

Tangoio to Clifton Coastal Hazard Strategy 2120: Stakeholder Engagement Plan

1. Purpose

This Stakeholder Engagement Plan will:

1. Identify the stakeholders to be involved as part of the first phase of the Tangoio to Clifton Coastal Hazard Strategy (“Strategy”);
2. Outline the approach to be taken in engaging with each stakeholder / stakeholder grouping and;
3. Programme consultation and engagement processes.

2. Engagement Objectives

This Stakeholder Engagement Plan seeks to achieve the following objectives:

1. All key stakeholders are identified and appropriately engaged in the first phase of Strategy development;
2. Information from Stakeholders on coastal use and values is incorporated into the Strategy;
3. Engagement is effective and efficient and tailored to stakeholders needs as far as practicable, and;
4. Parties / The Strategy is adopted with maximum community buy-in and support;

3. Stakeholders

The table on the following page identifies key stakeholders / stakeholder groupings that may have an interest in Strategy development. This is not a final or exhaustive list, and will evolve over time. Stakeholders have been grouped into the following categories:

1. **Individual Stakeholders:** individual entities who have a specific or discrete set of interests in the coastal environment such that engagement is appropriate on an individual basis.
 2. **Stakeholder Groups (Established):** existing representative groups that can be engaged with directly in strategy development.
 3. **Stakeholder Groups (To be established):** proposed representative groups that would need to be established part of this Plan.
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The wider community will also be interested in this process and the strategy outcomes, especially other coastal communities who will watch with interest before their coastal strategies are timetabled.

Individual Stakeholders	Stakeholder Groups (established)	Stakeholder Groups (to be established)
<ul style="list-style-type: none"> • Port of Napier • Iwi • Petane Marae • Department of Conservation • KiwiRail • Ministry of Primary Industries • District Health Board • New Zealand Transport Agency • Napier City Council (Works & Tourism) • Hastings District Council (Works) • HBRC (Works) • Clifton Motor Camp • Te Awanga Holiday Park • Winstone Aggregates • NZ Historic Places Trust • Insurance Council of New Zealand • Hawke’s Bay Airport • Ministry for the Environment • Parliamentary Commissioner for the Environment • Civil Defence Agencies • Larry Dallimore 	<ul style="list-style-type: none"> • Walk on Water (WOW)¹ • Westshore Residents Association • East Clive Residents Association • Seascape • Bayview Trust • Bay Watch (volunteers) • Napier Inner City Marketing • Network Utilities • Ahuriri Estuary Protection Society 	<ul style="list-style-type: none"> • Coastal Business and Industry Interests Group <ul style="list-style-type: none"> ○ PanPac ○ Contact Energy ○ Awatoto Businesses ○ Chamber of Commerce ○ Ahuriri Business Association • Recreational User Group <ul style="list-style-type: none"> ○ Surf Life Savers <ul style="list-style-type: none"> ▪ Ocean Beach Kiwi Surf Life Saving Club ▪ Westshore Surf Life Saving Club ○ Pania Surfcasting Club ○ Hawke’s Bay Board Riders Club ○ Surfbreak Protection Society ○ LegaSea Hawke’s Bay • Inner Harbour Users Group <ul style="list-style-type: none"> ○ Commercial Fishing ○ Napier Sailing Club ○ Hawke’s Bay Sports Fishing Club ○ Hawkes Bay Coastguard • Schools on the coast, including those used as CDEM points. • Other community groupings TBD

3.1 Issues to consider

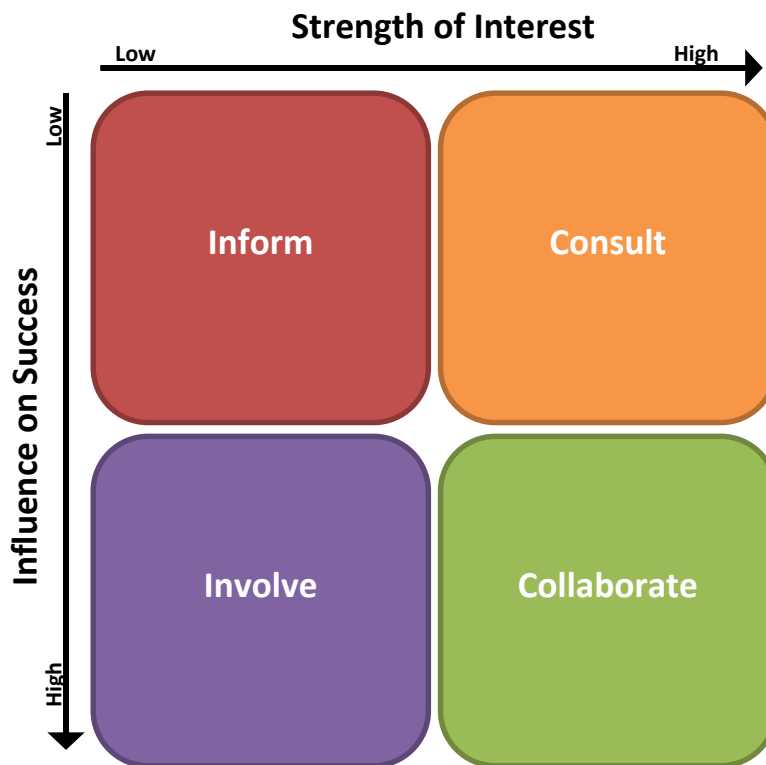
- 1 What is the focus of each stakeholder? What are they most interested in? What do they know (facts, reports, people, resources) that can inform strategy development?
- 2 What are the resources of each stakeholder, particularly volunteer groups? Do they have newsletters or email networks that could be useful in getting information out about public meetings, key discussion points etc?

¹ Also representing Te Awanga Progressive Association and Haumoana and Districts Residents and Ratepayers Association Incorporated

- 3 How will we best involve coastal dwellers who are not part of stakeholder groups, perhaps having a different view point?

4. Stakeholder Mapping

A stakeholder mapping approach assists to tailor engagement processes at an appropriate level for each stakeholder. The following matrix is used to divide stakeholders into 4 categories:



The approach to engagement for each category of stakeholder is summarised below:

Category	Engagement Approach
Inform	<p>Primary method of communications: Website, news media</p> <p>Engagement Process:</p> <ul style="list-style-type: none"> • Inform through media releases and coverage in community newspapers (free) • Use website, and webpages of key organisations to inform • Add to newsletter distribution list if requested • Accept written comments / feedback if provided • Attend face to face meetings if requested by groups of people
Consult	<p>Primary methods of communications: Written correspondence/email, newsletter, website</p> <p>Engagement Process:</p> <ul style="list-style-type: none"> • Initial letter sent advising of process and directing to website • Added to newsletter distribution list

Category	Engagement Approach
	<ul style="list-style-type: none"> • Invited in writing to attend any public meetings • Advised in writing of progress at milestone points in strategy development and invited to submit written feedback / comments • Attend face to face meetings if requested by stakeholder
<p style="text-align: center; font-weight: bold; color: white;">Involve</p>	<p style="text-align: center;">Primary methods of communications: Written correspondence/email, newsletter, website</p> <p>Engagement Process:</p> <ul style="list-style-type: none"> • Initial letter/email sent: <ul style="list-style-type: none"> ○ advising of process; ○ directing to website, and ○ inviting stakeholder to attend a face to face meeting to discuss process of engagement • Added to newsletter distribution list • Advised in writing of progress at milestone points in strategy development and invited to face to face meeting to discuss and input to strategy development.
<p style="text-align: center; font-weight: bold; color: white;">Collaborate</p>	<p style="text-align: center;">Primary methods of communications: Face to face meetings, Written correspondence/email, newsletter, website</p> <p>Engagement Process:</p> <ul style="list-style-type: none"> • Initial letter sent: <ul style="list-style-type: none"> ○ advising of process; ○ directing to website, ○ highlighting the stakeholders role in strategy development; and ○ inviting stakeholder to attend a face to face meeting to discuss process of engagement • Added to newsletter distribution list • Key inputs sought from stakeholder (via process to be agreed) at regular intervals to inform strategy development • Feedback loop established with stakeholder to provide regular process of feedback and response. • All meetings held with stakeholder are recorded through minutes and agreed actions

5. Engagement Approach

The following presents an outline consultation strategy in relation to each of the identified stakeholder groups.

All identified stakeholders will be at least ‘involved’ in the process from the outset. Groups may move up and down the scale of being engaged as the process progresses and new stakeholders may be identified as the process develops.

Media and the wider community will continue to be kept informed throughout the process.

It is critical to note that the following engagement approaches are for the first phase of strategy development only. When later phases are initiated, involving decisions on specific responses to coastal hazards risks in specific areas of the coast, a much more detailed approach for affected communities will be required and the engagement approach will be revised accordingly.

5.1 Individual Organisations

Stakeholder	Engagement Approach
Port of Napier	Collaborate
Iwi	Collaborate
Petane Marae	Collaborate
Department of Conservation	Consult
KiwiRail	Involve
Ministry of Primary Industries	Involve
District Health Board	Involve
New Zealand Transport Agency	Involve
Napier City Council (Works & Tourism)	Collaborate
Hastings District Council (Works)	Collaborate
HBRC (Works)	Collaborate
Clifton Motor Camp	Consult
Te Awanga Holiday Park	Consult
Winstone Aggregates	Collaborate
NZ Historic Places Trust	Inform
Insurance Council of New Zealand	Collaborate
Hawke's Bay Airport	Consult
Ministry for the Environment	Collaborate
Parliamentary Commissioner for the Environment	Collaborate
Civil Defence Agencies	Collaborate
Larry Dallimore	Consult

5.2 Established Interest Groups

Stakeholder	Engagement Approach
Walk on Water (WOW) ²	Collaborate
Westshore Residents Association	Collaborate

² Also representing Te Awanga Progressive Association and Haumoana and Districts Residents and Ratepayers Association Incorporated

East Clive Residents Association	Consult
Bayview Trust	Inform
Ahuriri Estuary Group (volunteers)	Inform
Bay Watch (volunteers)	Inform
Napier Inner City Marketing	Inform
Network Utilities	Inform

5.3 Interest Groups (to be established)

Stakeholder	Engagement Approach
Coastal Business and Industry Interest Group	Involve
Recreational User Group	Involve
Inner Harbour Users Group	Involve
Schools	Involve

6. Engagement Timeline (draft)

2014

- December
- **Joint Committee Meeting – 5 December**
 - Media release issued

2015

- January
- Website established
 - Newsletter, e-newsletter
 - Community newspapers informed

- February
- Collate email or postal addresses for newsletter and correspondence contacts
 - Initial letter sent to all stakeholders
 - Website updated
 - Follow up writing communications with Collaborate and Involve Stakeholders

- March
- Website updated
 - **Joint Committee Meeting – 6 March**
 - First newsletter released (indicative)
 - Media release issued

- April
- Website updated

- May
- Website updated
 - **Joint Committee Meeting – 15 May**

- June
- Website updated
 - Milestone progress meetings and communications – Stage 2 (Risk Evaluation)

July	<ul style="list-style-type: none">○ Website updated○ Joint Committee Meeting – 24 July○ Third newsletter released (indicative) + media release
August	<ul style="list-style-type: none">○ Website updated○ Road Show process initiated
September	<ul style="list-style-type: none">○ Website updated○ Joint Committee Meeting – 18 September
October	<ul style="list-style-type: none">○ Website updated
November	<ul style="list-style-type: none">○ Website updated○ Joint Committee Meeting – 13 November○ Milestone progress meetings and communications – Stage 3 (Risk Management Strategy Framework)○ Fourth newsletter released (indicative) + media release
December	<ul style="list-style-type: none">○ Website updated○ Strategy adopted

7. Review

This Plan shall be review quarterly by the Coastal Technical Advisory Group to confirm:

1. Whether any new stakeholders have been identified that should be added to this Plan
2. Whether the Engagement Approach for each stakeholder should be reviewed based on the outcome of engagement to date and any requests from the stakeholder for more or less involvement; and
3. Whether the timeline outlined in Section 6 should be revised.

Should this Stakeholder Plan be updated the revised Plan shall be presented to the next Joint Committee Meeting for endorsement.