

# Report to the Collaborative Stakeholder Group – for Agreement and Approval

**File No:** 23 10 05CS  
**Date:** 19 June 2015  
**To:** Collaborative Stakeholder Group  
**From:** CSG Chairperson – Bill Wasley  
**Subject:** New Amended Community Engagement Plan and the 2<sup>nd</sup> Intensive Engagement Period  
**Section:** Agreement and Approval

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## 1 Purpose

The purpose of this report is to seek agreement and approval from the Collaborative Stakeholder Group (CSG) on the new amended Community Engagement Plan, confirmation of the next large stakeholder workshop date and for the Collaborative Stakeholder Group to consider and respond to questions posed by council staff.

### Recommendations:

1. That the report “New Amended Community Engagement Plan and the 2<sup>nd</sup> Intensive Engagement Period” (Doc 3431526 dated 19 June 2015) be received for information.
2. That the Collaborative Stakeholder Group agrees upon and approves a finalised new amended Community Engagement Plan which will be provided to the Healthy Rivers Wai Ora committee, subject to any agreed further amendments being made, and agree that the website version of the Community Engagement Plan can be replaced with the new amended version.
3. That the Collaborative Stakeholder Group confirms the date for the next large stakeholder workshop as being 13 October 2015.
4. That the Collaborative Stakeholder Group consider the questions posed by council staff and provide responses to the questions marked ‘needing an answer to proceed’.

## 2 Background – Intensive Engagement Period 1

A Community Engagement Plan was agreed to and approved by the Collaborative Stakeholder Group (CSG) at their third workshop on 5/6 June 2014 (see #3015349 – Collaborative Stakeholder Group’s Community Engagement Plan and the accompanying report #3059420 for further detail).

This plan was taken to the Healthy Rivers Wai Ora committee meeting on 24 June 2014 where the committee received the report (motion HR 14/4). The committee didn’t suggest any specific changes to the CSG’s Community Engagement Plan at this meeting and they

supported ensuring that wider community input occurs and that the wider community is brought along on the journey.

At the CSG's fourth workshop on 1/2 July 2014 the CSG confirmed their Community Engagement Plan (noting that the implementation timeline is dynamic) and confirmed that the plan could be publicly available and able to be distributed to CSG networks (see pg 18 CSG4 workshop notes #3102953).

At CSG's seventh workshop on 30/31 October 2014 (CSG7) a discussion about timing and timeframes took place. This discussion was initiated when the chair of the Technical Leaders Group (TLG) Bryce Cooper outlined the work briefs required for the technical work to be done for the project. It was discussed that this technical work was to be undertaken promptly but the results of the technical work will still not be available in time for an 'Issues and Options' paper to be ready and available by February 2015.

This had implications for the intensive engagement period that the CSG were planning on undertaking from March to May 2015. The purpose of this intensive engagement period was specifically to fulfil what was then objective (C) of the Community Engagement Plan "Test the CSG's 'Issues and Options' paper against the on-the-ground realities of those who will be affected by the plan change".

The issue of whether or not to still go ahead with the intensive engagement period was raised at CSG7. After some discussion the CSG decided there was still value in going out and talking to the community in March to May 2015, however the focus would need to change. The CSG came up with ideas for what they could go out and talk about during the intensive engagement period including Freshwater Management Units (FMUs), Attributes, the current state and 'problem(s)' in each FMU, what's driving the 'problem(s)' in each FMU and how the modelling and research is going to help find the answers and develop options for these problems.

Importantly, the CSG also noted there would need to be a 2<sup>nd</sup> intensive engagement period when the 'science' and scenarios were ready.

The CSG chairperson asked staff to prepare an amended Community Engagement Plan to be brought back to the next CSG workshop (2/3 December 2014). Staff agreed to this and an amended Community Engagement Plan (#3208832) was brought to this workshop. The CSG had a small amount of discussion on the amended version but due to other pressing agenda items weren't able to spend as much time as they wished discussing or confirming the amended community engagement plan. Time was scheduled into the CSG's February workshop (9/10 Feb 2015) to finalise amending the Community Engagement Plan and at this workshop the amended Community Engagement Plan was agreed and approved (see CSG9 workshop notes pg 17, #3277432).

This version of the Community Engagement Plan only contained information pertaining to the 1<sup>st</sup> Intensive Engagement Period. At the time the extension to the project timeline was still under discussion and thus it was not seen as prudent to be making decisions on the 2<sup>nd</sup> Intensive Engagement Period until the timeline was confirmed.

With the extension to the project timeline confirmed, a new amended Community Engagement Plan that contains information pertaining to the 2<sup>nd</sup> Intensive Engagement Period is required. The agreement and approval of this new plan, subject to any amendments CSG may wish to make, is the key subject of this report.

## **3 Intensive Engagement Period 2**

### **3.1 Background**

A 2<sup>nd</sup> intensive engagement period, to discuss the 'science' and scenarios, has been a desire of the CSG since October 2014. It will be an important aspect of the CSG's Community Engagement Plan.

Planning for the 2<sup>nd</sup> intensive engagement period has begun and it is important now to get guidance from the CSG on a number of matters in order for planning to progress.

### **3.2 Proposed Amendments**

All the proposed amendments to the community engagement plan have been highlighted on the document (see Attachment 1). The key amendments are:

- 2 redrafted objectives (C & D) to better reflect the proposed purpose of both parts of the 2<sup>nd</sup> intensive engagement period.
- A modified assumption to encapsulate the need for engagement material to be in a format that can be quickly turned around.
- A proposed two part approach to the next engagement period (consistent with current CSG thinking). Part one would take place in September (7-21) and part two would take place in October (12-16).
- Suggestion to replace drop in sessions with 'community workshops'.

### **3.3 Community Engagement Plan - Process from here**

A report will be put on the next Healthy Rivers Wai Ora committee agenda that contains a section on the amended Community Engagement Plan. Like last time the Community Engagement Plan will go to the Healthy Rivers/Wai Ora Committee for their information only, as it is to be led by the CSG. Therefore the Community Engagement Plan does not require a recommendation from the committee unlike the other outputs of the CSG.

It is also thought that governors would again value the opportunity to provide feedback to the CSG on the Community Engagement Plan. Thus it is proposed that should the Healthy Rivers Wai Ora committee provide any feedback on the Community Engagement Plan that this is taken to the CSG's fourteenth workshop (10/11 August 2015) for the CSG to consider, along with any feedback that sectors may wish to provide on the Community Engagement Plan. The next Healthy Rivers Wai Ora committee is scheduled for 14 August 2015, however it is expected that following the resolution at the last committee (regarding organising more frequent meetings) that a committee meeting will be scheduled in July.

### **3.4 Questions for the CSG**

There will be several questions posed to the CSG regarding the next engagement period at CSG13. These will be sent to the CSG for their consideration prior to this workshop. Some questions will require a response in order for council staff to continue planning for the next engagement period.

### **3.5 Presentations and engagement material**

As was the case with the last large stakeholder workshop it will be a challenge to distil the technical and policy information into something that can be easily understood. Nonetheless this could be considered an important task if we are to take the community on the journey with us.

As the content of the next engagement period becomes clearer, discussions on the presentations and engagement material for the next engagement period will need to occur. The TLG and policy workstream will likely be key contributors to the information for these presentations and engagement material. Due to their high workloads they would like to know from the CSG as soon as possible what they will be asked to produce. It is also important from a community engagement and communications point of view to know early what resources are going to need to be produced.

### **3.6 Large stakeholder workshop agenda**

As with the last large stakeholder workshop the CSG will have a key role to play in discussing and confirming the general shape and content of the large stakeholder workshop agenda. As the content of the next engagement period becomes clearer, discussions on the large stakeholder workshop agenda will need to occur. The agenda for previous large stakeholder workshops has been sent out 2 weeks prior to the workshop occurring. If the large stakeholder workshop was held on 13 October this would mean the agenda would need to be decided on by 28 September, with resources being finalised in the week of 5-9 October 2015.

It is also proposed that CSG members present information at the forum similar to what occurred at the March 2015 forum. Feedback from participants was very positive and supportive to this approach. Those presenting did a great job.

### **3.7 Online surveys**

It is proposed that two online surveys will run, one in each part of the next engagement period. It would be beneficial to again have some CSG members to pilot the surveys, as this was a very effective approach last time around. Please let the engagement workstream know if you are willing and able to participate in these pilots.

### **3.8 Intensive Engagement Period 2 – Process from here**

Using the results of the discussions at CSG13 the community engagement workstream will continue planning for the next intensive engagement period. At the CSG workshops between now and the intensive engagement period the community engagement workstream will continue to report in on logistics progress and get advice from the CSG. The CSG15 workshop (26/27 August) will be a key time to decide on content for part 1 of the engagement period and the CSG17 workshop (1/2 October) will be a key time to decide on content for part 2 of the engagement period.

In this phase of the project River Iwi are also beginning to think about engagement with tāngata whenua in their rohe and when this will be undertaken. All have different means of engagement relevant to their rohe but themes will be consistent to the phases of the project. It is thought that once hui or meeting dates are finalised that those dates will be provided to the CSG for their information and the Community Engagement Plan 'breakdown' section is updated.

A short indicative timeline of key dates is shown below to highlight timing and time pressures (timing is subject to change by CSG).

## Key dates

August	September	October
<ul style="list-style-type: none"> <li>• CSG14 – Aug 10/11               <ul style="list-style-type: none"> <li>○ Allocation principles and options</li> </ul> </li> <li>• CSG15 – Aug 26/27               <ul style="list-style-type: none"> <li>○ Model and integrated assessment framework results.</li> <li>○ <b>Decide on working suite of policies</b></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• 1 week to create engagement material: 31 Aug – 4 Sep</li> <li>• Back up CSG workshop Sep 8/9</li> <li>• Engagement period part 1: 7 Sep – 21 Sep</li> <li>• CSG16 agenda pack due date – 22 Sep</li> </ul>	<ul style="list-style-type: none"> <li>• CSG16 – Oct 1/2               <ul style="list-style-type: none"> <li>○ Model and integrated assessment framework 're-run' results.</li> <li>○ Feedback from 1<sup>st</sup> part of engagement period</li> <li>○ <b>Decide on preferred toolkit of policy options</b></li> </ul> </li> <li>• 1 week to create engagement material: 5 Oct – 9 Oct</li> <li>• Engagement period part 2: 12 Oct – 16 Oct</li> <li>• CSG17 agenda pack due date – 14 Oct</li> <li>• CSG17 – Oct 22/23               <ul style="list-style-type: none"> <li>○ Feedback from 2<sup>nd</sup> part of engagement period</li> </ul> </li> </ul>

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Group

**Purpose/Goals/Objectives** – The high level reasons behind the Community Engagement Plan:

**Purpose of the Collaborative Stakeholder Group's (CSG) Community Engagement Plan:**  
 To outline the suggested course of action for the wider engagement process of the Healthy Rivers/Wai Ora project. This will involve the implementation of the Stakeholder Engagement Strategy (SES), in particular engagement with land users, stakeholders from local communities and engagement with community and general public stakeholders.

- Goal:**
- The goal of the Community Engagement Plan is to assist the development of the CSG's proposals to decision makers on the plan change by proactively involving the communities who will be most affected by the plan review process.

- Objectives:**
- (A) - Obtain responses on the CSG's focus statement. **(ACHIEVED)**
  - (B) - Collect feedback on the CSG's policy selection criteria. **(ACHIEVED)**
  - (C) - Test the initial results of the modelling work, integrated assessment framework and CSG's working suite of policies against the on-the-ground realities of those who will be most affected by the plan change.
  - (D) - Test the CSG's preferred toolkit of policy options to ensure solutions are robust, implementable, and acceptable to sectors and the wider community.
  - (E) - Test the CSG's Freshwater Management Units (FMUs) option and selected attributes. **(ACHIEVED)**
  - (F) - Inform stakeholders of the current state and 'problem(s)' in FMUs and what is driving the 'problem(s)' in these FMUs.

**Constraints** – The constraints and assumptions for the Community Engagement Plan

Constraint	Description
Time	The project has a limited timeframe. As a result, engagement with some stakeholders will need to be focused on key points in the process, rather than ongoing and broad-based engagement
	Everyone's time is valuable – we want to create an engagement process that makes the best use of people's valuable time.
	Time is also required to synthesise and analyse the feedback received so that it can be fed back into and used by the CSG.
Budget	There are resources in the Healthy Rivers/Wai Ora budget for the wider engagement process. The project resourcing is funded by the rate payer – we need to ensure our limited resourcing is put to good use. An honorarium is available to support the CSG member's attendance at some of the engagement activities outlined in this plan.
	There may be a need to cap the number of attendees at engagement events in order to ensure the project stays within budget.
Assumptions	That material relating to the 'science' and scenarios is available in time for use during the proposed 2 <sup>nd</sup> intensive engagement period. <b>Due to tight timeframes, engagement material will need to be in a format that can be quickly turned around.</b>
	That there will be support from Council staff for the CSG's engagement events, <b>including the development of easy to understand information on matters already covered.</b>
	That the CSG will have adequate time to prepare for engagement events

**Principles** - The principles for stakeholder engagement and implementation:

Principles of Engagement	Description
<b>Trusting Relationships</b>	Build trusting relationships through well-run processes and positive behaviours, such as providing adequate information, active listening, and providing feedback loops
<b>Quality Engagement</b>	Engage in a way that suits that person or group and maintains open, honest and transparent communication. We believe it is better to under promise and over deliver.
<b>Evidence-based processes</b>	Understand the technical issues and givens in the project and encourage innovative solutions.
<b>Sustain Momentum</b>	Sustain momentum by acknowledging success, reinforcing the positive and focusing on the outcome and asking 'can we move on?'
Principles of Implementation	Description
<b>Active Engagement</b>	We will actively engage with stakeholders who wish to be engaged
<b>Existing Information</b>	We will use existing information whenever possible (we won't reinvent the wheel)
<b>Respect the partnership charter and protocols</b>	River Iwi intend to lead Tāngata Whenua engagement, as per the partnership charter and protocols.
<b>Consistent messages</b>	We will ensure a common understanding approach is taken to engagement.
<b>Early Involvement</b>	We will strive for early involvement at key points in the process
<b>No Surprises</b>	We will ensure stakeholders are kept well informed via the Healthy Rivers/Wai Ora webpage, through our existing networks and through engagement activities.

**Role of the CSG** - The role of the CSG in implementing the Community Engagement Plan:

**Role:**  
 The CSG will utilise their networks in order to assist in achieving the objectives of this plan. This will involve encouraging their networks to sign up for project updates, distributing the summary points and confirmed notes from the CSG workshops, distributing the progress reports to their networks and participating in the engagement activities detailed in this plan where appropriate. Any feedback collected by members should be recorded using the feedback template found on the CSG's portal and sent to the Healthy Rivers email address. This feedback will be collated and reported back to the Group at each meeting.

**Methods** – A description of the methods that will be utilised for the CSG's Community Engagement Plan

Method	Description
Large Stakeholder Workshop	An all inclusive event that involves inviting a wide pool of stakeholders, including community and general public stakeholders, to engage in a facilitated session. Aimed at understanding an issue from all sides and/or generating workable solutions.
'Out and about' day	Involves spending a day engaging with stakeholders at a location that best suits them. Aimed at understanding the on-the-ground realities.
E-newsletter	A document aimed at keeping stakeholders informed on the project.

Method	Description
Community workshop	An event open to the general public and wider community that involves both informing stakeholders and receiving feedback from them. Aimed at understanding concerns and gaining local input from community perspectives.
Online Survey	A series of questions aimed at obtaining feedback from a large quantity of stakeholders via an online survey tool, e.g. Survey Monkey

**Breakdown of the 2<sup>nd</sup> Intensive Engagement Period**

Strategy	August 2015	September 2015	October 2015	November 2015
<b>Leaders and Governance (L&amp;G)</b>	Use existing meetings for leaders to meet, understand and feed back into the project	Use existing meetings for leaders to meet, understand and feed back into the project	Use existing meetings for leaders to meet, understand and feed back into the project	Use existing meetings for leaders to meet, understand and feed back into the project
<b>Tāngata Whenua (TW)</b>		Utilise existing hui undertaken by River iwi to adequately involve Tāngata Whenua	Utilise existing hui undertaken by River iwi to adequately involve Tāngata Whenua	
<b>Farming and Local Communities (FLC) and Community and General Public (CGP)</b>		<ul style="list-style-type: none"> <li>• Online survey to inform re objective F and for feedback on objective C</li> <li>• Community Workshop for Upper Waikato stakeholders (Tokoroa)</li> <li>• 2x Community Workshops for Lower Waikato stakeholders (Huntly, Tuakau)</li> <li>• Community Workshop for Waipa stakeholders (Otorohanga)</li> <li>• Community Workshop for Central Waikato stakeholders (Hamilton)</li> <li>• 'Out and about' day for Dairy, Sheep + Beef, Rural Advocacy and Rural Professionals sectors</li> <li>• 'Out and about' day for Forestry and Environment/NGOs sectors</li> <li>• 'Out and about' day for Water Supply Takes and Horticulture sectors</li> <li>• 'Out and about' day for Energy and Tourism sectors</li> <li>• 'Out and about' day for Industry and Local Govt sectors</li> </ul>	<ul style="list-style-type: none"> <li>• Online survey for feedback on objective D</li> </ul>	
<b>Communications</b>	E-newsletter and press release	E-newsletter and press release	E-newsletter and press release	E-newsletter and press release
<b>Large Stakeholder Workshop</b>			End the 2nd intensive engagement period with a large stakeholder workshop in mid October 2015 – Objectives C, D & F	