



# AHURIRI REGIONAL PARK JOINT COMMITTEE

## Open Agenda

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Meeting Date: Wednesday 1 May 2024

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Time: 9.30am

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Venue: Large Exhibition Hall  
War Memorial Centre  
Marine Parade  
Napier

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Committee Members: **Chair:** Deputy Mayor Brosnan (Napier City Council)  
Councillor Price (Napier City Council)  
Councillor Hinewai Ormsby and Councillor Williams (HB Regional Council)  
Harlem-Cruz Ihaia, Joseph Reti, Morehu Te Tomo and Chad Tareha (Mana Ahuriri Trust)  
NCC Alternate: Councillor Browne  
HBRC Alternate: Councillor Kirton  
MAT Alternate: Evelyn Ratima

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Officer Responsible: Executive Director City Strategy (Rachael Bailey)

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Administration: Governance Advisor (Carolyn Hunt)

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**Next Ahuriri Regional Park Joint Committee meeting**

## Delegated Authority, Purpose and Fields of Activity of the Ahuriri Regional Park Joint Committee

*(Administration through the Napier City Council)*

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<i>Reports to</i>	<i>Council</i>
<i>Chairperson</i>	<i>Elected by Committee</i>
<i>Deputy Chairperson</i>	<i>Elected by Committee</i>
<i>Membership</i>	<i>2 NCC Councillors (1 alternate)</i> <i>2 HBRC Councillors (1 alternate)</i> <i>4 Mana Ahuriri Trust Representatives (1 alternate)</i>
<i>Quorum</i>	<i>4</i>
<i>Meeting frequency</i>	<i>As required</i>
<i>Officer Responsible</i>	<i>Executive Director City Strategy</i>

The Ahuriri Regional Park Joint Committee has been established as a Joint Committee under clause 30A of Schedule 7 of the Local Government Act 2002.

### **1. Te Mana kua tukuna me te Kaupapa**

#### **Delegated Authority and Purpose and Fields of Activity**

The ARP Joint Committee has responsibilities delegated by the Partner Councils to fulfil its purpose being:

- 1.1. To make recommendations to the respective council's on decisions pertaining to the development of the ARP that are within the jurisdiction of each Partner Council, as it relates to the site legally described as Lot 1 DP 388211. The ARP Joint Committee shall have discretion to determine the matters presented to the MAT Board for decision.
- 1.2. To commission reports and advice; and oversee the design and delivery of projects associated with the ARP:
  - a) Provide advice on and approve project briefs.
  - b) Commission a project manager and consultant team for the preparation of a masterplan.
  - c) Provide recommendations on Annual Plan budgeting and inclusion of funding in the Long Term Plan (LTP) by each Council to achieve agreed water storage and quality, ecology, cultural and recreation outcomes for the estuary, its streams drains and tributaries, and on adjacent land.
  - d) Provide recommendations on the completion of a proposal to be submitted by each Council in the LTP reflecting the current situation for the ARP.
  - e) Make recommendations on regulatory changes and other planning documents that support the delivery of the ARP.
  - f) Seek advice on the best models for future governance and/or management of the site.

- g) Collaborate in the preparation of applications for necessary consents to ensure timing is coordinated and activities applied for are consistent with the ARP Masterplan.
  - h) Establish and agree outcomes, deliverables and ensure milestone alignment and updates on a proposal towards the LTP for each Council.
- 1.3. The delivery of an ARP that promotes climate resilience, ecological and water quality improvements, biodiversity improvements, promotes a more natural estuary margin, and provides storm water management, low impact compatible recreational opportunities, cultural storytelling and educational opportunities.
  - 1.4. To strengthen collaborative relationships at all levels between NCC, HBRC and MAT, and in particular the co-governance, planning, operations, and monitoring functions, as they work through a co-governance relationship to develop the ARP. Council Partners that are consenting authorities reserve the right to be independent for any element that requires consent.
  - 1.5. To promote alignment of all Partners projects with the ARP projects, initiatives and planning documents, so that resources committed to protecting and enhancing the estuary through the development of the ARP are adequate; that they prudent and efficient; and are likely to produce the outcomes expected by the whole community. Partners will seek to identify and tap into external sources of funding as required.
  - 1.6. To facilitate collaboration in planning and design for all waterways, drainage and stormwater networks where they discharge into the ARP.
  - 1.7. To work with Te Komiti to establish processes and collaborate together on actions to restore the mauri of the Ahuriri Estuary through the development of the ARP on Lagoon Farm.
  - 1.8. To keep each Partner Council, MAT and Te Komiti regularly updated on the ARP Joint Committees progress.

## **2. Ngā mana kāore e tukuna**

### **Powers not delegated**

The following powers are not delegated to the ARP Joint Committee:

- 2.1. Any power that cannot be delegated in accordance with clause 32 Schedule 7 of the Local Government Act 2002.
- 2.2. Decisions relating to the allocation of funding, the use and development of land and watercourses, and matters relating to consenting lies with each Partner Council that has jurisdiction over these decisions. Recommendations only are made by the ARP Joint Committee.
- 2.3. Unless expressly specified in the ToR, the ARP Joint Committee only has the power to make recommendations to Partner Councils and to MAT.

# ORDER OF BUSINESS

## Apologies

Nil

## Conflicts of interest

## Public forum

Nil

## Announcements by the Chairperson including notification of minor matters not on the agenda

*Note: re minor matters only - refer LGOIMA s46A(7A) and Standing Orders s9.13*

A meeting may discuss an item that is not on the agenda only if it is a minor matter relating to the general business of the meeting and the Chairperson explains at the beginning of the public part of the meeting that the item will be discussed. However, the meeting may not make a resolution, decision or recommendation about the item, except to refer it to a subsequent meeting for further discussion.

## Announcements by the management

## Confirmation of minutes

A copy of the Minutes from the meeting held on Friday, 5 May 2023 are attached on page ..41

## Minor matters not on the agenda – discussion (if any)

## Agenda items

1 Ahuriri Regional Park.....5

## Recommendation to Exclude the Public

Nil

# AGENDA ITEMS

## 1. AHURIRI REGIONAL PARK

<i>Type of Report:</i>	Operational
<i>Legal Reference:</i>	N/A
<i>Document ID:</i>	1752562
<i>Reporting Officer/s &amp; Unit:</i>	Fleur Lincoln, Strategic Planning Lead Connie Mills, Strategic Planning Lead

### 1.1 Purpose of Report

1. This report seeks endorsement of the Engagement Plan and function and membership of the Technical Advisory Group.
2. Further, it seeks appointment of a new Deputy Chair of the Ahuriri Regional Park Joint Committee.

### Officer's Recommendation

The Ahuriri Regional Park Joint Committee:

- a. **Endorse** the Engagement Plan.
- b. **Endorse** the function and membership of the Technical Advisory Group.
- c. **Appoint** \_\_\_\_\_ as Deputy Chair of the Ahuriri Regional Park Joint Committee.

### 1.2 Background Summary

#### Engagement Plan:

A Stakeholder Engagement Plan was included as a deliverable in the Request for Proposals for the Ahuriri Regional Park Master Plan exercise, which was ultimately awarded to Boffa Miskell.

Boffa Miskell has built on the Engagement Scoping Report prepared by Frank Engagement and has prepared an Engagement Strategy and Plan (refer **Attachment 1**).

The Engagement Strategy and Plan (the Engagement Plan) sets out the engagement objectives and approach. The focus of the plan is to collaborate, consult and inform a range of key partners and stakeholders. Key points include:

- Engagement with identified key stakeholders for the project duration will comprise a participatory and consulting approach which matches the needs of those partaking.
- The outcomes of this engagement will inform a co-design process with Mana Ahuriri Trust.
- The engagement will contribute to identifying opportunities and constraints and gain key stakeholders input to inform the design as it develops.

- An inclusive approach is proposed to obtain meaningful input to the design as it develops from project partners, key stakeholders, asset users, and the wider community.
- The communications and engagement approach includes management and mitigation tools to recognise the highly visible nature of the project and that it is likely to be subject public and media attention.
- This plan has been prepared in accordance with Waka Kotahi's Public Engagement Guidelines (2016) and NCC's Significance and Engagement Policy (2017). It aims to identify whom to engage with, when to engage and the level of engagement based on the IAP2 spectrum of public participation.
- It is a live document which is anticipated to be updated throughout the duration of the project.

Partners and Stakeholders have been identified with specific engagement methods developed according to the level of engagement based on the IAP2 spectrum of public participation.

In short:

- Hui, design workshops and direct korero are proposed for principal partners (including hapu, at marae if appropriate),
- Meetings are proposed with authorities and service/infrastructure providers,
- Workshops, online platforms and invitations to an open day are proposed for key community stakeholders,
- An open day with online material to facilitate feedback are proposed for other community groups and the broader community.

The methods of engagement are purposeful for not only the Engagement Strategies, Goals and Objectives of the project, but also for the 6-month timeframe in which the Concept / Masterplan Phase of the project is set within.

Some identified stakeholders may move between engagement levels based on their level of interest and capacity to engage. All efforts will be made to ensure participants are engaged with in a manner which suits their input. The level of engagement will be monitored throughout and reported on.

The Engagement Timeline integrates with the master planning design process.

#### Function and Membership of the Technical Advisory Group:

The Technical Advisory Group is defined in the Terms of Reference as:

*“Technical Advisory Group or (TAG)” means the non-elected technical advisors to the project, who may move in or out of TAG. as required.*

Key points in relation to the role of the TAG in respect to the Terms of Reference include:

- Clause 16.1 requires all reports to the Joint Committee to be presented via the nominated TAG representative (or from the Joint Committee Co-Chairs),
- Clause 16.3 requires the TAG to ensure that the summary reports of Joint Committee Meetings are provided to each Partner Council and to Mana Ahuriri Trust, and to be available to attend Council and Mana Ahuriri Board meetings if required.
- Clause 16.4 requires the TAG to include a Cultural Advisor appointed by Mana Ahuriri Trust.

The following further functions have been identified during Joint Committee Workshops:

- Review/provide advice to the PM on scopes of work, OOS's and deliverables,
- Be a 'bouncing board' for consultants,
- Provide advice to the JC.

It is further considered that specific TAG members could be tasked with championing key areas of work, knowledge building, investigations/assessments and problem resolution.

The TAG would be managed by the Project Manager.

Considerations around membership have included:

- Permanent team but with the flexibility of having others stand in,
- Equal representation from the Partner Councils and Mana Ahuriri Trust,
- Key areas of expertise to include Mātauranga Māori, stormwater asset management – both NCC and HBRC, ecology and engagement,
- Other experts could be drawn on if/as required,
- Cultural competency to be considered when selecting experts.

Taking the above into account, and having received nominations from Mana Ahuriri Trust, the following experts are proposed to be appointed to the TAG:

	Person	Expertise	MAT	HBRC	NCC
1	Senitra Nathan-Marsh	Engagement, Community, Environmental, Cultural	•		
2	Tipene Cottrell	Mātauranga Māori, Tikanga, Historian, Community	•		
3	Shade Smith	Marine Science, Mātauranga Māori, Tikanga	•		
4	Bart Leslie	Parks / Landscape Architecture		•	
5	TBC*	Marine Science		•	
6	James Feary / Johan Kirsten	Infrastructure / Drainage		•	
7	Syed Andrabi	Stormwater			•
8	Fleur Lincoln	Planning			•
9	Jess Soutar Barron	Engagement			•

\* Anna Madarasz Smith was previously proposed but has resigned from HBRC. HBRC will advise a replacement in the Marine Science space in time.

The process for remuneration of Mana Ahuriri Trust representatives on the TAG has been confirmed with Parris Greening and is expanded upon below.

Another key component of work required to inform the master planning process is the concept design of stormwater attenuation and wetland treatment solutions. This work will be carried out by a consult on Napier City Council's 3 Water Infrastructure Services Panel. Noting the importance of the work and the need for integration between the stormwater design and master planning workstreams, it is suggested that a representative from the stormwater design team also be appointed to the TAG.

Appointment of a New Deputy Chair of the Ahuriri Regional Park Joint Committee:

Tania Eden announced her resignation from the Joint Committee at the Joint Committee Workshop on 18 December 2023.

Tania also held the role of Deputy Chair.

Clause 13 of the Terms of Reference relates to leadership of the Joint Committee and states:

*13.0 Te hautūtanga o te Komiti Hono Leadership of the Joint Committee*

*13.1 The Chair/Co-Chairs are appointed by the ARP Joint Committee.*

*13.2 The Deputy Chair, if required, is appointed by the ARP Joint Committee.*

The Joint Committee may appoint a new Deputy Chair.

### **1.3 Issues**

No issues.

### **1.4 Significance and Engagement**

Endorsement of the Engagement Plan and the function and membership of the Technical Advisory Group is a procedural matter.

Appointment of a Deputy Chair is provided for under 13.2 of the Terms of Reference.

Consultation with the wider public is not required.

### **1.5 Implications**

#### **Financial**

##### Engagement Plan:

Preparation and implementation of the Engagement Plan is part of Boffa Miskell's existing engagement. While time and cost were allocated to this in the initial offer of service, there is a risk that upon greater focus on the requirements of the Engagement Plan there will be a greater time demand. This can be managed via the standard process around variations under existing clauses of the contract.

The Engagement Plan looks to facilitate hui at Marae and the engagement of hapu members. A remuneration implication can be expected.

Financial risk will be minimised by following the relevant Council policies and best practice, and by taking the guidance of the joint committee.

Overall, financial implications are not expected to be significant.

##### Function and Membership of the Technical Advisory Group:

There will be no remuneration of staff from each partner Council. Participation of staff on the Technical Advisory Group is considered inclusive of the many activities staff are expected to fulfil within their role.

Remuneration of members nominated by Mana Ahuriri Trust is as follows:

#### **Staff:**

In accordance with the Hawkes Bay Regional Council Policy for Reimbursement for Project Meetings and Travel (**Attachment 2**) – the same that applies to Mana Whenua Joint Committee members (refer Clause 10.2 of the Terms and Reference).



Trustees or appointed representatives:

Direct engagement based on negotiated hourly rate.

Remuneration of the representative from the stormwater design team will be via Lagoon Farm project. This has been included in that project's Scope/ Request for Services.

Appointment of a New Deputy Chair of the Joint Committee:

Nil – remuneration of the Joint Committee members remains to accord with Section 10.0 of the Joint Committee Terms of Reference.

**Social & Policy**

Engagement Plan:

The Engagement Plan has been prepared based on a strategy of building trust, enabling participation and creating connection to the site – with the following objectives:

- a. To recognise the Māori relationships and values of this place and surrounds and engage early to develop and maintain a meaningful relationship with the appropriate iwi, hapū and marae. To incorporate, Māori tikanga and practices into concepts into the project processes and outcomes.
- b. To provide learning opportunities for all through engagement that reflect the aspirations of the key stakeholders and create opportunities for continued involvement of groups and individuals.
- c. Create honest communications that are clear and well understood by all.
- d. To establish positive and enduring relationships between the Joint Committee, Mana Ahuriri Trust, Napier City Council and the wider community.
- e. To gain insights to matters pertaining to the environment, an understanding of stakeholder use and aspirations and positive contributions to design considerations.

Function and Membership of the Technical Advisory Group:

The function and membership of the Technical Advisory Group has been socialised with the Joint Committee during workshops.

Nominations from Mana Ahuriri Trust have been fully accepted. This recognises Clause 16.4 of the Terms of Reference, which states:

*16.4 The Technical Advisory Group must include a cultural advisor appointed by Mana Ahuriri Trust, and must be an integral member of the Technical Advisory Group.*

The combined experience and skill set of the Group covers the majority of matters concerning the project, while the ability remains to draw on additional/specific experience and skill sets should the need arise.

Appointment of a New Deputy Chair of the Joint Committee:

Provided for under 13.2 of the Terms of Reference.

**Risk**

Engagement Plan:

Risks have generally been minimised through:

- Developing a clear understanding of the project and vision of the Joint Committee – in regard to project outcomes and engagement itself,

- Articulating the purpose of engagement in this instance and developing specific goals and objectives,
- Determining stakeholders and mapping each across established spectrums of engagement,
- Identifying specific considerations / constraints and risks,
- Determining specific engagement methods for different partners and stakeholders and assigning roles and responsibilities,
- Considering key messaging,
- Integrating the timeline with the master planning project plan,
- Outlining a monitoring and record keeping approach.

Function and Membership of the Technical Advisory Group:

The role of the Technical Advisory Group can pivot according to demands of the Joint Committee/project, while the ability remains to draw on additional/specific experience and skill sets should the need arise.

Appointment of a New Deputy Chair of the Joint Committee:

Provided for under 13.2 of the Terms of Reference.

Overall, risk will be minimised by following the relevant policies and best practice, and by taking the guidance of the joint committee.

## 1.6 Options

The options available to the Joint Committee are:

- Endorse the Engagement Plan.
- Do not endorse the Engagement Plan / recommend changes to the Engagement Plan.
- Endorse the function and membership of the Technical Advisory Group.
- Do not endorse the function and membership of the Technical Advisory Group / recommend changes to the function and membership of the Technical Advisory Group.
- Appoint \_\_\_\_\_ as Deputy Chair of the Joint Committee.
- Choose not to have a Deputy Chair (as allowed under 13.2 of the terms of reference).

## 1.7 Development of Preferred Option

Engagement Plan:

Development of the Engagement Plan has involved a focused workshop with members of the Technical Advisory Group, a focused workshop with the Joint Committee and workshop with Annette Brosnan (Joint Committee Chair) and Hinewai Ormsby (Joint Committee member) and has been prepared by an experienced team.

Function and Membership of the Technical Advisory Group:

The function and membership of the Technical Advisory Group has been socialised with the Joint Committee during workshops.

Nominations from Mana Ahuriri Trust have been fully accepted.

Appointment of a New Deputy Chair of the Joint Committee:

Discretion of the Joint Committee.

## 1.8 Attachments

- 1 Engagement Strategy and Plan (Doc Id 1755032) [↓](#)
- 2 Hawkes Bay Regional Council Policy for Reimbursement for Project Meetings and Travel (Doc Id 1754491) [↓](#)




# Engagement Strategy & Plan

For the Ahuriri Regional Park Masterplan Project

Prepared for Napier City Council



## Document Quality Assurance

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Status: Draft	Revision / version: 1	Issue date: 19 March 2024
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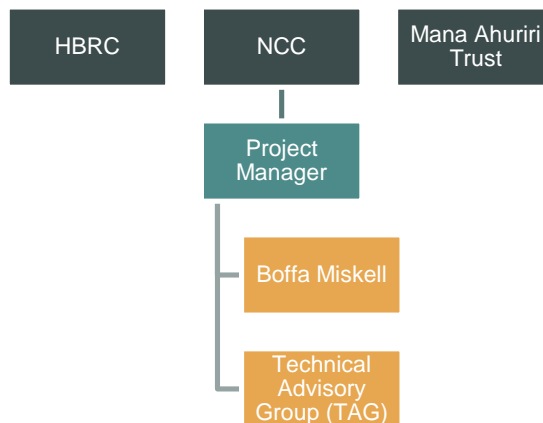
Template revision: 20220302 0000

File ref: BM230795 Engagement Plan

# 1.0 Introduction

## 1.1 Project Team

Boffa Miskell Ltd (BML) have been contracted by Napier City Council (NCC) as lead consultants for the Masterplan Design of Ahuriri Regional Park. The project is one of several city projects within the Ahuriri area.



The following Engagement Plan (the Plan) sets out the engagement objectives and approach. The focus of the plan is to collaborate, consult and inform the range of key stakeholders identified by NCC.

## 1.2 Mana Ahuriri Trust Partnership

The iwi and hapū groups that associate with the project area have an existing relationship with Napier City Council (as the Crown) via Te Tiriti o Waitangi, and through the numerous other projects being undertaken in the rōhe.

Mana Ahuriri Trust are represented on the Ahuriri Regional Park Joint Committee with four representatives and have expressed strong support for the project, in particular the focus on recognising and enhancing the cultural values and enhancement of Te Taiao. In doing so restoring physical and spiritual access to the site and its connection to Te Muriwai o te Whanga and Te Whanganui-a-Orotū.

## 2.0 Project background

This procurement relates to the delivery of a masterplan for the Ahuriri Regional Park. Te Whanganui-a-Orotū, also known as the Ahuriri Estuary, is a unique wetland area that requires restoration due to years of stormwater discharge, wastewater discharges, and sediment runoff.

To address these challenges, the Council aims to work closely with Hawkes Bay Regional Council (HBRC), Mana Ahuriri Trust (MAT) and Te Komiti Muriwai o Te Whanga to develop Ahuriri Regional Park on Lagoon Farmland. The Ahuriri Regional Park (ARP) Working Group was formed in June 2020 to take a concept that was identified in the Ahuriri Estuary and Coastal Edge Masterplan (2018) (Attachment 4) to a project suitable to being funded in the Long-Term Plan (LTP), the funding will come from the LTPs from both Napier City Council (NCC) and Hawke's Bay Regional Council (HBRC). This Working Group consisted of members from NCC and the HBRC and worked closely with Mana Ahuriri Trust (MAT). The group identified main drivers to the regional park as being the delivery of enhancements to biodiversity, ecosystems, water quality, and cultural value.

In November 2021 formal approval to establish the Ahuriri Regional Park Joint Committee, alongside partners MAT and HBRC, was given at the Future Napier Council Meeting. HBRC and MAT also approved this Joint Committee at their respective meetings and a Terms of Reference was adopted. At this meeting it was also approved for the development of a masterplan to be undertaken.

A programme of stormwater management focused work is progressing and will inform the masterplan in terms of a greater understanding of how this site will be developed, what extent of areas will be used for stormwater attenuation (if any), requirements relating to stormwater quality management, and any upgrades required within the stormwater network to enable the use of this site for stormwater purposes. This work will also inform what earthworks will be required on the site to enable its use for stormwater management. A Lagoon Farm – Stormwater Quality and Flooding Options Report has been produced which outlines high level options for stormwater treatment and attenuation.

## 3.0 Statement of Purpose

The design focuses to a collaborative co-design process with Mana Ahuriri Trust and applies participatory engagement of key stakeholders and mana whenua to generate a master plan design. Engagement with identified key stakeholders for the project duration will comprise a participatory and consulting approach which matches the needs of those partaking. The outcomes of this engagement will inform a co-design process with Mana Ahuriri Trust.

The engagement will contribute to identifying opportunities and constraints and gain key stakeholders input through the workshop engagement to inform the design as it develops.

We seek to undertake a fresh and informed approach to consultation, recognising past engagement and opinions and developing options for the Joint Committee, Mana Ahuriri Trust and key stakeholders consider opportunities and/or clearly understand all aspects of the proposal options. Overall, the project provides a positive community outcome message with environmental enhancement, climate change resilience alongside a community public asset development being the focus.

An inclusive approach is also proposed to obtain meaningful input to the design as it develops from project partners, key stakeholders, asset users, and the wider community as we progress the project.

The project team is mindful that the project will be highly visible and likely to be subject public and media attention, therefore our communications and engagement approach includes management and mitigation tools to respond to this.

This plan has been prepared in accordance with Waka Kotahi's Public Engagement Guidelines (2016) and NCC's Significance and Engagement Policy (2017). It aims to identify whom to engage with, when to engage and the level of engagement based on the IAP2 spectrum of public participation. This is a live document which is anticipated that this will be updated throughout the duration of the project.



## 4.0 Engagement Scoping Report

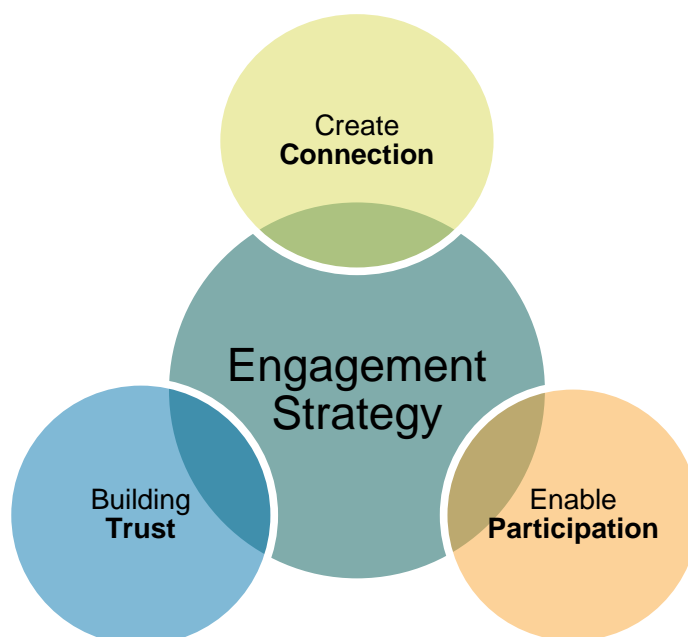
Frank Engagement were contracted in 2023 to produce a scoping report on engagement. In the production of this report Frank Engagement facilitated workshops with the Technical Advisory Group and Ahuriri Regional Park Joint Committee to identify:

- Engagement Principles
- Strategic Approach to Engagement
- Engagement Tactics
- Considerations for the Master planning Consultation and Engagement Strategy.

The key outcomes of the workshops are appended to this Engagement Plan. These outcomes are summarised in five groups:

1. Authentic Engagement
2. Tikanga
3. Be visible
4. Best Practice Engagement Principles
5. Multi-channel Communications.

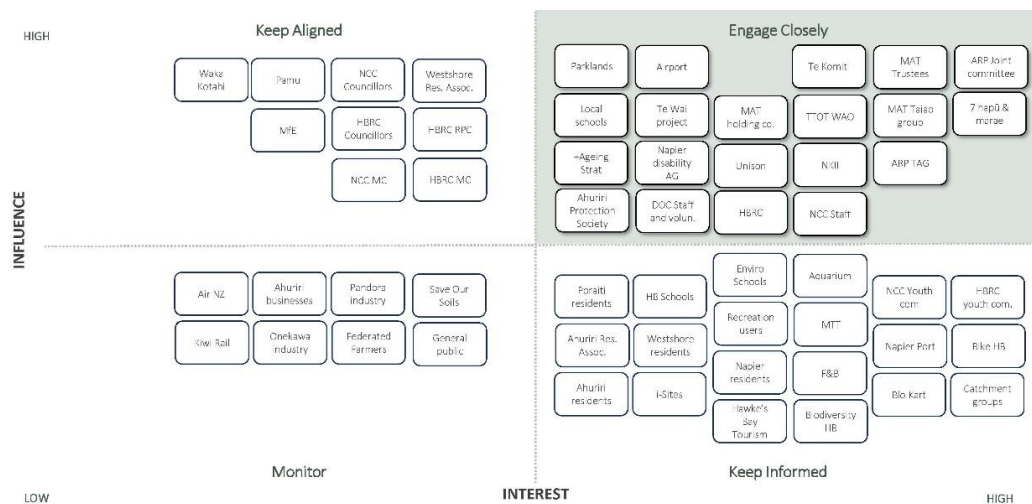
Strategies for engagement were identified as:



- **Create Connection** – Helping people feel more connected to the site and understand its importance to Napier and the wider region.
  - Bring people to the site
  - Share the vision using different media
  - Images of the historical site and current site and vision (Masterplan) for what it could be.
  - Case studies
  - Support existing groups to be involved in environmental protection
- **Building Trust** – Help people gain confidence that their views will be considered and that this project will be delivered in a way that aligns with their values, by:
  - Manage expectations + define areas people can influence
  - Empower community champions / trusted leaders within communities
  - Messaging shows humanness – ‘we’re in this with you, this affects us too’
  - Promote relevant data, backed by science and Mātauranga Māori
  - Keep comms up-to-date (website) with easy-to-understand measures
  - Identify milestones, tracking work and progress
  - Listen to and learn from the community – allow and create space for people to voice their opinions / influence the process
  - Provide clear info about how partners are committed and already positively contributing to outcomes (overarching narrative)
  - Show key drivers e.g., climate resilience, water quality, biodiversity protection
  - Demonstrate flood protection aims of project
  - Estuary can be beautiful and be core infrastructure that builds our climate resilience.
- **Enable Participation** - Make it easy for people to engage with the project and contribute a diverse range of ideas, by:
  - Create a new vision to build buy-in and take them on the journey
  - Go to where the community are – crash the party
  - Clear programme of works
  - Make opportunities visible
  - Welcome opportunities suggested by others
  - Understand what support and resourcing is needed for parties to participate
  - Where appropriate, pay/reward people for their time and expertise

Frank Engagement's Stakeholder mapping identified the spectrum of engagement and where groups and the approach to engaging with groups / individuals.

Ahuriri Regional Park Project Stakeholder Mapping



Challenges and opportunities were identified for the key strategy areas; Connection, Trust and Participation. The stories to tell and tactics were identified and approaches to mana whenua and other groups were identified. These are further expressed within this Engagement Plan.

**Recommendations from the Frank Engagement Report comprised:**

- **Refine and agree on engagement principles**, using the themes outlined under the engagement kaupapa of authentic engagement, tikanga thinking, being visible, best practice engagement and multi-channel communication
- **Refine and agree engagement strategies**, to ensure the project team are clear on the objectives and methodologies for engaging
- **Tailor engagement strategies for key groups** (project partners, key stakeholders and communities of interest) in line with the engagement mapping and tailored tactics carried out through the engagement scoping
- **Continue to assess challenges and opportunities**. Particularly needs revision with a master planning lense. Add C+E challenges and opportunities to wider project risk register.
- **Identify engagement needs related specifically to the master planning process** and what are foundational C+E needs to support the wider project i.e an overarching project narrative.
- **Determine which tactics will be used and when** to best support engagement strategies.

## 5.0 Engagement Strategy

### 5.1 Strategic Engagement Goals

Building trust, enabling participation and creating connection to the site and Community through this project is supported by the following Goals.

- a) To build and grow meaningful and enduring relationships with the partners, key stakeholders and wider community that grow beyond the project master planning phase.
- b) To understand the local context and the engagement needs of Mana Ahuriri Trust, Hapū, key stakeholders and the community.
- c) To provide accessible, safe and positive engagement opportunities for all participants.

### 5.2 Objectives

Delivering an engagement and communications approach which is inclusive and collaborative throughout the project is the foundation to this project. The objectives seek to develop and maintain ongoing relationships and communication pathways beyond the project.

Our engagement and communication objectives are:

- a) To recognise the Māori relationships and values of this place and surrounds and engage early to develop and maintain a meaningful relationship with the appropriate iwi, hapū and marae. To incorporate, Māori tikanga and practices into concepts into the project processes and outcomes.
- b) To provide learning opportunities for all through engagement that reflect the aspirations of the key stakeholders and create opportunities for continued involvement of groups and individuals.
- c) Create honest communications that are clear and well understood by all.
- d) To establish positive and enduring relationships between the Joint Committee, Mana Ahuriri Trust, Napier City Council and the wider community.

### 5.3 Masterplan Engagement Methods

Developing Masterplans require specific engagement that focus on discovering, exploring and refining of ideas, through a collaboration process. This uses methods of 1:1 engagement, design workshops, surveys and an open day. The following approaches are applied to all engagement to contribute to the key phases of the master planning:

#### **Discovery & Visioning Phase:**

- a) Partners workshop (2) – to
  - a. explore korero and common values to inform and develop the vision.
  - b. Explore history, opportunities and constraints through information sharing and written communications before and after workshop.

- b) TAG workshops (2) to:
  - a. Explore history, opportunities and constraints through information sharing and written communications before and after workshop.
  - b. Topic / expertise specific items discussed within TAG to enable information sharing across discipline / specialty areas. Eg. Ecological condition, constraints and opportunities.
  - c. Identify key parameters to guide design.
- c) Key Stakeholders Workshops (2) and identified 1:1 Meetings.
  - a. Introductory Pack issued and invitation sent to key stakeholders to attend a workshop
  - b. Inviting key information from stakeholders prior to workshop to assist in informing workshop.
  - c. Workshop focused on participatory methods exploring value, constraints and exploring opportunities.

#### **Options Phase:**

- d) Partners workshop – to
  - a. Revisit opportunities and constraints
  - b. Review core parameters and outcomes
  - c. Explore and define options.
- e) TAG workshop to:
  - a. Review technical parameters and assumptions.
  - b. Explore options to achieve parameters developing thresholds for options.
- f) Key Stakeholders Workshop and identified 1:1 Meetings.
  - a. Explore options in a participatory method exploring key 'areas' through an involved design workshop.

#### **Shaping Phase:**

- g) Partners workshop – to
  - a. Review and explore key outcomes of options MCA and input into evaluation of options.
  - b. Refine outcomes / ideas for preferred option.
- h) TAG input to:
  - a. Review MCA parameters and assumptions.
  - b. Participate in MCA analysis remotely.
- i) Joint Committee Formal review of preferred option to proceed to Masterplan
- j) Community Engagement via Open Day feedback, survey and online media.

#### **Delivery Phase:**

- k) Partners workshop – to
  - a. Involvement and understanding of performance of proposed outcomes.
- l) Joint Committee Approval of Final Masterplan

## 5.4 Considerations

The following considerations should be made when planning for stakeholder engagement:

**It takes time to develop and build trust-based relationships with stakeholders.** The consensus from practitioners is that from the outset relationships with stakeholders should develop and grow, and that these relationships should be nurtured and not fostered to fade. Additional stakeholders might be identified that also want to be engaged. No willing stakeholder should be excluded from the process of engagement. Some stakeholders will need to be educated about the concept of engagement itself, as well as on the complex issues requiring specialised and technical knowledge. These demands can increase the cost of consultation required to meet external expectations<sup>1</sup>.

**It raises expectations:** Stakeholders can have unrealistically high expectations of benefits that may accrue to them from a project. As such project proponents from the outset must be clear on what they can and cannot do, establishing a clear understanding of their roles and responsibilities. In developing countries, project proponents are often expected to take on responsibilities that are usually the responsibility of the government (e.g. infrastructure development and the provision of healthcare and education facilities). This behaviour should be avoided, as by doing so, governments may be relieved of delivering on their responsibilities and a project proponent will be burdened with projects beyond the realm of their expertise. Instead the engagement processes should provide project proponent with an opportunity to develop relationships with stakeholders and potential project partners who can assist with implementing corporate social responsibility projects.

**Securing stakeholder participation:** Cultural norms and values can prevent stakeholders from freely participating in meetings. Often there are conflicting demands within a community, and it can be challenging for a project to identify stakeholders who are representative of common interests. This might be avoided by employing local community liaison officers who are sensitive to local power dynamics, which requires project proponents developing an awareness of the local context and implementing structures to support and foster effective stakeholder engagement<sup>2</sup>.

**Consultation fatigue:** There is evidence to suggest that stakeholders can easily tire of consultation processes especially when promises are unfulfilled, and their opinions and concerns are not taken into consideration. Often stakeholders feel their lives are not improving as a result of a project and this can lead to consultation meetings being used as an area to voice complaints and grievances about the lack of development. This might be avoided by coordinating stakeholder engagement during an engagement process, and by ensuring practitioners do not make promises to stakeholders, but rather use the public consultation process as an opportunity to manage expectations, challenge misconceptions, disseminate accurate project information, and gather stakeholder opinions which are feedback to the client and other project specialists.

<sup>1</sup> 5 Stakeholder Research Associates Canada Inc, 2005, The Stakeholder Engagement Manual Volume 1: The Guide to Practitioners' Perspectives on Stakeholder Engagement, [www.StakeholderResearch.com](http://www.StakeholderResearch.com). STAKEHOLDER ENGAGEMENT PLAN KRUMOVGRAD GOLD PROJECT BULGARIA DECEMBER 2014 Page 3-7

<sup>2</sup> Stakeholder Research Associates Canada Inc, 2005, The Stakeholder Engagement Manual Volume 1: The Guide to Practitioners' Perspectives on Stakeholder Engagement, [www.StakeholderResearch.com](http://www.StakeholderResearch.com).

## 6.0 Stakeholder Analysis and Identification

The Frank Engagement Report provides the first analysis of key stakeholder and identifies the groups within a spectrum of engagement. Figure 1 below has been applied to provide degrees of public participation in the project.

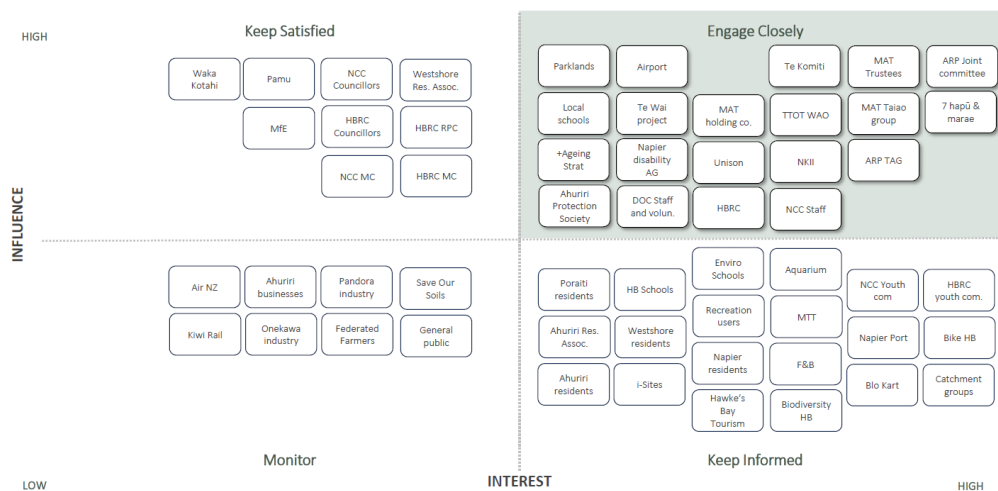
		INCREASING IMPACT ON THE DECISION				
		INFORM	CONSULT	INVOLVE	COLLABORATE	EMPOWER
PUBLIC PARTICIPATION GOAL		To provide the public with balanced and objective information to assist them in understanding the problem, alternatives, opportunities and/or solutions.	To obtain public feedback on analysis, alternatives and/or decisions.	To work directly with the public throughout the process to ensure that public concerns and aspirations are consistently understood and considered.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision making in the hands of the public.
	PROMISE TO THE PUBLIC	We will keep you informed.	We will keep you informed, listen to and acknowledge concerns and aspirations, and provide feedback on how public input influenced the decision. We will seek your feedback on drafts and proposals.	We will work with you to ensure that your concerns and aspirations are directly reflected in the alternatives developed and provide feedback on how public input influenced the decision.	We will work together with you to formulate solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will implement what you decide.

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Figure 1 – Levels of Engagement – Source IAP2 International Federation 2014.

These approaches to engagement also align with NCC's Significance and Engagement Policy which identifies the same approach to engagement spectrum of Inform – Consult – Involve – Collaborate – Empower. Stake holders identified in the Frank Engagement Report have been recommended in four areas of engagement which differ to the policy but have been applied in Section 7.0 as to the Engagement Spectrum and methods. The methods of engagement are purposeful for not only the Engagement Strategies, Goals and Objectives of the project but also for the 6-month timeframe in which the Concept / Masterplan Phase of the project is set within.

### Ahuriri Regional Park Project Stakeholder Mapping



## 7.0 Engagement Methods

### 7.1 Partner Engagement – Engage Closely / Collaborate

Principal Partners/ Stakeholders	Level of engagement (IAP2/NCC Policy)	Engagement Methods	Roles and responsibilities
<b>Ahuriri Regional Park Joint Committee</b>	<ul style="list-style-type: none"> <li>• Partner</li> <li>• Governance / Decision making role</li> </ul>	<ul style="list-style-type: none"> <li>• Committee workshops (2) and formal meetings (2)</li> <li>• Key project team update communications</li> <li>• 1 : 1 Korero with nominated members as required.</li> <li>• Written feedback on draft Concept Masterplan Document.</li> <li>• Open invitation for members to attend all engagement opportunities.</li> </ul>	<ul style="list-style-type: none"> <li>• NCC to initiate engagement workshops and facilitated by Boffa Miskell Ltd.</li> <li>• NCC project manager and other staff to attend all meetings and workshops.</li> <li>• BML and NCC to confirm the partnering role and meaning of this through the project decision making.</li> </ul>
<b>Mana Ahuriri Trust Trustees</b> <b>Te Taiao Group</b>	<ul style="list-style-type: none"> <li>• Partner</li> </ul>	<ul style="list-style-type: none"> <li>• Design workshops x 4                             <ul style="list-style-type: none"> <li>○ Tikanga and Visioning</li> <li>○ Optioneering</li> <li>○ Draft Concept</li> <li>○ Final Concept</li> </ul> </li> <li>• Key project team update communications</li> <li>• Filming of workshops and interviews.</li> </ul>	<ul style="list-style-type: none"> <li>• BML to initiate engagement workshops and facilitate.</li> <li>• NCC project manager and other staff to attend all hui and workshops.</li> <li>• BML and NCC to confirm the partnering role and meaning of this through the project decision making.</li> <li>• Shared delivery of workshops and other meetings by Boffa Miskell Ltd and Mana Ahuriri Trust. Including design of workshops and timing.</li> </ul>
<b>Te Komiti Muriwai o te Whanga</b>	<ul style="list-style-type: none"> <li>• Partner</li> </ul>	<ul style="list-style-type: none"> <li>• Direct emails</li> <li>• Direct phone discussions</li> </ul>	<ul style="list-style-type: none"> <li>• NCC and BML to identify 'faces' of the project to interview and include in social media to promote the project.</li> </ul>
<b>Hapū – Seven hapū</b>	<ul style="list-style-type: none"> <li>• Partner</li> </ul>	<ul style="list-style-type: none"> <li>• 1 : 1 Korero with nominated members as required.</li> <li>• Written feedback on draft Concept Masterplan Document</li> </ul>	



		<ul style="list-style-type: none"> <li>Inclusion in other hui or events for mana whenua.</li> </ul>	
<b>Mangaharuru Tangitū Trust</b> <b>Ngāti Pārau Hapū Trust</b> <b>Te Taiwhenua o Whanganui a Orotū</b>	<ul style="list-style-type: none"> <li>Partner</li> </ul>	<ul style="list-style-type: none"> <li>As above and involved in Design Workshops as guided by Mana Ahuriri Trust</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>

## 7.2 Technical Advisory and Authorities – Engage Closely / Involve

Technical Advisory Group	Level of engagement (IAP2/NCC Policy)	Engagement Methods	Roles and responsibilities
<b>TAG -NCC Internal Stakeholders</b> <ul style="list-style-type: none"> <li>Asset managers</li> <li>Area / topic experts</li> </ul>	<ul style="list-style-type: none"> <li>Collaborate / Involve</li> </ul>	Meetings and workshops with TAG group as expertise are required.  Breakfast meeting / workshop	<ul style="list-style-type: none"> <li>Project team to make contact with key NCC stakeholders, meet with those as required.</li> <li>NCC project manager to schedule workshop and invite internal clients to attend TAG workshops as expertise are required</li> <li>Project team to prepare material to support workshop and lead presentations</li> </ul>
<b>TAG - Mana Whenua Experts</b>	<ul style="list-style-type: none"> <li>Collaborate / Involve</li> </ul>	Workshop with TAG group plus one on one korero with experts	<ul style="list-style-type: none"> <li>Project team to make contact with key NCC stakeholders, meet with those as required.</li> <li>NCC project manager to schedule workshop and invite internal clients to attend TAG workshops as expertise are required</li> <li>Project team to prepare material to support workshop and lead presentations</li> </ul>
<b>Authorities</b> <ul style="list-style-type: none"> <li>Hawkes Bay Regional Council Regional Council</li> <li>Napier City Council</li> <li>Heritage New Zealand</li> <li>Department of Conservation</li> <li>Hawkes Bay Airport Authority</li> </ul>	<ul style="list-style-type: none"> <li>Collaborate / Involve</li> </ul>	Meetings and workshops as expertise are required 1:1 Meetings with Hawkes Bay Airport and Department of Conservation	<ul style="list-style-type: none"> <li>Project team to contact parties and set up meetings.</li> <li>Project team prepare any material required to support meetings and attend any meetings and report back on these.</li> <li>Project team leads to advise NCC project manager of date / time period for workshop to meet overall programme.</li> <li>NCC project manager to schedule workshop, and co-ordinate attendees. Project team lead to organise venue, catering, prepare material and lead presentation.</li> </ul>

•			<ul style="list-style-type: none"> <li>NCC to co-ordinate regular updates via NCC communication channels, project team may supply material.</li> </ul>
<b>Service and infrastructure providers in the area</b> <ul style="list-style-type: none"> <li>Kiwirail</li> <li>Waka Kotahi</li> <li>Airways Incorporated</li> <li>Electricity and Telecommunication providers</li> </ul>	<ul style="list-style-type: none"> <li>Inform / Consult</li> </ul>	<ul style="list-style-type: none"> <li>Meet and discuss where there is an impact on the infrastructure</li> </ul>	<ul style="list-style-type: none"> <li>BML and NCC to have direct engagement as identified.</li> </ul>
<b>NCC and HBRC Councillors</b>	<ul style="list-style-type: none"> <li>Inform</li> </ul>	<ul style="list-style-type: none"> <li>Respective staff to keep Councillors informed and advised of project progress, key dates and activities.</li> </ul>	<ul style="list-style-type: none"> <li>Council staff to provide updates to Councillors through reporting.</li> <li>Council staff to invite Councillors to open days and workshops as relevant.</li> </ul>

### 7.3 Stakeholder Engagement – Engage Closely / Involve

Stakeholders	Level of engagement (IAP2/NCC Policy)	Engagement Methods	Roles and responsibilities
<b>Parklands &amp; Poraiti Community</b>	<ul style="list-style-type: none"> <li>Collaborate</li> </ul>	Key Stakeholder Workshops Engage on the design visioning, needs, opportunities and involvement through design workshops.	<ul style="list-style-type: none"> <li>Key Stakeholder Workshops (evenings) to review project, involve and collaborate on ideas.</li> <li>Project update reporting as approved by Joint Committee</li> <li>BML to arrange collective meetings with key stakeholders' group</li> </ul>
<b>Nominated Individuals – eg. Tony Billings</b>	<ul style="list-style-type: none"> <li>Consult / Collaborate</li> </ul>		
<b>Ahuriri Estuary Protection Society</b>			
<b>Catchment Management Groups</b>			
<b>User groups:</b> <ul style="list-style-type: none"> <li>Walking and cycling</li> <li>Watersports clubs</li> <li>Disability Groups</li> <li>Bike Hawkes Bay</li> </ul>		Online platform for the group to interact with via NCC website  Invitations to open days, and involvement in media coverage (positive) for the project	

## 7.4 Community and Public Engagement – Inform / Consult

Community / Public Engagement	Level of engagement (IAP2/NCC Policy)	Engagement Methods	Roles and responsibilities
Westshore Residents Association	<ul style="list-style-type: none"> <li>Consult / Collaborate</li> </ul>	Open Day event at the site with image boards and visioning	<ul style="list-style-type: none"> <li>BML to prepare material for open day on site.</li> <li>Material and static media will be prepared for online material, by Boffa Miskell Ltd.</li> <li>NCC to facilitate interviews and social media material for portal.</li> <li>Boffa Miskell Ltd and PMG to design survey / feedback questions for online forms.</li> <li>Include updates in regular Council media releases.</li> <li>Video's or promotional material would required to be prepared by others , eg. NCC. These are helpful and useful to capture the process as we progress.</li> <li>Flyover drone material is useful.</li> </ul>
Ahuriri Residents Association			
HBRC RPC		Opportunities for connecting to larger events, markets and activities with a drop in stall.	
HBRC MC			
Ministry for the Environment			
Onekawa Industry		Online material and survey's for feedback on the project.	
Ahuriri Businesses		Regular subscriber project updates via NCC communications team.	
Federated Farmers			
Local residents <ul style="list-style-type: none"> <li>Ahuriri</li> <li>Westshore</li> </ul>		Identify participants that may wish to move to key stakeholder group.	
Forest and Bird			
i-Sites			
Napier Port			
HBRC Youth Com.			
Local Schools incl Enviro Schools			

It is important to note that some identified members may move between engagement levels based on their level of interest and capacity to engage. All efforts will be made to ensure participants are engaged with in a manner which suits their input. However, a collaborative level of engagement will not be achievable for every key stakeholder throughout the duration of the project. The level of engagement will be monitored throughout and reported on. Each engagement milestone will include a short engagement method

plan to outline the objectives of the engagement step, engagement method and the resourcing required. This applies to the key stakeholder workshops, open days and tāngata whenua hui.

### 7.5 Engagement Timeline – 2024

**KEY**

Workshop
Formal Meetings
Email/ Newsletter Communication
1:1 Meetings

Partner	18 <sup>th</sup> – 22 <sup>nd</sup> March	25 <sup>th</sup> – 29 <sup>th</sup> March	1 <sup>st</sup> – 5 <sup>th</sup> April	8 <sup>th</sup> – 12 <sup>th</sup> April	15 <sup>th</sup> – 19 <sup>th</sup> April	22 <sup>nd</sup> – 26 <sup>th</sup> April	29 <sup>th</sup> April – 4 <sup>th</sup> May	7 <sup>th</sup> – 10 <sup>th</sup> May	13 <sup>th</sup> – 17 <sup>th</sup> May	20 <sup>th</sup> – 24 <sup>th</sup> May	27 <sup>th</sup> – 31 <sup>st</sup> May	4 <sup>th</sup> – 7 <sup>th</sup> June	10 <sup>th</sup> – 14 <sup>th</sup> June	17 <sup>th</sup> – 21 <sup>st</sup> June	24 <sup>th</sup> – 28 <sup>th</sup> June	1 <sup>st</sup> – 5 <sup>th</sup> July	8 <sup>th</sup> – 12 <sup>th</sup> July	15 <sup>th</sup> – 19 <sup>th</sup> July	22 <sup>nd</sup> – 26 <sup>th</sup> July	29 <sup>th</sup> July – 3 <sup>rd</sup> August	5 <sup>th</sup> – 9 <sup>th</sup> August	12 <sup>th</sup> – 16 <sup>th</sup> August	19 <sup>th</sup> – 23 <sup>rd</sup> August	26 <sup>th</sup> – 30 <sup>th</sup> August	
Mana Ahuriri Trust									Hui #1		Hui #2		Hui #3			Email Updates		Hui #4	Email Updates						
Hapū – Seven hapū			Hui #1				Hui #3						Hui #4			Email Updates			Email Updates						
Ahuriri Regional Park Joint Committee	Engagement Plan		Email Updates				Visioning Workshop		Email Updates			JC Options Workshop		Approval of Preferred Option		Email Updates			Email Updates				Workshop on Final Draft Concept		Final Concept Approval

Technical Advisory and Authorities	18 <sup>th</sup> – 22 <sup>nd</sup> March	25 <sup>th</sup> – 29 <sup>th</sup> March	1 <sup>st</sup> – 5 <sup>th</sup> April	8 <sup>th</sup> – 12 <sup>th</sup> April	15 <sup>th</sup> – 19 <sup>th</sup> April	22 <sup>nd</sup> – 26 <sup>th</sup> April	29 <sup>th</sup> April – 4 <sup>th</sup> May	7 <sup>th</sup> – 10 <sup>th</sup> May	13 <sup>th</sup> – 17 <sup>th</sup> May	20 <sup>th</sup> – 24 <sup>th</sup> May	27 <sup>th</sup> – 31 <sup>st</sup> May	4 <sup>th</sup> – 7 <sup>th</sup> June	10 <sup>th</sup> – 14 <sup>th</sup> June	17 <sup>th</sup> – 21 <sup>st</sup> June	24 <sup>th</sup> – 28 <sup>th</sup> June	1 <sup>st</sup> – 5 <sup>th</sup> July	8 <sup>th</sup> – 12 <sup>th</sup> July	15 <sup>th</sup> – 19 <sup>th</sup> July	22 <sup>nd</sup> – 26 <sup>th</sup> July	29 <sup>th</sup> July – 3 <sup>rd</sup> August	5 <sup>th</sup> – 9 <sup>th</sup> August	12 <sup>th</sup> – 16 <sup>th</sup> August
PMG and TAG		PMG / TAG #1		1:1 Meetings AR	1:1 Meetings AR	PMG / TAG #2	1:1 Meetings AR	1:1 Meetings AR	PMG / TAG #3	1:1 Meetings AR	1:1 Meetings AR	1:1 Meetings AR			Email Updates			Email Updates		Email Updates		Email Updates

Stakeholder	18 <sup>th</sup> – 22 <sup>nd</sup> March	25 <sup>th</sup> – 29 <sup>th</sup> March	1 <sup>st</sup> – 5 <sup>th</sup> April	8 <sup>th</sup> – 12 <sup>th</sup> April	15 <sup>th</sup> – 19 <sup>th</sup> April	22 <sup>nd</sup> – 26 <sup>th</sup> April	29 <sup>th</sup> April – 4 <sup>th</sup> May	7 <sup>th</sup> – 10 <sup>th</sup> May	13 <sup>th</sup> – 17 <sup>th</sup> May	20 <sup>th</sup> – 24 <sup>th</sup> May	27 <sup>th</sup> – 31 <sup>st</sup> May	4 <sup>th</sup> – 7 <sup>th</sup> June	10 <sup>th</sup> – 14 <sup>th</sup> June	17 <sup>th</sup> – 21 <sup>st</sup> June	24 <sup>th</sup> – 28 <sup>th</sup> June	1 <sup>st</sup> – 5 <sup>th</sup> July	8 <sup>th</sup> – 12 <sup>th</sup> July	15 <sup>th</sup> – 19 <sup>th</sup> July	22 <sup>nd</sup> – 26 <sup>th</sup> July	29 <sup>th</sup> July – 3 <sup>rd</sup> August	5 <sup>th</sup> – 9 <sup>th</sup> August	12 <sup>th</sup> – 16 <sup>th</sup> August
NCC Airport			Email Updates	Meeting								Email Updates					Email Updates					Email Updates
Key Stakeholders			Email Updates	KSG #1		KSG #2			KSG #3			Email Updates				Open Day on site	Tag Comm Events	Tag Comm Events	Tag Comm Events			Email Updates

Wider Community Engagement	18 <sup>th</sup> – 22 <sup>nd</sup> March	25 <sup>th</sup> – 29 <sup>th</sup> March	1 <sup>st</sup> – 5 <sup>th</sup> April	8 <sup>th</sup> – 12 <sup>th</sup> April	15 <sup>th</sup> – 19 <sup>th</sup> April	22 <sup>nd</sup> – 26 <sup>th</sup> April	29 <sup>th</sup> April – 4 <sup>th</sup> May	7 <sup>th</sup> – 10 <sup>th</sup> May	13 <sup>th</sup> – 17 <sup>th</sup> May	20 <sup>th</sup> – 24 <sup>th</sup> May	27 <sup>th</sup> – 31 <sup>st</sup> May	4 <sup>th</sup> – 7 <sup>th</sup> June	10 <sup>th</sup> – 14 <sup>th</sup> June	17 <sup>th</sup> – 21 <sup>st</sup> June	24 <sup>th</sup> – 28 <sup>th</sup> June	1 <sup>st</sup> – 5 <sup>th</sup> July	8 <sup>th</sup> – 12 <sup>th</sup> July	15 <sup>th</sup> – 19 <sup>th</sup> July	22 <sup>nd</sup> – 26 <sup>th</sup> July	29 <sup>th</sup> July – 3 <sup>rd</sup> August	5 <sup>th</sup> – 9 <sup>th</sup> August	12 <sup>th</sup> – 16 <sup>th</sup> August
Open Day																Open Day on site	Tag Comm Events	Tag Comm Events	Tag Comm Events			
Website / Social Media	Media updates			Media updates			Media updates			Media updates			Media updates	Media updates	Media updates							Media updates
Other Council Events																	Tag Comm Events	Tag Comm Events	Tag Comm Events			

## 7.6 Monitoring and Reporting

Weekly updates will be provided following project team meetings. Key actions for NCC project team members will be identified and reported to the NCC Project Manager on a regular basis. Analysis of this plan will be provided in the monthly reports alongside a risk identification register attributed to the engagement.

All monitoring and reporting will be set against the purpose and objectives of this Engagement Plan to provide continued rigour to the process.

As stated above the engagement process will be iterative and will require weekly updates and tracking to ensure the current plan is either on track or requires adjustment. The programme for workshops and meetings will be provided to the NCC Project team for approval prior to undertaking.

### Reporting:

Timing: Weekly in first 6 months of project

Responsible: Consultant Project Manager, Council Project Manager

Method: Verbal, noted in minutes

Content:

- Programme tracking vs Gantt chart.
- Risks (If any)
- Engagement Register

## 8.0 Methods of communication and engagement

Mediums for communication and engagement will vary to suit the participant. These include:

Phone calls | Emailing | On-line surveys/on-line feedback

Face to face meetings | Facilitated workshops / Wananga | Open days/drop-in sessions etc.

NCC newsletter | NCC website updates | Posters - NCC

Social media of NCC | Mainstream media | Brochures/flyers

## 9.0 Key Messaging

Messaging is important to ensure all parties, at each engagement level, are aware of the project objectives, purpose and their level of influence on the project outcomes.

Key messaging includes:

- The project will provide a significant opportunity to create climate resilience and a significant environmental enhancement for the natural environment.
- The benefits will include improved stormwater management, ecological enhancement and community facilities that will benefit the wider region and Napier City.

For Partners:

- The involvement they have is crucial to assisting in the identification of opportunities and challenges and setting the direction of the project.
- Communication will be consistent and open throughout the project, ensuring NCC and the Partner Group are communicated with in a consistent manner.

For Stakeholders:

- Key Stakeholders will provide a collaborative level of involvement to identify opportunities, issues and identification of preferred outcomes. Where agreement is not reached clear understanding of assumptions and decision-making reasoning is critical. This involvement will help guide the outcomes of the Masterplan and ongoing opportunities for input.
- Feedback will be provided with opportunities for ongoing feedback outside of formalised platforms.

For Involvement Level Groups

- Input will be sought out and considered to assist in identifying opportunities and issues.
- Project updates will be provided throughout the project with opportunity for continued discussions through individual and formal meetings.

For 'Inform' groups:

- Inform groups will have valued input to identify opportunities and important issues. Communication on project status, agreed issues and direction will be communicated through official project communications.

For Wider Public / Community / District

- Wider public will be informed throughout the project via official project communications. Their input can assist in identifying opportunities and issues in the affected area.



## 10.0 Engagement Program

### 10.1 Timeline

The identified timeline for the project follows an approach to engage at a variety of levels with a range of participants. For successful engagement to occur and to ensure the objectives of this plan are achieved the following timeline must be considered adaptive and iterative. Engagement for the Masterplanning exercise requires a multi team approach from both the consultant designers, Boffa Miskell Ltd, the Ahuriri Regional Park Joint Committee and Napier City Council's project team.

The programme and the interconnected delivery of work packages are recorded in the Project Management Gantt Chart, kept as a live document by the consultant Project Managers. This will inform timing of engagement with participants and will be updated when informed by participants of outside influences that may changing timing requirements.

### 10.2 Stakeholder Activity

Reporting stakeholder communication and responses will be provided an updated live spreadsheet that will track:

- Dates
- Discussion / Minutes
- Feedback provided.
- Issued minutes / responses.
- Key matters for consideration and involvement
- Level of participation expectations.
- Level of risk
- Recommended tasks.

The spreadsheet will be provided as part of the monthly reporting and as a when matters arise be updated by all members of the project team to ensure capture of communication.

## 11.0 Monitoring and Reporting

Weekly updates will be provided to the stakeholder activity plan and updated following project team meetings. Key actions for NCC project team members will be identified and reported to the NCC Project Manager on a regular basis. Analysis of this plan will be provided in the monthly reports alongside a risk identification register attributed to the engagement.

All monitoring and reporting will be set against the purpose and objectives of this Communications and Engagement Plan to provide continued rigour to the process.

As stated above the engagement process will be iterative and will require weekly updates and tracking to ensure the current plan is either on track or requires adjustment. The programme for workshops and meetings will be provided to the NCC Project team for approval prior to undertaking.

## 12.0 Record Keeping

All comments, discussions, actions and responses will be logged by multiple parties involved in leading the various engagement platforms. This includes logging any agreed actions and identification of the level of engagement, concerns and any risks linked to outcomes, programmes or technical information.

The record will be monitored weekly and outcomes be reported in the fortnightly project reporting. The spreadsheet will be kept in the common shared drive for all parties to view. Information will be factual and avoid 'personal perspectives' on matters.

## 13.0 Evaluation

The continued evaluation on the engagement process will be required to ensure the methods of engagement, timing and persons leading varying parts of the engagement are fit for purpose. By this it means that enduring outcomes sought by the project rely on the establishment of positive relationships between NCC and external parties.

Whilst the consultant team will lead and facilitate the design engagement sessions, there will be a need to ensure the NCC and their Partners are viewed as the 'face' of the project. Creating enduring local relationships beyond the design phase of the project needs to be strategic. The Ahuriri Regional Park Joint Committee will be updated on outcomes of engagement and opportunities for continued involvement of key stakeholders and interested parties. Development of a relationship plan is recommended beyond the masterplan phase of the project.



## Policy for Reimbursement for Project Meetings and Travel

HBRC will reimburse eligible people for their participation in working groups (including similar project-based meetings) and/or associated travel costs, as specified following.

### Eligibility

To be eligible for reimbursement at half-day or full-day workshops/meetings, the following circumstances must apply, as relevant:

1. The person is providing necessary input to, and feedback on, proposals to address the issue at hand (which may include development or implementation of solutions), including knowledge about the local opportunities and impacts of any proposal
2. The person (or their representative organisation) must have been pre-approved for reimbursement for their participation in the project by the HBRC Chief Executive or relevant Group Manager
3. The person is presenting information at a public meeting or workshop, at the invitation of HBRC
4. The person is not otherwise receiving remuneration from HBRC with respect to the project (for example, as an HBRC regional councillor (whose remuneration is set through the Remuneration Authority) or as a contracted consultant to HBRC for the project)
5. Attendance time (including virtual attendance) at the workshop/meeting is reimbursed at either a half day or full day rate
6. The person must attend for the full duration of the workshop/meeting, unless an agreement is reached in advance with the relevant HBRC project manager
7. An IRD-compliant travel logbook must be maintained to validate any travel [use of vehicle] expense claim
8. Travel time for an eligible person to attend the workshop/meeting is reimbursed for any return trip that takes longer than one hour duration.

### Not eligible

The following circumstances are not eligible for reimbursement:

1. The person is receiving remuneration from a participating organisation
2. It is a public meeting or workshop and the person is participating as any other member of the public
3. For travel time, where the return trip for the person to attend the workshop/meeting takes less than one hour
4. For the travel/use of vehicle allowance, the person is a passenger using shared transport to attend the workshop/meeting and the person providing that transport is already being reimbursed for travel costs.

### Reimbursement

1. *RPC PSGE Representative or Māori Committee Representative*

For attendance, preparation time and travel, reimbursement is in accordance with the respective rate as resolved by the HB Regional Council on 26 February 2020 (RPC) or 29 July 2020 (Māori Committee).

2. *Working Group Fee*

For attendance and preparation time, a gross fee (i.e pre-tax fee), is available for each eligible person as:

- \$175 per half day (no more than 4 hours working group time)
- \$300 per day (between 4 and 7 hours working group time)

For travel time, an eligible person making a return trip (for the purpose of participating in the working group) that takes more than one hour:

- A payment of \$37.50 per hour (after the first hour of eligible travel) to be paid upon submission of an approved Travel Claim Form.

Claims for the Working Group Fee for meetings attended may be made monthly using the Meeting and Travel Claim Form. Claims will be processed once a month and must be received by the second Monday of the month for payment on the Friday of that week.

HBRC staff will assess withholding tax on a case by case basis, taking advice from the Chief Financial Officer as necessary.

Situations where withholding tax could apply are:

- If the advisor was part of the committee i.e attended regular meetings, similar to board members or elected representatives
- If the advisor gives a 'speech, lecture or talk of any purpose'. Generally, we would expect a 'speech, lecture or talk' to be accompanied with a presentation.

Where either of the above situations apply, withholding tax would:

- **Not be deducted** if the payment is made to a company as companies are generally exempt from withholding tax
- **Be deducted** for an individual acting in their personal capacity.

3. *Travel Allowance*

Eligible persons will be reimbursed for their travel expenses based on the current kilometre rate for business use set by the Inland Revenue Department.

Claims for the Travel Allowance for meetings attended may be made monthly using the Meeting and Travel Claim Form. Claims will be processed once a month and must be received on by the second Monday of the month for payment on the Friday of the same week.

### Implementation

1. Eligibility is authorised by the relevant group manager or Chief Executive
2. Eligibility for reimbursement must be pre-agreed between HBRC and the person concerned
3. The Māori Partnerships Team will facilitate the establishment of agreements with iwi/tangata whenua on behalf of the relevant project manager

4. The eligible person will provide HBRC with the required information to process any working group claim  
*[add link to required information to set up payment](#)*
5. The eligible person will sign an attendance sheet at the relevant working group meeting which will be countersigned by the relevant project manager  
*[add link to template for record of meeting attendance](#)*
6. Claims using the Meeting and Travel Claim Form may be made monthly using the Meeting and Travel Claim Form, and must be received by HBRC by the second Monday of the month for payment on the Friday of that week  
*[add link to Meeting and Travel Claim Form template](#)*
7. The staff person assigned to administer project claims will
  - 7.1 Verify attendance at the meeting
  - 7.2 Verify any Travel Allowance claim
  - 7.3 Recommend approval to the project manager/budget manager, as appropriate
8. The project manager/budget manager will review and approve claims, as appropriate
9. The Finance Team will process for payment as follows:
  - 9.1 When withholding tax is deducted, in the middle of the month alongside payments to contractors
  - 9.2 On the Friday of the second full week of the month otherwise.
10. Reimbursement will be funded from within the relevant project budget.

**Review of Reimbursement for Project Meetings & Travel Policy**

Annual review – Allowance rate, setting reimbursement for forthcoming financial year.

Three-yearly – Review of policy implementation and effectiveness.

Table 1: Assessment for Eligibility re Reimbursement Policy and Funding Source

Type of person	Type of Meeting			
	HBRC Committee	HB representative at a regional or national level meeting	HB Working Group	Reimbursement Rate
HBRC Councillor	Governance covers costs	Governance covers costs	? Governance covers costs	As set by the Remuneration Authority
RPC PSGE Representative	Māori Partnerships covers costs	Seek reimbursement from meeting owner, otherwise Māori Partnerships	Reimbursement Policy applies from project budget	As set for RPC PSGE representative
Māori Committee Representative	Māori Partnerships covers costs	Seek reimbursement from meeting owner, otherwise Māori Partnerships	Reimbursement Policy applies from project budget	As set for Māori Committee representative
Representative nominated by MC or RPC PSGE	NA	No Seek reimbursement from meeting owner	Reimbursement Policy applies from project budget	As set for Working Group member
Representative nominated by another entity	NA	No Seek reimbursement from meeting owner	Reimbursement Policy applies from project budget	As set for Working Group member
Representative nominated by Chief Executive or Group Manager	NA	No Seek reimbursement from meeting owner	Reimbursement Policy applies from project budget	As set for Working Group member
Contract/consultant/Expert	By CE/Group Manager invitation, through contract	By CE/Group Manager invitation, through contract	As set in contract	As set in contract
Self-nominated	NA	No	No - The person must be endorsed by a relevant group, the CE or relevant Group Manager	No
Public	NA	No	No	No

Table 2: Application of Reimbursement Policy on the scale of public participation

Inform	Consult	Involve	Collaborate	Empower
HBRC informs people of the solution Opportunity to answer questions Eg letter, website, public meeting	HBRC informs people of the proposed solution and there is opportunity to provide feedback Eg submission	HBRC works with people to ensure their concerns and aspirations are directly reflected in the alternative solutions that are developed, feedback is sought Eg public workshop	HBRC and others work together on each aspect of the proposed solution, incorporating advice & recommendations of collaborators as far as possible Eg Working group	HBRC resources others to provide the solution
Not applicable	Not applicable	Not applicable	Reimbursement Policy may apply	Contract formalises the nature of empowerment

## Meeting and Travel Claim Form

Project: <Name>

Name: \_\_\_\_\_ Month: \_\_\_\_\_

Meeting	Date	Round Trip Distance (in Kms)	Travel Time
<Project> meeting			
<i>Others – please list:</i>			
<b>Total</b>			

Residential Address: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Project Cost Code: \_\_\_\_\_

Approved by:  
<PROJECT> Leader Name \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Meeting and Travel Budget Calculation Form

**Project:** <Name>

Estimate	HBRC	RPC PSGE	Maori Committee	Working Group
Number of people				
Number of Half Day Meetings				
Number of Full Day Meetings				
Travel time				
Travel distance				
Allocation to Governance \$				
Allocation to Maori Partnerships \$				
Allocation to Project \$				
<b>Total Allocation \$</b>				



# AHURIRI REGIONAL PARK JOINT COMMITTEE Open Minutes

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Meeting Date: Friday 5 May 2023

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Time: 9.36am – 11.05am (*Open*)  
11.06am – 11.11am (*Public Excluded*)

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Venue Large Exhibition Hall  
War Memorial Centre  
Marine Parade  
Napier

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Present: **Chair:** Deputy Mayor Brosnan (NCC)  
Councillor Browne (NCC) and Councillor Ormsby (HBRC)  
Maree Brown and Joseph Reti (Mana Ahuriri Trust)

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In Attendance: Executive Director City Strategy (Rachael Bailey) (NCC)  
Strategic Planning Lead (Fleur Lincoln) (NCC)  
Recovery Programme Manager (Richard Munneke) (NCC)  
Group Manager Asset Management (Chris Dolley) (HBRC)  
Manager Property (Bryan Faulknor)

**Consultants:**

- Cameron Drury (Stradegy)
- Rima Kaio (Beca)

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Administration Governance Advisor (Carolyn Hunt)

*NCC (Napier City Council); HBRC (Hawke's Bay Regional Council ) and MAT Mana Ahuriri Trust*

## Karakia

The meeting opened with the Council karakia.

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## Apologies

Deputy Mayor Brosnan / Joseph Reti

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That the apologies for absence from Tania Eden and Chad Tareha (MAT), Councillor Price (NCC), Councillor Williams and Councillor Kirton (alternate) (HBRC) be accepted.

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Carried

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## Conflicts of interest

Nil

## Public forum

Nil

## Announcements by the Chairperson

Nil

## Announcements by the management

The Recovery Programme Manager, Mr Munneke briefly attended the meeting advising that the Ahuriri Regional Park was an inspirational programme to continue moving forward with especially following the events of Cyclone Gabrielle. It was more relevant now in terms of recovery and the locality plan in rebuilding a better Ahuriri.

## Confirmation of minutes

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Councillor Ormsby / Joseph Reti

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That the Minutes of the meeting held on 9 December 2022 were taken as a true and accurate record of the meeting.

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Carried

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# AGENDA ITEMS

## 1. ENGAGEMENT OF PROJECT MANAGER

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<i>Type of Report:</i>	Procedural
<i>Legal Reference:</i>	N/A
<i>Document ID:</i>	1634133
<i>Reporting Officer/s &amp; Unit:</i>	Fleur Lincoln, Strategic Planning Lead

### 1.1 Purpose of Report

The purpose of this report was to seek a recommendation from the Joint Committee on the appointment of an independent project manager for the Ahuriri Regional Park masterplan.

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#### At the meeting

The Strategic Planning Lead, Ms Lincoln advised that this was an opportunity for the Joint Committee to meet the preferred candidates for the Project Manager role. At the 9 December 2023 meeting the process was agreed on how to procure this role. Officers have fulfilled the process requirements and wish to ensure that the Committee is comfortable with the preferred candidate.

Cam Drury (Project Driver, Strategy) and Rima Kaio (Project Control, Beca) as the preferred candidates displayed a powerpoint presentation (*Doc Id 1655405*) providing a comprehensive summary on the following:

- Introductions - Skills and Experience
- Understanding of the Project
- Understanding of the Cultural Context
- Initial Observations
- The Project Manager Role
- Their Team
- Their Approach – Initial Thoughts

#### In response to questions the following was noted:

- Not able to present a plan just yet, but is anticipated that an initial workshop will tease out the methodology of this project more.
  - It was envisaged that a meeting of the Committee be organised as soon as possible, leading into another meeting to bring Strategy up to speed.
  - Following the initial stocktake from these meetings workshops would be proposed to be held fortnightly as this is a very creative project, get ideas, filter and with natural evolution develop the project plan.
  - The key part of a project manager is co-ordinating the Committee with background work, organising the advisory group to feed into the technical work. Mr Drury was very comfortable that he and the team would be delivering.
  - Technical information will be required in regard to what can and cannot be done on the land. Start out with big aspirations, however some may not be possible.
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- Mr Drury recognised the significance of this legacy project and was excited to have this unique opportunity to work alongside mana whenua in co-governance for the deliver of a masterplan that was visionary, realistic and strategic.

*The meeting adjourned for morning tea at 10.38am and reconvened at 10.56am*

It was agreed that workshops be organised as soon as possible and following discussion with Mana Ahuriri Trust representatives the Chair requested that they put forward a location for the first workshop to enable free and frank discussion.

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**COMMITTEE** Councillor Ormsby / Councillor Browne

**RESOLUTION**

The Ahuriri Regional Park Joint Committee:

- a. **Endorse** the engagement of Strategy as the lead agency that will fulfil the project manager position for the Ahuriri Regional Park masterplan.

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Carried

**Attachments**

- 1 Project Manager Role presentation (Doc Id 1655405)
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*Councillor Ormsby left the meeting at 11.05am*

# PUBLIC EXCLUDED ITEMS

Maree Brown / Joseph Reti

That the public be excluded from the following parts of the proceedings of this meeting, namely:

1. Land Purchase Update

Carried

The general subject of each matter to be considered while the public was excluded, the reasons for passing this resolution in relation to each matter, and the specific grounds under Section 48(1) of the Local Government Official Information and Meetings Act 1987 for the passing of this resolution were as follows:

<b>General subject of each matter to be considered.</b>	<b>Reason for passing this resolution in relation to each matter.</b>	<b>Ground(s) under section 48(1) to the passing of this resolution.</b>
1. Land Purchase Update	7(2)(i) Enable the local authority to carry on, without prejudice or disadvantage, negotiations (including commercial and industrial negotiations)	48(1)a That the public conduct of the whole or the relevant part of the proceedings of the meeting would be likely to result in the disclosure of information for which good reason for withholding would exist: (i) Where the local authority is named or specified in Schedule 1 of this Act, under section 6 or 7 (except 7(2)(f)(i)) of the Local Government Official Information and Meetings Act 1987.

*The meeting moved into Public Excluded at 11.06am*

*The meeting closed with a karakia at 11.11am*

Approved and adopted as a true and accurate record of the meeting.

Chairperson .....

Date of approval .....