide take-home contact and engagement information.



## What you'll need

- Challenge cards and pens
- Representative name badges
- Ward or representation map
- Contact and engagement information
- Optional stickers or stamps



## People needed

One coordinator, participating elected members and staff, and a welcome desk to assist participants.



## Things to consider

- Ensure prompts are factual and politically neutral.
- Provide an alternative when a named representative is unavailable.
- Use role-based prompts to broaden the activity beyond elected members.
- Make maps and instructions accessible and easy to scan



# Pop-up Ask Council Stall

Take council into places people already visit, enabling informal questions, feedback and service information.

## At a Glance



**Audience:**  
All ages



**Cost:**  
Low



**Effort:**  
Medium

## Supported pillars



## How to run it

1

### Choose a location

Choose a high-footfall community location and agree the stall's scope.

2

### Get prepared

Prepare current information, referral pathways and a simple method to record unanswered questions.

3

### Ready the team

Roster staff with complementary knowledge and brief them on respectful engagement and escalation.

4

### Chat, capture and follow up

Welcome conversations, record themes without unnecessary personal information, and follow up promised responses.



## What you'll need

- Gazebo or table, chairs and branded signage
- Service information and local project material
- Community map, question cards and feedback forms
- Tablet or secure device where appropriate
- Weather, first-aid and accessibility supplies



## People needed

At least two staff at all times, with subject-matter staff or elected members rostered for advertised sessions.



## Things to consider

- Set clear expectations about what can be resolved on the spot.
- Use approved systems for any personal or service-request information.
- Plan for weather, lone-worker safety and difficult conversations.
- Offer translated information and accessible seating where community need indicates.



# Future Makers

Help participants turn a broad idea for their community's future into a practical first step.

## At a Glance



**Audience:**  
Youth, Families  
& Adults



**Cost:**  
Medium



**Effort:**  
Medium

**Supported pillars**



## How to run it

1

### Find a problem or opportunity

Ask participants to identify a community problem or opportunity.

2

### Plan the idea

Use a template covering the idea, who could help, resources needed and the first action.

3

### Develop a concept

Give individuals or teams time to develop a small, achievable project concept.

4

### Pitch and get feedback

Invite a three-minute pitch and provide constructive, role-based feedback or signposting.



### What you'll need

- Future Makers project template
- Pens, large paper and sticky notes
- Timer and optional presentation equipment
- Local contacts or resource directory



### People needed

One facilitator, one mentor per four to six teams, and an optional community or council panel for the pitches.



### Things to consider

- Avoid promising funding, approval or delivery unless formally available.
- Use supportive feedback focused on feasibility, collaboration and next steps.
- Provide a pathway for participants who want to continue developing an idea.
- Use age-appropriate safeguarding and consent arrangements for school or youth groups.



# Council Connections Passport Challenge

Encourage participants to have several purposeful conversations with council representatives during an event.

## At a Glance



**Audience:**  
All ages



**Cost:**  
Low



**Effort:**  
Medium

## Supported pillars



## How to run it

1

### Create the passport

Create a passport with role-based conversation prompts.

2

### Collect stamps

Give participants a stamp or sticker after each completed conversation.

3

### Set a target

Set a realistic completion target and provide a closing point for completed passports.

4

### Explore and connect

Use the passport to direct participants across different teams, pillars or service areas.



## What you'll need

- Printed passports
- Stamps or stickers
- Name badges and role signs
- Optional prize-draw entry box



## People needed

One coordinator plus participating representatives across the event; one person to manage completions or a prize draw.



## Things to consider

- Keep participation optional and avoid collecting unnecessary personal information.
- Make prizes modest and publish simple draw terms.
- Provide enough representatives to prevent queues.
- Offer a non-spoken or written interaction option.



# Council of the Future

Help participants explore future planning by responding to a realistic scenario with competing needs and limited resources.

## At a Glance



**Audience:**  
Youth & Adults



**Cost:**  
Low



**Effort:**  
Medium

**Supported pillars**



## How to run it

1

### Introduce the Scenario

Create a future scenario using local trends such as growth, changing climate, transport or community connection.

2

### Give the challenge

Give teams the scenario, key evidence, constraints and a clear challenge.

3

### Plan and prioritise

Ask teams to choose actions, identify trade-offs and prepare a short solution pitch.

4

### Present and reflect

Facilitate presentations and debrief how councils use evidence, engagement and long-term planning.



### What you'll need

- Scenario cards and local context sheet
- Planning or prioritisation template
- Paper, markers and optional presentation equipment
- Timer and feedback cards



### People needed

One lead facilitator, one support facilitator per four groups, and a planning or subject-matter adviser for questions.



### Things to consider

- Use balanced, non-partisan scenarios and distinguish assumptions from facts.
- Avoid presenting speculative scenarios as adopted council policy.
- Adapt complexity and timing for the audience.
- Include intergenerational and Māori perspectives where locally appropriate and supported.



# Festival

Showcase the breadth of council mahi in a welcoming, family-friendly event with interactive stations.

## At a Glance



**Audience:**  
All ages



**Cost:**  
High



**Effort:**  
High

**Supported pillars**



## How to run it

1

### Choose a venue

Choose a venue and group stalls under clear themes such as community, environment, infrastructure, people, decision-making and the future.

2

### Invite participation

Invite council teams and partners to provide a short hands-on activity rather than a static display.

3

### Plan the event

Create an event map, programme and central information point.

4

### Run and evaluate

Promote the event, run it during accessible hours, and gather attendance and feedback data.



### What you'll need

- Venue, stalls, tables, signage and event map
- Interactive resources supplied by participating teams
- Public-address equipment if needed
- Registration or feedback tools
- First-aid and emergency supplies



### People needed

One event manager, stall leads, welcome and roaming staff, health and safety support, and communications support. Security, traffic management or contractors may be required for larger events.



### Things to consider

- Schedule for after-school or early-evening attendance where practical.
- Plan accessible parking, quiet space, seating, shade and weather contingencies.
- Display a clear photography and privacy notice.
- Pair the event with an online hub so people can continue exploring afterwards.



# Council Amazing Race

Help participants discover council-owned places, services and infrastructure through a self-guided or hosted community challenge.

## At a Glance



**Audience:**  
Youth, Families  
& Schools



**Cost:**  
Low



**Effort:**  
High

**Supported pillars**



## How to run it

1

### Plan the route

Select a safe route of council locations and create one short challenge at each stop.

2

### Get set up

Prepare a map, rules, completion method and clear start and finish points.

3

### Brief participants

Brief participants on road safety, boundaries, supervision and accessibility.

4

### Run and reflect

Run the race, verify completions and finish with a short reflection on what council provides.



### What you'll need

- Route map and challenge sheet
- Stamps, QR codes or answer forms
- Phones or cameras where needed
- Signs, volunteer identification and optional prizes
- First-aid and emergency contact information



### People needed

One event lead, one marshal or host at key locations, and additional supervisors for children, road crossings or large groups.



### Things to consider

- Complete route and weather risk assessments.
- Avoid requiring photographs of identifiable people.
- Provide a shorter, wheelchair-accessible route and a non-digital completion option.
- Use small teams and require adult supervision for younger participants



# Speed Meet Council

Create short, structured conversations that build familiarity, understanding and confidence to engage with council.

## At a Glance



**Audience:**  
Teens & Adults



**Cost:**  
Medium



**Effort:**  
High

**Supported pillars**



## How to run it

1

### Set up the tables

Arrange small tables with one or two council representatives at each.

2

### Add discussion prompts

Place a neutral discussion prompt at every table.

3

### Run short conversations

Welcome participants, explain respectful-conversation expectations and run three-to-five-minute rounds.

4

### Rotate and wrap up

Rotate participants through several tables and finish with information on how to stay connected.



### What you'll need

- Tables, chairs and timer
- Name badges and table signs
- Question prompt cards
- Event schedule and feedback form
- Contact and participation information



### People needed

One facilitator and timekeeper, participating elected members and staff, and one support person for registration and accessibility needs.



### Things to consider

- Use neutral prompts and make clear this is not a formal hearing or commitment forum.
- Plan for respectful conduct, escalation and staff wellbeing.
- Provide a quiet table and written-question option.
- Publish follow-up information for questions that cannot be answered on the day.



# Community Ideas Workshop

Help participants explore future planning by responding to a realistic scenario with competing needs and limited resources.

## At a Glance



**Audience:**  
All ages



**Cost:**  
Medium



**Effort:**  
High

**Supported pillars**



## How to run it

1

### Set the challenge

Create a future scenario using local trends such as growth, changing climate, transport or community connection.

2

### Prepare and group

Give teams the scenario, key evidence, constraints and a clear challenge.

3

### Create and develop ideas

Ask teams to choose actions, identify trade-offs and prepare a short solution pitch.

4

### Present and capture

Facilitate presentations and debrief how councils use evidence, engagement and long-term planning.



### What you'll need

- Scenario cards and local context sheet
- Planning or prioritisation template
- Paper, markers and optional presentation equipment
- Timer and feedback cards



### People needed

One lead facilitator, one support facilitator per four groups, and a planning or subject-matter adviser for questions.



### Things to consider

- Use balanced, non-partisan scenarios and distinguish assumptions from facts.
- Avoid presenting speculative scenarios as adopted council policy.
- Adapt complexity and timing for the audience.
- Include intergenerational and Māori perspectives where locally appropriate and supported.



**Need more information or support?**

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