

Engagement Tool - Typical workshop agenda – community reference group

This provides an indicative framework for using a community reference group approach for engagement. A community reference group would include representatives of the community, selected at random and to meet stratified sampling targets to play an active role in the coastal planning process. Could be delivered across the project, but well suited to Stage 1 (to identify values) and Stage 5 (to discuss multi-criteria assessment/adaptation options assessment).

- **Duration:** Three separate sessions, each for four-six hours in length. Could be several months apart. Assumes the same people attend all meetings.
- **Times:** Weekend, outside school holidays. Weeknights may be appropriate if a shorter session is proposed.
- **Location:** At a venue within or near the study area.
- **Materials:** Audiovisual equipment for presentation. Other materials are dependent on activities undertaken. Background reports provided prior to meetings. Summary of previous workshops provided prior to the following meeting. Presentation materials to be highly visual (less text, more pictures).
- **Set up:** Audiovisual equipment for presentations, tables and chairs for group activities. Technical expert present to discuss coastal, environmental and other fields

Workshop 1 – Establishing the project context

Item	Suggested content
1. Introduction and background (20 mins)	<ul style="list-style-type: none">• Acknowledgment of Country• Project Team• Project purpose• Project background• CHRMAP framework and aligned legislation
2. Hazards and risks (30 mins)	<ul style="list-style-type: none">• Overview of coastal hazards and what they are• Discuss locally observed hazards• What the risks are if they are not managed• Q&A
3. Management options (30 mins)	<ul style="list-style-type: none">• Overview of the options more generally (Hint: use imagery as much as possible)• What are the impacts (pros and cons) of the different management options• Q&A
4. Your values exercise (30-45 mins)	<ul style="list-style-type: none">• Marking maps to show areas of important to attendees• Written comments per individual or group to support maps• Presenting back
5. Your concerns exercise (30-45 mins)	<ul style="list-style-type: none">• Marking maps to show areas attendees are concerned about• Written comments per individual or group to support maps• Presenting back

Item	Suggested content
6. Recommendations (20 mins)	<ul style="list-style-type: none"> • How are the recommendations for the local area determined (what is MCA)? • Q&A
7. Next steps (10 mins)	<ul style="list-style-type: none"> • When we next meet, what other engagement will occur • Thanks

Workshop 2 – Considering the management options available

Section	Suggested content
1. Introduction and background (20 mins)	<ul style="list-style-type: none"> • Acknowledgment of Country • Project purpose and background reminder
2. Observations since we last met (15 mins)	<ul style="list-style-type: none"> • What hazards have you observed locally or nationally? • What discussion had with friends and neighbours?
3. Engagement - Other (15 mins)	<ul style="list-style-type: none"> • Feedback and data on engagement that has occurred since last meeting • Any key concerns of observations of other groups
4. Engagement Summary (15 mins)	<ul style="list-style-type: none"> • Values and issues of CRG - Present summary of Meeting 1 • Q&A / Discussion
5. Hazard maps (30 mins)	<ul style="list-style-type: none"> • Hazard maps and what do they mean • Assets impacted, timing of impact • Q&A
6. Options reminder (15 mins)	<ul style="list-style-type: none"> • What options are available in each location and the pros/cons of each • Who pays for adaptation
7. How we do MCA (20 mins)	<ul style="list-style-type: none"> • Present MCA approach, criteria, scoring process • Q&A
8. MCA Criteria (20 mins)	<ul style="list-style-type: none"> • Present criteria and workshop in groups • Present back
9. MCA examples (30 mins)	<ul style="list-style-type: none"> • Present local examples and workshop in groups with criteria • Present back
10. Next steps (10 mins)	<ul style="list-style-type: none"> • When we next meet etc • Thanks

Workshop 3 – Assessing the Options

Item	Suggested content
1. Introduction and background (10 mins)	<ul style="list-style-type: none">• Acknowledgment of Country• Project purpose and background reminder
2. Observations (10 mins)	<ul style="list-style-type: none">• What hazards have you observed locally or nationally?• What discussion had with friends and neighbours?
3. Any other issues (10 Mins)	<ul style="list-style-type: none">• Query/resolve matter on notice
4. MCA refresh (10 mins)	<ul style="list-style-type: none">• Present MCA approach, criteria, scoring process
5. Undertake MCA (120 mins)	<ul style="list-style-type: none">• Present local examples and workshop in groups with criteria• Present back
6. Summary	<ul style="list-style-type: none">• Summarise process, present final MCA, outcomes etc• Thank you from key leader in organisation