

Action register:

Community-led Coastal Adaptation Project co-design Working Group – Update on Terms of Reference

Date: Friday 8 May 2020

Location: Online via Zoom

Attendees: Mahina-a-rangi Baker (ARTCAG representative), Paul Dunmore (CRU), Natasha Tod (KCDC), Lyndsey Craig (KCDC), Liana Cook-Auckram (KCDC), Moko Morris (KCDC), Miriam Randall (KCDC) Tim Sharp (GWRC) Stephen Daysh (Mitchell Daysh).

Apologies: Suze Keith (GWRC), Al Cross (GWRC), Jo Rosier (NOBRG), Quentin Poole (CRU).

Agenda item	Comments/Actions
Terms of Reference	<ul style="list-style-type: none"> • Coastal Team will further develop the Purpose Statement to include specific objectives/outputs. • The working group will develop a scope and objectives section for inclusion in the CAP(s) Discussion Paper, building upon the document provided by CRU. <ul style="list-style-type: none"> ○ Coastal Team will incorporate this into the upcoming agendas in Schedule Three (4th June). • Coastal Team will further develop the Workshop Group Participation section to allow iwi flexibility around nominating working group representatives. • Tim Sharp to provide the Coastal team with some examples for further developing the Group Decision Making Process to provide practical clarity when working through a consensus decision making process. • Coastal Team will further develop the Working Group Principles to reduce ambiguity and to reflect that all information associated with the working group will be available on the TK website. The Coastal Team will also add an additional point regarding a feedback loop to organisations/other members to this section. • Coastal team will amend Schedule One to reflect the previous draft ToR wording. E.g change the wording <u>a</u> to <u>the</u> group as per Natasha's request. • Coastal Team will amend Schedule Two Te Whakaminenga o Kāpiti wording. • Mahina-a-rangi Baker will provide the Coastal Team with a few sentences around tangata whenua relationship with the coast (this is to add to Schedule Two). • Coastal Team will further develop the 'report to Council' timeframes in Schedule Three to reflect COVID-19 prioritisation in upcoming Council agendas. • Coastal Team will clarify the wording around the CAP(s) process/discussion paper in Schedule Three.