Report to the Collaborative Stakeholder Group – for Agreement and Approval

File No:	23 10 05CS
Date:	30 July 2015
To:	Collaborative Stakeholder Group
From:	CSG Chairperson – Bill Wasley
Subject:	Community engagement update and objectives
Section:	**Agreement and Approval**

1   Purpose

The purpose of this report is to seek agreement and approval from the Collaborative Stakeholder Group (CSG) on the workshop purpose for the next large stakeholder workshop (October), the dates and times for the wider engagement events in September and the key messages for the September part of the next engagement period.

Recommendations:
1. That the report "Community engagement update and objectives" (Doc 3458039 dated 30 July 2015) be received for information.
2. That the Collaborative Stakeholder Group agrees upon and approves the **workshop purpose** for the next large stakeholder workshop, as set out in *attachment 1*
3. That the Collaborative Stakeholder Group confirms the **dates and times** for the wider engagement events in September, as set out in *attachment 5*
4. That the Collaborative Stakeholder Group agrees upon and approves the **key messages** for the September part of the next engagement period, as set out in *attachment 2*
5. That the Collaborative Stakeholder Group clarifies and agrees upon a 'plan b' for the September part of the next engagement period
6. That Collaborative Stakeholder Group members advise staff if they envisage they would need support in regards to presenting material at their 'Out and About' day
7. That Collaborative Stakeholder Group members endorse the evaluation approach and advise staff of their preference in regards to nominating members of their sector to participate in the evaluation

---

2   Background

An amended Community Engagement Plan was agreed to and approved by the Collaborative Stakeholder Group (CSG) at their thirteenth workshop on 2/3 July 2015 (see the corresponding CSG13 report, Doc#3431526). At this meeting several other aspects of the next engagement period were discussed and out of these the following matters were agreed to by the CSG:

- Confirmation of the date of the next large stakeholder workshop as being 13 October (following CSG13 the venue for this workshop was confirmed as being Claudelands Event Centre)
- Community Workshops were favoured over Drop In Sessions for the next engagement period
- The approach of having less open ended questions was endorsed, though it was noted that we will have one open ended question at the end of each online survey

Due to time constraints at CSG13 a number of matters were not discussed in as much detail as would have been ideal. These include:

- CSG members fronting the presentations at engagement events with support from staff. The idea of having a learnings meeting hosted by the TLG and policy workstream was raised but not discussed in detail.
- Availability for dates/times for 'Out and About' days and community workshops
- Further discussion and clarity about a 'plan B' if the CSG are not ready to talk about either the modelling/integrated assessment framework or policy options in the September part of the next engagement period.
- The sort of resources needed for the next engagement round.

This report picks up on these matters and goes further by asking the CSG to agree to key messages, dates/times and the workshop purpose for the next large stakeholder workshop.

A short indicative timeline of key dates is shown below to highlight timing and time pressures.

Key dates		
August	**September**	**October**
- CSG14 – Aug 10/11 - Allocation principles and options - CSG15 – Aug 26/27 - Model and integrated assessment framework results. **Decide on working suite of policies**	1 week to create engagement material: 31 Aug – 4 Sep - Back up CSG workshop – 8/9 Sep - Engagement period part 1: 7 Sep – 21 Sep - CSG focus session 1: 21 Sep - CSG16 agenda pack due date: 22 Sep	- CSG16 – Oct 1/2 - Model and integrated assessment framework 're-run' results. - Feedback from 1st part of engagement period **Decide on preferred toolkit of policy options** 1 week to create engagement material: 5 Oct – 9 Oct - Engagement period part 2: 12 Oct – 16 Oct **Next large stakeholder workshop: 13 October** - CSG17 agenda pack due date: 14 Oct - CSG17 – Oct 22/23 - Feedback from 2nd part of engagement period

3   Intensive Engagement Period 2

3.1   Progress update

While we do not yet know for certain what will be included in the content of the next engagement period, it is important to keep planning for engagement events as there would not be enough time to prepare if we waited for confirmation of the content. Hence the engagement and communications workstreams have been working away on a number of matters including:

- organising venues for those sectors who have confirmed their 'Out and About' day date
- working to organise tentative bookings for catering and venues for the community workshops
- setting up templates for the online surveys and presentations
- logistical work for the large stakeholder workshop
- the communications workstream working towards creating a 'one stop shop' booklet that contains information on all of the matters we have covered previously.

3.2   Workshop purpose for the 13 October workshop

The proposed workshop purpose for the next Healthy Rivers/Wai Ora large stakeholder workshop is set out in Attachment 1 of this report.

The workshop purpose is an extension of Objective D in the CSG's Community Engagement Plan. It is proposed that the workshop purpose be finalised by the CSG and that the 'Workshop purpose' box be used for communications about the next large stakeholder workshop and be included in the Online Registration Form for this event.

The online registration form is proposed to go live on 24 August. This date is approximately 6 weeks out from the event and our stakeholders diaries quickly fill up at this time of year. Another key reason for having the Online Registration Form going live on 24 August instead of say a week later (31 August) is because from 28 August to 4 September we will be working very intensively on the engagement material, presentations and online survey for the September part of the next engagement period.

Collectively the bullet points in the workshop purpose describe matters that the CSG may wish to get feedback on from stakeholders in order to provide input into the CSG's final recommendations to the project partners. Another purpose is to give the CSG confidence when making decisions by highlighting the extent to which sectors and the wider community think that the CSG's proposed limits, targets and policy options will be effective, implementable and acceptable.

Individually the bullet points in the workshop purpose each refer to an important aspect of the CSG's final recommendations on the plan change. These flow from a CSG vision for how the 10 year life span of the plan change could fit into the larger picture of the Vision and Strategy (including how this plan change will result in achieving our values), through to the policies and methods that the CSG think are the best way to realise this vision.

3.3   Dates and times for September engagement events

The proposed dates and times for the wider engagement events in September can be found as Attachment 5 to this report.

The attachment highlights that we currently have four 'Out and About' days. Two of these have confirmed dates and venues (dark blue fill and white text) and the other two have tentative dates. We also have five community workshops which all have tentative dates based on venue availability and the known availability of CSG members who filled out the Doodle Poll.

We need to confirm the dates and times of these events as soon as possible in order to start advertising the events and to reserve venues. Hence it is proposed that the CSG confirm the dates and times of all 'Out and About' days and community workshops at CSG14, as well as indicating their availability for these events.

3.4   Key messages for the September engagement period

The proposed key messages for the September part of the next engagement period can be found as Attachment 2 to this report.

The key messages were an idea that was raised at CSG13 in order to support having conversations about the same matters during the September engagement period. It was noted that some matters might be significant enough that everyone should talk about them, whereas other matters might only be for those who wanted additional information. The key messages relate to and expand on both Objective C of the CSG's Community Engagement Plan and matters the CSG has discussed to date.

The key messages are currently split between matters that the CSG might want feedback on and matters that the CSG might not want feedback on. This is necessary both from a logistical point of view (as there is a limit on how much feedback we can turn around in time constraints) and from a process point of view in that we have a Technical Leaders Group (TLG) set up to provide advice and guidance on certain matters of a technical nature and thus we wouldn't want feedback on those matters, e.g. % of contaminants from different sources.

Audited industry self managed farm planning is a policy tool that has been talked about at recent CSG meetings. If the CSG is thinking that it might want to go down this avenue it could be useful to get feedback from sectors and the community about certain aspects of this policy option. Apart from getting valuable information to support the development of this policy option the CSG could also get a general sense of the communities comfort level with this approach. For example asking communities, and the industries themselves, if they have confidence that this approach could deliver on our values could result in three possible answers:

1. Yes, we have confidence it will work
2. No, we do not have confidence it will work
3. Not sure if it will work

All three of these answers would provide valuable information to the CSG. If stakeholders are confident this approach would work this will give support to the CSG's recommendations to decision makers. If stakeholders are not confident in this approach, then this will prompt the CSG to reconsider whether this is a good approach or not. If stakeholders are not sure

about the approach then we can ask what aspects of the policy are making them unsure and focus our attention on addressing those gaps.

The above engagement methodology could also be used for any other policy option(s) that the CSG might want to test. Thinking about what policy options the CSG wants more information on or wants more confidence about will help when considering what the CSG might want to put up to the community.

People will also want to know how this plan change may affect them. Hence it will also be important to communicate to stakeholders' policy options that have been considered but are likely to <u>not</u> end up in the final policy mix, and why they are considered as not being feasible policy options. This will help to alleviate fears and also have the co-benefit of showing that the CSG has done its due diligence and has considered more policy options than just the ones they are putting up for feedback.

3.5   CSG members fronting the presentations

The idea of CSG members fronting the presentations was briefly discussed at CSG13. It was proposed that CSG members would front most of the presenting but that support would be available if needed.

At CSG13 a TLG and policy learnings meeting was also discussed, the purpose of which would be to give the CSG confidence when presenting technical information to their stakeholders. This will take place in the week of 31 August to 4 September, which is the week before the engagement events begin. Please let us know if you would like to attend this session and if you think you might need support at your 'Out and About' day.

3.6   Clarifying 'plan B'?

At CSG13 some CSG members raised concerns about committing to an agreed course of action for the September part of the next engagement period without knowing what will come out of the model and integrated assessment framework (IAF) results. Some concerns were also raised about the CSG potentially not being ready to talk about policy options during the September part of the next engagement period.

A 'plan B' was briefly talked, however staff were unclear if this 'plan B' related to:
1. Not talking to stakeholders about the results of the modelling/IAF
2. Not talking to stakeholders about policy options
3. Both of the above

At CSG14 it will be important to talk further about this topic and clarify what the CSG mean by 'plan B' so that staff have adequate time to prepare.

3.7   Evaluation – update and request

The proposed evaluation objectives for the next engagement period can be found as Attachment 3 to this report.

Evaluating the wider engagement period will be useful for several reasons, with the key reasons being to support the section 32 report and to give the CSG assurance in their wider engagement process heading into their recommendations to decision makers. If decision

makers ask any questions about the process used to get feedback from stakeholders the CSG will be able to highlight strong areas and areas that could have been improved.

As the CSG will be aware, the entire CSG process already has an ongoing evaluation underway, which is being run by an independent evaluation firm. During September the evaluators are keen to talk to a wider group of stakeholders about how they think the CSG process is going. There is an opportunity to achieve both the aims of the engagement period evaluation and the aims of the overall CSG evaluation at once.

For the engagement period evaluation we are proposing to have a few evaluation questions at the end of workshop feedback forms. In addition the evaluators are interested in conducting short interviews (30 minutes over the phone) with 2 stakeholders from each sector. It was suggested that stakeholders for this exercise could be identified by one of two ways:
1. Asking stakeholders to self nominate at the 'Out and About' days
2. Asking CSG members to nominate members of their sector

At CSG14 it will be important to get an indication whether CSG members are happy with this approach and whether they would prefer stakeholders to self nominate and events or for CSG members nominate stakeholders for the evaluation interviews.

3.8   Process from here

Using the results of the discussions at CSG14 the community engagement workstream will continue planning for the next intensive engagement period. At the next CSG workshop 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.

Will Collin and Janet Amey
Community Engagement Workstream,
Waikato Regional Council

Bill Wasley
Independent Chair, Collaborative
Stakeholder Group

List of attachments

1. Draft workshop purpose for the next large stakeholder workshop
2. Draft key messages for the September part of the next engagement period
3. Draft evaluation objectives for the next engagement period
4. Draft list of engagement/information resources for second intensive engagement period
5. Dates and times for the wider engagement events in September

Attachment 1: Draft workshop purpose for the Healthy Rivers/Wai Ora Open Stakeholder Workshop: *Water quality solutions* – #3454061

Objective D – Test the CSG's preferred toolkit of policy options to ensure solutions are robust, implementable and acceptable to sectors and the wider community.

Workshop purpose

To update you on the project and involve you in discussions with the Collaborative Stakeholder Group on:

1. the CSG's long term vision for the Waikato and Waipa river catchments that involves the restoration and protection of the rivers in order to achieve our community's values

2. possible limits for nitrogen, phosphorus, *E.coli* and sediment in the Waikato and Waipa river catchments, to ensure community values are achieved

3. possible timeframes (or 'targets') for achieving the limits

4. possible cultural, economic, environmental and social impacts, both favorable and unfavorable, of achieving the limits

5. preferred policy options (including both regulatory and non-regulatory methods) for achieving limits and targets

The CSG will ask you for your thoughts on the likely effectiveness, implementability and acceptability of their preferred limits, targets and policy options. They will use your feedback to finalise their recommendations to the project partners

---

The above paragraph would be included in the Online Registration Form which would go live on 24 August and be open until 28 September. One key reason for having the Online Registration Form going live on 24 August instead of say a week later (31 August) is because from 28 August to 4 September we will be working very intensively on the engagement material, presentations and online survey for the September period.

Attachment 2: Draft key messages for the September engagement part – #3454047

<u>All community engagement events should contain sessions on:</u>

1.   Research, modelling and integrated assessment

In particular should touch on:

 i.   Drivers of water quality issues. Where are the contaminants coming from, i.e. sources of contaminants (xx% from background, xx% from landuse (and type of land use where possible), xx% from point sources. Should also include information on what we know about attenuation. As well as where in the catchment are particular 'hotspots'). **(NO feedback)**

 ii.   How the model works, what information can the model provide and what are the limitations of models **(NO feedback)**

 iii.   What the results will be used for, i.e. they are a tool to provide information to inform our conversations but are not in themselves the solutions **(NO feedback)**

 iv.   Breadth of predicted impacts (cultural, economic, environmental and social) of the range of scenarios **(Feedback)**

Possible policy options

2.   Audited industry self managed farm planning as a policy tool

In particular should touch on:

 i.   How the auditing could work **(Feedback)**

 ii.   What could be the response to those make insufficient progress **(Feedback)**

 iii.   Benefits/risks of this approach. Do stakeholders think it is a good approach? What would it take to give stakeholders confidence in this approach? **(Feedback)**

3.   Other policies

In particular should touch on:

 i.   Any serious contenders for policies for the 4 contaminants and why these potential policies are considered serious contenders, e.g. particular rules we are considering **(Feedback)**

 ii.   Any policies that have been considered but are likely to <u>not</u> end up in the final mix and why these potential policies are considered as being not feasible e.g. in stream limit for sediment **(Feedback)**

 iii.   Benefits/risks of these policies. Do stakeholders think they are good policies? What would it take to give stakeholders confidence in these policies? **(Feedback)**

<u>Optional extras</u>

 1.   Project overview **(NO feedback)**

 Might be useful if a significant proportion of stakeholders are new to the project

 2.   Values **(NO feedback)**

 Might be useful to provide a basis for why can is needed, i.e. we are doing these things in order to achieve the values

 3.   Attributes **(NO feedback)**

 Might be useful if stakeholders are particularly interested in what we will measure in order to achieve the values

 4.   Current state/trends **(NO feedback)**

 Might be useful if stakeholders need context for what change is needed and where

 5.   Allocation *(if the CSG feels ready to talk about this topic and wants feedback on it)*

 In particular should touch on:

   a.   Allocation principles **(NO feedback)**

   b.   Allocation options for each of the 4 contaminants including the difficulties associated with allocating some contaminants and any ideas around allocation rights and trading **(Feedback)**

CSG Roles and Responsibilities

In terms of 'Out and About' days, whether or not you want council staff to attend these events is up to CSG members. In particular if you feel that having council staff attend would inhibit the ability of your sector to have free and frank discussions then it might be better to have no council staff be present. However, there are some jobs that council staff would do if they were attending that would still need to be done by someone. The most important of these is the distribution and collection of feedback forms and the delivery of these to engagement staff for compilation with the feedback forms from the other events.

In terms of presentations, we will develop templates for the topics above (once refined at CSG14) and then fill in the templates with content following CSG15. Some things we will be able to do before CSG15, or are done already e.g. the project overview presentation.

In terms of presenters, it would be ideal if CSG members could deliver the presentations. A learnings meeting, hosted by the TLG and the policy workstream, will be set up in the week 31 Aug – 4 Sep for CSG members to get to grips with the information. However, we can potentially have others deliver at least parts of the presentations or be on hand to answer questions if you still do not feel confident with the subject matter following the learnings meeting. **Please let us know if you think that might be an avenue you wish to go down**.

Another important source of feedback will be the qualitative feedback or 'feel' of the engagement events. We will be looking to CSG members to provide the lead in this regard and verbally report how their stakeholders felt about the material presented.

Attachment 3: Draft evaluation objectives for the next engagement period – #3454632

Draft evaluation objectives for the 2nd intensive engagement period

Reach objectives
1. To what extent was the reach of our engagement events extended in comparison to the 1st intensive engagement period?
2. How well did the engagement opportunities ensure effective representation by stakeholders?

Content objectives
3. How useful was the feedback received for CSG decision making?
4. How extensively did the feedback received cover all the areas desired by CSG?
5. On the basis of the feedback received, how confident did the CSG feel about making decisions about key areas covered at the engagement events?

Process objective
6. How well did our process support the achievement of the content objectives?

Principles objectives
7. To what extent did the conduct of the engagement events meet the needs of stakeholders?
8. To what extent did the information provided contribute to event participants feeling able to participate in a meaningful way?

Attachment 4: Draft list of engagement/information resources for second intensive engagement period

	Item #	Details
Booklet	1	High level overall story linking to other infosheets, reports etc for more detail
Infosheets – technical	2	Economic modelling and integrated assessment framework • What they are • How they work • What they provide • How they're used
	3	About the Technical Alliance
	4	Mātauranga Māori • What it is • How it's incorporated
	5	Water quality and the fours contaminants • State • Trends • sources • Impacts of each contaminant/why they are important
Infosheets – CSG/policy development	6	FMUs
	7	Policy development process • NPS requirements, values, attributes etc
	8	About the CSG
	9	CSG's policy selection criteria (with explanatory text)
	10	CSG's values (with explanatory text)
	11	What happens next? • What happens to your feedback • Decision making processes • Timeframes • how you can have a say in the future
Presentations	12	Presentation for large workshop
	13	Presentation for community workshop
	14	Presentation on high level overall story (i.e. a presentation version of item #1)
Feedback forms and surveys	15	Feedback form for 'out and about' days
	16	Feedback form for community workshops
	17	Feedback form for large workshop
	18	Online survey #1
	19	Online survey #2
Other/miscellaneous	20	Summaries of major reports received by CSG (being prepared by Evelien)
	21	Shortened version of Oct 2014 LSF presentation
	22	Online FAQ
	23	Online glossary
Videos	24	
Display panels for events		

Attachment 5: Dates for wider engagement events in the September period – #3453797

Date	7 September	8 September	9 September	10 September	11 September
Morning: 9.00am-12.00pm					
Afternoon: 1.00pm-4.00pm				'Out and About' day **Rural Professionals sector**	
Evening: 6.30pm-9.00pm				Community Workshop **Ohinewai**	

Date	14 September	15 September	16 September	17 September	18 September
Morning: 9.00am-12.00pm					
Afternoon: 1.00pm-4.00pm	'Out and About' day **Environment/NGOs sector**	'Out and About' day **Dairy sector**		'Out and About' day **Local government and Water Supply Takes sectors**	
Evening: 6.30pm-9.00pm	Community Workshop **Tokoroa**	Community Workshop **Hamilton**	Community Workshop **Tuakau**	Community Workshop **Otorohanga**	

Date	21 September	Sector	Date?		Confirmed venue?
Morning: 9.00am-12.00pm		Dairy	Tentative - Enviro Leaders Forum – 15/9		
		Energy	Likely Energy/Industry Forum		
		Enviro/NGOs	Yes – 14/9		Hamilton Gardens
		Forestry	Existing meeting?		
Afternoon: 1.00pm-4.00pm		Horticulture	?		
		Industry	Likely Energy/Industry Forum		
		Local Govt	Yes – 17/9		Don Rowlands Centre, Karapiro
		Māori Interests	Weo to ask Awhina Rōpū		
Evening: 6.30pm-9.00pm		Rural Advocacy	Sally M to talk to James H		
		Rural Profs	Tentative – 10/9		
		Sheep and Beef	Run a series of meetings?		
		Tourism & Rec	Will use an existing meeting		
		Water Takes	Yes – 17/9		Don Rowlands Centre, Karapiro